

ELECTORAL REVIEW OF SLOUGH

**SLOUGH BOROUGH
COUNCIL SUBMISSION ON
COUNCIL SIZE**

APRIL 2011

Council Size submission

On 1 April 1998, Slough Borough Council became a unitary authority. As a borough we serve a population of approximately 150,000 people.

Slough is a culturally diverse town with a range of communities, with nearly half our population coming from black and minority ethnic communities.

As an authority, we have embraced the Government's modernising agenda across all departments, focusing on excellence, the needs of local people and a commitment to constantly improve the way we deliver services.

We run a Leader and cabinet system (recently confirmed as the 'strong leader' model) for making decisions, and all meetings are held in public. Members are keen to address the needs of Slough's communities through a 'joined up' approach to local government and have been fully involved in forming the many partnerships that exist in the town. There are currently 41 Councillors representing 14 wards (13 three member wards and 1 two member ward.)

Background

- 1 The initial stage of an Electoral Review is to determine a preferred Council Size. This is the number of Councillors required to deliver effective and convenient local government (choosing the appropriate number of members to allow the council and individual councillors to perform most effectively).
- 2 This will subsequently determine the average (optimum) number of Electors per councillor to be achieved across all wards of the authority. This number is reached by dividing the electorate by the number of Councillors on the authority.
- 3 Guidance from the Local Government Boundary Commission for England (LGBCE) states that "All proposals on Council size, whether for changing the existing size or not, should be justified and evidence must be provided in support of the proposal."

Guidance on Calculating Council Size

- 4 Guidance issued by the LGBCE suggests that the following issues should be considered when developing a proposal for Council Size:

Managing the business of the Council - The model of local governance used by the local authority impacts on the workload of councillors and the working practices of the council, and therefore will have an effect on the number of councillors needed by the Council.

The functions of Scrutiny, regulatory committees, Outside Bodies and Others – The structure and responsibilities of these functions impacts on the workload of councillors.

Representational Role: Representing Electors to the Council and the Council in the Community – The role and responsibilities of councillors, especially if there have been any significant changes since the introduction of the Local Government Act 2000 (LGA) and the Local Government Public Involvement in Health Act 2007 (LGPIH 2007).

- 5 Each of these issues is considered in the following pages of this Submission, which presents the case for the recommended Council size for Slough Borough Council (SBC). The report concludes that the optimum Council Size to enable convenient and effective local government for Slough is 42.

Managing the Business of the Council

- 6 The Local Government Act 2000 fundamentally altered the political management of local authorities by separating executive from non executive functions. Previously SBC had a range of committees each with its own remit and responsibility for overseeing a function of the Council. Each committee was politically proportionate.
- 7 The LGA 2000 is significant as, whilst Full Council now sets the broad Policy and Budgetary framework, executive decision-making is the responsibility of the Cabinet. There is no requirement for the Executive to be politically proportionate and it is comprised solely of the members of the controlling group. The role of the executive is to 'propose the policy framework and implement policies within the agreed framework'. The role of backbench councillors is to represent their constituents, share in the policy and budget decisions of the full Council, suggest policy improvements, and scrutinise the Executive's policy proposals and their implementation.'

Periodic Electoral review 2001

- 8 A Periodic Electoral Review was undertaken through the Local Government Commission for England (LGCE) commencing in 2001 and concluding in 2002. The Review's primary objective was to consider the most appropriate electoral arrangements for Slough to achieve electoral equality. The LGCE started its review by assuming that the current council size facilitated effective and efficient local government, although it was willing to look carefully at arguments why this might not be the case. The Council's submission to the LGCE on Council size outlined the consideration that had been given to various options (39, 40, 41 and 42 Councillors). The Council recommended and the LGCE endorsed the view in its final recommendations that the existing Council size of 41 be retained. There had been consensus amongst the political groups for retaining 41 Councillors and the LGCE concluded that 41 members would ensure an equitable distribution of councillors between the primary areas of Slough and the effective representation of the constituent communities of Slough.
- 9 The LGCE concluded that SBC should comprise 41 Councillors serving 14 wards. The boundaries of 12 of the existing wards were modified. The recommendations would result in a reduction in the number of wards with an electoral variance of more than 10% from six to four, with no wards varying by more than 20% from the Borough average. This level of electoral equality would improve further in 2006, with no ward varying by more than 10% from the average.
- 10 The boundaries recommended by the LGCE were a composite of proposals from political parties in Slough.

Members Allowances – Review

- 11 A comprehensive review of Members' Allowances has been undertaken and the results were reported in July 2010. The existing Scheme had not been substantially amended since 1998 when it was reviewed in preparation for the Council becoming a Unitary Authority. Minor changes have taken place since this time but the level of the allowances payable under the Scheme had remained unchanged from 1st October 1999 to April 2005. It was agreed in 2005 that allowances should be linked to the Local Government Employees' annual pay award. A recommendation that the linking be backdated to 1999 was not supported which resulted in the allowance falling behind those of comparable Boroughs.
- 12 Through discussion with members and officers the Panel reached the view that the Council was currently developing the effectiveness of the overview and scrutiny function. In particular there was an anticipation that this would come about through the greater use of overview and scrutiny task and finish working groups to provide greater challenge to the strategic direction of the council.
- 13 With regard to time required to fill back bench roles, Backbenchers who were interviewed indicated that required time commitment varied from 1 to 3 days per week with the preference being two days which was supported by national comparisons. The Panel concluded that a total of 104 days per year should be seen very much as a minimum and includes all duties required from a backbencher including attending and preparing for meetings, ward and constituency work, community leadership and representation, training, and representing the Council on outside bodies.
- 14 The outcome of the review was that the overall level of the basic allowance was raised by 46% to bring it closer in line with those of comparable authorities and some specific increases/decreases were made. The total cost of allowances is circa £490k p.a.

Roles and Responsibilities of Councillors

Full Council

- 15 The Council currently has 41 Councillors, elected by thirds.
- 16 All Councillors are members of Full Council which is responsible for appointing the Leader, the committees of the Council, and for setting its Budget and Policy framework on the recommendation of the Cabinet.
- 17 The Council has 9 scheduled meetings per year and has met (on average) 13 times per year over the previous four years taking into account special meetings.

Cabinet

- 18 SBC operates a Leader and Cabinet model. The Cabinet is responsible for most day-to-day decisions. The Cabinet currently comprises the Leader, who is elected by the Council, and 7 other Councillors. The Constitution provides for the Cabinet to consist of up to 10 members (including the Leader and Deputy Leader). A decision was taken by the current majority group to reduce the size of the Cabinet from 9 to 8 when it took control of the Council in 2008.

- 19 Individual members of the Cabinet (Commissioners) have an allocated portfolio. All decisions are taken collectively in Cabinet meetings. The Cabinet meets every month.
- 20 In addition the Cabinet collectively meets monthly with all the management team and each Cabinet member has regular meetings with relevant directors and other senior officers.
- 21 The Council will be operating a Strong Leader Model from May 2011 to comply with the requirements of the LGPHI 2007 and to ensure more efficiency and accountability in decision-making.
- 22 The Council is not aware of any further major change in legislation that would give the Cabinet greater or fewer responsibilities at Executive level and would justify the need for a review in the size of the Cabinet.
- 23 Given the experience of running a Cabinet of 8 members it is felt that this number and the division of Portfolio responsibilities enables effective and convenient leadership of the authority.
- 24 The exact nature of the portfolios and what they consist of will be kept under review as Council structures are altered but the number of portfolios is considered appropriate at the current time given the amount of change being progressed through the public sector.

Delegations to Officers

- 25 The Authority has a well developed and comprehensive Scheme of Delegation to Officers which sets out clearly where the responsibility and extent of delegation lies. A number of decisions categorised as 'significant' by Members are circulated to all Members on a monthly basis for information and enable Members to 'call in' any they wish to for scrutiny.

Notification of Cabinet Decisions

- 26 All Members of the council are circulated with a list of all the proposed decisions that the Cabinet are about to take. Following each meeting the decisions taken are circulated to all Members and decisions are subject to a five day delay before implementation to enable decisions to be called in . This is in addition to the Forward Plan which is circulated monthly and includes both key and non key decisions.

Regulatory and other committees – Structure and Responsibilities

Overview and Scrutiny

- 27 The LG Act 2000 required each local authority to set up a scrutiny process. Since its introduction the Overview and Scrutiny function has been reviewed several times as a result of working practice and experience and best practice.
- 28 The Committee currently consists of nine members and is appointed by the Council on a proportional basis. The OSC's function is to review and scrutinise the decisions and actions of the executive or the authority and to make reports or recommendations accordingly. OSC may also make reports and recommendations on matters affecting the local authority's area or its inhabitants.

- 29 The OSC appoints a series of standing Scrutiny Panels (SPs) (essentially sub committees). The Panels consist of 9 Councillors and enable greater focus on specific subject matters. SBC currently has four SPs each working to a thematic agenda:
- Community, Leisure & Environment
 - Education & Children's Services
 - Health
 - Neighbourhoods & Renewal

The Education and Children's Services Panel also includes both voting and non voting co-opted members representing schools and parents.

- 30 The remit of the first, second and fourth broadly reflects the current frontline service directorates of the Council although, due to the agreed restructure, this will be changing effective 1 April 2011; the third, whilst also being closely linked to a frontline directorate, is established to carry out the statutory functions of the Health and Social Care Act 2001 (Section 7) which **requires** review and scrutiny of local National Health Service (NHS) provision as well as wider health issues. It is unclear whether the requirement to scrutinise health will continue after 2013 (following the return of public health and health improvement to local authorities) but, in the meantime, the requirement remains.
- 31 The Overview and Scrutiny Committee meets 10 times a year and the Scrutiny Panels meet approximately every six weeks, which equates to 35 scheduled meetings in 2010/11 This excludes Additional meetings that are held on an as-and-when-required basis. This is likely to reduce to 29 in 2010/11 due to the proposal to combine two of the Panels.
- 32 The Committee can create up to four task and finish groups in any one year. These groups can consist of as many members and others as the committee sees fit.

Review/Combination of Panels

- 33 The existing Panel structure was introduced a number of years ago. The CL&E and N&R SPs have seen a blurring of subject matter with both SPs often considering similar if not the same material at their individual meetings. This has resulted in a degree of duplication and in an attempt to reduce such duplication, bring consensus and enable the two SPs to work together better, a number of joint meetings have been held. This has worked well. The Council will consider a recommendation from the Overview and Scrutiny committee to reduce the number of Standing Panels from four to three by combining the Community Leisure & Environment and Neighbourhood & Renewal panels with effect from the annual meeting of the Council on 19th May.
- 34 Subject to the NHS White Paper and whether the requirement to scrutinise health separately continues after 2013 (following the return of public health and health improvement to local authorities), a case might be made at that time for a second-stage rationalisation from the then three into two.
- 35 As part of the legal framework for Local Area Agreements (LAAs), the Local Government and Public Involvement in Health Act 2007 provides enhanced powers to Scrutiny whereby certain public services have a "duty to co-operate" and respond, as required. The government has since announced the abolition or disbanding of these

bodies. It is not yet known whether the new local enterprise partnerships (LEPs) will also be subject to Scrutiny.

- 36 Powers further enable Scrutiny to examine current local improvement targets (LAA targets), require information from partner organisations signed up to LAA targets and require those organisations to have regard to Scrutiny's recommendations which relate to relevant local improvement targets. As the new Decentralisation & Localism Bill is still passing through Parliament, the future of the LAA and associated targets remains unclear. The emergence of the new localism agenda and other governmental initiatives to restructure public service provision, coupled with severe budgetary restraints on local government, present both challenges and opportunities for overview and scrutiny.
- 37 The Overview and Scrutiny Committee is currently reviewing the effectiveness of the scrutiny function in Slough with more in-depth and thorough scrutiny being undertaken on specific subject matter as opposed to generally high-level scrutiny undertaken) better more effective scrutiny could be undertaken via shorter, tighter and more focussed meetings.

Health Scrutiny

- 38 In addition to the Health Scrutiny Panel, following the establishment of NHS Berkshire East (due to the reconfiguration of the local Primary Care Trusts) serving the boroughs of Bracknell Forest, Windsor & Maidenhead and Slough, a Joint East Berkshire Health Overview and Scrutiny Committee (JEBHOS) was formed.
- 39 JEBHOS includes representatives (including elected members) from all three local authority areas. JEBHOS scrutinises health provision across East Berkshire whereas health matters relating only to each local authority area remain the remit of the relevant scrutiny committee or panel operated by that authority (e.g. the Health Standing Panel at SBC).
- 40 JEBHOS meets three times a year and, by rotation, every third year each partner authority undertakes clerking, general administrative support and provides meeting facilities. At a meeting held on 2 February 2011, JEBHOS agreed to cease meetings unless a clear need arose, agreed by the Health scrutiny representatives of all three councils. This was due to pressure on resources, particularly on officer and member time. If a statutory consultation arose that required joint working, a meeting of the Joint Committee would be convened. This may have an impact on the work of the Health Panel.
- 41 SBC is also a member of the South Central Health Overview & Scrutiny Committee (SCHOSC) which covers a wide area from Oxfordshire and Milton Keynes to the Isle of Wight and includes the whole of the Thames Valley region. This is not a formally constituted committee but more of an informal network which now only meets as and when a relevant issue or consultation concerning the area arises. The network is likely to adjust and adapt in response to the proposals regarding GP commissioning and consortia and may well continue to meet our needs in terms of regional health scrutiny. SCHOSC met twice last municipal year and meets as and when the need arises
- 42 A Slough member attends and topics covered have included: Children's heart surgery, Stroke services, Health white paper, Major trauma network project, Strategic health

authority update and South central ambulance service and an update on the review of rural performance.

- 43 Under the new proposals for health reforms, local authorities will be required to create Health and Wellbeing Boards which will be responsible for setting the local direction of health services and as part of this they will absorb the powers currently given to Health Overview and Scrutiny Committees. The role of elected members, if any, on the Health and Wellbeing Boards is not clear at this point but is likely to have an impact on increased Member time and involvement.
- 44 The Overview and Scrutiny Committee has proposed that the three Scrutiny Panels adopt a more robust focus on (and review of) priorities, setting clear objectives for their work at the beginning of each municipal year to best define activities and aid effective focussed scrutiny within a reduced budget.
- 45 Each Panel will also be asked to confirm its meetings, priorities and the way it wishes to operate at the beginning of the municipal year. As part of the Work Programme agreed each year capacity is also retained to enable emerging issues to be looked at, that may arise on ad hoc basis. Through this process, a number of investigations have been identified in previous years and completed including involvement in the libraries Review and the Neighbourhoods project/review

Call in

- 46 Any Member of the Council or any Co-opted Member of the Overview and Scrutiny Committee or Panel may request that the Overview and Scrutiny Committee consider
- (i) Any decision/proposed decision of the Cabinet.
 - (ii) Officer decisions (as specified by the Council) taken under delegated authority.
 - (iii) Initiating a review of other executive functions of the authority or matters connected with those functions.
 - (iv) Initiating a review in respect of the discharge of functions which are not the responsibility of the Cabinet or of matters affecting the Authority's area or inhabitants.
- 47 A key issue that was called in during 2010/11 is Foster Carer Allowances which after having been reviewed by the Education and Children's Scrutiny Panel resulted in a revised recommendation being submitted to Cabinet. The Panel took evidence from representatives of foster carers.
- 48 The OSC and Panels regularly receive evidence and briefing from external parties including in 2010/11 the ONS Census Director, representatives of the Scottish and Southern Energy Group (SSE) when considering Zero Carbon Homes.
- 49 A series of scrutiny surgeries have been held where the Chair and Vice Chair of the Committee are available for members of the Council or public can drop in and discuss scrutiny issues. The Surgeries are held every two weeks over a six week period. A few people only have attended.
- 50 The proposal to reduce the number of scrutiny panels and to improve their ways of working will increase the effectiveness of scrutiny whilst at the same time producing a budget saving. The number of Councillors on each Panel and the Committee itself is

considered to the minimum required in the future to deliver an effective Overview and Scrutiny function and there are no proposals to change the size of the Committee or Panels.

Planning Committee

- 51 The Planning Committee meets once a month to determine planning applications and consider other planning issues. The Council has agreed increased delegation to officers and that the Committee will move to a six weekly cycle from May 2011.
- 52 The Committee comprises 9 members and is appointed by the Council on a proportional basis.
- 53 Planning Committee meetings last on average 1 – 2 hours dealing with an average of 5 applications a meeting. The length of meetings is likely to increase slightly when the Committee moves to a six weekly cycle.
- 54 Members serving on the Planning Committee have to undertake compulsory training each year before they can sit on Planning Committee and there is a requirement to attend at least one further training/up-date session per annum.
- 55 It is considered that the Committee is the correct size to deal with the business and despite a reduced number of meetings in a year (reduced from 12 to 8) the number of applications and work required by the Committee members will not significantly reduce. The Committee will increase its focus on major applications which will increase as the economy picks up.
- 56 The Council's Constitution allows members of the Planning Committee to call-in planning applications that would otherwise be determined by an Officer for detailed consideration by the committee. This adds to the workload of Planning Committee members.
- 57 We have seen from the number of pre-application submissions that there is definitely an increase in major applications that will be coming through in near future, confirming the economy is recovering. The pre-applications are also now recorded on our data base, which makes it easier to predict what applications we might be receiving. We have also seen in our fee income, which has also dramatically increased in recent months, that the number of applications is increasing.
- 58 Committee Members may do less work than before, but not significantly less as Committee Meetings will be longer. Other Ward Members will probably have more work, because the changes to the Scheme of Delegation could potentially result in more call-ins.

Licensing Committee

- 59 The Licensing Committee comprises 11 Members and is appointed by the Council on a proportional basis. The Committee meets on average 6 times a year.
- 60 A sub-committee of 3 members of the Committee sits to hear licensing applications, appeals, cases of none compliance etc. Membership of the Sub Committee is on a rota basis with three designated chairs. The sub committees are appointed on a politically

proportionate basis. The Sub Committee meets on an ad-hoc basis when required and met 14 times in 2010/11. A meeting of the full Committee lasts on average one hour and a meeting of the Sub Committee lasts on average 4 hours.

- 61 Committee meetings are held in the evening commencing at 6.30 pm. Sub Committee meetings are held both in the daytime and evening. Daytime meeting limits the availability of Councillors to those that are retired or have flexible working arrangements.
- 62 All members of the committee are required to undertake compulsory training before they can sit on the committee. Additional external training is also offered if applicable/available. Whilst the demands placed on the committee and sub-committee can reflect aspects of current economic climate, which could for example lead to changes in the number of premises licensed for alcohol, taxis etc., activity levels have been fairly static for the last 2-3 years.
- 63 In November 2010 the Council agreed amendments to the delegated authority of the Assistant Director, Public Protection in respect of Private Hire and Hackney Carriage licensing which will result in a reduction in the number of appeals being submitted to the Sub Committee. This may reduce the length of some Sub Committees slightly.
- 64 There is no formal proposal to change the Licensing Committee's workload or remit, and the flexibility offered by the existence of the sub-committee to respond to increases in demand, it is not recommended that the structure of the Licensing Committee needs to be changed in any way

Audit Committee

- 65 The Audit Committee consists of 5 elected councillors and 2 independent members. The Committee is chaired by an independent member. There has been a vacancy for an independent member on the Committee since its establishment and the process for the appointment of independent members to the Committee is currently being reviewed. The Committee meets 4 times each year and is appointed by the Council on a proportionate basis.
- 66 In order to promote the independence of the Audit Committee the Council has decided that there should be limited cross membership between the Overview and Scrutiny Committee and the Audit Committee limited to a maximum of 2 members.
- 67 The Committee is the member forum for internal and external audit matters, risk management and corporate governance matters. The Audit Commission has recommended that the role of the audit committee be strengthened. It is felt that the number of Councillors and the existing meeting cycle will be sufficient for all business to be covered and effective scrutiny to be given.

Employment and Appeals Committee

- 66 The Council appoints an Employment and Appeals Committee comprising nine members on a proportionate basis. The Committee meets four times a year and has two standing Sub Committees:
- 67 Employment Appeals Sub Committee which comprises three members on a proportionate basis and hears appeals from employees under the Council's HR policies.

- 68 Appeals Sub Committee which comprises three members and meets to determine a range of appeals including home to school transport, and appeals against rent arrears recovery action, determination of improvement grants etc.
- 69 To avoid any conflicts of interest or unnecessary delay due to holiday/work commitments of members standing deputies are appointed for these sub committees.
- 70 The time commitment for these sub committees is largely daytime thus reducing the number of members available to those who are retired or have flexible working arrangements.
- 71 The Employment Appeals Sub Committee met 13 times during 2010/11 And meetings lasted on average 4 hours.
- 72 Members serving on these Sub Committees have to have undertaken compulsory fair hearing training before they serve.
- 73 For the appointment of Directors an Appointments Panel of five elected members is established. The membership of the Panel is determined by Group Leaders and includes a member of the Executive preferably the relevant Commissioner and four other elected members, all of whom must have undertaken recruitment and selection training, and preferably drawn from the Employment and Appeals Committee.
- 74 For appointment of the Head of the Paid Service an Appointments Sub Committee is appointed by the Employment and Appeals Committee comprising five members in accordance with the political balance of the Council. This sub committee comprises the Leaders of the Political Groups or their nominees who must have undertaken recruitment and selection training, and preferably drawn from the Employment and Appeals Committee.

Standards Committee

- 75 There is a requirement under the Local Govt Act 2000 for each Authority to have a Standards Committee. SBC established a Standards Committee prior to the statutory requirement to keep the Council's ethical framework under review.
- 76 The Committee consists of 10 members 6 of which are elected councillors. The Committee establishes three sub committees of 5 members (two elected): Assessment, Review and Determination. These sub-committees meet to consider complaints on an ad hoc basis. The sub committees have had a heavy workload and there have been a significant number of complaints dealt with since 2008. Meetings last one to three hours for the main committee and varied times for the sub-committees depending on the issue.
- 77 Since early 2008 the Council has received 26 complaints which have been considered by the Standards (Assessment) Sub-Committee. The Determination Sub Committee has met 5 times on 2010/11 to determine complaints.
- 78 The future of the Standards Regime is now being re-considered and the Standards Board abolished. Councils will have the power to retain a Standards Committee. The Authority will review its arrangements when the necessary guidance is published but is

likely to retain a Standards Committee in its current form to consider all complaints that are pending and is likely to recommend establishment of a similar structure for the future.

79 It is therefore considered unlikely that the work of the Committee will diminish despite the relaxation of the statutory requirement that may be brought in. Despite the level of business it is not certain whether there is a level of support for retention of this committee.

80 There is a pre-existing recommendation to Council on 19th May 2011 that Group Leaders are not appointed to the Committee.

Other Panels/Working Parties and Working Groups

81 Other Panels working parties and groups are established by the Council as and when they are required for specific issues or topics. These groups can require considerable commitment from those Councillors involved in them. Whilst they are not committees of Council proportionality rules are applied wherever possible.

82 Those established in 2010/11

- Voluntary Sector Members Panel
- Member Panel on the Constitution
- Electoral Review working group

83 The groups named above meet with different frequencies, with some meeting weekly regularly (Voluntary Sector Members Panel) for concentrated periods of time (such as the Member Panel on the Constitution), whilst others meet less frequently. These groups have cross party-membership and are a key communication tool for all political groups.

Number of Committee Places

84 The table below sets out the number of permanent seats to be filled on committees.

| Committee/Panel | Number of seats | Number of times meet per year (average over last 4 years) |
|--|-----------------|---|
| Council | 41 | 13 |
| Cabinet | 8 | 12 |
| Overview and Scrutiny | 9 | 11 |
| Licensing | 11 | 6 |
| Planning | 9 | 13 |
| Audit | 5 | 4 |
| Employment and Appeals | 9 | 5 |
| Standards | 6 | 4 |
| Health Scrutiny Panel | 9 | 6 |
| Education and Children's Services Scrutiny Panel | 9 | 7 |
| Neighbourhoods and Community Services Scrutiny Panel | 9 | 6 |
| Total | 125 | |

| Sub Committee | Number of seats (Elected Members) | Number of times meet per year (over last 4 years) |
|-------------------------|-----------------------------------|---|
| Employment Appeals | 3 + deputies | 4 |
| Licensing | 3 | 14 |
| Standards Determination | 2 | 2 |
| Standards Review | 2 | 1 |
| Standards Assessment | 2 | 2 |
| Appeals | 5 + deputies | 4 |
| | 17 | |

- 85 The table does not take into account additional special meetings of Council, standing committees or ad hoc meetings of sub committees, task groups and working parties.
- 86 With a current council size of 41 members, excluding Cabinet (Commissioners who would not be expected to serve on other committees other than the Commissioner for Neighbourhoods and Renewal on Planning Committee and the Commissioner with responsibility for Human Resources on Employment and Appeals Committee) and full council, there is an average of 2.4 seats on committees/standing panels available for non executive councillors (excluding Mayor as Mayor is not appointed to any Committee/Panel). The same calculation for Sub Committees produces 0.5 seats on Sub Committees for non-executive councillors [excluding deputies].
- 87 An average of 2 seats per councillor on Committees/Standing Panels would result in the need for 38 councillors plus the 8 Cabinet members i.e. 46 councillors. Taking the following factors into account:
- formal Committee meetings only form a part of the Councillor role
 - the increase in the electorate and population is a key factor in the consideration of the number of councillors needed for effective governance and representation (see paragraphs 111 to 117)
 - the national trend to reduce the number of Councillors
- The Council still holds its elections by thirds and the Local Democracy, Economic Development and Construction Act 2009 states that where a Council elects by thirds there is a presumption that the authority will have a uniform pattern of three member wards. It is the Council's view that the 46 should be rounded down to 42 as the present proposed changes to Committees and delegations should reduce the burden on members of formal meetings.
- 88 Member meetings at SBC are predominantly held in the evening. Meetings that are held during the day such as licensing and employment appeals mean that the membership of these Sub Committees is restricted to those Councillors who do not have a full-time day-time job.
- 89 In reaching the optimum number of Councillors to run the Council, there has to be certainty that there will be a sufficient number of councillors to enable meetings to be well-enough attended.

Separation of roles

- 90 The Council has agreed separation of roles in accordance with the Local Government Act 2000 and in some cases has gone further which further impacts on members' availability to serve on committees
- **Standards Committee** - at least two elected Members, no Executive Member, Mayor, Chair/Vice Chair of Planning, Licensing or Employment and Appeals Committee – There is a proposal to exclude Group Leaders from serving [to be considered by Council on 19th May]
 - **Overview & Scrutiny Committee** – no Executive Member, Mayor or Deputy Mayor
 - **Planning Committee** – no Executive Member other than Commissioner for Neighbourhoods and Renewal or Mayor
 - **Audit Committee** - limited cross membership between Overview and Scrutiny Committee limited to a maximum of 2 members
 - **Licensing Committee** – no Executive Member other than Commissioner with responsibility for Licensing functions or Mayor
 - **Employment Committee** – must include at least one Executive Member and not the Mayor
- 91 During his/her year of office the Mayor does not participate in any committees other than Full Council due to the time commitment which is required to carry out their mayoral and civic duties. In addition, there is a Deputy Mayor who substitutes for the Mayor on civic occasions as and when required but still participates in the committees of the Council.

Filling committee places and attendance of Members

- 92 Potential members are given clear advice by the Council and by political parties about the expectations of time commitment from councillors. Political groups, particularly the smaller groups struggle to fill all the allocated places on committees.
- 93 The current attendance of Members at formal meetings of the Council is variable. See Appendix. 14 Members achieve attendance of 90% or more. 9 members have not attended 70% of their programmed meetings.
- 94 Although the present proposed changes should marginally reduce the burden on members of formal meetings, there remains concern that the number of members is sufficient for the combination of formal and informal demands.

Parishes

- 94 There are three Parishes in the Borough, with a large area of the Borough unparished.

- 95 The Ward Councillors that currently have Parish Councils within their ward were asked what impact this has upon their workload as a Ward Councillor. It was generally agreed that in some aspects, such as when the Parish Council responds to Planning Applications, the existence of a Parish Council decreases the workload of a Ward Councillor. However, having a strong Parish Council that is the voice of local residents can mean that the Ward Councillor is lobbied on local matters more rigorously and their casework increases as a result. The frequency of Parish Council meetings is unique to each Parish, however they tend to occur between 5 and 12 times a year, and Ward Councillors use their discretion to decide how frequently they attend these.
- 96 Given the limited, and in many cases unquantifiable, impact that the existence of Parish Councils has upon the role of the local Ward Councillor and the improbability that the number of Parish Councils will increase significantly over the coming 5 years, it is felt that the existence of Parish Councils is immaterial to the consideration on Council Size.

Other community based bodies

- 97 In addition to parish councils the Borough has a network of community and residents forums which meet regularly and which ward members are expected to attend.
- 98 There are also about 14 Neighbourhood Action groups (NAGs) in the Borough which were created as a Police initiative and which now tend to concentrate on issues of anti-social behaviour, in effect focusing on council functions at least at a similar level to Police functions. These vary in regularity and may be led by the public sector or by private individuals. Ward members endeavour to attend the more vibrant of these.

Future Neighbourhood Working

- 99 The Council is seeking to develop a more neighbourhood-based approach to delivery of services. It has been endeavouring to consolidate, streamline and make more effective these various neighbourhood arrangements. At the same time, to ensure a stronger focus on the needs of key areas, a greater involvement of Cabinet and ward members has been required. Over time we hope that such arrangements will replace the need for other more ad hoc bodies. In the meantime the locality based demands on members is growing rather than reducing.

Outside Bodies

- 100 There are currently 97 places on Outside Bodies for Councillors (including deputies) (Schedule attached). This list has been regularly reviewed in recent years to ensure that nomination of members on outside bodies supports the priorities of the Council.
- 101 The frequency with which these Outside Bodies meet and the time commitment required from their members is diverse.

Champions

- 102 At its discretion the Council may designate Champions from amongst Members. They are appointed at the annual council meeting for the ensuing year.

- 103 Champions act as a positive focus for the local community at elected member level in respect of the relevant section of the community or range of activities designated by the Council so as to ensure that full consideration is given to the impact of Council activities and decisions upon the section of the community or range of activities.
- 104 Champions:
- (a) Make contact with local organisations concerned with the designated section of the community or range of activities and to establish effective and regular consultation arrangements with those organisations.
 - (b) Represent the views of such organisations to the Council, Cabinet, Overview and Scrutiny and other Committees and to officers on all relevant aspects of the Council's activities.
 - (c) Act as an advocate on behalf of the relevant section of the community or range of activities within the Council as an organisation and to the wider community.
 - (d) Become familiar with the needs and priorities of the relevant section of the community or range of activities concerned and to weigh up interests expressed in order to provide sound advice on the implications of alternative courses of action.
 - (e) Feedback decisions of the Borough Council and to explain the Council's position on specific issues of concern to relevant organisations and to individuals involved.
 - (f) Publish an annual report on work undertaken over each year for consideration by the Council.
- 105 Two Champions were appointed by the Council in May 2010 – Older Person's Champion and Sustainability Champion.

Other meetings

- 106 There are a number of other meetings that elected members are appointed to by the Council including the Admissions Forum and SACRE. Members are appointed by the Council at its annual meeting and appointments reflect political proportionality insofar as possible.

Partnership Arrangements LSP

- 107 Slough Forward is the Local Strategic Partnership (LSP) for Slough - a non-statutory body that bring together local public, private, community and voluntary sector organisations.
- 108 It works with the local community to identify and tackle key issues in a more co-ordinated way, such as crime, skills, education, health and housing.
- 109 Through the work of the partnership a shared vision for the future of Slough has been agreed, with shared aims and objectives and a means by which progress and achievement can be assessed jointly. The vision is contained in Proud to be Slough, Slough's Sustainable Community Strategy.

- 110 The partnership has a structure including:
- Board chaired by the Leader of the Council
 - 6 Partnership delivery bodies with some member involvement, e.g. on the Community Safety partnership and Children's Trust.
 - A twice yearly forum of numerous stakeholders which all members may attend.

Population and electorate

- 111 The exact size of Slough's population has been the subject of much debate over the past ten years. The 2001 Census which had one of the lowest returns in the country had Slough's population as being 119,067 placing Slough as the ninth fastest growing LA in the country and is believed to have undercounted the population (c120,000). Successive annual projections have been widely agreed to have underestimated the population significantly. Improvements to the ONS methodology mean that Slough's official estimated population today stands at approximately 129,000. The population is estimated to increase again in 2012/13. However despite this improvement, it has long been argued that actual population numbers have and continue to remain substantially higher. Indeed using local data sources such as school numbers, registrations with local GPs and even sewerage outflow levels indicate a true population of between 140-150,000.
- 112 In addition to the impact of this volume of population on council business and council workload, the diversity of the population, its complex needs and levels of disadvantage within the community add to the demands on councillors in executive decision-making, scrutiny, neighbourhood working and case work.
- 113 The electorate has increased from 84,073 in 2001 to 92,593 in 2011.
- 114 Although there has been a national tendency for a reduced number per head per councillor this would be detrimental to capacity to represent growing and increasingly complex electorate.
- 115 We acknowledge that population does not immediately equate to electorate. Parts of our population will not be eligible to vote. Parts of our population avoid recording themselves in any way with the State. It is the population rather than the electorate which places demands on the Council. Slough has some of the largest family sizes in the country concentrated in black and ethnic minority communities. Councillors casework is affected by the size of families as the casework associated with high demand for housing services, increase in school places and increased demand on residential care facilities.
- 116 Slough's population has been termed super-diverse. Approximately half the population is non-white British and the diversity within the BAME population has been assessed as the most diverse population in the country outside London. Diversity, whilst having its advantages, also presents more complex and time consuming problems. At the same time, a diverse local population warrants an equally diverse and representative Council. A smaller Council reduces this possibility and potentially precludes parts of the community from having direct representation. Currently about half the Council members are of various Asian, African and East European Origin.

- 117 This loosely reflects the 50:50 population. Yet it does not accurately reflect the super-diversity, particularly of the more recently arrived population. To deliver good representation and to ensure links with and understanding of all parts of the community would tend to require more rather than fewer councillors per head of population.

Member Support

- 118 The three political Groups each receive support from a full-time Political Assistant under the criteria of the Local Government and Housing Act 1989. The purpose of these posts is to “provide timely political and administrative support to the political group and its leader”.
- 119 The recent Support Service Review savings exercise has resulted in this provision being reduced to one full time equivalent post for the controlling group and one full time equivalent provision (37 hours) to be split between the opposition groups.
- 120 A final decision on the allocation will be made at the Council meeting on 19th May 2011 following the elections. Reduced PGO capacity will have an effect on the amount of work that opposition members will need to undertake themselves as there will be reduced capacity for research and fact finding activities etc.
- 121 The Leader of the Council and members of the executive also have the support of a full-time personal assistant. The purpose of this post is to “Act as personal assistant to the Leader of the Council and Commissioners in all matters relating to the effective management of the Leader’s office and Cabinet”.

Casework

- 122 Member’s casework (submission of enquiries or complaints on behalf of themselves or constituents) requires formal logging and reply.
- 123 These are predominantly received by email and sent to the Member Casework Officer or his assistant. Members also submit casework by telephone, fax or handwritten casework form.
- 124 Logged figures confirm that in financial year 2009/10;
- There were 762 items of casework logged by members
 - 38 of the 41 Councillors utilised the Casework monitoring service.
 - 16 of these logged fewer than 10.
 - 17 logged 10 to 50,
 - 5 logged between 50 to 125.

Logged figures confirm that in financial year 2010/11;

- There were 1028 items of casework logged by members
- 38 of the 41 Councillors utilised the Casework monitoring service.
- 15 of these logged fewer than 10
- 17 logged 10 to 50
- 6 logged between 50 to 160.

Member development/Training

- 125 The Council has a comprehensive Member Induction and Development programme. The programme is regularly reviewed and is currently being reviewed to ensure it meets members' needs, is more tailored to individuals and makes best use members' time and available learning techniques.
- 126 Those Members new to the Council are expected to attend all the development/induction sessions with the exception of those relating to the Planning, Licensing and Standards Committees and Employment Appeals Sub-Committee which are only compulsory for Members of those Committees/Sub-Committees.
- 127 It is fully recognised that the call made on the time of new Members by the Induction programme is demanding but has been drawn up with the specific aim of ensuring that members have the information they need to undertake their roles.
- 128 The Programme is divided between compulsory and discretionary sessions along with a requirement as to frequency it needs to be undertaken.
- 129 The Induction and Development Programme is set out at Appendix along with an analysis of attendance at sessions in 2009/10.

Conclusion

- 130 Having considered the criteria used to determine the number of councillors and in particular:
- The size, diversity and demanding nature of the electorate.
 - The growth of the electorate since the last boundary review.
 - A council structure which has been the subject of recent review to ensure that business can be managed effectively.
 - Considerable demands from individuals and communities in Slough on ward member time.
- 131 It is the firm belief of the three group Leaders and Members of this authority that a reduction in the number of members of the Council would be unsustainable, insufficient to do business or to ensure representation. Given the requirement to have a number of councillors divisible by 3 the Council believes that there is a coherent and justified case for the optimum number of Councillors to be **42**.
- 132 The Council, therefore, endorses the proposal based on the accompanying evidence for a Council size of 42 which will safeguard the sustainability of the Council which has a clear vision underpinned with an ethos of strengthening and empowering communities.

Appendices Attached

Appendix A Member Development Compulsory Training Programme 2010/11

Appendix B Appointments to outside Bodies/Partnerships 2010/11- Level 1 and 2

Appendix C Member attendance at meetings and training sessions 2009/10

MEMBER DEVELOPMENT – COMPULSORY TRAINING 2010/2011

| <u>Date</u> | <u>Development/Briefing Session</u> | | <u>Which Members</u> | <u>Interval between refresher sessions</u> |
|--------------------|---|--|--|---|
| | <u>TRAINING SPECIFICALLY RELATED TO MEMBERSHIP OF A COMMITTEE/SUB-COMMITTEE/PANEL</u> | | | |
| 24 May 2010 | Planning Code of Conduct, Public Participation Scheme & Planning Enforcement | | Planning Committee Members | Annually |
| 25 May 2010 | Licensing Overview, Licensing Act 2003, Taxis & Private Hire | | Licensing Committee Members | Annually |
| 27 May 2010 | Planning Policy Statement, Section 106 Agreements and Planning Policy Framework | | Planning Committee Members | Annually |
| 1 June 2010 | Licensing Case Studies | | Licensing Committee Members | Annually |
| 9 June 2010 | Standards Local Assessment, Review & Determination | | Standards Committee Members | Annually |
| 24 June 2010 | Employment Appeals Hearings | | Members of the Employment Appeals Sub-Committee | Annually |
| 14 June 2010 | Holding Hearings (The Quasi Judicial Process) (Compulsory for Licensing Committee, Standards (Local Determination); Appeals; Employment Appeals; Sub-Committee Members) | | All Members of Committees etc listed in column 2 | Biennial |
| 20 Oct 2010 | Understanding Mental Capacity Act Deprivation of Liberty Safeguards – Council responsibilities | | Health Panel Members | Biennial |
| TBC | Recruitment & Selection | | Members involved in appointment of staff | One-off briefing/ training |

NB: Unless otherwise indicated all sessions will start at 6.30 p.m.

| <u>Date</u> | <u>Development/Briefing Session</u> | | <u>Which Members</u> | <u>Interval between refresher sessions</u> |
|---|--|--|----------------------|--|
| | <u>TRAINING FOR ALL ELECTED MEMBERS</u> | | | |
| 5 July 2010 (6.50 pm) & 11 Jan 2011 | Data Protection & Freedom of Information | | All Members | Annually |
| 13 July 2010 & 4 Nov 2010 | Transforming adult social care | | All Members | Annually |
| 9 Nov 2010 | Safeguarding adults - update | | All Members | Annually |
| 24 Nov 2010 (4.00 pm & 6.30 pm) | Risk Management | | All Members | Annually |
| 12 May 2010 | Local Code of Conduct, Member/Officer Relations Code / Appointments to Outside Bodies | | All Members | Biennial |
| 14 July 2010 | The Council's Finances Explained | | All Members | Biennial |
| 26 Oct 2010 | Corporate Parenting / Child Protection | | All Members | Biennial |
| 1 Nov 2010 | Child Protection / Safeguarding Children / Basic Training | | All Members | Biennial |

| <u>Date</u> | <u>Development/Briefing Session</u> | | <u>Which Members</u> | <u>Interval between refresher sessions</u> |
|----------------------------------|--|--|--|--|
| | <u>TRAINING FOR NEWLY ELECTED MEMBERS & ALL THOSE WHO HAVE NOT PREVIOUSLY ATTENDED A SESSION ON THE SUBJECT</u> | | | |
| 17 May 2010 (6.30 pm) | Local Area Agreement / Local Strategic Partnership | | Newly elected Members & other required Members | One-off briefing/ training |
| 16 June 2010 | Understanding the Council's Statement of Accounts | | -Ditto- | One-off briefing/ training |
| 5 July 2010 (7.50 pm) | Personal Safety & Risk Assessment | | -Ditto- | One-off briefing/ training |
| 5 Oct 2010 | Supporting People Programme | | -Ditto- | One-off briefing/ training |
| 12 Oct 2010 | Scrutinising & Monitoring Budgets | | -Ditto- | One-off briefing/ training |
| 7 Dec 2010 | Crime & Disorder | | -Ditto- | One-off briefing/ training |
| 22 Feb. 2011 | Equalities Awareness | | -Ditto- | One-off briefing/ training |
| 13 May 2010 | Welcome Reception / General Induction for newly elected Members. | | Newly elected Members | One-off briefing/ training |
| 19 May 2010 | The Overview and Scrutiny Process | | Newly elected Members | One-off briefing/ training |
| 17 May 2010 (7.30 pm) | Council and Committee Meetings | | Newly elected Members | One-off briefing/ training |
| 8 June 2010 | Service Briefings | | Newly elected Members | One-off briefing/ training |
| 6 July 2010 | Working with the Media | | Newly elected Members | One-off briefing/ training |
| 5 July 2010 (5.30 pm) | Meet Frontline Officers (provisional) (5.30 pm) Member Casework (6.30 pm) | | Newly elected Members | One-off briefing/ training |
| 19 July 2010 | Safeguarding adults – Induction | | Newly elected Members | One-off briefing/ training |

APPOINTMENTS TO OUTSIDE BODIES/PARTNERSHIPS 2010/11**LEVEL 1****(Bodies where there is no grant-aid or contractual relationship with the Council. Full voting representatives on the bodies)**

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|---|---|--|--|--|-----------------------------|
| 2M Group | 1 Member | The 2M Group is an alliance of local authorities concerned at the environmental impact of Heathrow expansion on their communities. | O | Councillor Mann | 1 |
| Berkshire Healthcare NHS Foundation Trust | 1 Member (preferably Commissioner for Health & Wellbeing) | Provision of Mental Health services to the Slough area. | BP | Councillor Small | 1 |
| Berkshire Pension Fund Advisory Panel | 1 (Chair of Employment & Appeals Cttee) | <p>To consider and make recommendations to the Fund Panel of the Administering Authority on investment and actuarial issues relating to the Fund as follows:-</p> <ol style="list-style-type: none"> 1. The investment policies of the Administering Authority, in the light of professional officer advice and other suitably qualified independent advice, legislative constraints and codes of practice. 2. The administration of all superannuation funds maintained by the Administering Authority, including specifically, custodianship arrangements. 3. The appointment of external Fund Managers 4. The arrangements for obtaining appropriate investment advice, including the appointment of a suitably qualified independent person or persons to give expert advice on superannuation fund investment and management arrangements 5. The periodic review and monitoring of the Fund's investment performance. 6. The annual report on the Fund. | <p>S (Joint Arrangement)</p> <p>Five times a year. Daytime (mainly p.m.) Maidenhead.</p> | Councillor Bains | 1 |

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|---|---|---|--|---|--------------------------|
| East Berkshire Adoption Panel | 1 Member (Preferably a Member with experience of working with children or young people) | Recommendation to the Adoption Agency decision maker (in Slough this is the Assistant Director for Children and families) on the following:- Whether adoption is in the best interests of the child, whether a prospective adopter is suitable to be an adoptive parent and whether a prospective adopter would be a suitable parent for a particular child. | S Monthly (except August)-2 nd Thursday of every month at Town Hall Maidenhead usually starts at 10.00 am and over by 5.00 pm. | Councillor MacIsaac | 1 |
| Heatherwood & Wexham Park Hospitals NHS Foundation Trust (Nominated Governor) | 1 Member (preferably Commissioner for Health & Wellbeing) | Provision of acute hospital services to the Slough area. | BP | Councillor Small (until November 2010) | 1 |
| Heathrow Airport Consultative Committee | 1 (Member or Officer) (Commissioner for Planning & Transportation plus deputy) | The Committee is an advisory body constituted by Heathrow Airport Limited in accordance with Section 35 of the Civil Aviation Act 1982. Provides a means of consultation with regard to any matter concerning the management of administration of the airport which affects the interests of nearby local authorities. | O At six weekly intervals at Heathrow. Daytime | Councillor Bains & Councillor Walsh (Deputy) | 1 (plus deputy) |
| James Elliman Trust. (Charitable Trust) | 7 (Trustees appointed for a term of 4 years by the Council). | Application of income from the charity in the provision or in assisting in the provision of facilities for the inhabitants of Slough for recreation, or any other leisure-time occupation, in the interests of social welfare with the object of improving the conditions of life for said inhabitants. | O As required in the Town Hall Subject to sufficient income from capital to distribute. Evening. | Current members - Finn, Jenkins & Parmar (until 2010) Cllrs Coad & Dodds (until 2011) and Cllr Davis (until 2012), Small (until 2013) | 3 To serve until 2014 |
| Joint East Berkshire Health Overview & Scrutiny Committee | 3 Members plus 3 named deputies (on a proportional basis) | Joint Health Scrutiny body with Bracknell Forest and Windsor & Maidenhead Borough Councils. Note – Bracknell chairing in 2010/11 | BP 3 times a year, evening at Council offices on a rota basis. | Councillors A S Dhaliwal, Plimmer and Walsh (Deputies Dodds, Grewal and Shine) | 3 (plus 3 deputies) |
| Joint Strategic Planning Committee. | 1 (Commissioner for Planning & Transportation) plus 1 observer | To prepare the structure plan and associated strategic policy guidance on behalf of the 6 Berkshire Authorities. | S (Joint Arrangement) Meets three times a year (5 pm) at various District Offices within the County) | Councillor Swindlehurst (voting) and Small (observer) | 1 plus 1 observer |

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|--|--|---|--|---|----------------------|
| Local Government Association. | 1 (Leader or Deputy Leader) plus deputy | Countrywide organisation. Advises central government on issues which affect Local Government. | BP At least four times per annum at the LGA offices, London. Daytime meetings | Councillor Anderson (Councillor Walsh (deputy) | 1 (plus one deputy) |
| Older Persons' Champion | 1 (Older Persons' Champion) | To act as Member Champion on older persons' issues. | O | Councillor Small | 1 |
| Parking & Traffic Regulation Outside London Joint Committee (PATROLJC) | 1 Member | To oversee the operation of the National Parking Adjudication Service which hears appeals against penalty tickets issued under Decriminalised Parking Enforcement. | S Twice yearly Venue varies Day time | Councillor Swindlehurst | 1 |
| People 1 st (Slough) Board | 5 Members including Commissioner for Housing (Until 31st December 2010) | Management of the ALMO. | S | Cllrs S Chaudhry, Davis*, Hewitt, Small & Walsh *(from 24.09.09) | 5 |
| River Thames Alliance | 1 Member (Commissioner for Public Protection or Environment Champion) & Director of Green & Built Environment | A partnership of public and private sector organisations, set up in June 2003 to help manage the future of the non-tidal Thames. Organisation no longer appears to be functioning – officers recommend no appointments. | O | Cllr Haines & Director of Green & Built Environment | 1 |
| Royal Berkshire Fire Authority | 4 Members including Commissioners for Public Protection & Young People's Services & Community Safety + 2 others (Based on proportionality rules) | To provide a fire service for Berkshire | S 4 times a year Rotates 6.30 p.m. | Councillors Rasib, Wright and Zarait* *(from 21.07.09) | 4 |
| Safer Slough Partnership | 1 Member | | BP | Councillor Dodds | 1 |
| Secure Accommodation Panel | 1 Member | Ensures legal grounds for the placement still apply and placement in type of establishment remains necessary. | S Meets when young person placed in accommodation and meets regularly thereafter. Panel meets at the Unit where young person is placed. | Long | 1 |

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|---|--|---|--|--|-----------------------------|
| Slough Sport and Physical Activity Forum | 1 Member (preferably Commissioner responsible for sport) | Officers recommend a nomination to this body as now being more appropriate than the Slough and District Sports Council which it has superseded and which carries far more influence with sport locally. | O Four times a year. | Councillor Parmar | 1 |
| Slough Children's Trust Board | 1 Member (Commissioner for Children's Services) | Children's Trusts bring together all services for children and young people in an area, underpinned by the Children Act 2004 duty to cooperate, to focus on improving outcomes for all children and young people. | S Six times a year. Daytime – town centre. | Councillor Pantelic | 1 |
| Slough Focus Partnership Board | 1 (Leader or nominee) | To bring together the Public, Private, Voluntary and Community sectors to improve the quality of life for the people who live, work, learn and visit Slough. | BP 6 times a year, daytime, Town Hall. | Councillor Anderson | 1 |
| Slough Home Improvement Agency Steering Committee | 1 plus deputy | To monitor the work of the Slough Home Improvement Agency. | O Quarterly. | Cllr Small (deputy Swindlehurst) | 1 plus deputy |
| Slough Local Access Forum | 2 Members | A statutory advisory forum providing advice and guidance to the Council and the Countryside Agency on ways in which the area can be made more accessible and enjoyable for open-air recreation while having regard to social, economic and environmental interests. | S Quarterly. Evening at Town Hall. | Councillors Dodds & Parmar | 2 |
| Slough Local Safeguarding Children Board | 1 Member (Commissioner for Children's Services) | The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children. Membership includes local authorities, health bodies, the police and others. | S Six times a year. Daytime – town centre. | Councillor Pantelic | 1 |
| Slough Safeguarding Adults Partnership Board | 2 (including the Commissioner for Health & Wellbeing) | National guidance requires each local authority to establish a Safeguarding Adults Partnership. Members are from across health and social care agencies and service user groups. | S Minimum four times a year – daytime. | Cllrs O'Connor and Small | 2 |

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|---|--|--|---|---|----------------------|
| South East Employers | 2 Members plus 2 deputies (Commissioner and Chair of Employment & Appeals Cttee) (Should not be employee of another LA or an employee or official of any of the LG unions) | To be an active and influential employers' organisation for local government in the South-East of England. | BP Twice per annum, in London during the daytime. | Councillors Bains and Matloob | 2 Plus 2 deputies |
| South East Employers Members' Scrutiny Network | 1 Member (Chair of Overview & Scrutiny Cttee or nominee) | A Member Forum to discuss scrutiny best practice, etc. | BP Ad hoc | Councillor Mann | 1 |
| South East England Partnership Board (formerly South East England Regional Assembly) | 1 (Leader or Deputy Leader plus Commissioner) | <ol style="list-style-type: none"> 1. To provide the representative body for the region, to act to promote the economic, social and environmental well-being of all who live and work in the South East. 2. To constitute the representative body recognised under the Regional Development Agencies Act 1998 to work with, and be consulted by, the South East Regional Development Agency. 3. To provide a forum within which to address issues of common concern or interest to all partners. 4. To work with others to promote the sustainable economic development of the South East Region. 5. To represent the Region's interests, particularly within the UK and the European Union as a whole. | BP As of 01.04.09 new arrangements introduced which places the production of a new Statutory Single Regional Strategy in the joint hands of SEEDA (the Regional Development Agency) and the new South East England Councils organisation. The joint organisation will be the South East England Partnership Board . | Councillor Swindlehurst (deputy Cllr S K Dhaliwal) | 1 plus deputy |
| St Mary's School Charity. (Charitable Trust) | 2 Members | Enhancement of education of children and young persons in Slough. | O Meets at least twice per year in Slough. Evening meetings. | Councillors Grewal & Small | 2 |

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|---|--|--|---|---|------------------------|
| Strategic Aviation Special Interest Group (SASIG) | 1 Member plus deputy | SASIG seeks to ensure that any national aviation strategy for the UK is implemented through regional planning guidance and other planning processes so as to reconcile economic, social and environmental issues in a sustainable way. | O | Councillor Munkley | 1 plus deputy |
| Sustainability Champion | 1 Member | To work with the Carbon Management Board to ensure that Council-wide sustainability issues are co-ordinated. | O | Councillor Parmar | 1 |
| Thames Valley Athletics Centre Management Committee | 1 (Commissioner for Leisure, Cultural & Community) 1 Deputy required | Supervision and monitoring of the management contractor and acting to dispense the daily business in short-term planning in operation of the facility (including financial matters) except where either the trust or the Committee are of the opinion that the matter should be referred to the trust. | S (Joint Arrangement) At least four times per annum. Eton. Evening | Councillor Parmar (Councillor Bains – Deputy) | 1 Plus deputy |
| Thames Valley Athletics Centre Trust | As above | The provision of facilities for recreation or other leisure time occupation for the benefit of the public in the interests of social welfare, particularly in the Royal Borough of Windsor & Maidenhead and the Borough of Slough. The advancement of education (particularly physical education) for the benefit of pupils at Eton College and any other schools or other places of education in the Boroughs of Windsor & Maidenhead and Slough. | S (Joint Arrangement) At least twice per year. Eton. Evening. | Councillor Parmar (Councillor Bains – deputy) | 1 Plus deputy |
| Thames Valley Athletics Centre La joint Committee | 2 Members plus 2 Deputies (including Commissioner for Leisure, Cultural & Community) | Inter alia to administer the lease and grant the underlease to Thames Valley Athletics Centre. | S (Joint Arrangement) Once a year. Eton. Evening. | New appointment | 2 Plus 2 deputies |
| Thames Valley Police Authority | 1 (Commissioner Responsible for Community Safety) for 4 years. | To oversee the running of the Police Service in the Thames Valley. | S | Councillor Bains (until 2011) (Currently a Labour nomination) | No nomination required |
| Thames Valley Police Authority Joint Committee | 1 Member | To consider the political make-up of the Authority. | S Ad hoc | Councillor Bains | 1 |

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|---------------------------|--|--|---|---|----------------------|
| Thames Valley Waste Forum | 2 Members (including Commissioner for Public Protection) | To provide a mechanism for LAs to engage in dialogue with private sector interests, examination of long-term strategic waste issues, waste discussion above the level of parochial local interests, acting as an information exchange across the sub region & between public/private sectors and providing a lobbying mechanism. | BP Twice per year – at various venues within the region | Councillors S K Dhaliwal and Parmar | 2 |

APPOINTMENTS TO OUTSIDE BODIES/PARTNERSHIPS 2009/10
LEVEL 2

(Bodies where, in view of Council's grant-aid or contractual relationship with the body, there is a strong potential for conflicts of interest. Observer with speaking rights but no voting rights).

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|--|--|--|--|---|-----------------------------------|
| Age Concern, Slough. | Up to 2 (Commissioner for Social Services or nominee and Older Persons' Champion). | Welfare of the aged in Slough. | O At least four times per annum in Slough. Daytime meetings. | Councillors Davis & Small | 2 |
| Berkshire Community Foundation | 1 (Member or Officer) | Encourages companies and individuals in Berkshire to put something back into the community in which they live and work. Support for a wide range of local causes given by the Trust from donated funds by various contacts within the Community. | O At least twice per year at Reading, evening. | Councillor Dodds | 1 |
| Berkshire Historical Environment Forum (formerly Archaeological Trust) | 1 (Member or Officer). | Annual event to promote the protection and preservation of Berkshire's heritage. | O Once per year. | Councillor Walsh (Councillor Walsh queries the value of continued membership as he feels the organisation has little relevance to Slough) | Recommend Officer attendance only |
| Britwell Youth and Community Project | 2 (Member or Officer/Other) | Helps young people on the Britwell Estate through leisure time activities. | O Six times per year in Slough, evening. | Councillors Davis & Small | 2 |
| Chalvey Community Association. (Unincorporated Association) | 1 (Member or Officer). | Acts as a focal point for residents of Chalvey in the provision of facilities for the area. | O At least four times a year. | Councillor Zarait | 1 |

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|--|---|--|--|--|-----------------------------|
| Cippenham Youth Club. (Unincorporated Association) | 1 (Member or Officer) | To help young people on the Cippenham Estate, especially but not exclusively through leisure time activities to develop their physical, mental and spiritual capacities that they may grow to maturity as individuals and members of society. | O At least four times per year. Late afternoon Youth Centre | Councillor Davis | 1 |
| Citizens' Advice Slough | 1 Member observer (nominee subject to the approval of the organisation). | Provides information/advice to individuals on a variety of matters plus legal advice. | O | Councillor A S Dhaliwal | 1 |
| Colne Valley Partnership | 2 Members | To maintain the Colne Valley Park for leisure and recreation purposes. Members attend in an advisory capacity. | O Twice per annum in Denham during the daytime | Councillors A S Dhaliwal & Haines | 2 |
| Colnbrook with Poyle Parish Council – District Council Observer | 1 (Member or Officer) observer | Oversight of work carried out by the Parish Council and opportunity to exchange views. | O At least four times a year at the village hall. Evening. | Councillor Walsh | 1 |
| Crossroads – Caring for Carers | 1 Member | Support and services for carers and people with care needs. | O Monthly in the afternoon in Slough. | Councillor MacIsaac | 1 |
| Groundwork Thames Valley | 1 (Member or Officer). | Promotes environmental regeneration in and around the Colne and Thames Valley. | O Meets four times a year. Denham Country Park daytime. | Councillor Dodds | 1 |
| Local Authorities' Aircraft Noise Council (Unincorporated association) | 3 (Member or Officer) | Amongst others, to examine all problems arising from the nuisance of aircraft which may affect Member Authorities and to take such action thereon as may be necessary in the interests of the member or members concerned by such legal means as are considered best in the circumstances of the case. | O At least four times per year, in London. Daytime meetings. | Councillors Grewal, & Hewitt | 3 |

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|---|--|---|--|---|-----------------------------|
| Middle Thames Relate | 1 (Member or Officer) | To educate the public concerning marriage, to promote research and to safeguard mental and physical well-being of adults and children from marriage breakdown. | O Meets four times a year. Maidenhead and Aylesbury, morning Meetings. | Councillor P Choudhry | 1 |
| Slough and District Religious Studies Resource Centre Trust | 1 (Member of Officer) | To advance education in religion by providing a resource centre, library and other facilities for use by teachers and other persons engaged in study or research. | O Three meetings a year, Lea Junior School, Grasmere Avenue, evening. | Councillor MacIsaac | 1 |
| Slough Area Fund Development Group of Berkshire Community Foundation | 1 Member (plus two officers nominated by Chief Executive) | The Berkshire Community Foundation has a Community Capital Fund to provide grants to small voluntary groups that tackle need at the grassroots of our local community. Donations from individuals, companies and Charitable Trusts are pooled in the Foundation's Community Capital Fund from which the Foundation draws income to make its grants. | O | Councillor Zarait | 1 |
| Slough Community Leisure Ltd (Note: the representatives have voting rights) | 2 (including Commissioner for Leisure, Cultural & Community Servs) | To manage the Council's Leisure Centres | S (Not for Profit Industrial Provident Society) Approx 6 times a year; in Slough and in the evening | Councillors Parmar & Swindlehurst | 2 |
| Slough Council for Voluntary Service. (Unincorporated Association and Registered Charity) | 1 Member plus Deputy. 1 Officer | Provides forum where voluntary and statutory bodies can discuss local issues relating to advancement of education, furtherance of health and relief of poverty and sickness. | BP At least monthly in Slough. Evening meetings. | Councillor Small (Councillor Walsh - Deputy) and Chief Executive or nominee | 1 Member plus deputy |
| Slough Deaf Centre Management Committee. (Unincorporated Association) | 1 (Member or Officer) | To oversee the running of the Deaf Centre. | O At least four times per annum in Slough. Evening meetings. | Councillor O'Connor | 1 |
| Slough Equalities Commission (formerly Slough Race Equality Council) | 2 (Member or Officer). | Promotion of race relations in Slough through counselling and mediation. Provision of training courses. | O At least once per annum in Slough. Evening meetings. | Councillors S Chaudhry and Matloob | 2 |

| Outside Body | Total Reps (Member/Officer) | Purpose of Outside Body | Whether a Statutory (S), Best Practice (BP) or Other (O) Appointment & Meeting Arrangements | Representative(s) appointed 2009/2010 (or other period as stated) | Nominations required |
|--|--|---|--|--|-----------------------------|
| Slough Museum Board of Trustees. (Charitable Trust) | 1 (Commissioner for Community & Culture or equivalent who is ex-officio member of the Trust) plus deputy | Holding of monies for the purposes of the proposed establishment of the museum originally at Leeds Cottage, Bath Road. | O Meets at Museum in Slough at least once a year. | Councillor S Chaudhry (Davis - Deputy) | 1 plus deputy |
| Stoke Park Trust Management Committee | 1 (Member or Officer) | Provide or assist in the provision of facilities for recreation or other leisure time occupation to the benefit of all disabled persons within the Slough and South Bucks area. | O At least twice per year in Slough. Evening meetings. | Councillor Parmar | 1 |

Member attendance at Meetings 2009/10

| Councillor | Meetings Called to 2009/10 | Meetings Attended | Percentage |
|---------------------|----------------------------|-------------------|------------|
| Abe, Frank | N/A | N/A | N/A |
| Anderson, Rob | 40 | 38 | 95 |
| Bains, Balvinder | 52 | 38 | 73 |
| Bal, Joginder | 12 | 12 | 100 |
| Basharat, Mohammed | 21 | 16 | 76 |
| Duncan, Buchanan | 13 | 7 | 54 |
| Chaudhry, Shafiq | 38 | 35 | 92 |
| Chohan, Nimrit | 23 | 11 | 48 |
| Choudhry, Pervez | 34 | 28 | 82 |
| Coad, Diana | 28 | 19 | 68 |
| Cryer, Derek | 20 | 18 | 90 |
| Dale-Gough, Peter | 28 | 19 | 68 |
| Davis, Roger | 59 | 56 | 95 |
| Dhaliwal, Arvind | 43 | 39 | 91 |
| Dhaliwal, Sukhjit | 43 | 25 | 58 |
| Dhillon, Balwinder | 25 | 22 | 88 |
| Dodds, May | 49 | 43 | 88 |
| Finn, John | 24 | 21 | 88 |
| Grewal, Jagjit | 26 | 18 | 69 |
| Haines, Tony | 24 | 18 | 75 |
| Hewitt, Brian | 19 | 19 | 100 |
| Jenkins, Sonja | 21 | 20 | 95 |
| Khan, Latif | 14 | 5 | 36 |
| Long, Julia | 17 | 15 | 88 |
| Maclsaac, David | 51 | 48 | 94 |
| Mann, Mewa. S | 44 | 40 | 91 |
| Mann, Pavitar. K | N/A | N/A | N/A |
| Matloob, Fiza | 41 | 39 | 95 |
| Munkley, David | 24 | 22 | 92 |
| O'Connor, Patricia | 35 | 29 | 83 |
| Pabbi, Rakesh | 39 | 31 | 79 |
| Pantelic, Natasa | 53 | 43 | 81 |
| Parmar, Satpal | 36 | 35 | 97 |
| Plimmer, Robert | 28 | 28 | 100 |
| Qureshi, Azhar | 30 | 20 | 67 |
| Rasib, Mohammed | 56 | 40 | 71 |
| Shine, Patrick | 21 | 18 | 86 |
| Small, Christine | 44 | 39 | 89 |
| Sohal, Paul | N/A | N/A | N/A |
| Stokes, Richard | 12 | 10 | 83 |
| Swindlehurst, James | 48 | 47 | 98 |
| Walsh, James | 44 | 37 | 84 |
| Wright, Anna | N/A | N/A | N/A |
| Wright, Sean | 13 | 10 | 77 |
| Zarait, Raja | 37 | 25 | 68 |

Member attendance at Meetings and Training Sessions 2009/10

| Councillor | Training Called to Attend 2009/10 | Training Attended | Percentage | Discretionary Training Attended |
|---------------------|-----------------------------------|-------------------|------------|---------------------------------|
| Abe, Frank | 5 | 5 | 100 | 0 |
| Anderson, Rob | 8 | 5 | 63 | 2 |
| Bains, Balvinder | 12 | 10 | 83 | 1 |
| Bal, Joginder | 7 | 3 | 43 | 1 |
| Basharat, Mohammed | 5 | 3 | 60 | 1 |
| Duncan, Buchanan | 10 | 3 | 30 | 0 |
| Chaudhry, Shafiq | 8 | 7 | 88 | 1 |
| Chohan, Nimrit | 12 | 5 | 42 | 1 |
| Choudhry, Pervez | 16 | 8 | 50 | 3 |
| Coad, Diana | 7 | 3 | 43 | 1 |
| Cryer, Derek | 4 | 3 | 75 | 0 |
| Dale-Gough, Peter | 11 | 7 | 64 | 1 |
| Davis, Roger | 11 | 10 | 91 | 2 |
| Dhaliwal, Arvind | 12 | 8 | 67 | 1 |
| Dhaliwal, Sukhjit | 8 | 5 | 63 | 0 |
| Dhillon, Balwinder | 5 | 4 | 80 | 6 |
| Dodds, May | 12 | 12 | 100 | 3 |
| Finn, John | 7 | 4 | 57 | 1 |
| Grewal, Jagit | 9 | 5 | 56 | 2 |
| Haines, Tony | 7 | 3 | 43 | 2 |
| Hewitt, Brian | 7 | 4 | 57 | 1 |
| Jenkins, Sonja | 9 | 6 | 67 | 1 |
| Khan, Latif | 9 | 4 | 44 | 0 |
| Long, Julia | 10 | 9 | 90 | 5 |
| Maclsaac, David | 10 | 10 | 100 | 4 |
| Mann, Mewa. S | 10 | 8 | 80 | 0 |
| Mann, Pavitar. K | 5 | 5 | 100 | 0 |
| Matloob, Fiza | 9 | 5 | 56 | 1 |
| Munkley, David | 6 | 6 | 100 | 8 |
| O'Connor, Patricia | 6 | 3 | 50 | 3 |
| Pabbi, Rakesh | 13 | 6 | 46 | 0 |
| Pantelic, Natasa | 9 | 9 | 100 | 1 |
| Parmar, Satpal | 7 | 5 | 71 | 6 |
| Plimmer, Robert | 8 | 7 | 88 | 4 |
| Qureshi, Azhar | 13 | 5 | 38 | 1 |
| Rasib, Mohammed | 15 | 9 | 60 | 0 |
| Shine, Patrick | 12 | 2 | 17 | 3 |
| Small, Christine | 7 | 7 | 100 | 3 |
| Sohal, Paul | 5 | 5 | 100 | 0 |
| Stokes, Richard | 8 | 4 | 50 | 2 |
| Swindlehurst, James | 11 | 5 | 45 | 3 |
| Walsh, James | 8 | 5 | 63 | 1 |
| Wright, Anna | 5 | 4 | 80 | 0 |
| Wright, Sean | 8 | 2 | 25 | 1 |
| Zarait, Raja | 11 | 5 | 45 | 0 |