

SIGNIFICANT OFFICER DECISIONS

16 OCTOBER TO 15 NOVEMBER 2016

DECISIONS

17/16 – 19/16

DATE OF PUBLICATION:

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DEADLINE FOR MEMBER CALL-IN:

5.00pm on 30th November 2016

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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 3rd 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 submitted 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.

A copy will be published on Slough Borough Council's Website: www.slough.gov.uk

Ref	17/16
Title of decision	Approval of street naming & numbering procedures and policy
Date decision taken	15 th November 2016
Decision maker	Sanjay Dhuna – Head of Planning & Building Control
Portfolio	Housing & Urban Renewal
Details of decision taken	To approve the policy and procedure document in respect of the street naming & numbering function. Advice from Royal Mail, emergency services, the National Land & Property Custodian. Guidance from other local authorities.
Reasons for taking decision	The policy was initially introduced in 2008 and needed updating.
Options considered	-
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None.
Reports considered	Slough Borough Council's Street Naming and Numbering Guidance.

Street naming and numbering guidance

Amended November 2016

All Local Authorities have a statutory responsibility for the naming and numbering of streets and properties within their boundary. Slough Borough Council is the street naming and numbering authority for the area. We carry out these functions under the provisions of the Public Health Act 1925 sections 17–19.

All new developments and address changes within Slough Borough are subject to the official street naming and numbering process. Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is becoming increasingly important as it facilitates:

- New or amended streets, building names and/or property numbers are allocated in a consistent manner
- Efficient and accurate means of locating and referencing properties for organisations such as the Royal Mail, emergency services, utility companies, satellite navigation systems, delivery companies, online ordering companies as well as the general public

Anyone seeking an address change, or the creation of an address for a new property/development should apply to Local Land Charges. We will require the following information in order for us to carry out this function:

- If planning approval is required, the relevant Planning Application Reference Number should be provided; Street Naming and Numbering for new developments can only be administered subject to approved planning, and without this addresses will not be allocated.
- A site layout plan ideally in an electronic format, clearly indicating the plot numbers and the extent of each separate dwelling, office or business unit. Include the pedestrian and vehicular access, plus the floor level information if a multiple occupancy building e.g. a block of flats
- A site location plan highlighting the location of the development
- Proposals for the street name(s)/property names if relevant (please refer to criteria for naming streets below)

On submission of the above the Council will consult the Royal Mail on the proposed naming/numbering scheme. If there are no objections the Royal Mail will allocate a post code. (The maintenance of postcode information, and any future changes to postcodes is the sole responsibility of the Royal Mail.)

Following the above, the necessary notification will be sent to the applicant and additionally the council notifies all the relevant council departments, utility companies, emergency services and other public bodies of new or updated address information.

All address information is then input into the Council's Local Land & Property Gazetteer which populates the national address database which many organisations rely upon to provide services, including the Royal Mail and emergency services.

Naming of streets and buildings

Slough Borough Council holds a list of pre-approved names from which a street or building name can be selected from. However your own choice will be considered on the following criteria:

1. Ideally names should have local historical relevance or a connection to Slough
2. The names of living people will not generally be used in order to avoid the possibility of any future negative publicity. However, under exceptional circumstances we may consider the use of a name of a person still alive where that individual has clearly demonstrated a proven long standing legacy as a contributing member of the local community. Such requests will be subject to Council cabinet approval via the relevant Council's lead cabinet commissioner. Such requests could therefore take considerably longer to process.
3. The use of a name which relates to a deceased person maybe allowed provided that the appropriate authorisation is obtained from the family (not required for persons deceased over fifty years)
4. The name should not be connected with the developer or any associated commercial interests
5. The name of a street should not promote an active organisation.
6. Names of persons with a current political association will not be allowed ?
7. Names that could give offence will not be used.
8. Names that could encourage defacing of nameplates will be avoided.
9. The naming of new streets or buildings will have particular regard to the Council's Equality Policy covering race, disability, gender, age, religious belief and sexual orientation
10. The name should not be capable of deliberate misinterpretation or double meaning
11. Street names must not duplicate existing street names across the borough. Variation in the terminal word (e.g. street, avenue) will not be accepted as a sufficient reason to duplicate a name

12. Names which are difficult to pronounce or spell should not be used
13. Any name not from the pre approved list will be subject to a 14 working day consultation with the relevant ward councillor(s) (*item 2 subject to additional consultation as stated above)

Although a single word name maybe allowed in appropriate cases, we suggest names should end with one of the following suffixes:

Road
Way
Avenue (normally tree lined)
Drive
Gardens (where there can be no confusion with any local open space)
Fields (where there can be no confusion with any local open space)
Grove
Place
Road
Street
Vale
Way
Chase
Close (cul-de-sac)
Crescent (for a crescent shaped road)
End
Field
Green
Lane
Lea
Mew
Park
Path
Ride
Spur
Walk
Gate
Court
Mews
Bank
Brook
Parade
Square

ENDING FOR BLOCKS OR FLATS

Court

House
Lodge
Place
Apartments
Heights
Mansions

N.B. names of buildings, houses or flats should not repeat the name of the road or that of any other house or building in the same postcode area.

ENDINGS FOR HOUSE WITHIN ROADS

Cottages
Row
Terrace
Mews
Villas

Street Numbering

The authority will number all new property developments based on the following:

- A new street should be numbered so that when travelling away from the centre of town or the end accessed via the nearest important road, even numbers on the right side and odd numbers on the left.
- In certain cases e.g. cul-de-sacs, it may be more appropriate to number properties consecutively in a clock wise direction
- Generally we will not exclude number 13 from the numbering sequence
- All new properties will be allocated a postal number. Any names given to a property as part of the address should be used in conjunction with the street number and not in place of it. N.B. the Royal Mail will only hold property names as an alias on their Postal Address File
- Infill development on an existing numbered street will include a suffix to the premise number where no consecutive number exists in the current numbering scheme e.g. when a large house is demolished and replaced with a number of smaller houses. We may also consider naming an infill development, then numbering sequentially.

Renaming or renumbering of streets

By way of an order the authority may alter the numbering or name of a street however, the authority will usually try to avoid such course of action unless the benefits clearly outweigh the disadvantages e.g.

Ref	18/16
Title of decision	Commercial partnership between Slough Borough Council and VETTED LIMITED T/A Check A Trade (CAT)
Date decision taken	4 th November 2016
Decision maker	Andrew Clooney, Trading Standards Manager Ginny de Haan, Head of Consumer Protection & Business Compliance
Portfolio	Regulation & Consumer Protection
Details of decision taken	To enter into a contractual relationship with Vetted Ltd T/A Check A Trade.
Reasons for taking decision	<p>SBC seek to establish a partnership with Check A Trade (CAT) to offer the best protection for Slough consumers and best support for Slough business, whilst also raising compliance levels of those businesses who are members and helping local consumers make an informed choice.</p> <p>We retain the option to partner with any other assured trader scheme which we deem suitable. The partnership will provide income generation for the authority as Trading Standards undertake intelligence checks on all Slough members and prospective CAT members at a charge.</p>
Options considered	<p>SBC Trading Standards has conducted a comprehensive review of trader schemes operating in Slough including market research to understand the cause of consumer detriment in Slough. We have met with 3 national providers of assured trader schemes including CAT.</p> <p>Following this research, CAT has been identified as a provider in Slough at this time. The approval of any local trader into the scheme by trading standards will be ratified only when they have met a list of set criteria set down by Slough Trading Standards and which has been agreed by CAT.SBC Trading Standards has conducted a comprehensive review of trader schemes operating in Slough including market research to understand the cause of consumer detriment in Slough.</p> <p>We have met with 3 national providers of assured trader schemes including CAT. Following this research, CAT has been identified as a provider in Slough at this time. The approval of any local trader into the scheme by trading standards will be ratified only when they have met a list of set criteria set down by Slough Trading Standards and which has been agreed by CAT.</p>

Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None.
Reports considered	Trading Standards South East Ltd, of which Slough Borough Council is a member, commissioned a report on assured trader schemes and this was integral to the research and decision making process. The report has not been published in this schedule as it contains commercially sensitive information.

Ref	19/16
Title of decision	Slough offer to welcome Syrian Families
Date decision taken	20 th October 2016
Decision maker	Strategic Director, Customer & Community Services Head of Consumer Protection & Business Compliance
Portfolio	Regulation & Consumer Protection Education & Children's Services
Details of decision taken	To amend the specific offer to welcome 5 small Syrian families to Slough to 3 large families over the next 5 years. The principles and original offer was agreed by the Cabinet on 27 th June 2016. The decision has been taken following consultation with the relevant Commissioners.
Reasons for taking decision	<p>The implementation of the decision agreed by Cabinet was to be taken forward by the Operational Delivery Group. At it's meeting on 14th October 2016, and following advice from senior housing officers, the Group recommended a revised approach in response to:</p> <ul style="list-style-type: none"> • Local difficulty securing one and two bedroomed accommodation. • Amended funding arrangements from the Home Office that provides supplementary support for larger families. <p>At the Syrian families operational delivery group on 14th October 2016, advice was provided by the Head of Place Shaping that there was better availability of four bedroom houses to rent in Slough. The groups recommendation following discussion with the voluntary sector was to consider welcoming two large families (2 parents with 4 children); potentially one family in December 2016 and one family in January 2017, followed by a third family later in 2017, in order to deliver on our promise of welcoming a limited number of Syrian families and achieve economies of scale in the provision of coordination and support. The recommendation has been agreed by the voluntary sector and subsequently by the Slough Children's Services Trust.</p> <p>There is a shortage of 4 bed houses available nationally and the Home Office has agreed to fund a further 4 week void period whilst the Council wait for the family to arrive, which will reduce cost liabilities.</p> <p>The majority of Syrian families are large and in welcoming a large family we will have greater choice in finding a 'good' match for Slough, thus helping to ensure that the resettlement of the family is a success.</p>

	<p>Whatever the size of the family it is recognised and agreed that careful consideration of the children's ages and availability of school places and the capacity of local GPs surgeries will be considered the Education Support Team and the CCG before the offer to accept a particular family is made.</p>
<p>Options considered</p>	<p>To proceed with original offer to welcome 5 small Syrian families not taken forward for the reasons detailed above.</p>
<p>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</p>	<p>None.</p>
<p>Reports considered</p>	<p>None.</p>

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/moderngov/mgePetitionListDisplay.aspx?bcr=1>

16-17 – 160-196 Windsor Road part of Residents Permit Holders Scheme

This petition was received on 19th September, 2016.

We the residents of Windsor request to make the service road at 160-196 Windsor Road SL1 2JD part of the Residents Permit Holders Scheme.

This petition was responded to by the Team Leader, Parking Services on 17th October 2016

Thank you for the submission of the above petition.

Slough Borough Council is pleased to advise that we can consider this request and it has been placed on our waiting list. The process to implement such schemes is currently under review and therefore we are unable to provide timescales at present, however we must advise that this may be several months.

Letters will be sent to affected residents when the scheme has been designed with information about the proposal, and how to make representations before any scheme is implemented. A decision will then be made on how best to proceed based on any feedback.

16-18 – Wellesley Road and Richmond Crescent Resurfacing Alleyway

This petition was received on 19th October 2016

This petition is from the residents of Wellesley Road and Richmond Crescent that enjoy the right of way/ alleyway shared between the residents of the two roads.

The Council has on occasions helped clean up the overgrown growth of nettles and bushes in the alleyway. The measures taken by the Council have been taken as temporary as these bushes and nettles seem to grow back again and again and have only helped for the short time.

Therefore, as you can imagine this is a very serious hygiene and health issue and is causing other environmental concerns. The residents in the way of this petition ask the Council to once and for all finish this problem permanently by resurfacing the alleyway to stop this problem of bush growth thus improving environment.

This petition was responded to by the Technical Administrator, Transport & Highways on 16th November 2016

Thank you for your petition submitted on Wednesday 19th October, 2016 regarding the above matter.

The alleyway is not an adopted highway and therefore cannot be maintained by Slough Borough Council free of charge.

We have undertaken a cost estimate for the resurfacing and pre-cleansing works and the cost will be £15,000. There are 46 properties adjoining the alleyway, therefore the costs of the proposed works will have to be divided and each household would be required to contribute approximately £300.

Furthermore it is possible that Slough Borough Council may contribute towards the resurfacing works and this will result in households paying approximately £150 each. Should all residents agree to make payment and once the Council has received the full contribution, then works will be completed very quickly.