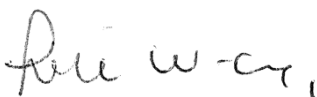


Date of issue: Wednesday, 27 October 2021

MEETING:	OVERVIEW & SCRUTINY COMMITTEE (Councillors Gahir (Chair), Matloob (Vice Chair), Basra, Dhaliwal, Hussain, Kaur, Malik, Sharif and Smith)
DATE AND TIME:	THURSDAY, 4TH NOVEMBER, 2021 AT 6.30 PM
VENUE:	COUNCIL CHAMBER - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	NICHOLAS PONTONE 07749 709 868

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

AGENDA
ITEM

REPORT TITLE

PAGE

WARD

APOLOGIES FOR ABSENCE

CONSTITUTIONAL MATTERS

1. Declarations of Interest

-

-

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 9 and Appendix B of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.



<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
2.	Minutes of the Last Meeting held on 16th September 2021	1 - 8	-

SCRUTINY ISSUES

3.	Member Questions <i>(An opportunity for Committee Members to ask questions of the relevant Director / Associate Director, relating to pertinent, topical issues affecting their Directorate – maximum of 10 minutes allocated).</i>	-	-
4.	Draft Budget Proposals 2022/23	9 - 28	All

MATTERS FOR INFORMATION

5.	Forward Work Programme	29 - 44	-
6.	Members' Attendance Record 2021/22	45 - 46	-
7.	Date of Next Meeting - 13th January 2022	-	-

Press and Public

Attendance and accessibility: 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 any items in the Part II agenda are considered. For those hard of hearing an Induction Loop System is available in the Council Chamber.

Webcasting and recording: The public part of the meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The footage will remain on our website for 12 months. A copy of the recording will also be retained in accordance with the Council's data retention policy. 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.

In addition, the law allows members of the public to take photographs, film, audio-record or tweet the proceedings at public meetings. Anyone proposing to do so 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.

Emergency procedures: The fire alarm is a continuous siren. If the alarm sounds immediately vacate the premises by the nearest available exit at either the front or rear of the Chamber and proceed to the assembly point: The pavement of the service road outside of Westminster House, 31 Windsor Road.

Covid-19: To accommodate social distancing there is significantly restricted capacity of the Council Chamber and places for the public are very limited. We would encourage those wishing to observe the meeting to view the live stream. Any members of the public who do wish to attend in person should be encouraged to contact the Democratic Services Officer.



Overview & Scrutiny Committee – Meeting held on Thursday, 16th September, 2021.

Present:- Councillors Gahir (Chair), Matloob (Vice-Chair), Bal, Basra, Dhaliwal, Kaur, Malik and Smith

Also present under Rule 30:- Councillors Ali, S Parmar and Sharif

Apologies for Absence:- Councillor Hussain

PART I

1. Declarations of Interest

Councillor Bal declared that his daughter worked for Slough Borough Council. Councillor Bal remained and participated in the meeting.

2. Minutes of the Last Meeting held on 26th April 2021

Resolved – That the minutes of the meeting held on 26th April 2021 be approved as a correct record.

3. Member Questions

No Member Questions had been received.

4. Performance & Projects Report, Quarter 1 2021/22

The Committee received a report that set out the latest performance information for the 2021/22 financial year as measured by the corporate balanced scorecard indicators and an update on the progress of the fifteen projects in the portfolio.

It was noted that the Committee was receiving the report prior to Cabinet, which would consider it on 20th September, therefore any concerns or issues raised could be referred to the Cabinet meeting. Due to unforeseen circumstances, no officer from the Strategy & Improvement team was able to be present at the Committee to answer any questions Members may have, but assurance had been provided that answers would be collated and circulated after the meeting. The Committee expressed its dissatisfaction that there wasn't an officer to present the report at the meeting and asked that this be recorded. The Chair had already raised the matter and asked that the Executive Board consider which senior officers should attend in future to answer questions on the report.

Members discussed the report and raised the following questions:

- Our Futures – a Member queried why Our Futures was not categorised and reported on as a Gold Project given its significance to the Council.

Overview & Scrutiny Committee - 16.09.21

An explanation was requested of the monitoring and reporting arrangements. Clarification was also sought on the savings the programme had achieved. This matter had already been raised by the Employment & Appeals Committee.

- Asset disposals – it was queried why asset disposals was not a Gold Project. The Committee requested regular updates in the Quarterly Report. The Director of Finance indicated that it was likely that asset disposals would become a Gold Project and would be regularly reported through Cabinet and Council in any event as part of the response to the s.114 notice and financial recovery.
- Nova House – a Member stated that given the financial risk and impact on the residents, Nova House should be a Gold Project.
- Target setting – paragraph 1.5 of report stated that year-end targets had not yet been set for four performance indicators due to Covid-19. The Committee requested a more detailed explanation of the reasons why targets could not be set for the four indicators (direct payments, temp accommodation, Business Rates collection and Council Tax collection).
- NEETs (paragraph 1.11.1 of the report) – the data in the report stated the percentages of Slough residents Not in Education, Employment or Training. Members requested the actual number of people in Slough who were NEET. As this issue had been raised by Members in the past it was suggested that the actual number be included in future quarterly reports.
- Project portfolio – the report stated that some projects had been completed or merged and it was agreed that a breakdown of these projects be circulated to Members so it was clear which had been completed and which had been merged.
- Performance improvements – Appendix A listed 6 indicators where improvements were noted. These related to child protection plans, direct payments, uptake of health checks, street cleanliness, households in temporary accommodation and the number of licenced mandatory Houses in Multiple Occupation. The committee asked for more information on the actions taken to achieve these improvements and of any lessons learned to improve performance in other areas.
- Recycling - Appendix A of the Performance Scorecard showed that the recycling indicator was now 'red' rated. Members asked for more information about the reasons for this and the actions that were being taken to address it.

Speaking under Rule 30, Councillor Sharif commented that ward councillors had not been well engaged in the activity described in Chalvey. The

Overview & Scrutiny Committee - 16.09.21

Committee agreed that councillors should be properly engaged on such initiatives in their wards.

At the conclusion of the discussion it was agreed that the report be noted and that the further information requested by the Committee be circulated as soon as possible after the meeting.

Resolved – That the Performance and Projects report for the first quarter of 2021/22 be noted.

5. Revenue and Capital Budget Monitoring Report Quarter 1 2021/22

The Director of Finance introduced a report that set out the revenue and capital financial monitoring position for the first quarter of the financial year to the end of June 2021.

The Council's General Fund was currently forecasting a cumulative deficit of £111m as at 21st March 2022 as per the s.114 notice, which included an assumed in-year deficit of £6.9m although it was noted this figure was continually being refined and would change. The current forecast in-year overspend for 2021/22 was £5.575m, which was therefore an improvement of £1.325m. The Dedicated Schools Grant was forecasting a cumulative deficit of £23.775m as at 31st March 2022, which was an improvement of £3m on the previous figure. The Housing Revenue Account (HRA) position was forecast as breakeven, although it had not been fully reviewed and would therefore change. The forecast capital programme outturn for the General Fund was £122.358m and £55.077m for the HRA. Work on the collection fund was commencing and due for completion in October, and in addition to the HRA review was likely to highlight further issues.

The overall position was therefore that the Council was continuing the intensive work to address the severe financial challenges it faced. The Cabinet and Council would be receiving a report later in September on the progress of the financial action plan, which included work on the matters above, plus the commercial companies, accounts and other issues. Enhanced financial controls had been put in place, such as expenditure control panels, with business cases being required before expenditure was approved.

Members asked about the progress in delivering the Council's agreed savings plans for 2021/22. The Director of Finance stated that detailed work was being carried out to verify the savings proposals approved by Council in March 2021. It was very important that these savings plans were achieved to demonstrate that the Council could deliver them. Scrutiny of the 2022/23 savings proposals would take place from November 2021 onwards, much earlier and more robust than previous years.

The Committee asked a number of other questions about the position at the end of the first quarter, including the DSG deficit, reserves and the capital overspends referred to in paragraph 8.5 of the report of £17.5m on the Moxy

Overview & Scrutiny Committee - 16.09.21

hotel and the Herschel Street car park refurbishment. The Director of Finance commented that the issues had been identified as part of the detailed work being undertaken and had been reported to Cabinet at the earliest opportunity. Further information was requested outside of the meeting on the budgeted revenue expected from the Moxy Hotel; the reasons for the overspend; and the justification for the extra £4m spent on Herschel car park. The Capital Programme was being reviewed and was likely to be significantly reduced in scale, before being represented to Members for approval.

Further detail was also requested on the loan to GRE5 referred to in paragraph 8.14 of the report. In particular, it was queried whether the £2.3m stated in this report was included in, or additional to, the £10m figure reported to Council in July 2021. The current position on James Elliman Homes was also raised and whether further acquisitions were still being made despite the Council's financial position.

At the conclusion of the discussion the report was noted.

Resolved – The Committee noted the current management position on the 2021/22 accounts:

- (a) The council's forecast cumulative deficit and improvement as at the end of June 2021/22 of £1.325m.
- (b) The forecast General Fund revenue position for 2021/22 as at the end of June 2021 is a £5.575m overspend;
- (c) The progress towards the 2021/22 savings programme;
- (d) The work being done by all parties across the Council to verify the savings identified in the 21/22 budget and action being taken to mitigate the budget gap in the current financial year by 30/9/21;
- (e) The current DSG cumulative deficit is £23.775m and in-year forecast as at the end of June 2021/22 was £4.885m deficit.
- (f) The current forecast spend on Transformation to deliver savings;
- (g) The Housing Revenue Account (HRA) was forecast to spend to budget for as at the end of June 2021.
- (h) Approval of the capital budgets carry forward from 2020/21
- (i) Note that the current capital programme was unaffordable, and a number of schemes are being reviewed to determine whether they can be stopped or their scope reduced.
- (j) Note that funding assumptions in some schemes that had been included in the capital programme as funded from capital receipts had been updated.

Overview & Scrutiny Committee - 16.09.21

- (k) Note the forecast capital spend for 2021/22, pending review of the programme.
- (l) Note that the capital schemes that had been missed in the 2021/22 budget process will be passed to Council for approval in November 2021.
- (m) Note that a number of capital schemes in the programme had already commenced without business cases going to Cabinet for approval. These would go to future Cabinet meetings for retrospective decisions as financial governance was improved.

6. Petition - "Resignation of Vote of No Confidence"

The Democratic Services Lead introduced a report to formally advise the Overview & Scrutiny Committee of a Petition titled "Resignation or Vote of No Confidence" that had been received under the Council's Petitions Scheme.

The Petition contained 1,112 signatures, all of which were submitted online via the e-petition facility on the Council's website:

"We the undersigned petition the council to demand our councillors discuss and request the following at Full Council on 22nd July 2021 in response to the Section 114 issued: - Resignation of CEO Josie Wragg with immediate effect - Resignation and withdrawal from Cabinet of Leader Cllr James Swindlehurst with immediate effect - If resignations not forthcoming, we want a vote of no confidence in both to be initiated.

The CEO and Leader have been in charge and allowed the finances to get so bad that a Section 114 is now necessary. We believe they are responsible and should be held to account. We do not have confidence in them to correct the situation.

We want an inquiry to know how and why Slough is in this financial mess.

We want to know what will be done to ensure it doesn't happen again.

We want the public to be notified of the result on the inquiry and given access in full to the report."

As the petition received between 750-1,499 signatures it was a requirement of the scheme that the response be considered by the Overview & Scrutiny Committee. A proposed response was set out in paragraphs 5.4 to 5.8 of the report which, in summary, stated that the issues considered, debated and voted on at the meeting of Council on 22nd July 2021 directly responded to the matters raised, notably that a vote to remove the Leader of the Council had

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taken place in accordance with the relevant provisions of the Council's Constitution.

The Committee agreed with the proposed response with the additional comment that two external, independent reviews by CIPFA and MHCLG were taking place and that it was expected those reports would be published by the Government.

Councillor Smith expressed the view that there had been a lack of accountability and proposed a motion that read as follows:

“The Slough Borough Council Executive/Cabinet apologises to the citizens of Slough for its poor financial management and unsustainable levels of borrowing, as well as for its resulting withdrawal of local welfare provision, It commits to reinstate a scheme of local welfare provision that is adequate and sustainable, as soon as possible, funding by savings elsewhere in the Council. In the interim, a fund should be created to offer emergency help to the most needy and vulnerable of Slough's citizens that would be administered by SBC's social workers in support of their clients, replacing in some measure the discretionary fund that each social worker used to have to help hardship cases, previously withdrawn. It urges the Cabinet to consider following the example of the Cabinet members on Liverpool City Council and foregoing their special responsibility allowances as an act of contrition and a means of helping to create such a fund.”

The proposal was not seconded and therefore not put to the vote. Other members of the committee did comment that the Leader of the Council had issued an apology to residents at the Council meeting in July 2021.

At the conclusion of the discussion the response was agreed as set out in paragraphs 5.4 to 5.8 of the report, with the additional comment that two independent reviews had been carried out and it was expected would be published by the Government in due course.

Resolved – That the response to the position be agreed as set out in paragraphs 5.4 to 5.8 of the report, plus reference to the independent reviews, that:

“The matters raised in the petition related specifically to the Council meeting held on 22nd July 2021 and the actions requested are considered to have been completed through the proper procedures set out in the Council's Constitution.

The petition requested that a “vote of no confidence” in the Leader of the Council be held at that meeting if a resignation had not been submitted. Following the submission of the petition, a motion to this effect was submitted by 6 councillors, debated and voted on in the Council meeting on 22nd July. The motion to remove the Leader of the Council (see Appendix A to the report)

Overview & Scrutiny Committee - 16.09.21

was not carried. There were 6 votes in favour of the motion to remove the Leader, 31 votes against and 2 abstentions.

The other requests made in the petition were also complied with at the Council meeting on 22nd July 2021 which included:

- *A detailed Section 114 report from the Section 151 Officer setting out the severity of the financial situation facing the Council and the proposed actions to address the position.*
- *The Chief Executive's response to the Section 114 report which included proposals to control in-year spending and set the budget for 2022/23 and beyond, which would include a strong role for Member scrutiny and public consultation.*
- *A report on further statutory recommendations from the Council's external auditors, Grant Thornton, and the management response.*
- *Several questions from electors on the financial position put directly to the Leader of the Council.*
- *A motion on 'financial recovery' relating to the management and leadership of the Council.*

The Council meeting was held in public, live streamed and the recording published immediately after the meeting. The Council suspended various procedure rules during the meeting to ensure that all matters could be considered in public Part I of the meeting to ensure maximum transparency.

All documents relating to the meeting are published on the Council website and the recording is also available published, which will show the matters contained in the petition were considered at the meeting."

7. Forward Work Programme

The Committee considered the draft work programme for 2021/22. The focus of scrutiny for the coming year would be on the budget and financial issues. The Committee and all three scrutiny panels would meet in November to scrutinise corporate and directorate budgets for 2022/23.

The Committee's annual meeting with the Police & Crime Commissioner and Chief Constable was now scheduled for January 2022, having originally being planned for the November meeting. Members commented on the importance of the PCC and Chief Constable being able to attend personally this year to ensure Slough's issues could be raised at the appropriate level.

Members made a number of other suggestions for the work programme:

- Progress of Nova House fire safety improvements;
- Covid-19 update and winter planning including flu vaccination (information report);

Overview & Scrutiny Committee - 16.09.21

- Osborne housing repair contract (information report).

The Democratic Services Lead noted these proposals and would work with the chair and chairs of the panels and other committees to consider and include in the relevant work programmes, ensuring the reports went to the appropriate committees and avoided duplication.

Resolved – That the work programme be noted and suggestions for additional items be taken forward with the chair and scrutiny panel chairs.

8. Date of Next Meeting - 4th November 2021

The date of the next meeting was confirmed at 4th November 2021 at 6.30pm.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 7.47 pm)

SCRUTINY COMMITTEE

– 4.11.21

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AGENDA ITEM 4

FINANCE AND COMMERCIAL – CORPORATE SERVICES

Page 10

DRAFT

2021/22 BUDGET BY SERVICE

The key controllable service area budgets for 2021/22 are as follows:

Service Area	Expenditure Budget £m	Income Budget £m	Net Budget £m
Customer Services	2.244	(0.450)	1.794
Business Support	6.237	(1.154)	5.083
Governance	2.293	(0.186)	2.107
HR	1.316	(0.163)	1.153
IT	4.486	-	4.486
	16.577	(1.953)	14.624

This is the budget figures as at Period 6 (Q2)

DRAFT

2021/22 BUDGET PROGRESS

2021/22 Budget Progress

Customer Services

- Agency staffing cost and cost of the Telephony system, £387k
- Customer Service historic legacy costs, £265k
- Offset by Covid grant and staffing savings

Business support is projecting an underspend of £200k, being staffing savings and Covid grant partly offset by pressures in building management

Governance is overspending by £200k, with ICT projecting a £100k overspend offset by a £100k under spend in HR – largely contractual and staffing related

DRAFT

2021/22 KEY ISSUES

HR

- Lack of capacity for example in Learning & Development; Health & Safety; the ability to manage a future restructure and new working practices; and managing the job evaluation process
- Recruitment and retention of staff

Legal Services

- Effective management of legal services contract, for example by involving our legal services team at the earliest possible stage to avoid or mitigate unnecessary risks and/or costs
- Scrutiny support: this requires additional resource, such as recruitment of a statutory scrutiny officer

2021/22 KEY ISSUES

Data & Insight Team

- Demands associated with the need to collect and analysis good quality data in a timely manner, for example to inform development of the Local Plan; and in connection with a range of public consultations. This carries with it a need for improve ICT systems
- Sustaining service-level data support where capacity and capability gaps exist (this includes statutory and business critical reporting requirements)

Strategy & Partnerships Team

- Re-aligning the network of strategic partnership arrangements
- Facilitating the development of the Recovery and Renewal Plan in line with the Medium Term Financial Strategy

DRAFT

2021/22 KEY ISSUES

ICT

- Recruitment of staff in order to address current significant technical skills gaps, single points of failure and increased agency costs.
- The ICT estate requires modernisation
- Procurement and contract management practices need improvement to control costs and risk and to monitor performance

2022/23 MAJOR SAVINGS PROPOSALS

- Building management costs and income - £335k
- A proportion of the overall efficiency target of £200k will be allocated to this service and managed through vacancies and other budgets
- Vacant post and running cost budget reductions – £440k
- ICT contracts - £360k

DEPARTMENTAL EMERGING PRESSURES LIKELY TO BE FACED **IN 2022/23**

HR

- Workforce planning to optimise the HR function, utilising staff to their best advantage to deal with an increased workload and new working practices
- Focus on staff retention; as well as recruitment where appropriate
- Ensuring relevant training programmes are in place to support the recovery and renewal process

Legal and Democratic Services

- Democratic Services: staff recruitment; Member training
- Legal library: the contract with the current supplier expires in August 2022 and we are exploring the possibility of a joint procurement exercise with neighbouring authorities to purchase a replacement product

DRAFT

DEPARTMENTAL EMERGING PRESSURES LIKELY TO BE FACED IN 2022/23

Data & Insight Team

- Integrating the Census 2021 data effectively across all services (May 2022 onwards)
- Continuing to re-establish a fit-for-purpose approach to using location data to engage with and plans services for residents and businesses
- Large volume of data management improvement activity will be required, driven from (a) data quality improvements needed for transformation programmes and (b) adapting to hosted environment (i.e. cloud-based system)

Strategy & Partnerships Team

- Realign strategies and plans with the Recovery and Renewal Plan
- Support implementation of the 2040 Vision

DEPARTMENTAL EMERGING PRESSURES LIKELY TO BE FACED IN 2022/23

ICT

- Delivery of the ICT improvement project
- Restructure to ensure sufficient resources / capacity within the service

Electoral Services

- Deliver work required by the outcome of the Parliamentary Boundary Review
- Implement changes to the electoral cycle subject to the outcome of current consultations and subject to Council decision

Building Management

- Deal with impact of asset disposal and realignment of service
- Implement digital public booking platform to enable customers self-service

BUDGET CONSULTATION

Timeline

Progress on the budgeted savings for 2021/22 is on track and will be monitored through the monthly monitor going forward

SCRUTINY COMMITTEE

– 4.11.21

FINANCE AND COMMERCIAL - FINANCE

DRAFT

2021/22 BUDGET BY SERVICE

The key controllable service area budgets for 2021/22 are as follows:

Service Area	Expenditure Budget £m	Income Budget £m	Net Budget £m
Operational Finance	2.255	(0.210)	2.045
Strategic Finance	0.184	-	0.184
Commercial	1.132	-	1.132
Revenues, Benefits & Charges	21.304	(19.074)	2.230
	24.875	(19.284)	5.591

This is the budget figures as at Period 6 (Q2)

DRAFT

2021/22 BUDGET PROGRESS

2021/22 Budget Progress

- Enhanced audit of the accounts is likely to lead to an underspend of circa £400k on the audit fee for this year
- Financing some Covid related expenditure through Covid grants of circa £340k will likewise contribute to savings
- The above savings are offset by staffing costs largely in revenues and benefits

2021/22 KEY ISSUES

There are several key issues that the finance service is dealing with as regularly and fully reported to Council:

- Delivery of three set of accounts plus prior period adjustments for 2 further years
- Preparation of the Council's recovery and renewal plan
- Preparation of the Council's approach to asset sales
- Ensuring delivery of the budget savings in the March 2021 budget report
- Review of all companies
- Agresso system
- Leading on actions on the internal audit recommendations
- Resourcing and resolving the finance team skills, capacity etc
- Financial management improvements

In addition there is within revenues and benefits:

- A restructure is needed
- Customer service improvements are needed
- Limited self-service offer and automation of back office processes to be addressed
- Levels of outstanding debt to tackle

2022/23 SAVINGS PROPOSALS

- It is anticipated by 2022/23 the service can confidently reduce the audit fee bass budget by circa £150k
- A proportion if the overall efficiency target of £100k will be allocated to this service and managed through vacancies and other budgets
- By reviewing the internal audit and procurement services a saving of £700k will be made
- Grant income of £300k is secured for 2022/23

DEPARTMENTAL EMERGING PRESSURES LIKELY TO BE FACED IN 2022/23

There will be several key issues that the finance service will be dealing in 2022/23:

- Delivery of one set of accounts
- Preparation of the Council's recovery and renewal plan
- Working with Place on the Council's asset sales
- Ensuring delivery of the budget savings for 2022/23 and options for the MTFs for 2023/34 onward
- Continuous review of all companies
- Agresso system
- Leading on actions on the internal audit recommendations
- Resourcing and resolving the finance team skills, capacity etc
- Financial management improvements

In addition there is within revenues and benefits:

- Recruitment and retention of staff is needed
- Delivery of new technology to drive service performance
 - Procurement
 - Implementation
 - Embedding and maintaining

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BUDGET CONSULTATION

Timeline

Progress on the budgeted savings for 2021/22 is on track and will be monitored through the monthly monitor going forward

The proposed 2022/23 savings are significantly dependent on the progress on the accounts which is expected to happen to time and quality

SLOUGH BOROUGH COUNCIL

REPORT TO: Overview and Scrutiny Committee

DATE: 4th November 2021

CONTACT OFFICER: Nick Pontone, Democratic Services Lead
(For all Enquiries) (01753) 875120

WARDS: All

PART I
FOR CONSIDERATION & COMMENT

OVERVIEW AND SCRUTINY COMMITTEE – FORWARD WORK PROGRAMME 2021/22

1. **Purpose of Report**

For the Overview and Scrutiny Committee (OSC) to identify priorities and topics for its Work Programme for the 2021/22 municipal year.

2. **Recommendations/Proposed Action**

2.1 That the OSC consider its work programme for the remainder of the 2021/22 municipal year.

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

3.1 The Council's decision-making and the effective scrutiny of it underpins the delivery of all the Joint Slough Wellbeing Strategy priorities. The OSC, alongside the 3 Scrutiny Panels combine to meet the local authority's statutory requirement to provide public transparency and accountability, ensuring the best outcomes for the residents of Slough.

3.2 The work of scrutiny also reflects the priorities of the Five Year Plan, as follows:

- 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

3.3 Overview and Scrutiny is a process by which decision-makers are accountable to local people, via their elected representatives for improving outcomes relating to all priorities for the Borough and its residents. Scrutiny seeks to influence those who make decisions by considering the major issues affecting the Borough and making recommendations about how services can be improved.

4. **Supporting Information**

- 4.1 The purpose of Overview and Scrutiny is to hold those that make decisions to account and help Slough's residents by suggesting improvements that the Council or its partners could make.
- 4.2 Prioritising issues is difficult. The Scrutiny function has limited support resources, and therefore it is important that the work scrutiny chooses to do adds value.
- 4.3 There are three key elements that make up the responsibilities of the Overview and Scrutiny Committee:
- provide transparency and public accountability for key documents relating to the financial management and performance of the Council;
 - scrutinise significant proposals which are scheduled for, or have been taken as, a Cabinet/Officer delegated decision; and
 - strategic shaping of service improvements relating to the Cabinet Portfolios of Finance & Strategy and Performance & Accountability
- 4.4 In considering what the OSC should look at under points two and three above, Members are invited to consider the following questions:
- *To what extent does this issue impact on the lives of Slough's residents?*
 - *Is this issue strategic and pertinent across the Borough?*
 - *What difference will it make if O&S looks at this issue?*

5. **Suggested Topics**

- 5.1 It is generally recommended that a Scrutiny Committee should aim to look at no more than 2 or 3 items in any one meeting. This limited number can prove challenging, but does allow the Committee to delve down into specific subject areas and fully scrutinise the work that is being undertaken.
- 5.2 This will be a continuous process, and flexibility and responsiveness vital to success. It is important not to over-pack the Committee's agenda at the start of the year, which will not allow the flexibility for the Committee to adapt to take into consideration issues that have arisen during the year.

6. **Resource Implications**

- 6.1 Overview and Scrutiny will be supported by the Democratic Services Team. Therefore, this is a finite resource and consideration must be given, in conjunction with the work programmes for the three Scrutiny Panels, as to how the resource is used during the year.

7. **Conclusion**

7.1 The Overview and Scrutiny Committee plays a key role in ensuring the transparency and accountability of the Council's financial and performance management, and strategic direction. The proposals contained within this report highlight some of the key elements which the Committee must or may wish to scrutinise over the coming municipal year.

7.2 This report is intended to provide the Committee with information and guidance on how best to organise its work programme for the 2021/22 municipal year. As previously stated, this is an ongoing process and there will be flexibility to amend the programme as the year progresses, however, it is important that the Committee organises its priorities at the start of the year.

8. **Appendices Attached**

- A - Draft Work Programme for 2021/22 Municipal Year
- B - Cabinet – Notifications of Decisions

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OVERVIEW AND SCRUTINY COMMITTEE
WORK PROGRAMME 2021/2022

Meeting Date
4 November 2021
<ul style="list-style-type: none"> • Budget Proposals
13 January 2022
<ul style="list-style-type: none"> • Presentation from the Thames Valley Police and Crime Commissioner and Chief Constable • Performance and Projects - Q2 2021/22 • Financial Budget Monitoring (Revenue and Capital)- Q2 2021/22
17 February 2022
<ul style="list-style-type: none"> • Financial Budget Monitoring (Revenue and Capital) – Q3 2021/22 • Capital Strategy 2022/23 • Treasury Management Strategy 2022/23 • MTFs and Revenue Budget 2022/23
17 March 2022
<ul style="list-style-type: none"> • Performance and Projects - Q3 2021/22
7 April 2022
<ul style="list-style-type: none"> • Overview & Scrutiny Annual Report 2021/22 • For information: Petitions – Annual Summary

Unscheduled items

- COVID-19 update and recovery
- Nova House fire remediation works
- Devolution and investment in Slough (Response to the Devolution White Paper - when it is published, and if relevant)

NOTIFICATION OF DECISIONS

1 NOVEMBER 2021 TO 31 JANUARY 2022

Date of Publication: 15th October 2021

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.

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 nicholas.pontone@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 – Financial Governance, Economic Development & Council Plans | Councillor Swindlehurst |
| • Deputy Leader – Leisure, Culture & Communities | Councillor Akram |
| • Sustainable Transport & The Environment | Councillor Anderson |
| • Regulation & Public Protection | Councillor Bains |
| • Customer Services & Corporate Support | Councillor Carter |
| • Children's Services, Lifelong Learning & Skills | Councillor Hulme |
| • Housing, Highways, Planning & Place | Councillor Mann |
| • Social Care & Public Health | Councillor Pantelic |

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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 Observatory House, 25 Windsor Road on weekdays between 9.00 a.m. and 4.45 p.m., from MyCouncil, Landmark Place, High Street, or Tel: (01753) 875120, email: nicholas.pontone@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](#).

For further information, contact Democratic Services on 01753 875120.

Cabinet - 15th November 2021

Item	Port-folio	Ward	Priority	Contact Officer	Other Committee	Background Documents	New Item	Likely to be Part II
<p><u>Finance Action Plan Update</u></p> <p>To receive any further updates and take any necessary decisions in relation to the Finance Action Plan agreed by Cabinet on 20th September 2021 and/or other matters relation to the Council's response to the Section 114 Notice.</p>	F&E	All	All	Steven Mair, Section 151 Officer	-	None		
<p><u>Revenue and Capital Budget Monitor - Quarter 2 2021/22</u></p> <p>To receive an update on the latest revenue and capital position and to consider any write off requests, virements and any other financial decisions requiring Cabinet approval.</p>	F&E	All	All	Steven Mair, Section 151 Officer	O&S	None		
<p><u>Asset Disposals Update</u></p> <p>To receive a report updating the Cabinet on the programme of asset disposals.</p>	F&E	All	All	Richard West, Executive Director of Customer & Community	-	None	√	
<p><u>Digital Signage Strategy</u></p> <p>To obtain approval for the strategy for the use of council sites for the provision of digital advertising for the purpose of income generation and approval of sites for such advertising.</p>	F&E	All	All	Stephen Gibson, Executive Director of Place Tel: 01753 875852	-	None		Yes, p3 LGA

Portfolio Key – F&E = Financial Governance, Economic Development & Council Plans, CS = Children's Services, Lifelong Learning & Skills, C&C = Customer Services & Corporate Support, T&E = Sustainable Transport & The Environment, H&P = Housing, Highways, Planning & Place, L&C = Leisure, Culture & Communities, R&P = Regulation and Public Protection, S&P = Social Care and Public Health

Bold – Key Decision Non-Bold – Non-Key Decision *Italics* – Performance/Monitoring Report

<u>Procurement of substance misuse treatment and recovery services</u> To consider a report on a contract(s) for substance misuse and recovery services.	S&P	All	All	Alan Sinclair, Executive Director of People (Adults) Tel: (01753) 875752	-	None	√	Yes, p3 LGA
<u>Procurement of services for integrated care and support of extra care housing</u> To consider a report on a contract(s) for integrated care and support of extra care housing.	S&P	All	All	Alan Sinclair, Executive Director of People (Adults) Tel: (01753) 875752	-		√	Yes, p3 LGA
<u>Procurement of services with the voluntary sector for prevention and carer support</u> To consider a report on a contract(s) for services with the voluntary sector for prevention and carer support.	S&P	All	All	Alan Sinclair, Executive Director of People (Adults) Tel: (01753) 875752	-	None	√	Yes, p3 LGA
<u>References from Overview & Scrutiny</u> To receive any references from the Overview & Scrutiny Committee and/or scrutiny panels.	C&C	All	All	Nicholas Pontone, Democratic Services Lead Tel: 01753 875120	-	None		
<u>Notification of Key Decisions</u> To endorse the published Notification of Decisions.	F&E	All	All	Nicholas Pontone, Democratic Services Lead Tel: 01753 875120	-	None		

Portfolio Key – F&E = Financial Governance, Economic Development & Council Plans, CS = Children's Services, Lifelong Learning & Skills, C&C = Customer Services & Corporate Support, T&E = Sustainable Transport & The Environment, H&P = Housing, Highways, Planning & Place, L&C = Leisure, Culture & Communities, R&P = Regulation and Public Protection, S&P = Social Care and Public Health

Bold – Key Decision Non-Bold – Non-Key Decision *Italics* – Performance/Monitoring Report

Cabinet - 20th December 2021

Item	Port-folio	Ward	Priority	Contact Officer	Other Committee	Background Documents	New Item	Likely to be Part II
<p><u>Performance & Projects Report, Quarter 2 2021/22</u></p> <p>To receive a report on the progress against the Council's balanced scorecard indicators and key projects for 2021/22.</p>	C&C	All	All	David Hounsell, Group Manager, Business Insight	O&S	None		
<p><u>Council Taxbases 2022/23</u></p> <p>To present information on the properties in Slough and their categories of occupation for the purpose of determining the council taxbase for the borough for the 2022/23 financial year.</p>	F&E	All	All	Steven Mair, Section 151 Officer	-	None		
<p><u>Asset Disposals Update</u></p> <p>To receive an update and take decisions in relation to the Council's programme of asset disposals.</p>	F&E	All	All	Richard West, Executive Director of Customer & Community	-	None	√	Yes, p3 LGA
<p><u>Climate Change Strategy & Action Plan</u></p> <p>To seek approval of the Climate Change Strategy & Action Plan following the recent public consultation.</p>	T&E	All	All	Savio DeCruz, Associate Director, Place Operations Tel: 01753 875640	-	None	√	

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Bold – Key Decision Non-Bold – Non-Key Decision *Italics* – Performance/Monitoring Report

<u>A4 Bus and Cycle Lane</u> To take decisions in relation to the A4 Bus and Cycle Lane following the period of monitoring and assessment during the period of the Experimental Traffic Order.	T&E	All	All	Savio DeCruz, Associate Director, Place Operations Tel: 01753 875640	Place Scrutiny Panel, 1/12/21	None	√	
<u>References from Overview & Scrutiny</u> To receive any references from the Overview & Scrutiny Committee and/or scrutiny panels.	C&C	All	All	Nicholas Pontone, Democratic Services Lead Tel: 01753 875120	-	None		
<u>Notification of Key Decisions</u> To endorse the published Notification of Decisions.	F&E	All	All	Nicholas Pontone, Democratic Services Lead Tel: 01753 875120	-	None		

Cabinet - 17th January 2022

Item	Portfolio	Ward	Priority	Contact Officer	Other Committee	Background Documents	New Item	Likely to be Part II
<u>Asset Disposals Update</u> To receive an update and take decisions in relation to the Council's programme of asset disposals.	F&E	All	All	Richard West, Executive Director of Customer & Community	-	None	√	Yes, p3 LGA
<u>HRA Rents & Service Charges 2022/23</u> To consider the Housing Revenue Account rent and service charge for 2022/23 and, if agreed, recommend the changes to full Council.	H&P	All	Housing	Richard West, Executive Director of Customer & Community	-	None	√	

Portfolio Key – F&E = Financial Governance, Economic Development & Council Plans, CS = Children's Services, Lifelong Learning & Skills, C&C = Customer Services & Corporate Support, T&E = Sustainable Transport & The Environment, H&P = Housing, Highways, Planning & Place, L&C = Leisure, Culture & Communities, R&P = Regulation and Public Protection, S&P = Social Care and Public Health

Bold – Key Decision Non-Bold – Non-Key Decision *Italics* – Performance/Monitoring Report

<u>References from Overview & Scrutiny</u> To receive any references from the Overview & Scrutiny Committee and/or scrutiny panels.	C&C	All	All	Nicholas Pontone, Democratic Services Lead Tel: 01753 875120	-	None	√	
<u>Notification of Key Decisions</u> To endorse the published Notification of Decisions.	F&E	All	All	Nicholas Pontone, Democratic Services Lead Tel: 01753 875120	-	None	√	

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MEMBERS' ATTENDANCE RECORD 2021/22
OVERVIEW AND SCRUTINY COMMITTEE

COUNCILLOR	10/06/21 Cancelled*	13/07/21 Cancelled	16/09/21	04/11/21	13/01/21	17/02/22	17/03/22	07/04/22
Gahir (Chair)			P					
Matloob (Vice-Chair			P					
Bal **			P					
Basra			P					
Dhaliwal			P					
Hussain			Ap					
Kaur			P					
Malik			P					
Sharif **								
Smith			P					

P = Present for whole meeting P* = Present for part of meeting Ap = Apologies given Ab = Absent, no apologies given

* The Committee meeting scheduled on 10th June 2021 was technically cancelled as the only formal item of business is appointments to the scrutiny panels and these had been made at Annual Council to reduce the need for a formal in person meeting during Covid-19 restrictions. This meeting is usually combined with O&S training which took place online on 17th June 2021

** Councillor Sharif replaced Councillor Bal on the Committee from 23rd September 2021

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