

# **SIGNIFICANT OFFICER DECISIONS**

**16 MAY 2013 TO 15 JUNE 2013**

**DECISIONS**

18/13 – 31/13

**DATE OF PUBLICATION:**

Friday 5<sup>th</sup> July 2013

**DEADLINE FOR MEMBER CALL-IN:**

5.00pm on 12th July 2013

**CONTACT:**

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# **SIGNIFICANT OFFICER DECISIONS**

## **BACKGROUND**

### **About this document**

Slough Borough Council has a decision making process involving an Executive (Cabinet) and a Scrutiny Function. Part 3 of the Council's Constitution sets out the Responsibility for Functions and Scheme of Officer Delegation. This document lists the decisions taken by officers under this scheme during the period stated.

### **Distribution**

The schedule is circulated monthly to all Members and published on the website. This document, and any reports relating to individual decisions, are published on the Council's website in accordance The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

### **Decisions included in the Schedule**

The definition of the categories for 'Significant' Officer Decisions to be included in the Schedule are set out below:

1. Tenders/Contracts over £50,000 or 'sensitive' excluding individual social services care packages and school placements.
2. Exemptions to Competitive Tendering.
3. Redundancies/Early Retirements above 5 in Service area\*
4. Decision to commence formal organisational restructuring/consultation.
5. Consultation responses other than technical responses where officers asked for Member views.
6. Write-off of individual debts between £5,000 and £15,000.
7. Decisions arising from external report on significant Health and Safety at Work Act risk.
8. Compulsory Purchase Orders.
9. Action with regard to Petitions in accordance with the Council's Petition Scheme
10. Any exceptions made to the Council's agreed tender procedure as set out in Financial Procedure Rules
11. Consultancies over £5,000 (excluding cover for established posts) or any consultancy/employment offered to former Senior Officers of the Council of 3<sup>rd</sup> tier and above.
12. Other decisions such as those with political, media or industrial relations implications that Directors consider Members should be aware of.
13. Appointments to casual vacancies on committees, sub committees, Panels, Working Parties and outside bodies
14. Specific decisions that have been delegated to a particular officer by resolution at a Cabinet meeting to be taken following consultation with the relevant Commissioner

\*Decisions taken on the Redundancy/Early Retirement of a senior level officer to be reported to Group Leaders, Cabinet and Employment and Appeals Committee.

## **Call-in**

Any Member of the Council may call-in an officer decision specified in this Schedule by following the procedure set out in paragraph 21 of Part 4.5 of the Council's Constitution. Member call-ins must be submitting in writing to the Head of Democratic Services and state the reasons why the request to have the matter considered by Scrutiny has been made. The call-in must be received within five working days of delivery of the publication of the decision (by 5.00pm). Members call-ins of officer decisions will be submitted to the next Overview & Scrutiny Committee for consideration and dealt with in the same way as other post decision call-ins.

## **Exempt information**

Any supporting reports considered by the decision-maker will be published on the website in a separate appendix, unless they 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.

## **Further information**

The schedule will be published monthly. A copy can be obtained from Democratic Services at St Martin's Place, 51 Bath Road on weekdays between 9.00 a.m. and 4.45 p.m. or Tel: (01753) 875120, email: [nicholas.pontone@slough.gov.uk](mailto:nicholas.pontone@slough.gov.uk).

A copy will be published on Slough Borough Council's Website: [www.slough.gov.uk](http://www.slough.gov.uk)

<b>Ref</b>	<b>18/13</b>
<b>Title of decision</b>	<b>The conversion of echelon parking bays to parallel bays on Dennis Way</b>
<b>Date decision taken</b>	<b>May 2013</b>
<b>Decision maker</b>	Gillian Ralphs, Assistant Director, Enforcement & Regulatory Services
<b>Portfolio</b>	Social & Economic Inclusion
<b>Details of decision taken</b>	<p>The echelon bays opposite nos 25 &amp; 27 Dennis Way are removed and parallel parking bays are installed.</p> <p>The parallel bays at the eastern end of Dennis Way are altered are reinstalled with a bay on the northern kerb line and the remainder on southern kerb line creating deflection on the road helping to reduce vehicle speed.</p> <p>Financial Implications - £1,500 from Road Safety Budget</p>
<b>Reasons for taking decision</b>	The council agreed in May 2012 to review the parking restrictions on Dennis Way following concerns from residents. Having allowed the scheme to settle for 12 months, the following alterations are proposed as set out in 'details of decision taken'.
<b>Options considered</b>	None
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	None

<b>Ref</b>	<b>19/13</b>
<b>Title of decision</b>	<b>A4 Bath Rd between Ledgers Rd &amp; High Street West, conversion of the footway to a shared use footway/cycleway.</b>
<b>Date decision taken</b>	<b>May 2013</b>
<b>Decision maker</b>	Gillian Ralphs, Assistant Director, Enforcement & Regulatory Services
<b>Portfolio</b>	Social & Economic Inclusion
<b>Details of decision taken</b>	To seek authority to commence a consultation with residents and businesses on the A4 Bath Rd between Ledgers Rd & High Street West with regard to converting the footway to a shared use footway/cycleway.  Financial Implications - £70,000 to be met from the Greener Travel capital budget
<b>Reasons for taking decision</b>	To encourage cycling and walking in Slough
<b>Options considered</b>	None
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	None

<b>Ref</b>	<b>20/13</b>
<b>Title of decision</b>	<b>Annual waiting restriction review</b>
<b>Date decision taken</b>	<b>May 2013</b>
<b>Decision maker</b>	Gillian Ralphs, Assistant Director, Enforcement & Regulatory Services
<b>Portfolio</b>	Social & Economic Inclusion
<b>Details of decision taken</b>	Annual waiting restriction review implementation throughout the borough – May 2013.  Financial Implications - £15,000 – to be funded from existing Parking Revenue Budgets and Section 106 funding.
<b>Reasons for taking decision</b>	To record the responses from the formal consultation and to gain approval to proceed with the recommendations.
<b>Options considered</b>	None
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	None

<b>Ref</b>	<b>21/13</b>
<b>Title of decision</b>	<b>To approve the introduction of the proposed 20mph zone with associated traffic calming, junction improvements and pedestrian crossing improvements Sheffield Rd/Oatlands Avenue</b>
<b>Date decision taken</b>	<b>June 2013</b>
<b>Decision maker</b>	Gillian Ralphs, Assistant Director, Enforcement & Regulatory Services
<b>Portfolio</b>	Social & Economic Inclusion
<b>Details of decision taken</b>	To approve the introduction of the proposed 20mph zone with associated traffic calming, junction improvements and pedestrian crossing improvements Sheffield Rd/Oatlands Avenue.  Financial Implications - £150,000 to be funded by the Road Safety Budget
<b>Reasons for taking decision</b>	Traffic calming and pedestrian crossing improvements.
<b>Options considered</b>	None
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	None

<b>Ref</b>	<b>22/13</b>
<b>Title of decision</b>	<b>To consider the proposed change in fees for The Council's Buy with Confidence Approved Trader Scheme</b>
<b>Date decision taken</b>	<b>June 2013</b>
<b>Decision maker</b>	Ginny de Haan, Head of Consumer Protection & Business Compliance
<b>Portfolio</b>	Health & Wellbeing
<b>Details of decision taken</b>	To enter into an agreement with Surrey CC Trading Standards to provide the administration for SBC Buy with Confidence Scheme for a percentage of the fee. As part of this process we would be adopting the Surrey CC fee structure.  There are no financial implications with this Significant Decision
<b>Reasons for taking decision</b>	None
<b>Options considered</b>	None
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	None



<b>Ref</b>	<b>23/13</b>
<b>Title of decision</b>	<b>Safer routes to school for Beechwood School</b>
<b>Date decision taken</b>	<b>June 2013</b>
<b>Decision maker</b>	Gillian Ralphs, Assistant Director, Enforcement & Regulatory Services
<b>Portfolio</b>	Social & Economic Inclusion
<b>Details of decision taken</b>	<p>This order is being introduced as part of the Safer Routes to School scheme for Beechwood School.</p> <p>To gain approval to set aside objections to the proposed amendments to the waiting and loading restrictions received during the formal consultation and proceed with their sealing and implementation.</p> <p>Financial Implications - £1,500 funded from the Traffic &amp; Road Safety cost centre.</p>
<b>Reasons for taking decision</b>	It is designed to reduce vehicle speeds along Long Readings Lane whilst also improving access to the school for pedestrians and cyclists.
<b>Options considered</b>	None
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	None

<b>Ref</b>	<b>24/13</b>
<b>Title of decision</b>	<b>Exemption to Competitive Tendering: Specialist Domestic Abuse Advisor</b>
<b>Date decision taken</b>	<b>4<sup>th</sup> June 2013</b>
<b>Decision maker</b>	Contract Review Board (Procurement, Finance & Legal)
<b>Portfolio</b>	Finance & Strategy
<b>Details of decision taken</b>	<p>In February, 2013 the Home Office funded an external Review of the Safer Slough Partnership's (SSP) strategic and operational response arrangements in relation to Domestic Abuse. The SSP fully accepts the findings of the Review and wishes to move quickly to implement its recommendations. It is recognised however, that there is currently insufficient capacity to take forward and implement the recommendations. As a consequence, it is proposed to recommission the services of the organisation that undertook the initial Review, rather than seek competitive tenders, as they have specialist knowledge in this niche area, a detailed understanding of local services and can deliver within the time frames required.</p> <p>The CRB approved the exemption request.</p>
<b>Reasons for taking decision</b>	As above.
<b>Options considered</b>	None
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	Reports to CRB restricted as they contain exempt information.

<b>Ref</b>	<b>25/13</b>
<b>Title of decision</b>	<b>Exemption to Competitive Tendering: Safeguarding Quality Assurance Manager - Interim</b>
<b>Date decision taken</b>	<b>4<sup>th</sup> June 2013</b>
<b>Decision maker</b>	Procurement Review Board (Procurement, Finance & Legal)
<b>Portfolio</b>	Finance & Strategy
<b>Details of decision taken</b>	Based on the information provided the PRB approved the exemption to competitive tendering.
<b>Reasons for taking decision</b>	The role of a Quality Assurance Manager post for the new Safeguarding and Independent Review Unit is a crucial post, and a replacement interim manager is required until a permanent member of staff can be recruited (probably between June and September). Three quotes were provided and an interim appointed between March and June. Agencies have again been asked for suitable candidates. It is estimated 5 days a week for 4 months @ £500 a day = £40,000.
<b>Options considered</b>	N/A
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	Reports to PRB restricted as they contain exempt information.

<b>Ref</b>	<b>26/13</b>
<b>Title of decision</b>	<b>Exemption to Competitive Tendering: Supplier of Gas &amp; Electric Top Up Points</b>
<b>Date decision taken</b>	<b>4<sup>th</sup> June 2013</b>
<b>Decision maker</b>	Procurement Review Board (Procurement, Finance & Legal)
<b>Portfolio</b>	Finance & Strategy
<b>Details of decision taken</b>	Two suppliers were approached, as they are the known suppliers for gas and electricity metre top-up points in the Slough area; one has subsequently confirmed in writing that they would be unable to completely fulfil our requirements, and as such the only option available to the Council is to enter into a contract with the other supplier
<b>Reasons for taking decision</b>	A key part of SBC's Local Welfare Provision fund is to assist eligible residents with their Gas and Electricity top-ups in emergency situations. As present the only mechanism to achieve this is via the issue of cash payments. However, in recognition of the vulnerability of some of our clients, and the fact that once handed over, the council has no control over how the money is spent, an alternative cashless option is essential.
<b>Options considered</b>	N/A
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	Reports to PRB restricted as they contain exempt information.

<b>Ref</b>	<b>27/13</b>
<b>Title of decision</b>	<b>Exemption to Competitive Tendering: Alley Gating</b>
<b>Date decision taken</b>	<b>4<sup>th</sup> June 2013</b>
<b>Decision maker</b>	Procurement Review Board (Procurement, Finance & Legal)
<b>Portfolio</b>	Finance & Strategy
<b>Details of decision taken</b>	Exemption approved subject to competitive tendering exercise commencing for wider requirements.
<b>Reasons for taking decision</b>	Urgent requirement for replacement of gating. Cannot wait for new framework agreement.
<b>Options considered</b>	N/A
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	Reports to PRB restricted as they contain exempt information.

<b>Ref</b>	<b>28/13</b>
<b>Title of decision</b>	<b>Exemption to Competitive Tendering: Slough Sheds (GIS)</b>
<b>Date decision taken</b>	<b>4<sup>th</sup> June 2013</b>
<b>Decision maker</b>	Procurement Review Board (Procurement, Finance & Legal)
<b>Portfolio</b>	Finance & Strategy
<b>Details of decision taken</b>	Based on the information provided, the Procurement Review Board gave approval for the exemption to competitive tendering.
<b>Reasons for taking decision</b>	<p>The objective of the "Slough Sheds GIS" project is to derive, manage and distribute GIS intelligence capability to the core Slough Sheds project, building upon case; "Thermal imaging for Slough Sheds project plan" dated 7th January 2013. SBC is able to benefit from discounts of 40% over list pricing from a current supplier.</p> <p>The suppliers product is fully compatible, improves productivity levels and removes the need for expensive integration.</p> <p>The cost to go back to the open market to procure a Web mapping/GIS intelligence platform together with complimentary desktop GIS licences, skills training, integration and data migration services would be circa €100K.</p>
<b>Options considered</b>	N/A
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	Reports to PRB restricted as they contain exempt information.

<b>Ref</b>	<b>29/13</b>
<b>Title of decision</b>	<b>Exemption to Competitive Tendering: Planning Enforcement Officer</b>
<b>Date decision taken</b>	<b>22<sup>nd</sup> May 2013</b>
<b>Decision maker</b>	Procurement Review Board (Procurement, Finance & Legal)
<b>Portfolio</b>	Finance & Strategy
<b>Details of decision taken</b>	Exemption approved subject to moving back to Matrix if post becomes full time again.
<b>Reasons for taking decision</b>	As an interim measure for cost effectiveness, it is proposed not to recruit a full-time temporary agency member of staff, however to enable flexibility as and when worker deemed more suitable for short-term projects.
<b>Options considered</b>	N/A
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	Reports to PRB restricted as they contain exempt information.

<b>Ref</b>	<b>30/13</b>
<b>Title of decision</b>	<b>Exemption to Competitive Tendering: LABV Consultant</b>
<b>Date decision taken</b>	<b>23<sup>rd</sup> May 2013</b>
<b>Decision maker</b>	Procurement Review Board (Procurement, Finance & Legal)
<b>Portfolio</b>	Finance & Strategy
<b>Details of decision taken</b>	Exemption granted.
<b>Reasons for taking decision</b>	<p>Shared Intelligence have worked with SBC previously, supporting the development of the Wellbeing Strategy in 2011/12.</p> <p>The tender is to provide specialist consultancy advice for SBC senior officers with regard to the implementation and mobilisation of Slough Regeneration Partnership (LABV). The skills for this work do not exist within the council.</p>
<b>Options considered</b>	N/A
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	Reports to PRB restricted as they contain exempt information.



<b>Ref</b>	<b>31/13</b>
<b>Title of decision</b>	<b>Appointment to the Standards Advisory Committee, Britwell Parish Council Representative</b>
<b>Date decision taken</b>	<b>21<sup>st</sup> May 2013</b>
<b>Decision maker</b>	Assistant Director Professional Services
<b>Portfolio</b>	Performance & Accountability
<b>Details of decision taken</b>	That Janice Finn be appointed, under Council Procedure Rule 1.2 (vi), to the Standards Advisory Committee as the representative of Britwell Parish Council with immediate effect.
<b>Reasons for taking decision</b>	N/A
<b>Options considered</b>	N/A
<b>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</b>	None
<b>Reports considered</b>	None

## **Petitions**

In accordance with the Council's Petition Scheme and the schedule of Significant Officer Decisions please find below a list of petitions submitted to the Council and a summary the response provided. Further details of the petitions can be found on Slough's website:

<http://www.slough.gov.uk/services/2026.aspx>

None.