

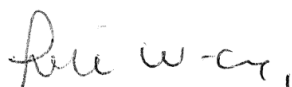
Date of despatch: Wednesday, 16 September 2020

To the Members of Slough Borough Council

Dear Councillor,

You are summoned to attend a Meeting of the Council of this Borough which will be held as a Virtual Meeting on **Thursday, 24th September, 2020 at 7.00 pm,** when the business in the Agenda below is proposed to be transacted.

Yours faithfully



JOSIE WRAGG
Chief Executive

PRAYERS

AGENDA

Apologies for Absence

	<u>PAGE</u>
1. Declarations of Interest	-
<i>All Members who believe they have a Disclosable Pecuniary or other in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 4 paragraph 4.6 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.</i>	
2. To approve as a correct record the Minutes of the Council held on 21st July 2020	1 - 8
3. To receive the Mayor's Communications.	-

Public Questions

4. Questions from Electors under Procedure Rule 9.	-
--	---

Officer Reports

5. Petition - Abolish the Bath Road Bus Lane	9 - 56
6. Working Group Establishment and Update	57 - 60

		<u>PAGE</u>
7.	Change of Terms of Reference of The Trustee Committee to include Stabmonk Park Chalvey Millenium Green	61 - 84
8.	Appointments to Committees, Panels, Outside Bodies and the Independent School Admission Appeals Panel	85 - 86
9.	Dispensation Under Section 85 of the Local Government Act 1972	87 - 88
10.	COVID-19 Decisions Update	89 - 108

Recommendations of Cabinet and Committees

[Notification of Amendments required by 10 a.m. on Wednesday 23rd September 2020]

11.	Recommendation of the Cabinet from its meeting held on 14th September 2020 <ul style="list-style-type: none"> • Statutory Service Plan – Food Safety 	109 - 152
12.	Recommendation of the Member Panel on the Constitution from its meeting held on 15th September 2020 <ul style="list-style-type: none"> • Standing Advisory Council on Religious Education – Terms of Reference and Membership 	153 - 162

Motions

13.	To consider Motions submitted under Procedure Rule 14.	163 - 164
-----	--	-----------

Member Questions

14.	To note Questions from Members under Procedure Rule 10	-
15.	Exclusion of the Press and Public	-

It is recommended that the press and public be excluded from the remainder of the meeting as the item to be considered contains exempt information relating to individuals as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (as amended).

16.	Our Futures Programme - Approval of Recruitment and Severance Packages	To Follow
-----	--	-----------

Press and Public

This meeting will be held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Part I of this meeting will be live streamed as required by the regulations. The press and public can access the meeting from the following link (by selecting the meeting you wish to view):

<http://www.slough.gov.uk/moderngov/mgCalendarMonthView.aspx?GL=1&bcr=1>

Please note that the meeting may be recorded. By participating in the meeting by audio and/or video you are giving consent to being recorded and acknowledge that the recording will be in the public domain.

The press and public will not be able to view any matters considered during Part II of the agenda.

This page is intentionally left blank

MINUTES OF COUNCIL PROCEEDINGS

At a Meeting of the Council for the Borough of Slough held as a Virtual Meeting on Tuesday, 21st July, 2020 at 7.00 pm

Present:- The Worshipful the Mayor (Councillor Brooker), in the chair; Councillors Ajaib, Akram, Ali (until 8.48pm), Anderson, Bains, Basra, Bedi, Begum, Carter, Chaudhry, A Cheema, H Cheema, Dar, Davis, Dhaliwal, Gahir, M Holledge, Hulme, Kelly, Mann, Matloob, Minhas, Mohammad, Nazir, Pantelic, D Parmar, S Parmar, Plenty, Sabah, A Sandhu, R Sandhu, Sharif, Smith, Strutton, Swindlehurst and Wright

Apologies for Absence:- Councillors N Holledge, Rasib and Sarfraz

14. Declarations of Interest

Agenda item 4 – Elector Questions. The Mayor declared that he was a Governor at Ryvers Primary School. The Mayor remained and participated in the meeting.

15. To approve as a correct record the Minutes of the Council held on 21 May 2020

Resolved – That the minutes of the Annual Council meeting held on 21 May 2020 be approved as a correct record.

16. To receive the Mayor's Communications.

The Mayor informed the meeting that it was the 25th anniversary of the Srebrenica Genocide and a minute's silence was held in memory of those who had lost their lives.

The Council's thoughts were also with former Councillor and Parish Councillor, Ken Wright, who had passed away in April.

NHS staff, key workers, Slough Foodbank, Slough CVS and all voluntary and community groups were thanked for their tremendous efforts in relation to COVID-19. All Members were encouraged to use the facilities at the hybrid walk in and drive in COVID-19 testing centre, which was based at the car park of the former Montem Leisure Centre.

Following the tragic events that had taken place in June 2020 in Reading, the Mayor had sent a letter, conveying the Council's sympathies, to the Mayor of Reading.

17. Questions from Electors under Procedure Rule 9.

Three questions had been received and published in the supplementary agenda. One questioner was present and asked a supplementary question. A written copy of the replies would be sent to the electors.

Council - 21.07.20

18. Recommendation of the Cabinet from its meeting held on 13th July 2020

It was moved by Councillor Swindlehurst,
Seconded by Councillor Akram,

“The Council is requested to resolve that that Corporate Annual Report 2019/20 be endorsed.”

The recommendation was put to the vote and agreed unanimously.

Resolved - That that Corporate Annual Report 2019/20 be endorsed.

19. Recommendations of the Slough Wellbeing Board from its meeting held on 15th July 2020

It was moved by Councillor Pantelic,
Seconded by Councillor Akram,

“That the Slough Wellbeing Board Annual Report for 2019/20 be endorsed.”

The recommendation was put to the vote and agreed unanimously.

Resolved – That the Slough Wellbeing Board Annual Report for 2019/20 be endorsed.

It was moved by Councillor Pantelic,
Seconded by Councillor Akram,

“That the Slough Wellbeing Strategy 2020-2025 be endorsed.”

The recommendation was put to the vote and agreed unanimously.

Resolved – That the Slough Wellbeing Strategy 2020-2025 be endorsed.

It was moved by Councillor Pantelic,
Seconded by Councillor Akram,

“That the Slough Wellbeing Board Terms of Reference 2020 be endorsed subject to membership of the Board to include a Frimley Health NHS Foundation Trust representative.”

The recommendation was put to the vote and agreed unanimously.

Resolved – That the Slough Wellbeing Board Terms of Reference 2020 be endorsed subject to membership of the Board to include a Frimley Health NHS Foundation Trust representative.

20. Recommendation of the Overview and Scrutiny Committee from its meeting held on 11th June 2020

It was moved by Councillor Dhaliwal,
Seconded by Councillor Akram,

Council - 21.07.20

“That the Annual Scrutiny Report 2019/20 be endorsed.”

The recommendation was put to the vote and carried with 30 votes for and 5 abstentions. Councillor Bedi was recorded as not voting due to technical difficulties.

Resolved - That the Annual Scrutiny Report 2019/20 be endorsed.

21. Recommendation of the Audit and Corporate Governance Committee from its meeting held on 5th March 2020

It was moved by Councillor Swindlehurst,
Seconded by Councillor Nazir,

“That the revisions to the Council’s Constitution, as set out in the report, be approved.”

The recommendation was put to the vote and agreed unanimously.

Resolved - That the revisions to the Council’s Constitution, as set out in the report, be approved.

22. Dispensation Under Section 85 of the Local Government Act 1972

It was moved by Councillor Swindlehurst,
Seconded by Councillor Pantelic,

“That failure by Councillor Sarfaz to attend any meetings of the Council before 12 November 2020, as a result of her exercising her rights under the Council’s Parental Leave Policy adopted by the Council on 16 May 2019, be an approved reason for the purposes of Section 85 of the Local Government Act 1972.”

The recommendation was put to the vote and agreed unanimously.

Resolved - That failure by Councillor Sarfaz to attend any meetings of the Council before 12 November 2020, as a result of her exercising her rights under the Council’s Parental Leave Policy adopted by the Council on 16 May 2019, be an approved reason for the purposes of Section 85 of the Local Government Act 1972.

23. COVID-19 Decisions Update

It was moved by Councillor Swindlehurst,
Seconded by Councillor Akram,

“That the report be noted and that the significant decisions taken by officers since 29th April 2020, as set out in the Schedule at Appendix A to the report, be ratified.”

The recommendation was put to the vote and agreed unanimously.

Resolved - That the report be noted and that the significant decisions taken by officers since 29th April 2020, as set out in the Schedule at Appendix A to the report, be ratified.

24. To consider Motions submitted under procedure Rule 14.

A) Slough's Recovery and Renewal from COVID-19

It was moved by Councillor Bains,
Seconded by Councillor Hulme,

“Slough Borough Council recognises the important role the Council will have to play in Slough’s recovery and renewal from COVID 19 and therefore agrees to a develop a recovery and renewal plan which will;

- Support and contribute to the renewal of Slough as a place through the £3 billion regeneration of the town centre and the introduction of low carbon zones
- Help shape a seamless pathway from skills to employment, matching the potential of our residents with the needs of businesses to facilitate the creation of 5,000 new jobs
- Ensure the strength of our community and voluntary sector is further developed to embed and sustain a collaborative approach that meets the needs of our most vulnerable resident, including the specific needs of our BAME residents who have been disproportionately affected by COVID-19
- Create a strong, robust and engaged community through new models of service delivery and locality- based work.”

The motion was put to the vote and carried with 33 votes for and 2 abstentions.

Resolved - Slough Borough Council recognises the important role the Council will have to play in Slough’s recovery and renewal from COVID 19 and therefore agrees to a develop a recovery and renewal plan which will;

- Support and contribute to the renewal of Slough as a place through the £3 billion regeneration of the town centre and the introduction of low carbon zones
- Help shape a seamless pathway from skills to employment, matching the potential of our residents with the needs of businesses to facilitate the creation of 5,000 new jobs
- Ensure the strength of our community and voluntary sector is further developed to embed and sustain a collaborative approach that meets the needs of our most vulnerable resident, including the specific needs of our BAME residents who have been disproportionately affected by COVID-19
- Create a strong, robust and engaged community through new models of service delivery and locality- based work.

B) COVID-19

It was moved by Councillor Strutton,
Seconded by Councillor Swindlehurst,

“The whole Council resolves to

a) Acknowledge:

- The hard work Slough’s key workers, voluntary and community groups have played during the ongoing COVID-19 pandemic; from helping with shopping, delivering the Government’s essentials parcels and the much needed general support to help all those shielding, the elderly and the most vulnerable.

b) Agree to:

- Officially recognise and commemorate the outstanding work carried out by key workers, voluntary and community groups supporting the work of Slough CVS’s OneSlough initiative through the Mayor’s Office, supported by the political Group Leaders Cllr Swindlehurst (Labour) and Cllr Strutton (Conservative) and the Council’s Chief Executive, Josie Wragg.”

The motion was put to the vote and carried unanimously.

Resolved –

- a) The Council acknowledges the hard work Slough’s key workers, voluntary and community groups have played during the ongoing COVID-19 pandemic; from helping with shopping, delivering the Government’s essentials parcels and the much needed general support to help all those shielding, the elderly and the most vulnerable.

- b) The Council agrees to officially recognise and commemorate the outstanding work carried out by key workers, voluntary and community groups supporting the work of Slough CVS’s OneSlough initiative through the Mayor’s Office, supported by the political Group Leaders Cllr Swindlehurst (Labour) and Cllr Strutton (Conservative) and the Council’s Chief Executive, Josie Wragg.

C) Green Highways

It was moved by Councillor Strutton,
Seconded by Councillor Smith,

“This Council resolves to

a) Acknowledge:

- That Slough has one of the highest levels of air pollution deaths in the South East, and that further actions are needed to improve air quality to combat the ‘Climate Emergency’.

Council - 21.07.20

- That encouraging the use of zero emission vehicles and the reduction in traffic congestion will improve overall air quality, alongside investment into zero emission vehicle infrastructures. This is necessary if Slough is to achieve its long term objectives of becoming a green town.

b) Agrees to:

- Let fully zero emission private vehicles and private hire cars use Slough’s bus lanes, to incentivise the take up of zero emission vehicles and to reduce traffic congestion.
- Enforce the above policy through the use of automatic number plate recognition (ANPR) cameras in all bus lanes.”

It was moved by Councillor Anderson, as an amendment,
Seconded by Councillor Carter,

“This Council resolves to ~~a)~~ acknowledge;

- That Slough has one of the highest levels of air pollution deaths in the South East, and that further actions are needed to improve air quality to combat the ‘Climate Emergency’
- That encouraging the use of zero emission vehicles and the reduction in traffic congestion will improve overall air quality, alongside investment into zero emission vehicle infrastructures. This is necessary if Slough is to achieve its long term objectives of becoming a green town.

And therefore agrees to;

- ~~Let fully zero emission private vehicles and private hire cars use Slough’s bus lanes,~~
Continue to incentivise the take up of zero emission vehicles ~~and~~ to reduce traffic congestion.

~~Enforce the above policy through the~~ **Instruct Officers to recommence the work on making** use of automatic number plate recognition (ANPR) cameras in all bus lanes, **once the government makes Green Number Plates for alternatively fuelled vehicles available in October.”**

A prior request having been made for the record of the voting:

There voted for the amendment to the motion:

Councillors Ajaib, Akram, Anderson, Bains, Basra, Begum, Carter, Chaudhry, A.Cheema, H.Cheema, Dar, Davis, Dhaliwal, Gahir, M.Holledge, Hulme, Mann, Matloob, Minhas, Mohammad, Nazir, Pantelic, D.Parmar, S.Parmar, Plenty, Sabah, A.Sandhu, R.Sandhu and Swindlehurst..... 29

There voted against the amendment to the motion:

Councillors Kelly, Smith, Strutton and Wright..... 4

Council - 21.07.20

There abstained from voting on the amendment to the motion:

The Worshipful the Mayor, Councillor Brooker..... 1

The amendment to the motion was agreed and became the substantive motion.

The substantive motion was put to the vote and carried by 29 votes for and 5 abstentions.

Resolved - This Council resolves to acknowledge;

- That Slough has one of the highest levels of air pollution deaths in the South East, and that further actions are needed to improve air quality to combat the ‘Climate Emergency.’
- That encouraging the use of zero emission vehicles and the reduction in traffic congestion will improve overall air quality, alongside investment into zero emission vehicle infrastructures. This is necessary if Slough is to achieve its long term objectives of becoming a green town.

And therefore agrees to;

- Continue to incentivise the take up of zero emission vehicles to reduce traffic congestion.
- Instruct Officers to recommence the work on making use of automatic number plate recognition (ANPR) cameras in all bus lanes, once the government makes Green Number Plates for alternatively fuelled vehicles available in October.

D) Water Safety

It was moved by Councillor R.Sandhu,
Seconded by Councillor Pantelic,

“This Council commends the Slough Safer Partnership ‘Stay Out’ Campaign which warns children and adults about the dangers of swimming in the Jubilee River and resolves to;

- Work with local partners and families who have lost loved ones to promote water safety for the Jubilee River
- Support the production of a video that educates young people on water safety and to share this with local schools
- Write to Slough’s MP, Tan Dhesi, asking that he continue to raise the issue of water safety in Parliament and lobby the government to expand their water safety education programme.”

The motion was put to the vote and carried unanimously.

Resolved – This Council commends the Slough Safer Partnership ‘Stay Out’ Campaign which warns children and adults about the dangers of swimming in the Jubilee River and resolves to;

Council - 21.07.20

- Work with local partners and families who have lost loved ones to promote water safety for the Jubilee River
- Support the production of a video that educates young people on water safety and to share this with local schools

- Write to Slough's MP, Tan Dhesi, asking that he continue to raise the issue of water safety in Parliament and lobby the government to expand their water safety education programme.

25. To note Questions from Members under Procedure Rule 10

Details of Members questions received and replies were noted.

Chair

(Note: The Meeting opened at 7.00 pm and closed at 9.50 pm)

SLOUGH BOROUGH COUNCIL**REPORT TO:** Council**DATE:** 24 September 2020**CONTACT OFFICER:** Sushil Thobhani
(For all enquiries) Service Lead, Governance
(01753) 875036**WARD(S):** All**PART I**
FOR DECISION**PETITION – ABOLISH THE BATH ROAD BUS LANE****1 Purpose of Report**

To advise the Council of a Petition that has been received under the Council's Petitions Scheme. The Petition contains 5272 signatures, all of which were submitted online via the e-petition facility on the Council's website:

"We the undersigned petition the council to abolish the Bath Road Bus Lane. There has been no consultation with any residents, this bus lane just suddenly appeared a few days ago and is already causing misery and confusion and this is before traffic gets back to anything like normal."

2. Recommendation

Following debate, the Council is requested to resolve what action it wishes to take with regard to the Petition, noting the Officer's recommendation to continue to monitor outputs of the experimental phase of the A4 bus and cycle lane scheme to identify whether the scheme can be made permanent or removed.

3. The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**3a. Slough Joint Wellbeing Strategy Priorities****Increasing life expectancy by focussing on inequalities**

- Active travel can play a crucial role in maintaining good health, preventing illness, supporting mental wellbeing and generally enabling people to be healthier and happier for longer.
- Improvements to air quality in the most affected areas could play an important role in increasing quality of life for people with respiratory disease and reducing Slough's health inequalities in the long term.

3b Five Year Plan Outcomes

The scheme was implemented to help deliver the following key actions from the Five Year Plan and the Major Infrastructure Projects Service Plan 2020-21.

- Slough will attract, retain and grow businesses and investment to provide opportunities for our residents - Ensure a fit for business transport infrastructure, by reducing congestion and making journey times more reliable and safer.
- Our people will be healthier – Through the facilitation of, and uplift in active travel. Build on success in making Slough safer, by incorporating road safety measures into all engineering schemes delivered across the Council.
- Slough children will grow up to be happy, healthy and successful. Enable children and young people to lead emotionally and physically healthy lives – by improving air quality through schemes that reduce congestion and improve safety at key locations.

4. **Other Implications**

(a) Financial

The cost of delivering the A4 scheme has exceeded the initial £60k budget although final costs are to be submitted. This cost will be met through the Emergency Active Travel Fund (EATF) Tranche 1 grant issued by government to support social distancing and active travel measures.

(b) Risk Management

The scheme is being assessed through safety audits and designer responses are being compiled which may result in some modifications to the current scheme.

(c) Human Rights Act and Other Legal Implications

There are no Human Rights Act Implications associated with the recommendations of this report.

(d) Equalities Impact Assessment

An Equalities impact assessment has not been undertaken for the experimental Bus and Cycle Lane since the proposed scheme was implemented in response to the Governments call to Local Authorities to support social distancing and encourage more journeys by bicycle and foot. An Experimental Traffic Regulation Order was made on the 14th August 2020 to enable the Council to start the works and consultation process. As part of the consultation a further review through consultation feedback and other data collection methods will be undertaken to identify whether the scheme has had any impact on the community.

5. **Supporting Information**

- 5.1 Under the Council's published Petitions Scheme a Petition that contains 1500 or more signatures triggers a debate at Council.

Debate

- 5.2 The Petition Organiser has been invited to the meeting to speak on the Petition (up to five minutes) and the Petition will then be discussed by Members of the Council (a maximum of 15 minutes).

- 5.3 Following this discussion the Council will need to decide what action to take with regard to the Petition. Where the issue is one on which the Cabinet is required to make the final decision the Council will decide whether to make recommendations to inform that decision.
- 5.4 The Scheme indicates that the Council's response to a Petition will depend on what a petition asks for and how many people have signed it but may include one or more of the following;
- Taking the action requested in the Petition
 - considering the Petition at a Council Meeting
 - Holding an Inquiry
 - Commissioning relevant research
 - Organising a public meeting
 - Mounting a wider public consultation
 - Meeting with the Petition Organiser or representatives of signatories
 - Providing a written response outlining the Council's views on the subject
 - Referring the issue to the Council's Overview & Scrutiny Committee **OR**
 - Referring the issue to the relevant Committee/Cabinet
 - Consulting statutory partners and local service providers
 - Instigating discussions with the voluntary and community sectors
 - Making representations to Commercial or other Interests

Background

- 5.6 In response to Covid-19 and in preparation for the relaxation of lockdown restrictions, the government announced two tranches of the Emergency Active Travel Fund be made available to local authorities to facilitate the rapid introduction of active travel measures to support social distancing.
- 5.7 Within the context of this government guidance and preparing for the reopening of Slough, a Significant Decision (May 2020) was agreed which in the short term would enable the prioritisation of pedestrian and cycling journeys along the A4 between Dover Road and Uxbridge Road. Existing road space was proposed to be reallocated and designed to remove a single lane of east and westbound traffic; enabling pedestrians to use the entire footway which previously had been designated a shared pedestrian and cycle lane.
- 5.8 The A4 bus and cycle scheme was planned in part, to capture some of the unexpected positive impacts of the lockdown during where Slough recorded a significant drop in traffic flows and concomitant improvements to local air quality. Air Quality Management Areas (AQMAs) are situated in areas which do not meet national air quality objectives and put in place to protect people's health and the environment. Within Slough, 5 AQMAs are located around the M4, Tuns lane, Bath Road, Town Centre/A4 and Brands Hill/A4 and cover nearly 2,000 residential properties.
- 5.9 During lockdown, an approximate 70% traffic reduction was recorded at the Huntercombe Spur junction with a 50% reduction at Brands Hill/Junction 5. Based on modelled scenarios, the borough's five Air Quality Management Areas (AQMAs) indicated a reduction of between 30%-41% in NO₂ and a reduction of between 45%-59% in NO_x.

- 5.10 An integral part of this work has included adherence to the principles of Travel Demand Management, *Remode, Retime, Reroute and Reduce*. These principles allow SBC to build-in network resilience by framing a flexible approach, which can be adapted according to need and demand. An additional supporting grant related to Travel Demand Management was issued by government for this purpose and which was used to identify measures to support the reopening of schools. The A4 bus and cycle lane supported the aims of the Travel Demand Management and facilitated improved journeys for Home to School Transport, Public Bus Services plus additional bus services provided specifically for pupil travel.
- 5.11 Government guidance at the time indicated that journeys should be made by active travel modes (cycling, walking) or use of private car. The newly designed A4 bus and cycle lane has continued to allow for car use but has also optimised journeys for sustainable modes. By redistributing road space, SBC can respond flexibly to very specific circumstances. The scheme now facilitates direct routes for all modes and provides choices other than the private car.
- 5.12 The new scheme allows cyclists and buses onto the previously designated vehicle lane with freed space for pedestrians on footways. During the initial period of preparation of opening up the town although bus patronage reduced and services contracted, there has been a demand for bus services. Bus improvements will be realised including improved journey times and improved bus passenger satisfaction. Bus capacity had meant that on normal passenger services, social distancing continues to be observed however, for school dedicated buses that run a closed service, the bus can operate at full capacity.
- 5.13 To utilise the existing space most efficiently and in preparation for schools opening in September, SBC Transport and Education teams worked directly with school headteachers to understand how to 'spread the peak' and to provide resources to share with their school communities. The central message remained **Think about the way they travel. Choose active, sustainable modes where possible. Allow more time for their journeys and plan ahead.** Staggered opening times have been implemented, SBC staff have rescheduled, Home to School Transport options with exemptions applied to these vehicles to use the new bus lane, providing clear routes to school. In parallel, SBC officers liaise daily with public transport operators since school reopened to understand and communicate any issues. Currently four minibuses and drivers are on standby and can be deployed as necessary to provide an immediate response. This arrangement is working well with the minibus only deployed twice in the week since schools reopened.
- 5.14 It is expected that businesses will not be returning to a 'business-as-usual' model; with fewer staff required to attend offices daily, continuing to reduce the pressure on the transport network. However, the scheme has been designed over six sections, each with individually attached traffic regulation orders thereby permitting an immediate response if and when the situation demands. In terms of mitigation, measures to reduce potential rat-running have been designed but will only be deployed as needed.
- 5.15 The scheme has been introduced rapidly to address an unprecedented situation. In preparing for the relaxation of lockdown the A4 bus and cycle lane was shaped by time constraints which did not allow for public consultation before implementation. However, the scheme was delivered through an 18 month experimental traffic regulation order that gives residents an opportunity to formally make representations

in favour or against the A4 bus and cycle lane. During the trial period, the bus lane will remain enforceable to ensure the road works are managed efficiently. Without enforcement, the lane would be misused by motorists and no longer provide reassurance to potential cyclists that it is a safe, direct route.

- 5.16 Government continue to underline the need to prioritise sustainable modes. Significant funding opportunities will be made available in the upcoming period which will support local authorities to implement schemes that provide uplift in cycling and walking. Active travel provides several benefits including improvements to air quality and personal health. Forecast modelling based on future development opportunities also indicates that Slough's vision for a forward-looking 21st Century town is unachievable without addressing the demand for the travel by car and the resulting congestion. The A4 bus and cycle lane provide an opportunity to evaluate potential positive impacts while continuing to respond flexibly to unprecedented circumstances as necessary.

6. **Conclusion**

Members are requested to consider what action to take with regard to the petition.

7. **Appendices Attached**

- 'A' Monitoring report
- 'B' Experimental Traffic Regulation Orders
- 'C' Significant decision

8. **Background Papers**

Petition

This page is intentionally left blank

Appendix 1

The following available data has been analysed to identify any changes to the network in August 2020;

1. Traffic Surveys and Cycling surveys

Traffic data was collected at permanent sites along the A4 between Huntercombe Roundabout and J5 M4. The data in the tables 1-4 show traffic counts for peak times and these are defined as journeys starting between 08:00hrs – 09:00hrs and 17:00hrs – 18:00hrs. (These are defined as average flows in tables 1-4)

The permanent traffic count sites along the route are located on;

- A4 Bath Road/Walpole Road- Site currently out of commission from week 29,
- A4 Bath Road/Lansdowne Avenue-traffic volume is low in week 35
- A4 London Road / nr M4 J5 o/s Hotel- Traffic volume increased in week 31 and 32 for both the average flow between am and pm peak times.
- A4 Bath Road / Stowe Road – There is a slight increase of traffic flow between week 30-32 and traffic appears to normalise from week 33 to week 35.

Given the limited data at this time, it is too early to conclude that the bus lane has either improved bus journey times or has had a negative impact on the network. Further analysis will be undertaken in the coming months.

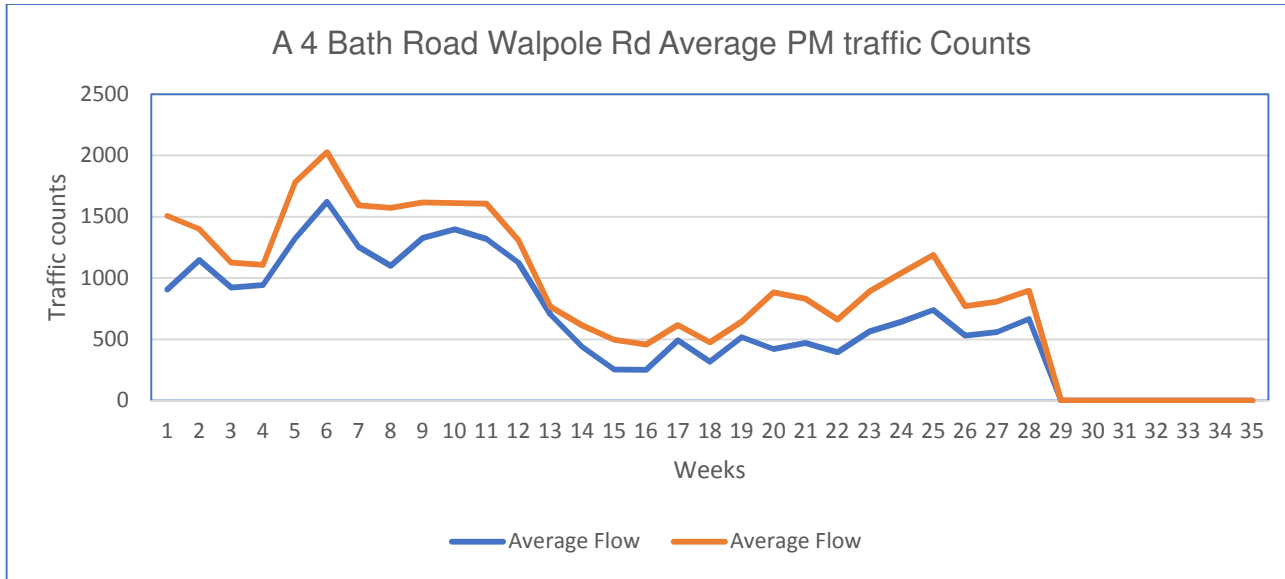


Table 1 Average Traffic Counts A4 Bath Rd Walpole Rd

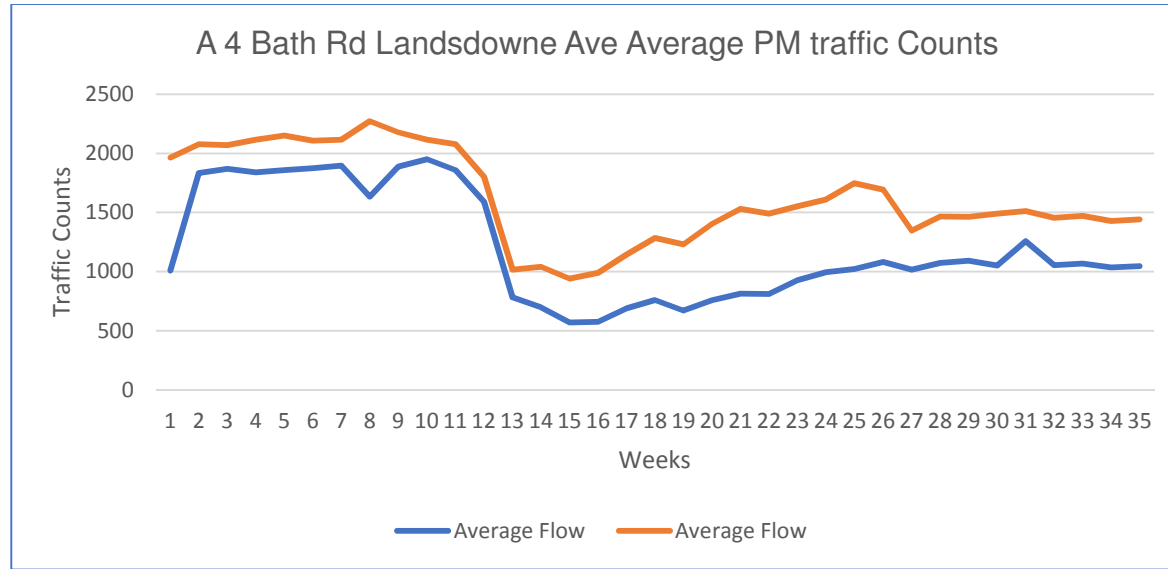


Table 2 Average Traffic Counts Bath Rd/Lansdowne Av

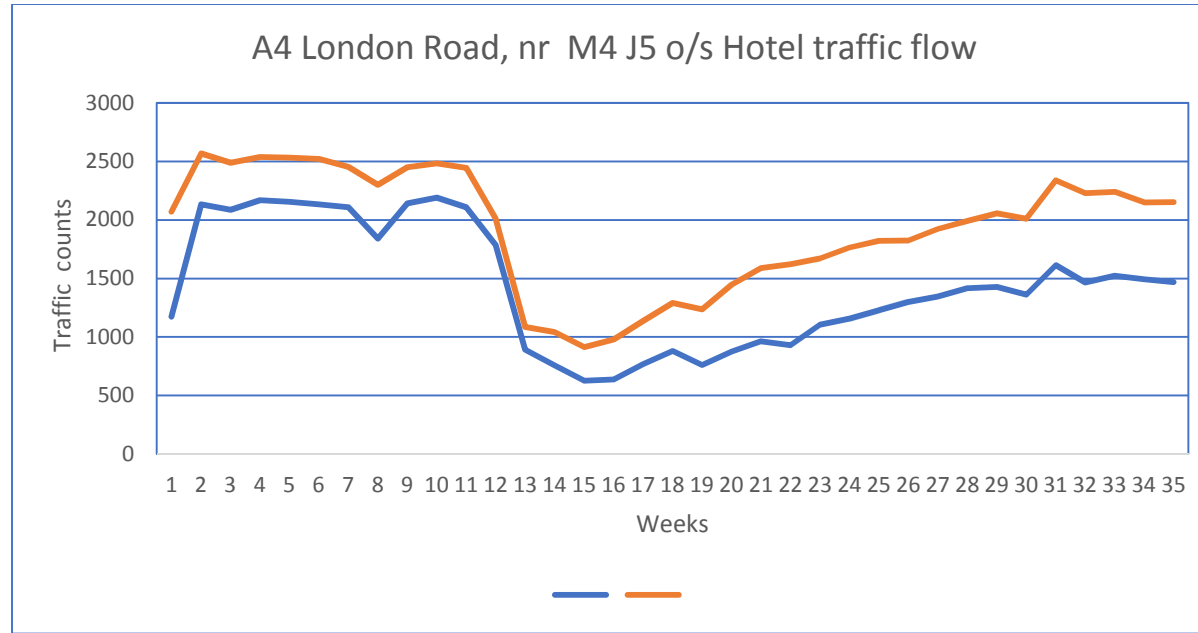


Table 3 Average Traffic Counts A4 London Road nr M4 J5 O/S Hotel

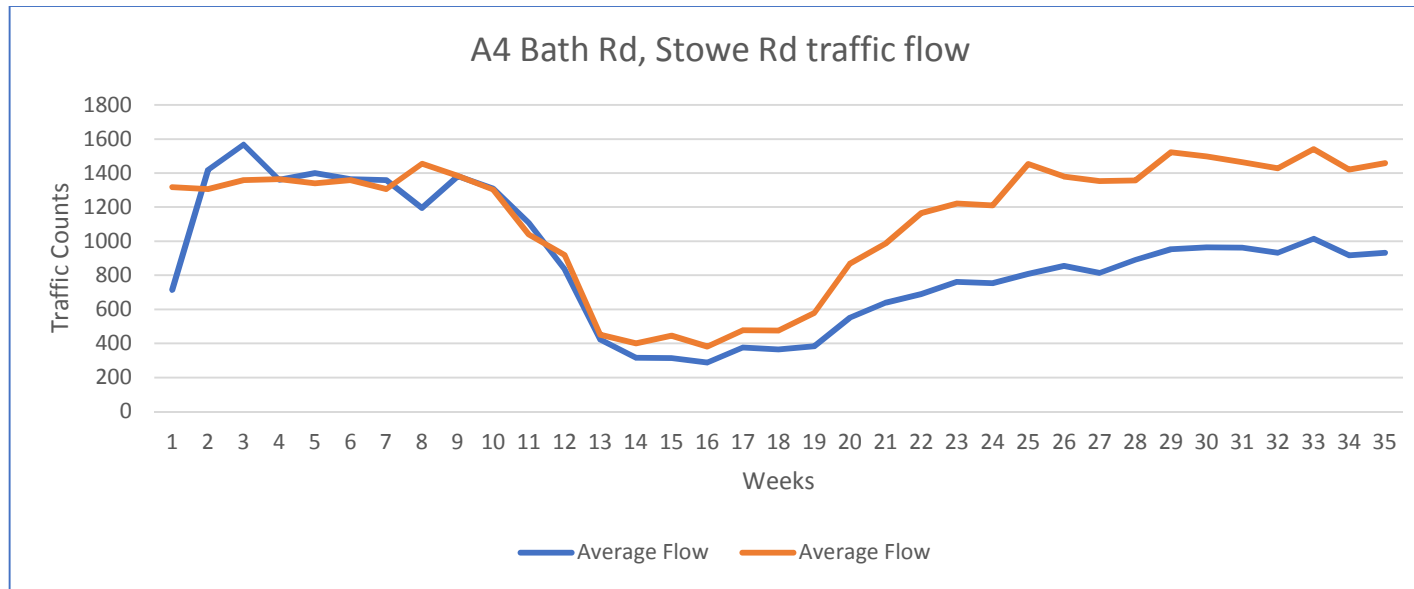


Table 4 Average Traffic Counts Bath Rd/Stowe Road

1b. Cycle Data

Cycle survey data is not available for August 2020. There is only one cycle counter along the route, and this only picks up cyclists on the footway. The Major Infrastructure Team is currently undertaking a procurement exercise to obtain quotes for installation of video surveillance that will be used to monitor journey times and counts along the route.

2. Blue Tooth surveys

Journey time survey data was obtained from the existing permanent Bluetooth devices along the A4.

Monthly average journey times data obtained shows that compared to the last 3 months there is a slight increase in journey times in August on the A4 Huntercombe Roundabout to M4 J5. This may have been due to the road works between Slough library and Uxbridge Road.

Comparison of the August 2019 and August 2020 journey time data shows an average 1-minute increase to the journey times along the routes. Due to technical issues with the blue tooth detectors on routes 15e, 15d both westbound and eastbound no data was recorded for July and August.

Route number	Route	Miles	August Journey Time for routes
15	A4 Huntercombe Rdbt to M4 J5 Eastbound	5.1	22 minutes
15c	Huntercombe Rdbt to Dover Rd Eastbound	0.9	4 minutes
15e	Dover to Tuns junction Eastbound	1.0	0
15d	Tuns junction to HoS Eastbound	0.8	0
15f	HoS to Sainsburys Rdbt Eastbound	0.7	3 minutes
16	M4 J5 to A4 Huntercombe Rdbt Westbound	5.1	21 minutes
16c	Dover Rd to Huntercombe Rbt WB	0.9	3 minutes
16e	Tuns junction to Dover WB	1.0	0
16d	HoS to Tuns junction WB	0.8	0
16F2	Sainsburys Rdbt to HoS WB	0.7	2 minutes

Monthly average JT - A4 Huntercombe Rdbt to M4 J5

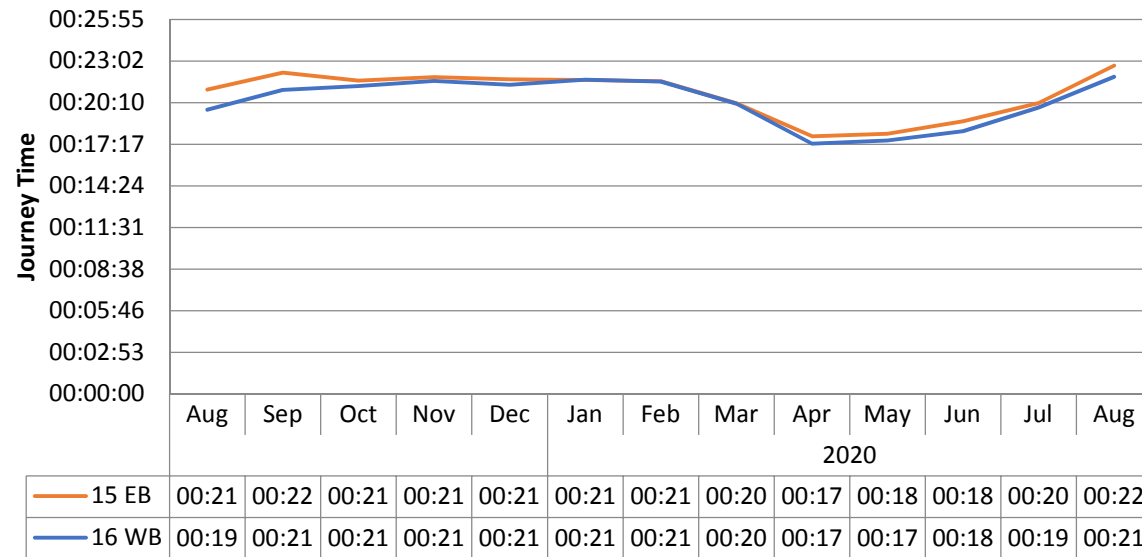


Table 5 Monthly average journey times A4 Huntercombe roundabout to M4 J5

Eastbound Individual Link Journey Times

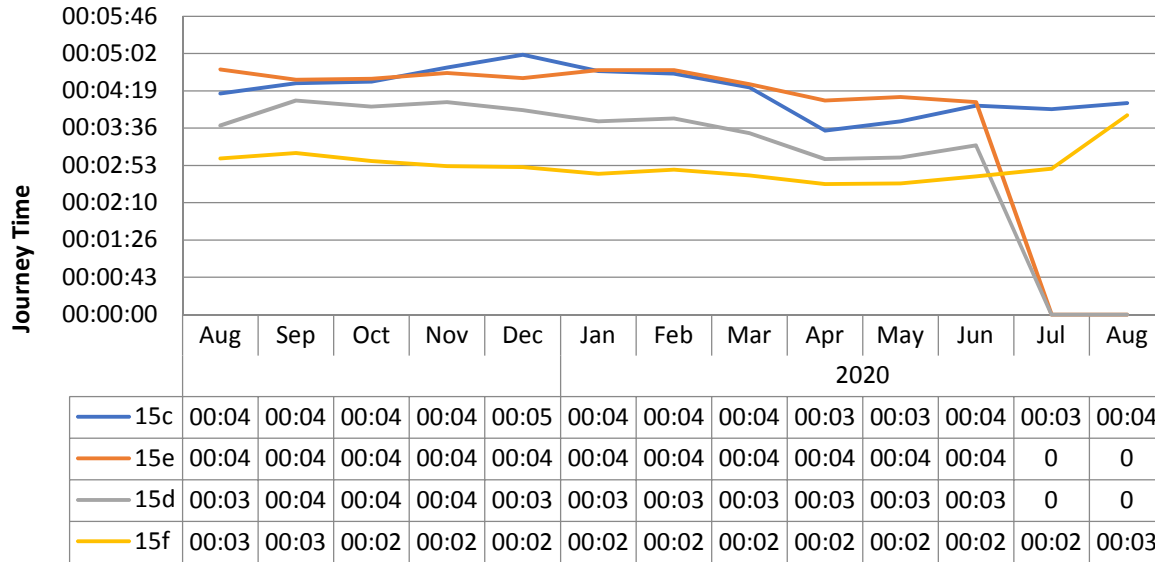


Table 6 Eastbound Individual link journey times for all routes

Westbound individual link Journey Times

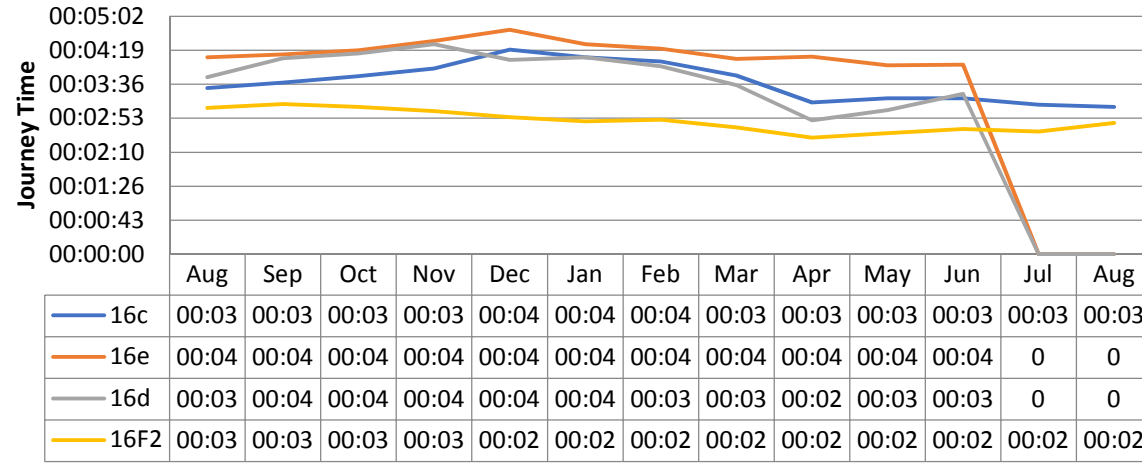


Table 7 Westbound Individual link journey times for all routes

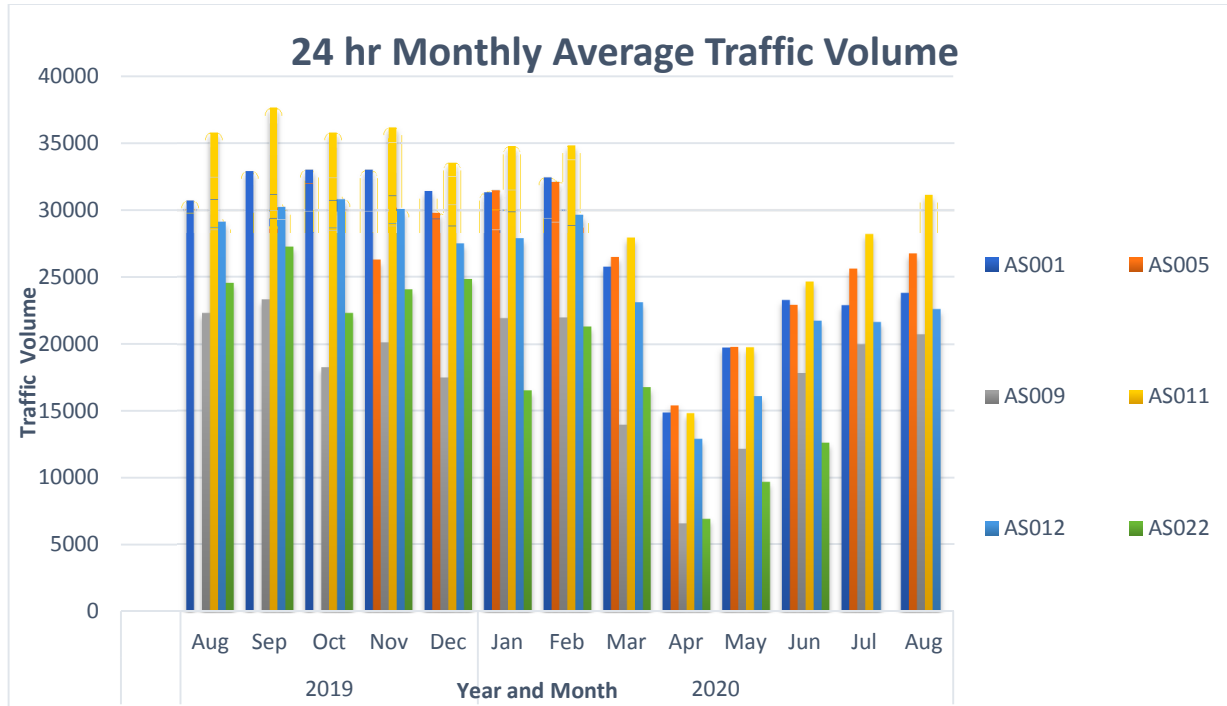


Table 8 24hrs Monthly Average Traffic volume

2. Air Quality

Data presented from all monitoring stations (figure 2 – 8) shows that air quality is improving across all stations. This may however have been influenced by the impact of the lockdown which has reduced vehicle trips on the main network. Analysis from August 2020 data shows that Nitrogen Dioxide (NO₂) levels are beginning to rise again however a clearer trend will be presented by data gathered in the coming months.

All stations have been included here, but it is difficult to attribute all as benefitting from the A4 bus and cycle lane

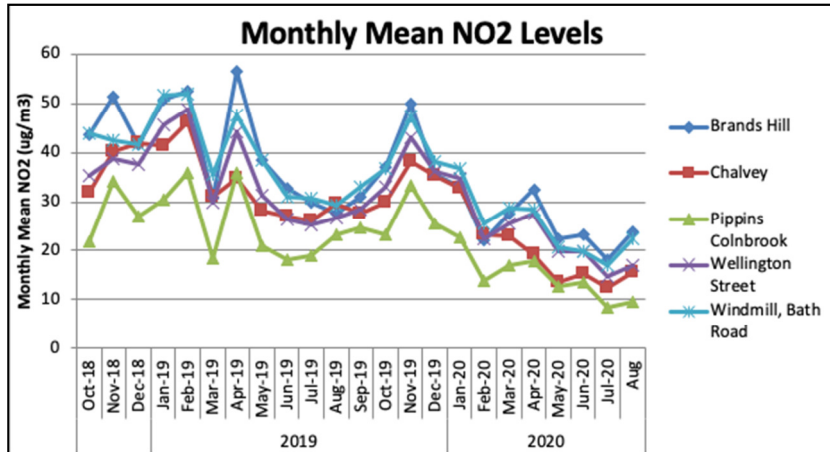


Figure 1: Monthly mean NO₂ concentrations from 2018 to 2020. Trends suggest that air quality is improving across all continuous monitoring stations however meteorological impacts may contribute to this. Data for August 2020 suggests that NO₂ levels are beginning to rise again – this can only be confirmed once more data is recorded in the following months.

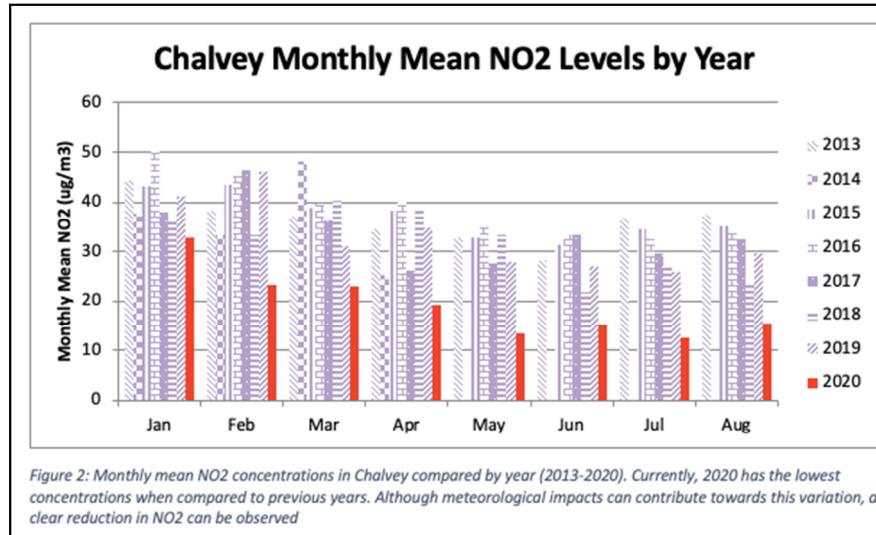


Figure 2: Monthly mean NO₂ concentrations in Chalvey compared by year (2013-2020). Currently, 2020 has the lowest concentrations when compared to previous years. Although meteorological impacts can contribute towards this variation, a clear reduction in NO₂ can be observed

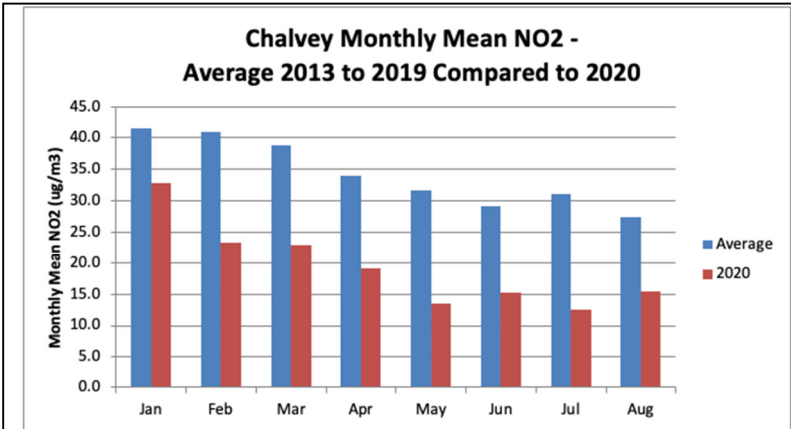


Figure 3: Monthly mean NO2 average in Chalvey from 2013-2019, compared with concentrations recorded in 2020. Again, we can observe lower concentrations in 2020 compared to the average for previous years.

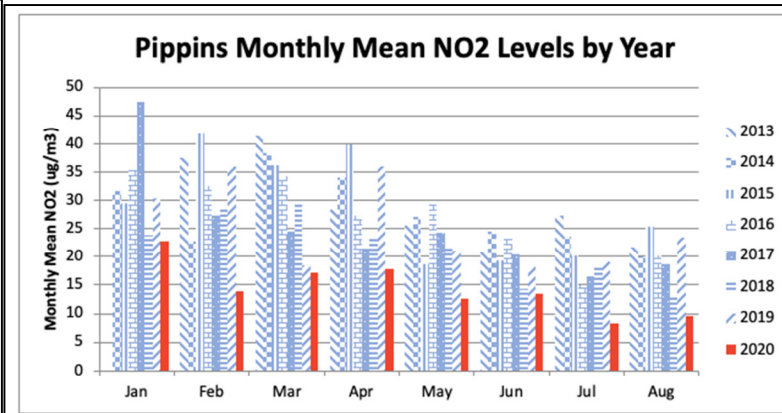


Figure 4: Monthly mean NO2 concentrations in Pippins Colnbrook compared by year (2013-2020). Currently, 2020 has the lowest concentrations when compared to previous years. Although meteorological impacts can contribute towards this variation, a clear reduction in NO2 can be observed

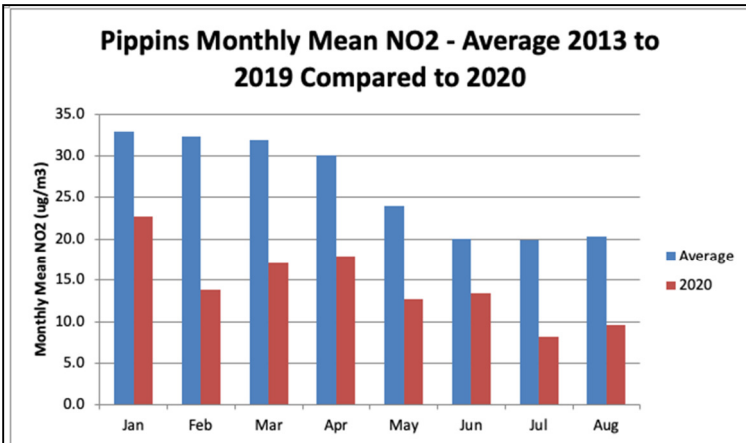


Figure 5: Monthly mean NO2 average concentration in Pippins Colnbrook from 2013-2019, compared with concentrations recorded in 2020. Again, we can observe lower concentrations in 2020 compared to the average for previous years.

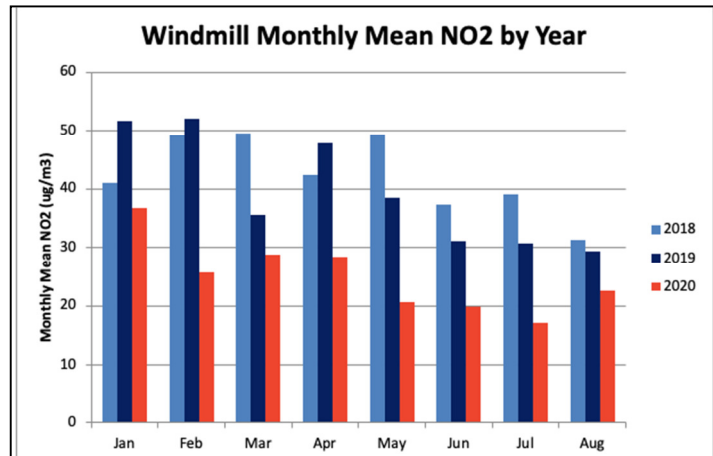


Figure 8: Monthly mean NO2 average concentration at Windmill station from 2018-2019 (monitor was installed late 2017), compared with concentrations recorded in 2020.

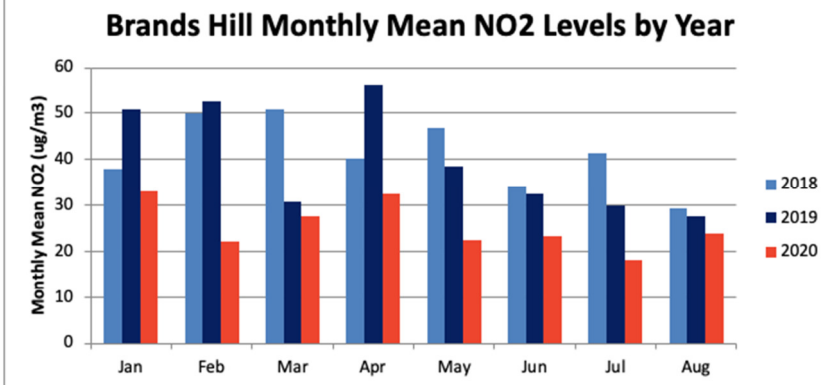


Figure 6: Monthly mean NO2 average concentration in Brands Hill from 2018-2019 (monitor was installed late 2017), compared with concentrations recorded in 2020. August data suggests that NO₂ concentrations are beginning to rise again, and is similar to previous years' data.

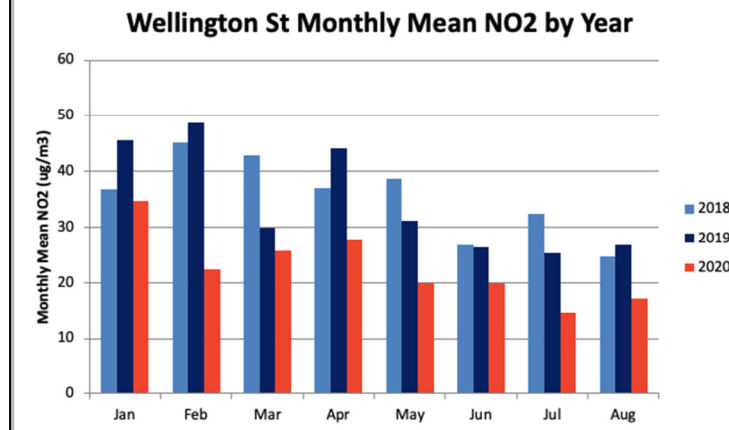


Figure 7: Monthly mean NO2 average concentration on Wellington Street from 2018-2019 (monitor was installed late 2017), compared with concentrations recorded in 2020.

3. Bus journey times

A small data sample has been collected for bus journey times and shows journey times during the AM and PM peak. These are run-times, with bus stop dwell times excluded. The results are for route 4 between Dover Road and Slough Library for the 3 two-week periods:

- 24 February - 6 March (pre-lockdown)
- 20 April - 1 May (post-lockdown, pre-bus lane implementation)
- 10 - 21 August (post-bus lane implementation)

The section between Slough Library and Uxbridge Road has been excluded from the analysis because of roadworks that affected the results for August 2020. A clearer picture of the journey times will be seen once a full analysis has been undertaken as part of the wider monitoring exercise. In this section the AM and PM peak is defined as journeys starting in the section between 08:00 and 08:59, and PM peak is defined as journeys starting in the section between 17:00 and 17:59.

- **AM Peak**

The AM peak sees a reduction in journey time of between 35% and 40% in both directions in both Apr/May and August. Journey time variability has declined further in the AM peak, and towards Heathrow the reduction in variability is greater with the bus lane. The evidence points to the bus lanes locking in the reduction in journey times seen with the lockdown, with a further improvement (towards Heathrow) in journey time consistency.

- **PM Peak**

The evidence is more mixed for the PM peak. Data for routes towards Heathrow is missing for April/May, but the reduction in bus journey time post-bus lane introduction is similar to the one observed in the AM peak. Towards Maidenhead, the reduction in journey time appears to have decayed with the introduction of the bus lane but journey time variability has substantially improved. Towards Heathrow, there is a reduction in journey time variability of nearly one-third.

AM Average Run Times (mins:secs)		
Time period	Towards Heathrow	Towards Maidenhead
Feb/Mar	10:10	12:40
Apr/May	6:35	7:29
August	6:14	8:05

AM Standard Deviation Run Time (mins:secs)		
Time period	Towards Heathrow	Towards Maidenhead
Feb/Mar	1:46	1:52
Apr/May	1:16	1:02
August	0:39	1:02

PM Average Run Times (mins:secs)		
Time period	Towards Heathrow	Towards Maidenhead
Feb/Mar	10:03	11:47
Apr/May	N/A	7:43
August	6:38	10:05

PM Standard Deviation Run Time (mins:secs)		
Time period	Towards Heathrow	Towards Maidenhead
Feb/Mar	2:25	2:04
Apr/May	N/A	1:47
August	1:43	0:47

Below are the percentage changes for Apr/May and August over Feb/Mar.

AM Average Run Times (change/pre-Covid)		
Time period	Towards Heathrow	Towards Maidenhead
Feb/Mar		
Apr/May	-35%	-41%
August	-39%	-36%

AM Standard Deviation Run Time (change/pre-Covid)		
Time period	Towards Heathrow	Towards Maidenhead
Feb/Mar		
Apr/May	-28%	-45%
August	-63%	-45%

Conclusion

Despite the improvements in air quality, traffic flow and volume, the variability of the data due to seasonality, Covid 19, working at home arrangements and schools closed since lockdown should be taken into account since all of these factors affect the impact the bus lane has on the network. Further analysis will be undertaken in the coming months as normal traffic conditions begin to emerge and reports produced to present the results. The scheme will also look at developing extra deliverables during the consultation period and identify/investigate wider benefits such as safety, regeneration, development and social inclusion.

Data	Traffic and Cycle survey data.	Air Quality Nitrous Oxide (NOx) and PM10 data	Bus Journey times	Bus Ridership	Enforcement Cameras	Customer Surveys	Traffic signals and timings	Accident data*	SMaRT bus fares	Cycling hire scheme	eScooters
Data Status	August Data Available for Traffic Surveys	August data available	August data available	Data collection in progress	No data available Equipment to be installed	In progress currently being collated	No data available, measures being determined	No data available	No data available	No data available	No data available
Source	Drakewell and Video capture (currently going through procurement)	Slough Environmental Quality Team	Bus operators	Bus operators	Slough Parking Team	Bus operators or SBC	Slough Traffic Signals Team	CrashMap or AccsMap	Bus operators - Stewarts and Businesses	Cycle Hire scheme	Operator to be confirmed
Use	Traffic volume and speed. To measure cyclist's volume	Monitor emission reductions	Identify journey time reliability and improvement	Identify number of passengers (How?) Do we have this data?	Identify recorded violations	Identify success of scheme	Expected to include capacity measures at all key junctions along the route, including the Copthorne roundabout	To identify collision data	To identify number of tickets purchased per week	Identify registered users, new registrations and bicycle hires	Identify number of users Routes travel

SLOUGH BOROUGH COUNCIL

Section 9 of the Road Traffic Regulation Act 1984 and Regulation 22 of the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

THE BOROUGH OF SLOUGH (A4 SECTION 3 CIPPENHAM LANE TO TWINCHES LANE) EXPERIMENTAL BUS LANE ORDER 2020 (Order 30 of 2020)

SLOUGH BOROUGH COUNCIL makes this Order in exercise of its powers under section 9 of the Road Traffic Regulation Act 1984 ("the 1984 Act") and any other enabling powers.

1. This Order may be cited as the Borough of Slough (A4 Section 3 Cippenham Lane to Twinches Lane) Experimental Bus Lane Order 2020. It will come into operation on the Monday 31st August 2020 and will remain in force for a period not exceeding 18 months.

Definitions

2. In this Order, except where the context requires otherwise:-

"article" means an article of this Order;

"bus" means a motor vehicle constructed or adapted to carry more than 8 passengers (exclusive of driver) or a local bus not so constructed or adapted;

"bus lane" means any part of a road which is specified in Schedule 1 and in respect of which traffic signs are in place indicating the controls specified in Article 3;

"local bus" means a public service vehicle used in provision of a local service not being an excursion or tour;

"local service" has the meaning given in section 2 of the Transport Act 1985;

"pedal cycle" means a cycle, not being in any case mechanically propelled unless it is an electrically assisted cycle of a class not treated as a motor vehicle for the purposes of the 1984 Act; and

"schedule" means a schedule to this Order.

Prohibition

3. Subject to Articles 5, 6 and 7 any vehicle other than a bus or pedal cycle must not be in a bus lane shown in Schedule 1 during the times of operation shown for that bus lane in Column 2 of that Schedule.
4. The direction of travel of any vehicle while in a bus lane shall only be as specified for that bus lane in Column 3 of Schedule 1.

Exemptions

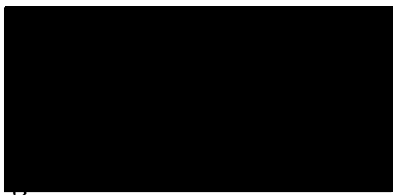
5. Articles 3 and 4 do not apply to a vehicle that is in a bus lane under the direction or with the permission of a police constable in uniform or for the purposes of crossing the bus lane.
6. Articles 3 and 4 do not apply where it is necessary for a vehicle to be in a bus lane:-
 - (a) for ambulance, fire brigade or police purposes while in the performance of statutory duties;
 - (b) to remove an obstruction;

- (c) to avoid an accident;
 - (d) to collect or remove refuse or waste;
 - (e) to be used for or in connection with:
 - (i) building, industrial or demolition operations in or on land adjacent to the bus lane or removals from land or buildings adjacent to the bus lane if the prior written consent has been received of a person authorised by the Council for that purpose;
 - (ii) the laying, erection, alteration or repair of a sewer, pipe or apparatus for the supply of water, gas, electricity or telecommunications apparatus in or on land adjacent to the bus lane; or
 - (iii) the maintenance, improvement or reconstruction of the bus lane;
 - (f) to deliver or collect postal packets at premises adjacent to the bus lane while in the service of a universal service provider as defined in section 125(1) of the Postal Services Act 2000.
7. Nothing in this Order shall apply so as to prevent a lawfully used electric scooter from being in a bus lane.
8. The Council is satisfied that the provisions of section 3(1) of the 1984 Act relating to access to premises shall not have effect because the Order is required for avoiding danger to persons or other traffic using the roads to which the Order relates.

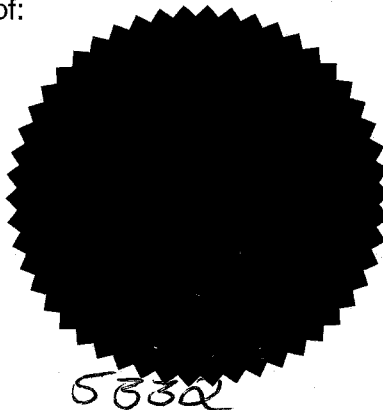
Made: 14 August 2020

The Common Seal of SLOUGH BOROUGH COUNCIL

was hereunto affixed in the presence of:



Sushil Thobhani (Authorised Officer)
Service Lead – Governance



SCHEDULE 1: Bus Lanes		
Road Name and Description	Times of operation	Direction of travel and type of bus lane
Bath Road - From a point 102 metres east of its junction with Dover Road eastwards to a point 26 metres west of its junction with Ipswich Road.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 10 metres east of its junction with Ipswich Road eastwards to a point 45 metres west of its junction with Leigh Road.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 14 metres east of its junction with Leigh Road eastwards for a distance of 12 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 45 metres east of its junction with Leigh Road eastwards for a distance of 16 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 81 metres east of its junction with Leigh Road eastwards for a distance of 116 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 10 metres west of its junction with Twinches Lane westwards for a distance of 197 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 7 metres west of its junction with Leigh Road westwards to a point 15 metres east of its junction with Ipswich Road.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 12.5 metres west of its junction with Ipswich Road westwards for a distance of 42 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 247 metres east of its junction with Cippenham Lane westwards for a distance of 195 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)

**THE BOROUGH OF SLOUGH (A4 SECTION 3 CIPPENHAM LANE TO TWINCHES
LANE) EXPERIMENTAL BUS LANE ORDER 2020 (Order 30 of 2020)**

STATEMENT OF REASONS

This Order is being made to encourage the use of more sustainable forms of transport by reallocating road space to vehicles such as buses and cycles. This is particularly relevant at a time when public transport continues to face unprecedented challenges and the choice to use healthier sustainable alternatives such as cycling has become more important than ever.

The Order is being introduced experimentally so that its effects on traffic flow and travel mode may be assessed over a trial period, after which the Council intends to consider making a permanent Order having the same effects.

SLOUGH BOROUGH COUNCIL

Section 9 of the Road Traffic Regulation Act 1984 and Regulation 22 of the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

THE BOROUGH OF SLOUGH (A4 SECTION 4 TWINCHESS LANE TO FARNHAM ROAD) EXPERIMENTAL BUS LANE ORDER 2020 (Order 31 of 2020)

SLOUGH BOROUGH COUNCIL makes this Order in exercise of its powers under section 9 of the Road Traffic Regulation Act 1984 ("the 1984 Act") and any other enabling powers.

1. This Order may be cited as the Borough of Slough (A4 Section 4 Twincches Lane to Farnham Road) Experimental Bus Lane Order 2020. It will come into operation on the Monday 31st August 2020 and will remain in force for a period not exceeding 18 months.

Definitions

2. In this order, except where the context requires otherwise:-

"article" means an article of this Order;

"bus" means a motor vehicle constructed or adapted to carry more than 8 passengers (exclusive of driver) or a local bus not so constructed or adapted;

"bus lane" means any part of a road which is specified in Schedule 1 and in respect of which traffic signs are in place indicating the controls specified in Article 3;

"local bus" means a public service vehicle used in provision of a local service not being an excursion or tour;

"local service" has the meaning given in section 2 of the Transport Act 1985;

"pedal cycle" means a cycle, not being in any case mechanically propelled unless it is an electrically assisted cycle of a class not treated as a motor vehicle for the purposes of the 1984 Act; and

"schedule" means a schedule to this Order.

Prohibition

3. Subject to Articles 5, 6 and 7 any vehicle other than a bus or pedal cycle must not be in a bus lane shown in Schedule 1 during the times of operation shown for that bus lane in Column 2 of that Schedule.
4. The direction of travel of any vehicle while in a bus lane shall only be as specified for that bus lane in Column 3 of Schedule 1.

Exemptions

5. Articles 3 and 4 do not apply to a vehicle that is in a bus lane under the direction or with the permission of a police constable in uniform or for the purposes of crossing the bus lane.
6. Articles 3 and 4 do not apply where it is necessary for a vehicle to be in a bus lane:-
 - (a) for ambulance, fire brigade or police purposes while in the performance of statutory duties;
 - (b) to remove an obstruction;

- (c) to avoid an accident;
- (d) to collect or remove refuse or waste;
- (e) to be used for or in connection with:
 - (i) building, industrial or demolition operations in or on land adjacent to the bus lane or removals from land or buildings adjacent to the bus lane if the prior written consent has been received of a person authorised by the Council for that purpose;
 - (ii) the laying, erection, alteration or repair of a sewer, pipe or apparatus for the supply of water, gas, electricity or telecommunications apparatus in or on land adjacent to the bus lane; or
 - (iii) the maintenance, improvement or reconstruction of the bus lane;
- (f) to deliver or collect postal packets at premises adjacent to the bus lane while in the service of a universal service provider as defined in section 125(1) of the Postal Services Act 2000.

- 7. Nothing in this Order shall apply so as to prevent a lawfully used electric scooter from being in a bus lane.
- 8. The Council is satisfied that the provisions of section 3(1) of the 1984 Act relating to access to premises shall not have effect because the Order is required for avoiding danger to persons or other traffic using the roads to which the Order relates.

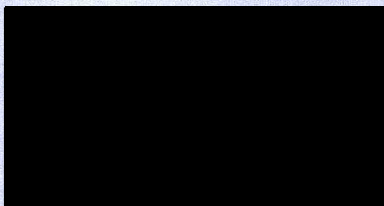
Interpretation

- 9. In any instance where the provisions of this Order conflict with the provisions of any other enactment made under the 1984 Act, the provisions of this Order shall prevail.

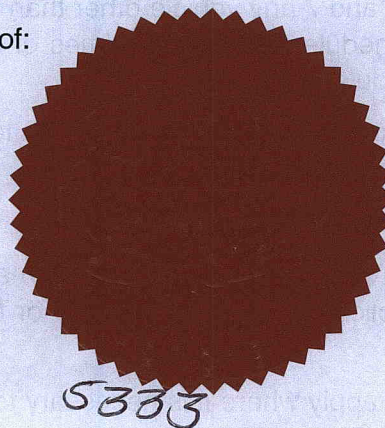
Made: 14 August 2020

The Common Seal of SLOUGH BOROUGH COUNCIL

was hereunto affixed in the presence of:



Sushil Thobhani (Authorised Officer)
Service Lead – Governance



SCHEDULE 1: Bus Lanes

Road Name and Description	Times of operation	Direction of travel and type of bus lane
Bath Road - From a point 33 metres west of its junction with Salt Hill Avenue westwards for a distance of 178 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 27.5 metres east of its junction with Twinches Lane eastwards for a distance of 159 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 225 metres east of its junction with Twinches Lane eastwards for a distance of 61 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 6.5 metres east of its junction with Salt Hill Avenue westwards to a point 31 metres east of its junction with Wellcroft Road.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 10 metres west of its junction with Wellcroft Road westwards to a point 65 metres east of its junction with Twinches Lane.	All times	Westbound (with-flow bus lane on nearside of carriageway)

**THE BOROUGH OF SLOUGH (A4 SECTION 4 TWINCHES LANE TO FARNHAM ROAD)
EXPERIMENTAL BUS LANE ORDER 2020 (Order 31 of 2020)**

STATEMENT OF REASONS

This Order is being made to encourage the use of more sustainable forms of transport by reallocating road space to vehicles such as buses and cycles. This is particularly relevant at a time when public transport continues to face unprecedented challenges and the choice to use healthier sustainable alternatives such as cycling has become more important than ever.

The Order is being introduced experimentally so that its effects on traffic flow and travel mode may be assessed over a trial period, after which the Council intends to consider making a permanent Order having the same effects.

SLOUGH BOROUGH COUNCIL

Section 9 of the Road Traffic Regulation Act 1984 and Regulation 22 of the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

THE BOROUGH OF SLOUGH (A4 SECTION 5 FARNHAM ROAD TO HIGH STREET SLOUGH) EXPERIMENTAL BUS LANE ORDER 2020 (Order 32 of 2020)

SLOUGH BOROUGH COUNCIL makes this Order in exercise of its powers under section 9 of the Road Traffic Regulation Act 1984 ("the 1984 Act") and any other enabling powers.

1. This Order may be cited as the Borough of Slough (A4 Section 5 Farnham Road to High Street Slough) Experimental Bus Lane Order 2020. It will come into operation on the Monday 31st August 2020 and will remain in force for a period not exceeding 18 months.

Definitions

2. In this Order, except where the context requires otherwise:-

"article" means an article of this Order;

"bus" means a motor vehicle constructed or adapted to carry more than 8 passengers (exclusive of driver) or a local bus not so constructed or adapted;

"bus lane" means any part of a road which is specified in Schedule 1 and in respect of which traffic signs are in place indicating the controls specified in Article 3;

"local bus" means a public service vehicle used in provision of a local service not being an excursion or tour;

"local service" has the meaning given in section 2 of the Transport Act 1985;

"pedal cycle" means a cycle, not being in any case mechanically propelled unless it is an electrically assisted cycle of a class not treated as a motor vehicle for the purposes of the 1984 Act; and

"schedule" means a schedule to this Order.

Prohibition

3. Subject to Articles 5, 6 and 7 any vehicle other than a bus or pedal cycle must not be in a bus lane shown in Schedule 1 during the times of operation shown for that bus lane in column 2 of that Schedule.
4. The direction of travel of any vehicle while in a bus lane shall only be as specified for that bus lane in column 3 of Schedule 1.

Exemptions

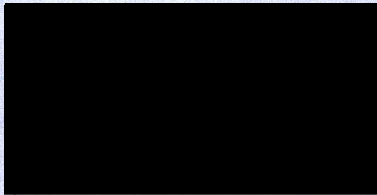
5. Articles 3 and 4 do not apply to a vehicle that is in a bus lane under the direction or with the permission of a police constable in uniform or for the purposes of crossing the bus lane.
6. Articles 3 and 4 do not apply where it is necessary for a vehicle to be in a bus lane:-
 - (a) for ambulance, fire brigade or police purposes while in the performance of statutory duties;
 - (b) to remove an obstruction;

- (c) to avoid an accident;
 - (d) to collect or remove refuse or waste;
 - (e) to be used for or in connection with:
 - (i) building, industrial or demolition operations in or on land adjacent to the bus lane or removals from land or buildings adjacent to the bus lane if the prior written consent has been received of a person authorised by the Council for that purpose;
 - (ii) the laying, erection, alteration or repair of a sewer, pipe or apparatus for the supply of water, gas, electricity or telecommunications apparatus in or on land adjacent to the bus lane; or
 - (iii) the maintenance, improvement or reconstruction of the bus lane;
 - (f) to deliver or collect postal packets at premises adjacent to the bus lane while in the service of a universal service provider as defined in section 125(1) of the Postal Services Act 2000.
7. Nothing in this Order shall apply so as to prevent a lawfully used electric scooter from being in a bus lane.
8. The Council is satisfied that the provisions of section 3(1) of the 1984 Act relating to access to premises shall not have effect because the Order is required for avoiding danger to persons or other traffic using the roads to which the Order relates.

Made: 14 August 2020

The Common Seal of SLOUGH BOROUGH COUNCIL

was hereunto affixed in the presence of:



Sushil Thobhani (Authorised Officer)
Service Lead – Governance



SCHEDULE 1: Bus Lanes

Road Name and Description	Times of operation	Direction of travel and type of bus lane
Bath Road - From a point 62 metres west of its junction with Windmill Road eastwards for a distance of 47 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 14 metres east of its junction with Windmill Road eastwards for a distance of 81.5 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 15 metres east of its junction with Hartland Close eastwards for a distance of 51 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 87 metres east of its junction with Hartland Close eastwards for a distance of 39 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 144.5 metres east of its junction with Hartland Close eastwards for a distance of 150 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 21 metres east of its junction with Stoke Poges Lane eastwards to its junction with High Street, Slough	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 30 metres west of its junction with Ledgers Road westwards for a distance of 115 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Bath Road - From a point 181.5 metres west of its junction with Ledgers Road westwards for a distance of 69 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Bath Road - From its junction with High Street, Slough, westwards to a point 183.5 metres east of its junction with Ledgers Road.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Bath Road – From a point 171.5 metres east of its junction with Ledgers Road westwards for a distance of 19 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Bath Road – From a point 132 metres east of its junction with Ledgers Road westwards for a distance of 37.5 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Bath Road – From a point 83.5 metres east of its junction with Ledgers Road westwards for a distance of 25 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)

High Street, Slough - From its junction with Bath Road eastwards to a point 6 metres west of its junction with the access road adjacent to Kittiwake House.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
High Street, Slough - From a point 11 metres east of its junction with the access road adjacent to Kittiwake House eastwards for a distance of 34.5 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
High Street, Slough - From a point 38 metres west of its junction with Burlington Road westwards to its junction with Bath Road.	All times	Westbound (with-flow bus lane on nearside of carriageway)

**THE BOROUGH OF SLOUGH (A4 SECTION 5 FARNHAM ROAD TO HIGH STREET
SLOUGH) EXPERIMENTAL BUS LANE ORDER 2020 (Order 32 of 2020)**

STATEMENT OF REASONS

This Order is being made to encourage the use of more sustainable forms of transport by reallocating road space to vehicles such as buses and cycles. This is particularly relevant at a time when public transport continues to face unprecedented challenges and the choice to use healthier sustainable alternatives such as cycling has become more important than ever.

The Order is being introduced experimentally so that its effects on traffic flow and travel mode may be assessed over a trial period, after which the Council intends to consider making a permanent Order having the same effects.

SLOUGH BOROUGH COUNCIL

Section 9 of the Road Traffic Regulation Act 1984 and Regulation 22 of the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

THE BOROUGH OF SLOUGH (A4 SECTION 6 WELLINGTON STREET TO SUSSEX PLACE) EXPERIMENTAL BUS LANE ORDER 2020 (Order 37 of 2020)

SLOUGH BOROUGH COUNCIL makes this Order in exercise of its powers under section 9 of the Road Traffic Regulation Act 1984 ("the 1984 Act") and any other enabling powers.

1. This Order may be cited as the Borough of Slough (A4 Section 6 WELLINGTON STREET TO SUSSEX PLACE) Experimental Bus Lane Order 2020. It will come into operation on the Monday 31st August 2020 and will remain in force for a period not exceeding 18 months.

Definitions

2. In this order, except where the context requires otherwise:-

"article" means an article of this Order;

"bus" means a motor vehicle constructed or adapted to carry more than 8 passengers (exclusive of driver) or a local bus not so constructed or adapted;

"bus lane" means any part of a road which is specified in Schedule 1 and in respect of which traffic signs are in place indicating the controls specified in Article 3;

"local bus" means a public service vehicle used in provision of a local service not being an excursion or tour;

"local service" has the meaning given in section 2 of the Transport Act 1985;

"pedal cycle" means a cycle, not being in any case mechanically propelled unless it is an electrically assisted cycle of a class not treated as a motor vehicle for the purposes of the 1984 Act; and

"schedule" means a schedule to this Order.

Prohibition

3. Subject to Articles 5, 6 and 7 any vehicle other than a bus or pedal cycle must not be in a bus lane shown in Schedule 1 during the times of operation shown for that bus lane in Column 2 of that Schedule.
4. The direction of travel of any vehicle while in a bus lane shall only be as specified for that bus lane in Column 3 of Schedule 1.

Exemptions

5. Articles 3 and 4 do not apply to a vehicle that is in a bus lane under the direction or with the permission of a police constable in uniform or for the purposes of crossing the bus lane.
6. Articles 3 and 4 do not apply where it is necessary for a vehicle to be in a bus lane:-
 - (a) for ambulance, fire brigade or police purposes while in the performance of statutory duties;

- (b) to remove an obstruction;
- (c) to avoid an accident;
- (d) to collect or remove refuse or waste;
- (e) to be used for or in connection with:
 - (i) building, industrial or demolition operations in or on land adjacent to the bus lane or removals from land or buildings adjacent to the bus lane if the prior written consent has been received of a person authorised by the Council for that purpose;
 - (ii) the laying, erection, alteration or repair of a sewer, pipe or apparatus for the supply of water, gas, electricity or telecommunications apparatus in or on land adjacent to the bus lane; or
 - (iii) the maintenance, improvement or reconstruction of the bus lane;
- (f) to deliver or collect postal packets at premises adjacent to the bus lane while in the service of a universal service provider as defined in section 125(1) of the Postal Services Act 2000.

- 7. Nothing in this Order shall apply so as to prevent a lawfully used electric scooter from being in a bus lane.
- 8. The Council is satisfied that the provisions of section 3(1) of the 1984 Act relating to access to premises shall not have effect because the Order is required for avoiding danger to persons or other traffic using the roads to which the Order relates.

Interpretation

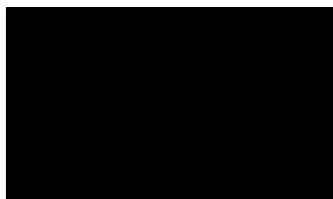
- 9. In any instance where the provisions of this Order conflict with the provisions of any other enactment made under the 1984 Act, the provisions of this Order shall prevail.

Made: 14 August 2020

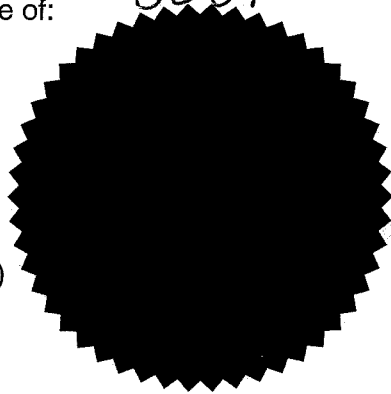
The Common Seal of SLOUGH BOROUGH COUNCIL

was hereunto affixed in the presence of:

5331



Sushil Thobhani (Authorised Officer)
Service Lead – Governance



SCHEDULE 1: Bus Lanes		
Road Name and Description	Times of operation	Direction of travel and type of bus lane
Sussex Place – from its junction with Dolphin Road eastwards for a distance of 68 metres	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Wellington Street - from a point 196 metres west of its junction with Wexham Road eastwards for a distance of 135 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Wellington Street (main eastbound carriageway) - from a point 91 metres west of the centre of the roundabout at the junction with Uxbridge Road eastwards for a distance of 32.5 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Wellington Street (main eastbound carriageway) - from a point 26 metres west of the centre of the roundabout at the junction with Uxbridge Road eastwards for a distance of 38 metres.	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Wellington Street – from a point 175 metres west of the western kerbline of Dolphin Road eastwards for a distance of 150 metres	All times	Eastbound (with-flow bus lane on nearside of carriageway)
Wellington Street (main westbound carriageway) - from a point 12.5 metres east of the centre of the roundabout at the junction with Uxbridge Road westwards for a distance of 40.5 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Wellington Street (main westbound carriageway) - from a point 29.5 metres east of the centre of the roundabout at the junction with Uxbridge Road westwards for a distance of 10.5 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Wellington Street (main westbound carriageway) - from a point 137 metres east of the centre of the roundabout at the junction with Uxbridge Road westwards for a distance of 76 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)
Wellington Street - from a point 56 metres west of its junction with Wexham Road westwards for a distance of 30.5 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)

Wellington Street - from a point 144 metres west of its junction with Wexham Road westwards for a distance of 15 metres.	All times	Westbound (with-flow bus lane on nearside of carriageway)
---	-----------	---

THE BOROUGH OF SLOUGH (A4 SECTION 6 WELLINGTON STREET TO SUSSEX PLACE) EXPERIMENTAL BUS LANE ORDER 2020 (Order 37 of 2020)

STATEMENT OF REASONS

This Order is being made to encourage the use of more sustainable forms of transport by reallocating road space to vehicles such as buses and cycles. This is particularly relevant at a time when public transport continues to face unprecedented challenges and the choice to use healthier sustainable alternatives such as cycling has become more important than ever.

The Order is being introduced experimentally so that its effects on traffic flow and travel mode may be assessed over a trial period, after which the Council intends to consider making a permanent Order having the same effects.

This page is intentionally left blank

Regeneration, Major Infrastructure Projects

Significant Decision

Bus lane introduction along A4 with supporting cycling measures

Prepared by:

Misha Byrne – Senior Transport Planner

Purpose of Significant Decision:

To seek approval to implement a shared bus and cycle lane under a temporary traffic order, Post Covid, to support public transport users, cyclists and pedestrians as part of social distancing.

Introduction

The Council has during the Covid-19 lockdown recorded, like many other authorities, a significant drop in traffic flows and measurable improvement to air quality. There has also been an increase in cycling and walking levels. Emerging evidence suggests that once restrictions start to ease, there will be an upturn in car use and decrease in public transport use.

We know that active travel is affordable, delivers significant health benefits, can improve wellbeing and improves air quality. Similarly, we also know that local bus services provide a vital means of accessing services for many of our residents. Within Slough, over a quarter of households do not have access to a car, this ranges from 10% of households in Cippenham, Colnbrook and Langley to over 40% in Upton, Chalvey and Burnham. (Local Transport Plan 3)

We need to lock in the benefits that have been realised during this lockdown period and therefore; a dedicated bus lane with supporting cycling infrastructure along the A4 is proposed. The A4 bus lane will be designed to reflect better cycling infrastructure, enabling cyclists to be separated in the short/medium term from pedestrians. In addition, public transport users will have more room near bus stops and other parts of street furniture. Pedestrians will have additional space which was used by cyclists.

We recognise that adapting road space can influence modal choice. Where Government has indicated that additional funding will be released to support walking and cycling aspirations, there may be scope, at a later stage to introduce segregated cycle lanes, dependent on feasibility studies and funding coming forward.

Background

The current status on traffic flows are included in the attached appendices and report that approximately 70% traffic reduction around the Huntercombe Spur junction and around a 50% reduction near to Brands Hill/Junction 5. This reduction has then been compared to the air quality modelling undertaken looking at the five AQMA's.

The five AQMA's have indicated that in terms of NO₂ there has been a reduction of between 30%-41% and in respect of NO_x there has been a reduction of between 45%-59% these are modelled scenarios based on data available to the environmental quality team.

The rise in numbers cycling and walking locally has not been included here. We have four permanent cycle counters located in the borough along the Bath Road, Salt Hill Park, Cinder Track near and the Footpath near Kedermiser Park however these locations would not pick up the local journeys to services/shops undertaken by cyclists during this lockdown period. Walking numbers are not monitored.

Government Guidance Covid 19

A primary aim is to support social distancing as per the current legislation (of 2m distance). The proposed changes to the A4 are designed to help residents make trips by bicycle or foot while maintaining social distancing and to support bus services.

The scheme is proposed under the new legislation for introducing traffic orders. A temporary traffic order will be introduced, which can remain in place for up to 18 months. Where this will be introduced to put the proposed measure in place, it will also allow us to monitor both positive and negative impacts and adjust the scheme accordingly. Traffic signs will be needed to inform users of the changes to road layouts.

Officers are working on surveys and designs to help support this undertaking and will be engaging with stakeholders over the design process. Large stretches of the A4 already have bus lanes.

Proposal

The new bus/cycle lanes are proposed from east of the Huntercombe Roundabout through to the Sainsbury's roundabout both on the east and westbound carriageways. A small section east of the Sainsbury's roundabout to Lynwood Avenue will not have new bus lanes due to the single lane approach after which the bus lanes will connect with the existing SMaRT bus lanes which were implemented two years ago.

In respect of cycling along the A4 there have been concerns raised by residents about social distancing with pedestrians on shared-use paths. By introducing bus /cycle lanes we will be able to reduce the conflict by providing cyclists an on-road facility which will have less traffic and no interaction with pedestrians except at junctions. This will also mean that cyclists will have less interaction with street furniture on the footways such as bus stops (with passengers boarding/alighting), streetlighting columns/sign poles etc.

Risks

It should be noted that although we are introducing public transport improvements, capacity on buses will be reduced up to potentially only one tenth of previous

capacity being available, when social distancing rules are applied. Within Slough, it's recognised that many residents are reliant on bus services. We will work with operators to maintain bus services. It should be noted however that certain routes may be considered unprofitable and no longer provided. Should this occur, an additional cost to the Council may be incurred.

It is anticipated that the proposed infrastructure will have a negative impact on private vehicle journey times and may increase congestion along some points. Due to the urgency of this work to introduce protective measures in response to Covid-19, there will be limited mitigation packages that will alleviate congestion on the highway although work is being undertaken to adjust signal timings where possible.

Businesses have already responded quickly to establishing working from home practices. It is considered likely that this will continue to be maintained even after the lockdown eases. In addition, in order to manage social distancing within the workplace, it is unlikely that a *business as usual* model will be reinstated in the short term. The negative impact of increased congestion is therefore unlikely to be felt immediately and will permit an incremental 'bedding in' period.

A safety audit will be undertaken to ensure the A4 bus lane with cycling improvements meets the necessary requirements.

It is likely that increased rat-running will occur, as drivers attempt to avoid the A4. We are reviewing known sites where this may happen and will seek to introduce supportive measures to address this issue. This may be cost prohibitive and we may have to implement a capped offer to reduce negative impacts, if we unable to remove them.

Local businesses may be impacted with concerns raised that their staff are unable to travel to work easily, or that their deliveries to site have been negatively impacted.

Not all cyclists will be confident sharing a lane with a bus. The bus lane will be introduced which may improve bus movements, it may not support cycling growth. A phased approach is recommended which builds in the option of creating a segregated cycle lane as funding comes forward. It is unlikely that there will be significant increase in cycling until a segregated option is built.

Monitoring

Although supporting social distancing is central to this proposal, we will not be reporting on this - as guidance changes from central government we will need to respond accordingly. However, the Council do need to demonstrate that these proposed measures are worthwhile. An aim of this work is to ensure we do not return to pre-covid air quality measures. We will therefore continue to assess the impact of the proposed measure has on air quality and local pollution levels through monitoring and modelling.

Journey times will be reviewed periodically during this period to measure impacts. We will also be speaking to local businesses to collect qualitative data.

Supporting Local Policies

The scheme will help deliver the following key actions from the Five Year Plan and the Major Infrastructure Projects Service Plan 2020-21.

- 1.2 Ensure a fit for business transport infrastructure – by reducing congestion and making journey times more reliable and safer.
- 1. 4. Build on success in making Slough safer - by incorporating road safety measures into all engineering schemes delivered across the Council.
- 5.1 Enable children and young people to lead emotionally and physically healthy lives – by improving air quality through schemes that reduce congestion and improve safety at key locations

Financial Implications

- Dedicated bus lane and markings for cyclists.
- Advance stop lines to be introduced along the entire route to accommodate cyclists at junctions.
- Review of traffic signals to reduce journey times for drivers.
- Review of areas to prevent rat running with supporting measures

The cost of undertaking this work is expected to be in the region of £60k subject to level of signal modifications that are required and the amount of traffic management required. This cost will be met through the existing LTP capital budget and Highway Maintenance capital budget.

Supporting measures to prevent rat running will be reviewed in line with the total budget of £60k.

Equalities Impact Assessment

An equalities impact assessment has not been undertaken. However, the expectation is that there will be no negative impacts for any specific group. Positive impacts are expected in terms of reduced pollution, controlled social distancing and improvements to passenger transport.

Legal Implications

Ensuring Slough's roads are safe continues to be a key local priority which is also determined by the Statutory Duty to promote road safety and to act to reduce the likelihood of road casualties occurring (Section 39, Road Traffic Act 1988). The guidance on social distancing and the expectation that pedestrians/cyclists and public transport users will come into closer proximity helps support the councils position to provide this new infrastructure.

The Network Management Duty requires local traffic authorities to manage their networks with a view to securing the movement of traffic on the authority's road network. In this instance, 'traffic' is explicitly defined as including pedestrians, cyclists and motorised vehicles.

Conclusion

In line with support from the political administration and in view of the potential benefits that are expected to arise from the implementation of bus lanes in the forms of better social distancing, better cycling facilities, improved journey times for public transport users and improvements to air quality it is proposed that bus lanes are introduced along the A4 from Huntercombe Rbt to east of the Sainsbury's roundabout, starting first with the deployment in the town centre.

Recommended Decision

It is recommended that the following proposals are approved:

- That new bus lanes on the eastbound carriageway from east of the Huntercombe Rbt to east of the Sainsbury's Rbt. be implemented
- That new bus lanes on the westbound carriageway from east of the Sainsbury's rbt to east of Huntercombe Rbt. be implemented
- That Cycle provision be included within the design including advanced stop lines and future proofed to accommodate segregated cycle lanes where possible.
- That signal timings are adjusted to help reduce congestion where possible.
- That Temporary Orders are implemented to ensure that the bus lanes are enforceable.
- That air quality monitoring/assessment be undertaken following the implementation.
- Reviews are undertaken after an initial three month period but also as and when circumstances change.

Approved:

Steven Gibson Interim Director – Regeneration	Signature redacted	Date 15/05/20
Savio DeCruz Head of Major Infrastructure Projects	Signature redacted	Date 14/05/20
Kam Hothi Network Manager	Signature redacted	Date 14/05/20
Misha Byrne Senior Transport Planner	Signature redacted	Date 14/05/20

This page is intentionally left blank

SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 24th September 2020

CONTACT OFFICER: Sushil Thobhani, Service Lead, Governance
(For all Enquiries) (01753) 875036

WARD(S): All

PART I
FOR DECISION

WORKING GROUP ESTABLISHMENT AND UPDATE

1. **Purpose of Report**

To seek approval to establish a new Working Group on the Slough Electoral Cycle and Parliament Boundary Review and to update Council on the work of existing working groups.

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

The Council is requested to resolve:

- (a) That an Electoral Cycle and Parliamentary Boundary Working Group be established as set out in paragraphs 5.1 to 5.8.
- (b) Subject to (a), that political groups be invited to nominate members of the Working Group. It is proposed that the Working Group be composed of nine Members in line with political proportionality (8 Labour and 1 Conservative Member).
- (c) That the work of the Joint Cabinet-Scrutiny Covid Working Group and the Member Development Task & Finish Group be noted.

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

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

The working groups aim to promote high standards of governance and therefore contributes to all strategic priorities.

- 1. Starting Well
- 2. Integration (relating to Health & Social Care)
- 3. Strong, healthy and attractive neighbourhoods
- 4. Workplace health

3b. **Five Year Plan Outcomes**

- Outcome 1: Slough children will grow up to be happy, healthy and successful
- Outcome 2: Our people will be healthier and manage their own care needs
- Outcome 3: Slough will be an attractive place where people choose to live, work and stay
- Outcome 4: Our residents will live in good quality homes

- Outcome 5: Slough will attract, retain and grow businesses and investment to provide opportunities for our residents

4. **Other Implications**

(a) Financial

There are no direct financial implications of the proposed action to establish a Working Group and note the work of other groups. Any proposals emerging from the Working Groups and Task & Finish Group will be considered by the relevant body of the Council and be subject to full financial appraisal at that stage.

A move to whole council elections would lead to a financial saving for the Council in the three years where there was no Borough election. It was previously estimated in a report to Overview & Scrutiny in 2016 on this matter that savings of circa £100,000 could be realised over the four year period. This was a high level estimate and is subject to change especially if the Electoral Commission, Home Office or the Election Claims Unit issue revised guidance on the accounting arrangements for elections in the future.

(b) Risk Management

There are no risks associated with establishing a Working Group. Any proposed actions will be subject to a risk assessment prior to any decisions being made.

(c) Human Rights Act and Other Legal Implications

There are no Human Rights Act implications.

The Council's power to change its electoral cycle is set out in Sections 31 to 36 and 53 of the Local Government and Public Involvement in Health Act 2007, as amended in Schedule 2 of the Localism Act 2011. That Act also enables the Council to make an order to change the electoral cycle of Parish and Town Councils. If the Council so resolves, it will be unable to change the scheme again for at least five years.

(d) Equalities Impact Assessment

There is no requirement to conduct an Equalities Impact Assessment.

5. **Supporting Information**

Electoral Cycle and Parliamentary Boundary Review Working Group

- 5.1 At the Annual Council meeting held on 21st May 2020, the Ruling Group signalled its intention to review Slough's electoral cycle to explore the option of moving to whole Council elections. The Opposition Group indicated that it was supportive of such a review. This report proposes establishing an Electoral Cycle and Parliamentary Boundary Review Working Group to take forward this work.
- 5.2 The Working Group's activity would be carried out in two stages:
 - Stage 1 – review of Slough's electoral cycle to be carried out by the end of 2020 in advance of the budget setting process and elections planned for May 2021.

- Stage 2 – response to the expected consultation on the review of Parliamentary Boundaries in 2021.
- 5.3 It is proposed that the Working Group consist of nine Members on a politically proportionate basis. Eight nominations would therefore be sought from the Labour Group and one from the Conservative Group. Other attendees and contributors may be invited to Working Party meetings or consultation events to help inform the work, for example from political parties as part of the Parliamentary Boundary Review.
 - 5.4 At present the Council operates a system of election by thirds. Each member serves a term of four years, producing a four yearly cycle of elections, allowing for Borough Council elections to be held in three of four years. A move to whole Council elections would mean that Borough elections would be held once every four years, rather than in three out of every four years.
 - 5.5 Under current legislation the Council can resolve to make a change to its electoral cycle, subject to certain conditions. The 2011 Localism Act has given the Council increased flexibility in deciding when to make the change and now allows the Council to select the year to transfer to “whole Council” elections. The process would involve consultation on any proposed change and any decision would require a two-thirds majority of Members’ voting at a specially convened meeting of the Council. The Council would then need to publish an explanatory note and give notice of any change to the Electoral Commission.
 - 5.6 Reviews of Parliamentary boundaries are undertaken by independent Boundary Commission and are currently required every five years. The Council established a Working Group that last met in 2017 and responded to the most recent review insofar as the proposed changes were expected to impact on Slough.
 - 5.7 In March 2020 the Government announced that it would not implement the previously proposed net reduction in the number of seats in the House of Commons to 600 and instead it would introduce a Bill to amend the Rules of Redistribution. The Parliamentary Constituencies Bill 2019-21 was introduced on 19 May 2020 and includes no proposed change to current 650 MPs.
 - 5.8 The next review is due to start in 2021 and will have to be completed by the Boundary Commissions by 1 July 2023. The proposed Working Group will therefore consider any proposals and make recommendations to Council on a response.

Joint Cabinet-Scrutiny Covid Working Group

- 5.9 At its meeting on 18th May 2020, the Cabinet received a report on the Council’s Covid-19 Recovery and Renewal Planning. This set out a phased approach to recovery over five years. The short, medium and long term impacts of Covid-19 on both the town and the Council were expected to be extensive and these were set out in the report to Cabinet.
- 5.10 The Cabinet resolved that a joint working group be established with scrutiny to contribute to the work on recovery and renewal. It is envisaged that the Working Group will be established shortly and will regularly review the Council’s Covid-19 recovery and renewal strategies and planning; identify any areas requiring further

investigation; and allocate these areas to Cabinet, the Overview & Scrutiny Committee and / or Panels as appropriate.

- 5.11 The Working Group will have equal representation with four members of the Cabinet and the four chairs of Overview & Scrutiny Committee and Panels. A preliminary meeting was held on 15th September 2020 at which draft terms of reference for the Working Group were discussed and key strategic issues of the Covid response were identified for allocation to scrutiny work programmes.
- 5.12 The Working Group will also look at responding to changes in the Council's organisational structures/directorates arising from the Our Futures transformation programme. This is likely to result in some realignment of the workload and subjects considered by the scrutiny panels to reflect new directorate structure, the new locality-based-working model and the Council's priorities in the 5 year plan.

Member Development Task & Finish Group

- 5.13 A Member Development Task & Finish Group has been established with the primary purpose of developing and implementing an effective Members' Development Strategy, timetable and programme. It will also review the current Performance Review Framework and the procedure allocating the budget for Member development.
- 5.14 The Task & Finish Group is chaired by Councillor Akram and the other members of the group are Councillors Hulme, Dar, Bains, Sabah, Kelly, Ali and Plenty. Three meetings have been held so far with a further meeting planned for 8th October 2020.
- 5.15 The Task & Finish Group has discussed a wide range of issues including the most effective methods of delivering training e.g. 'classroom' based sessions, interactive training and use of technology such as webinars and e-learning. Consideration has been given to IT support, induction for new Members, gaps in the existing programme, mandatory training and attendance.
- 5.16 All councillors were provided with the opportunity to contribute to the work of the group through the survey carried out in July on Members' learning and development, the results of which will inform the final actions and recommendations emerging from the Task & Finish Group.

6. Comments of Other Committees

This report has not been considered by any other Committees. The Joint Cabinet-Scrutiny Covid Working Group was agreed to be formed by Cabinet on 18th May 2020.

7. Conclusion

The Council is requested to consider the proposal to establish an Electoral Cycle and Parliamentary Boundary Review Working Group and to note the update on other working groups.

8. Appendices Attached

None.

SLOUGH BOROUGH COUNCIL**REPORT TO:** Council **DATE:** 24th September 2020**CONTACT OFFICER:** Sushil Thobhani – Service Lead Governance
(For all enquiries) (07542 229125)**WARD(S):** All**PART I**
FOR DECISION**CHANGE OF TERMS OF REFERENCE OF THE TRUSTEE COMMITTEE TO INCLUDE STABMONK PARK CHALVEY MILLENNIUM GREEN****1 Purpose of Report**

To seek the Council's resolution to amend the terms of reference of the Trustee Committee to include within the list of charities administered by that Committee, the charity known as the Chalvey Millennium Green Trust.

2 Recommendation(s)/Proposed Action

The Council is requested to resolve that the amendments to the terms of reference of the Trustee Committee appended to this report be agreed.

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

The Trustee Committee's primary duties are to promote the objects of the trusts administered by that committee. The general plans and strategies of the Council may be considered by that Committee but where there is any conflict between those plans and strategies and the interests of those trusts, the interests of those trusts must prevail for the Trustee Committee.

4 Other Implications**(a) Financial**

The Council, as corporate trustee, will become responsible for maintaining the Stabmonk Park Chalvey Millennium Green. The Financial considerations are those set out in the Report to Council in Agenda item 6 for its meeting on 21 May 2020.

(b) Risk Management

Recommendation from section 2 above	Risks/Threats /Opportunities	Current Controls	Using the Risk Management Matrix Score the risk	Future Controls
To resolve that the amendments	Risk of maladministration of	The establishment of the Trustee	Legal / Regulatory	Adoption by full Council of the changed

to the Trustee Committee's terms of reference appended to this report be agreed.	charitable trust property of which the Council is the corporate trustee.	Committee to administer the trusts of all charitable assets transferred to the Council in accordance with the objects of the relevant trusts of such assets.	Likelihood: Almost impossible (1) Impact: Negligible (2) Risk Score: 2	terms of reference for the Committee.
--	--	--	--	---------------------------------------

(c) Human Rights Act and Other Legal Implications

There are no Human Rights Act implications arising from this Report. Upon the transfer of the Stabmonk Park Chalvey Millennium Green to the Council, The Council will become the corporate trustee responsible for administering the trusts of that land in accordance with the terms of the trust deed relating to it. Under the Open Spaces Act 1906 the current Trustees can transfer the trust land to the Council and the Council may accept the same subject to the trusts affecting such land.

5 Supporting Information

- 5.1 On 29 January 2020 the Trustee Committee received a report from the Council's Principal Asset Manager concerning the request that the Council had received from the Trustees of the Chalvey Millennium Green Trust, who administer the trusts of the Chalvey Stabmonk Park Millennium Green, to take over the administration of that trust, and management of the Stabmonk Park Chalvey Millennium Green, due to the difficulties that the trust was experiencing in recruiting new trustees.
- 5.2 On that occasion the Trustee Committee resolved to recommend to Cabinet and to full Council that the Stabmonk Park Chalvey Millennium Green be transferred from the Chalvey Millennium Green Trust to the Council.
- 5.3 On 16 March 2020 the Cabinet agreed to recommend to full Council to accept, in principle and subject to due diligence and the requirements of the charity commission, the offer by the Chalvey Millennium Green Trust to transfer the Stabmonk Park Chalvey Millennium Green to the Council.
- 5.4. On 21 May 2020 full Council resolved to accept, in principle and subject to due diligence and to the requirements of the Charity Commission, the offer of the transfer of the Stabmonk Park Chalvey Millennium Green by the Chalvey Millennium Green Trust to the Council.
- 5.5 The Council's external Solicitors have, therefore, been in the process of carrying out due diligence in connection with completing the transfer of the Stabmonk Park Chalvey Millennium Green to the Council. It is anticipated that the due diligence investigations are unlikely to reveal any matters which would require any re-consideration of the Council's decision to accept the transfer and that the consent of the charity commission is likely to be forthcoming shortly.

- 5.6 In anticipation, therefore, of the transfer being completed shortly it is necessary to change the Committee's terms of reference to include the Stabmonk Part Chalvey Millennium Green within the Trustee Committee's terms of reference to enable the Committee to administer the trusts of the Stabmonk Park Chalvey Millennium Green, as soon as it is transferred to the Council.
- 5.7 The Council's external Solicitors have, therefore, prepared draft changed terms of reference for the Committee which are set out in the appendix to this report.
- 5.8 At their meeting on 20 July 2020 the Trustee Committee agreed to the proposed change in their terms of reference being put to the Council for approval.
- 5.9 The Council is asked, therefore, to approve the changed terms of reference set out in the appendix to this Report.

6 **Comments of Other Committees**

At their meeting on 20 July 2020 the Trustee Committee agreed to the proposed change in their terms of reference being put to the Council for approval.

7 **Conclusion**

Approval of the proposed changes terms of reference for the Trustee committee set out in the appendix to this report will enable the trusts of the Stabmonk Park Chalvey Millennium Green to be administered properly and appropriately as soon as the land is transferred to the Council in its capacity as the corporate trustee.

8. **Appendices Attached**

Amended Terms of Reference for the Trustee Committee.

7 **Background Papers**

Report to Council on 21 May 2020 – Agenda Item 6.

This page is intentionally left blank

**SLOUGH BOROUGH COUNCIL
THE COUNCIL ACTING AS CORPORATE TRUSTEE
TERMS OF REFERENCE FOR THE COMMITTEE**

Key Provision	Proposed Terms of Reference
Role	<p>The Council will continue to act as the corporate trustee in relation to the relevant charities.</p> <p>However, rather than requiring all decisions to be reached by full Council, the Council will appoint the committee to discharge its responsibilities as corporate trustee.</p>
Current Charities	<p>The Council acts as corporate trustee in relation to the following three charities:</p> <ul style="list-style-type: none"> • The War Memorial Garden at Slough – Charity No. 1010350 • The Salt Hill Playing Fields – Charity No. 215385 • Langley War Memorial Fields – Charity No. 1055955 • Chalvey Millenium Green Trust – Charity No. 1073976 <p>A brief summary of these charities is set out at Appendix 1.</p> <p>There may be other charities in the future.</p>
Terms of Reference	<p>The terms of reference for the committee are:</p> <ul style="list-style-type: none"> • To act on behalf of the Council in relation to the land and assets held by the Council as corporate trustee • To maintain a register of such property and assets and ensure that this is up to date at all times • To ensure that any corresponding details held by the Charity Commission and/or Land Registry are, also, up to date • To discharge the duties of the Council in its capacity as the corporate trustee • The six main duties of a charity trustee are

Key Provision	Proposed Terms of Reference
	<p>summarised below:</p> <ul style="list-style-type: none"> • Ensure each charity is carrying out its purposes for public benefit • Ensure strict compliance with each charity is the governing document • Act in the best interests of each relevant charity • Manage each charity's resources responsibly • Act with reasonable care and skill • Ensure each charity is accountable and, specifically, comply with statutory accounting and reporting requirements • To ensure clear accountability for all income derived by each charity and ensuring robust mechanisms are in place to ensure that all charity income is only used for the particular charity's objects • To ensure accountability and, specifically, to ensure adherence to statutory filing and accounting requirements • To file the annual returns on behalf of the Council with the Charity Commission • To establish effective risk management procedures, having regard to the range of risks associated with each charity and having particular regard to reputational risk • To effectively manage conflicts of interest and conflicts of loyalty and have robust procedures for both • To continuously review the land and assets held by the Council as corporate trustee, to ensure that each charity is up to date and fit for purpose and continues to meet the public benefit tests • To specifically consider whether the constitution or governing document for each charity requires updating and/or if there are more appropriate or efficient means of using the charity's assets and/or achieving the charity's objects, including

Key Provision	Proposed Terms of Reference
	<p>for example, collaboration with other charities and/or merger</p> <ul style="list-style-type: none"> • To ensure that in all correspondence with third parties it is made explicitly clear when the Council is acting in the capacity as corporate trustee as opposed to a local authority dealing with its own corporate assets • To ensure that the Council otherwise complies with best practice regarding local authorities acting as corporate trustees, as set out in the joint publication between the Charity Commission and the Local Government Association dated May 2013 (a summary of which is set out at Appendix 2)
<p>Duties of Charity Trustees</p>	<p>Charity Commission Guidance CC3 – Charity Trustee: What is Involved – sets out in more detail the six main duties of trustees.</p> <p>For ease of reference, a link to the publication is set out at Appendix 3.</p> <p>In summary, when making decisions on behalf of the Council as corporate trustee, committee members must:</p> <ul style="list-style-type: none"> • Act within the powers of the governing document • Act in good faith and only in the interests of the charity • Ensure committee members are fully informed, taking any advice needed • Take into account all relevant factors • Disregard any irrelevant factors • Effectively manage conflicts of interest and conflicts of loyalty • Make decisions which are reasonable in the circumstances
<p>Membership</p>	<p>The committee will comprise of 7 elected members nominated by the Council.</p> <p>Members should be selected and appointed having regard to particular skills and expertise, including:</p>

Key Provision	Proposed Terms of Reference
	<ul style="list-style-type: none"> • Property • Finance • Charity law • Compliance • Sector specific knowledge and expertise, e.g. education, health, recreation
Duties and Responsibilities	<p>The Council is, itself, the corporate trustee.</p> <p>The committee members are not trustees in their own capacity.</p> <p>Committee members are, however, responsible for discharging the Council's duties and responsibilities as corporate trustee.</p> <p>It is good practice, therefore, for the individual members to comply in full with duties and responsibilities of Charity Trustees.</p> <p>Committee members should have particular regard to the duties and responsibilities of trustees in relation to the treatment of charity assets and, in particular, the disposal of charity land.</p> <p>A summary of the restrictions in relation to the disposal of charity land is attached to these terms of reference (Appendix 4).</p>
Induction and Training	<p>All committee members will be given a full induction and briefing on their duties and responsibilities as charity trustees.</p> <p>The induction should include the provision of an induction manual which should contain the following details:</p> <ul style="list-style-type: none"> • A copy of the constitution / scheme / deed for each of the charities • Briefing note on duties and responsibilities of charity trustees • Specific guidance in relation to the disposal of charity assets • Guidance in relation to managing conflicts of interest and a conflicts of interest policy

Key Provision	Proposed Terms of Reference
	<ul style="list-style-type: none"> • Guidance in relation to compliance issues and, in particular, the filing of the annual report and accounts and annual return • Charity Commission guidance in relation to good governance
Meetings	<p>The committee will meet as regularly as required to fulfil its terms of reference and not less than two times per annum.</p> <p>Meetings will be held at a time of day to suit the members of the committee.</p> <p>The committee meetings must, however, be wholly distinct from Council meetings and should not, therefore, form part of a Council meeting.</p> <p>The Committee must make independent, impartial decisions in the best interest of the charities.</p> <p>However, it must, also, make informed decisions.</p> <p>To achieve both these requirements, it is recommended that the Committee consider holding its meetings in two parts:</p> <ul style="list-style-type: none"> • Part 1 – Open • Part 2 – Closed <p>Key stakeholders, including ward members, could be invited by the Committee members to attend and speak at the Part 1 meeting.</p> <p>Key stakeholders would not be allowed to attend the Part 2 meeting.</p> <p>This will enable key stakeholders, including ward members, to attend the Part 1 meeting and share their views and/or concerns relating to a particular charity.</p> <p>This will also, however, enable the Committee members in the Part 2 meeting to discuss the business of the charities in confidence and, therefore, without in any way inhibiting their discussions.</p> <p>This will enable Committee members to make independent but informed decisions in the best interest of the charities.</p> <p>For the avoidance of doubt, it is not recommended that key stakeholders be entitled to attend but not speak</p>

Key Provision	Proposed Terms of Reference
	<p>during the Part 2 meeting as “observers”.</p> <p>This is expressly referred to in Charity Commission Guidance RR7 as a characteristic of a charity which is not independent.</p>
Chair	<p>The Council will appoint a Chair who will be reappointed on an annual basis.</p>
Quorum	<p>The quorum will be fixed at 3.</p>
Minutes	<p>The committee will prepare minutes.</p> <p>These will make it expressly clear that these are minutes of the committee meeting to discharge the Council’s duties and responsibilities as corporate trustee.</p> <p>These are not minutes of the Council.</p> <p>These minutes are not, therefore, available for public inspection.</p> <p>The Committee may wish to consider notifying key stakeholders, including ward members of key agenda items for forthcoming Committee meetings and to invite key stakeholders / ward members to attend and speak at the Part 1 meetings, if there are issues of interest.</p> <p>The Committee may, also, wish to consider circulating the minutes of Part 1 meetings.</p> <p>It is not recommended that the minutes of the Part 2 meetings and, in particular, the confidential discussions between the Committee members be made available in the public domain.</p> <p>The Committee may, however, wish to release a summary of key decisions / actions in relation to the various charities, as well as information relating to the activities of each of the charities and, in particular, their contribution to the health and wellbeing of the local area.</p> <p>The report and accounts that are filed at the Charity Commission will, in any event, be in the public domain.</p>
Attendance at Meetings	<p>Only members of the committee are entitled to attend committee meetings.</p> <p>As stated above, the meetings are not public meetings and members of the public will not be entitled to attend.</p> <p>The committee may, however, invite key stakeholders to</p>

Key Provision	Proposed Terms of Reference
	<p>attend to participate in discussions with regards to particular agenda items.</p> <p>This will, however, be entirely at the discretion of the committee.</p> <p>To manage this effectively, it is suggested that the Committee holds its meetings in two parts, as detailed above.</p>
Administrative Support	<p>The Council may provide administrative support to the committee.</p> <p>The Council may wish to waive the cost of any such administrative support.</p>
Legal and Other Professional Support	<p>The committee is likely to require legal and other professional support services, particularly in relation to the disposal of any land.</p> <p>Such advice and support can be provided by Council officers.</p> <p>Great care must, however, be taken to ensure that any potential conflicts of interest are effectively managed.</p> <p>It would be preferable if the legal team advising the committee was distinct from the legal team advising the Council generally in relation to corporate matters, where there is a potential conflict of interest.</p>
Audit and Annual Return	<p>The finances of the charity must be kept separate from those of the Council.</p> <p>Charitable assets must be accounted for separately and the income and expenditure ring fenced for the specified charitable purposes.</p> <p>The committee will be responsible for complying with Charity Commission requirements for audit and annual return.</p> <p>The committee must, therefore, produce annual statements of account under charity law.</p> <p>The financial size of the charity will determine the nature of the accounts</p> <p>The accounts will be filed at the Charity Commission and subject to, both, Charity Commission and stakeholder scrutiny.</p>

Key Provision	Proposed Terms of Reference
	The committee will, also, be responsible for preparing and filing the annual return at the Charity Commission.
Remuneration	The committee members will not be entitled to be paid for their services unless there is clear authority in the governing document or express approval from the Charity Commission (or Courts).
Correspondence	<p>It would be extremely helpful to create separate letter headed notepaper for correspondence dealing with the charity assets.</p> <p>Such letter headed notepaper should clearly state the charity name and registration number and be signed "Slough Borough Council, Corporate trustee of [] Charity".</p>

**APPENDIX 1
CHARITY DETAILS**

The Salt Hill Playing Fields	
Charity number	215385
Registered	20 March 1963
Trust Document	Deed of Trust dated 13 August 1906 (Conveyance)
Objects	For the purpose of encouraging and giving facilities for outdoor games and physical and athletic exercises calculated to promote the physical health of the young people of the district and not for the purpose of providing a promenade or mere pleasure ground or public resort only.

War Memorial Garden at Slouth	
Charity number	1010350
Registered	8 April 1992
Trust Document	Scheme
Objects	To improve the conditions of life for the inhabitants of Slough in the interests of social welfare of facilities for recreation and other leisure time occupation.

Langley War Memorial Fund	
Charity number	1055955
Registered	7 June 1996
Trust Document	Indenture dated 23 April 1920
Objects	For a recreation ground and playing field for the inhabitants of the parish of Langley and other members of the public.

Chalvey Millennium Green Trust

Charity number	1073976
Registered	16 February 1999
Trust Document	Declaration of Trust dated 24 December 1998
Objects	The Trustees shall hold the trust fund and its income upon trust to apply them to the provision of the property (which is shown and edged red on plan no.1) and shall accordingly hold any property to provide and maintain an open space to be known as "Chalvey Millennium Green" for the benefit of the inhabitants and to be used forever as an area for informal recreation play or other leisure-time occupants a meeting area or place for community events and for any other lawful purpose consistent with these trusts and for the general benefit of the community.

APPENDIX 2
**TEN KEY RECOMMENDATIONS SET OUT IN THE JOINT PUBLICATION ISSUED BY THE
CHARITY COMMISSION AND LOCAL GOVERNMENT ASSOCIATION MAY 2013**

Set out below are the ten key recommendations set out in a Joint Publication issued by the Charity Commission and Local Government Association dated May 2013 (“**Local Authorities as Charity Trustees**”), to provide guidance to local authorities in managing their role as corporate trustees:

- Ensure that any charitable assets, for which the local authority is the corporate trustee, are clearly identified.
- Make sure the local authority is clear about the objects of the charity set out in its governing document as these dictate how any such asset may be used, in accordance with charity law.
- Make sure that any charitable assets, for which the local authority is the corporate trustee, are managed independently in accordance with their charitable purpose and any restrictions in the governing document.
- Recognise acting as corporate trustee, the local authority has a duty to be prudent and to act solely in the best interests of the charity.
- Ensure there is a clear line of responsibility for the management of all charities for which the local authority is the corporate trustee.
- Ensure that there are clear guidelines for officers and councillors about roles, responsibilities and decision making in the administration of charities.
- Ensure the local authority has a clear process for identifying and managing any conflicts of interest that arise where the local authority is the corporate trustee.
- Actively manage any charity for which the authority is the corporate trustee – keeping records up to date, submitting the necessary returns to the Charity Commission and reviewing investments, risks and opportunities on a regular basis.
- Periodically review whether it continues to be in the best interests of the charity for the local authority to remain as trustee.
- Follow Charity Commission guidance (and obtain appropriate advice) if the local authority is planning to dispose of charity land, alter the charitable purpose or other terms of the governing document, or take action where trusts have become dormant.

**APPENDIX 3
CHARITY TRUSTEE: WHAT'S INVOLVED**

[HTTPS://WWW.GOV.UK/GUIDANCE/CHARITY-TRUSTEE-WHATS-INVOLVED](https://www.gov.uk/guidance/charity-trustee-whats-involved)

**APPENDIX 4
DISPOSAL OF CHARITY PROPERTY**

Statutory Provision	Type of Disposal	Procedure required	Qualified Suveyor's Report required?	Charity Commission consent required?
Section 120 of the Charities Act 2011	Disposal of a lease for 7 years or less with no fine or premium	<p>The Trustees should:</p> <ul style="list-style-type: none"> • Obtain a report from an individual with relevant experience and expertise • Be satisfied that the terms of the disposal are the best that can be reasonably obtained <p>Certain statements and certificates will need to be included in the disposal documents.</p>	No	No
Section 119 of the Charities Act 2011	<p>Disposal of:</p> <ul style="list-style-type: none"> • A sale transfer or conveyance of freehold land • A lease for more than 7 years • A grant or release of a right, easement or restrictive covenant • A lease for less than 7 years with a 	<p>The Trustees should:</p> <ul style="list-style-type: none"> • Obtain and consider a written report from a qualified surveyor • Advertise the disposal (unless otherwise advised by the surveyor) • Be satisfied that the terms of the disposal are the best that can be 	Yes	No

Statutory Provision	Type of Disposal	Procedure required	Qualified Suveyor's Report required?	Charity Commission consent required?
	<p>fine or premium</p> <ul style="list-style-type: none"> Any other disposal of land not specifically excluded 	<p>reasonably obtained</p> <p>Certain statements and certificates will need to be included in the disposal documents.</p>		
Section 121 of the Charities Act 2011	<p>Disposal of designated land</p> <p>Designated land refers to specific property which is being held by the charity for a particular purpose of the charity and is not going to be replaced after the disposal.</p>	<p>If there is no intention to replace the land then the objects of the charity will almost certainly need to be changed to reflect the new position.</p> <p>The objects of a charity can only be changed with the Charity Commission's consent.</p>	No	Likely
Section 118 of the Charities Act 2011	<p>Disposal of land to a connected person</p> <p>For these purposes a "connected person" is one of the following people who qualify at the time of the disposition in question or at the time of any contract for the disposition in question:</p> <p>(a) a charity trustee or trustee for the charity,</p> <p>(b) a person who is the donor of any land to the charity (whether the gift was made on or after the</p>	Charity Commission consent will be required.	Yes	Yes

Statutory Provision	Type of Disposal	Procedure required	Qualified Suveyor's Report required?	Charity Commission consent required?
	<p>establishment of the charity),</p> <p>(c) a child, parent, grandchild, grandparent, brother or sister of any such trustee or donor,</p> <p>(d) an officer, agent or employee of the charity,</p> <p>(e) the spouse or civil partner of any person falling within any of paragraphs (a) to (d),</p> <p>(f) a person carrying on business in partnership with any person falling within any of paragraphs (a) to (e),</p> <p>(g) an institution which is controlled:</p> <p>(i) by any person falling within any of paragraphs (a) to (f), or</p> <p>(ii) by two or more such persons taken together,</p> <p>(h) a body corporate in which:</p> <p>(i) any connected person falling within any of paragraphs (a)</p>			

Statutory Provision	Type of Disposal	Procedure required	Qualified Surveyor's Report required?	Charity Commission consent required?
	<p>to (g) has a substantial interest, or</p> <p>(ii) two or more such persons, taken together, have a substantial interest.</p> <p>Sections 350 to 352 (meaning of child, spouse and civil partner, controlled institution and substantial interest) apply for the purposes of subsection (2).</p>			
Charity Commission guidance	Disposal of land to a non connected person but consent required	<p>The Charity Commission may consider making an order if the charity cannot comply with the requirements of Section 117 - 120 where:</p> <ul style="list-style-type: none"> • The cost of obtaining a surveyor's report would be out of all proportion to the value of the transaction and the Charity Commission can be reasonably certain that the value of the transaction is genuinely low • The land is in a remote area where it may be difficult to find a qualified surveyor with sufficient knowledge of local land values 	No	Yes

Statutory Provision	Type of Disposal	Procedure required	Qualified Suveyor's Report required?	Charity Commission consent required?
		<ul style="list-style-type: none"> • The disposition is proposed for undervalue that is not outside the scope of section 117 by exemption under s117(3) <p>Generally speaking the Charity Commission will want to know the charity considers it needs an order and shall need to see evidence of:</p> <ul style="list-style-type: none"> • The value of the land • How the charity has advertised the disposal • The charity's decision making processes including how the charity has managed any conflict of interest <p>In some cases it may be that the cost of obtaining a surveyor's report far outweighs the benefit the charity will receive from the disposal. For example, the charity may be disposing of easements and the Charity Commission has dealt with the charity recently on similar low value transactions, as valued by the charity's surveyor, in the recent past.</p>		

Statutory Provision	Type of Disposal	Procedure required	Qualified Suveyor's Report required?	Charity Commission consent required?
		<p>The charity may ask the Charity Commission to consider making an order under S117(1) in these circumstances.</p> <p>The Charity Commission will still need some information to consider the reasons, as set out below:</p> <ul style="list-style-type: none"> • The reasons why the charity considers it needs an order • An assessment of the value of the land • Details of advertising the charity has carried out including when, where and for how long you have advertised or your reasons for not advertising • Minutes of the meetings where the decisions involved in the disposal process have been discussed <p>To expand on the circumstances where a charity may not be able to comply with Section 117 – 121 of the Charities Act 2011 may include:</p>		

Statutory Provision	Type of Disposal	Procedure required	Qualified Surveyor's Report required?	Charity Commission consent required?
		<p>The charity land is situated in a remote area and it is difficult to find a surveyor or one who is experienced in the particular type of land involved. In these circumstances the charity's only option may be to instruct an estate agent to value the land for the charity. The estate agent's report should follow a similar pattern and contain similar information as required by a qualified surveyor's report. However, because the charity will not be able to comply with the requirements of s117 - 120 the commission will have to make an order.</p> <p>In many cases a disposal under value will be because it is being made to another charity with the same objects. In such a case the disposal will be exempt from the requirements of s117.</p> <p>However, there may be other circumstances where a disposal under value would be appropriate.</p> <p>An example of this might be where the charity is disposing of the property to a public authority which was intending to use the property for a purpose which was compatible with the objects of the charity.</p>		

Statutory Provision	Type of Disposal	Procedure required	Qualified Suveyor's Report required?	Charity Commission consent required?
		Such a disposal is not exempt under s117(3) so the charity will need to apply for an order to sanction the disposal.		

SLOUGH BOROUGH COUNCIL**REPORT TO:** Council**DATE:** 24th September 2020**CONTACT OFFICER:** Sushil Thobhani
(For all enquiries) Service Lead, Governance
07542 229125**WARD(S):** All**PART I**
FOR DECISION**APPOINTMENTS TO COMMITTEES, PANELS, OUTSIDE BODIES AND THE INDEPENDENT SCHOOL APPEALS PANEL.****1. Purpose of Report**

To seek Council's approval to changes to membership of Committees/Panels/Outside Bodies and the appointment of additional Members to the Slough Independent School Appeals Panel.

2. Recommendations

The Council is requested to resolve:

(a) That the following be appointed to the Independent School Admissions Panel

- Mr Kaye-Taylor as an Education Member.
- Mr Krishnamurthy as an Education Member.
- Mr Sheik as a Lay Member.

(b) That Members be appointed to Committees/Panels/Outside Bodies in accordance with the nominations received as set out in Appendix A
(TO FOLLOW)

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

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

Ensuring good governance arrangements will have positive implications for the SJWS, the JSNA and the Five Year Plan.

4. Other implications

(a) Legal Implications

Panel members are independent of the Admission Authority and must retain their independence for the duration of their service. The recommendation meets the legal requirements of the Schools Admission Code (December 2014) and the School Admission Appeals Code (February 2012).

(b) Financial Implications

There are no other workforce, financial or other implications arising from this administrative report.

5 Supporting Information

Independent School Admissions Panel

- 5.1 The Admission Authority and the Appeal Panel must act in accordance with the Schools Admission Code (December 2014) and the School Admission Appeals Code (February 2012). The Appeals Panels hear and determine appeals from parents who have not been allocated a place at their preferred school.
- 5.2 Appeal Panels perform a quasi-judicial function and must be transparent, impartial, independent, and operate according to principles of natural justice.
- 5.3 Panel Members serve on a voluntary basis and are not paid for their services other than a reimbursement for any mileage/ travel necessarily incurred in travelling to Appeal hearings or training sessions. All newly appointed Panel Members are required to attend training prior to participating in a School Admission Appeal hearing.
- 5.4 The Independent Appeals Panel of Slough Borough Council hears and determines appeals for a number of community schools and academies who have bought into the service. A Panel of three members is selected from a pool of members to hear appeals and the Panel must have at least one lay member and one education member present.
- 5.5 Applications have been received to serve on the Panel from Mr Krishnamurthy, Mr Kaye-Taylor and Mr Sheik. Mr Krishnamurthy and Mr Kaye-Taylor meet the necessary requirements to serve on the Panel as Education Panel Members. Mr Sheik meets the criteria to serve as a Lay Member. Democratic Services, which clerk school admission appeals, have considered the applications and held interviews with prospective candidates in early September and recommend the appointment of the three said members to Council.

Committee/Panel appointments

- 5.1 A limited review of appointments to Committees/Panels/Outside Bodies 2020/21 was undertaken at the Annual General Meeting May 2020.
- 5.2 Council is requested to consider and approve the changes to the membership of Committees/Panels/Outside Bodies, for the remainder of the municipal year 2020/21, as set out in Appendix A (to follow).

6 Appendices

Appendix A – Committee/Panel Appointments **(TO FOLLOW)**

7 Background Papers

None.

SLOUGH BOROUGH COUNCIL**REPORT TO:** Council**DATE:** 24th September 2020**CONTACT OFFICER:** Sushil Thobhani, Service Lead, Governance
(For all enquiries) 07542 229125**WARD(S):** All**PART I**
FOR DECISION**DISPENSATION UNDER SECTION 85 LOCAL GOVERNMENT ACT 1972****1 Purpose of Report**

To request the Council to approve Councillor Sarfraz exercising her rights to parental leave under the Council's Parental Leave Policy adopted by the Council on 16 May 2019 as a reason for her failure to attend any meetings of the Council during the requisite period for the purposes of Section 85 of the Local Government Act 1972.

2. Recommendation

The Council is requested to resolve that failure by Councillor Suniya Sarfraz to attend any meetings of the Council during the period that she is exercising her rights under the Council's Parental Leave Policy adopted by the Council on 16 May 2019 be approved as a reason for such failure for the purposes of Section 85 of the Local Government Act 1972.

3 Community Strategy Priorities

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

4. Other Implications

- 4.1 The proposals have no workforce implications. The exercise of rights under the Parental Leave Policy has the potential to engage the right to respect for private and family life contained in Article 8 of the European Convention on Human Rights which is given effect to in domestic law by the Human Rights Act 1998.
- 4.2 Financial – All members shall continue to receive their Basic Allowance and, if applicable, Special Responsibility Allowance (SRA) in full whilst on maternity, paternity, shared parental or adoption leave.
- 4.3 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro-rata basis for the period of the temporary appointment. Councillor Mohammad was appointed as Vice-Chair of the Overview and Scrutiny Committee, at its meeting held on 11 June 2020, to replace Councillor Sarfraz whilst on maternity leave.
- 4.4 Legal - The Local Government Act 1972 states that 'if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.'

5. **Supporting Information**

- 5.1 Any member of a local authority who fails to attend any meeting of the authority for a period of six months ceases to be a member of that authority unless the Council approves the reason for such failure before the expiry of that period of six months.
- 5.2 At its meeting in May 2019, Council approved a Parental Leave Policy (PLP) for Councillors. The PLP entitles Members of the Council to take maternity, paternity, shared parental and adoption leave from their duties as Councillors.
- 5.3 Article 2 of the Constitution, paragraph 3(b) was amended to include a new sub-clause (iv) in the following terms:

“ (iv)Members will not fail to attend any meeting of the Council without a valid reason. Absence during a period when a Member is exercising an entitlement to maternity leave, paternity leave, joint parental leave or adoption leave in accordance with a policy approved by the Council for such purposes shall be deemed to be absent for a valid reason during such period.”

- 5.4 At its meeting in July 2020, Council resolved that failure by Councillor Sarfraz to attend any meeting of the Council before 12 November 2020, as a result of her exercising her rights under the Parental Leave Policy adopted by the Council on 16 May 2019, be an approved reason for the purposes of Section 85 of the Local Government Act 1972. In default of such resolution Councillor Sarfraz would have been required to attend a meeting before 20 August 2020 as her last attendance at a meeting was on 20 February 2020.
- 5.5 Councillor Sarfraz has indicated that she intends to resume her duties after 12 November 2020. Under the Parental Leave Policy Councillor Sarfraz is entitled to extend her initial six month period of parental leave for a period of up to 52 weeks. There is therefore a necessity to extend the dispensation afforded to her by the resolution of the Council in July. This report, therefore, seeks to extend the dispensation previously agreed to cover the entire period during which Councillor Sarfraz is exercising her right to parental leave to ensure that there is no inadvertent vacation of her office as a Councillor under Section 85 of the Local Government Act 1972.

6. **Background Papers**

None.

SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 24 September 2020

CONTACT OFFICER: Sushil Thobhani – Service Lead Governance
(For all enquiries) (0745 229125)

WARD(S): All

PART I
FOR DECISION**COVID-19 DECISIONS UPDATE****1 Purpose of Report**

The purpose of this report is to inform Council of the time line of the major events since the last report to Council on 21st July 2020 and of the further significant decisions taken by officers since that date, with particular reference to the significant decision relating to the use of new statutory powers to prevent the spread and incidence of coronavirus locally, and to seek ratification of those decisions.

2 Recommendation(s)/Proposed Action

The Council is requested to resolve that this report be noted and that the significant decisions taken by officers since the previous meeting, as set out in the Appendices 1 and 2, be ratified.

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

The decisions taken by officers and set out in this Report have sought to support, as far as reasonably practicable at the present time, the objectives of the [Slough Joint Wellbeing Strategy](#) (SJWS) and the Five Year Plan

3a. Slough Joint Wellbeing Strategy Priorities –

The decisions set out in this Report have been taken with the over arching objective of protecting public health and the well being of residents and ensuring that the Council is able to achieve this objective lawfully, and as effectively as possible, in the prevailing circumstances. The recommendations contained in this report seek to ensure that the Council are able to continue to try to meet this objective and thereby be in a position to continue to address the priorities of the SJWS and the JSNA appropriately.

3b Five Year Plan Outcomes

The recommendations contained in this Report, namely the noting and ratification of the further significant decisions taken by officers, by Cabinet, at the first available opportunity, will enable the Council to be in a position to be able to go forwards to try and continue to meet the following objectives of the Five Year Plan.

- *Our children and young people will have the best start in life and opportunities to give them positive lives.*

- *Our people will become healthier and will manage their own health, care and support needs.*
- *Slough will be an attractive place where people choose to live, work and visit.*
- *Our residents will have access to good quality homes.*
- *Slough will attract, retain and grow businesses and investment to provide jobs and opportunities for our residents*

4 **Other Implications**

(a) **Financial**

Any financial implications of significant decisions taken by officers in connection with the need to deal with the consequences of the Covid-19 pandemic are monitored weekly by a special finance group and will be reported to cabinet as part of the usual financial reports to cabinet.

Risk Management

Recommendation from section 2 above	Risks/Threats/ Opportunities	Current Controls	Using the Risk Management Matrix Score the risk	Future Controls
That the Council note and ratify the significant decisions taken by officers since the “lockdown” came into force.	Failure by Members to note and ratify these actions and decisions increases the risk of challenge and disruption. Ratification provides the opportunity for the Council to build upon the good results already achieved and to move forward strongly by building upon these results with greater engagement across the Council	The significant decisions and actions have been taken in accordance with governance arrangements put into place in consultation with the Council’s statutory officers and in accordance with all applicable guidance issued by and best practice recommended by all relevant bodies.	Likelihood – Very Low – 2 Legal/ Regulatory – Critical - 3 Score: 6	Increasing return to usual decision making structures and processes as circumstances permit.

(b) **Human Rights Act and Other Legal Implications**

Any decisions taken by officers pursuant to the statutory regulations enacted by the Government to deal with the Coronavirus pandemic, to enforce business closures and restrict assembly, could potentially be

challenged under the Human Rights Act 1998 as being a breach of article 11, relating to the freedom of assembly and association, and of Article 1 of the First Protocol to that convention, relating to the right to peaceful enjoyment of possessions. It is considered, however, that risks of successful challenge are low as, in the latter case, derogations are permitted to control use of property in the general interest and, in the former case, for the protection of public health.

Under the Council's Constitution, the Chief Executive has delegated power to act in case of emergency and urgency to exercise all council functions. Additionally, under the constitution, all matters not specifically reserved are deemed to be within the delegated authority of the Chief Executive and Directors for all purposes which fall within their directorate or budget area, or area of responsibility to which they may be nominated from time to time

The Council and the Cabinet may ratify any decisions of officers falling within their functions.

(c) Equalities Impact Assessment

All the significant decisions set out in this Report were taken having regard, so far as was practicable in the circumstances, to the public sector equality duties and the protected characteristics set out in the Equality Act 2010.

(d) Workforce

The decisions taken by officers which have affected the Workforce are set out in the schedule to this Report.

(e) Property

The restrictions imposed by the Coronavirus Act 2020 on the ability of the Council as a landowner to take action to enforce payments of rents will have had an effect on the Council's asset management position. Any long term effects on the Council's property portfolio and asset management strategy evaluated and reported to the cabinet as part of the Council's normal financial reporting to the cabinet.

(f) Carbon Emissions and Energy Costs

The Council have not at present carried out any systematic analysis of the effect on carbon emissions and energy costs of the decisions taken by officers since the "lockdown" took effect. It is considered that it is self-evident, however, that the restrictions on travel and the reduction in the use and occupation of Council premises and other council activities means that it is unlikely that there was an increase in emissions and energy costs during this period.

5 Supporting Information

5.1 Time Line of Events

- 5.1.1 On 30 June 2020 the Prime Minister announced a “new deal” for the UK comprising of a £5bn post-coronavirus recovery plan of home building and improvements to infrastructure. it was also announced that rented motorised scooters would be allowed on UK roads from 4 July to ease pressure on public transport.
- 5.1.2 On 1 July 2020 12,000 job losses in the retail and aviation industries due to the effects of the pandemic were announced.
- 5.1.3 On 2 July the owner of Café Rouge and Bella Italia went into administration with a loss of 1,900 jobs and Airbus announced the loss of 2,730 jobs at two factories in the UK. The ONS Weekly survey estimated new infections were occurring at the rate of 25,000, a slight increase from the previous week ,and blood samples indicated that 6% of the population had antibodies.
- 5.1.4 On 3 July 2020 the Government announced a list of 59 countries to which English quarantine rules would not apply, including Greece, France, Belgium and Spain but not including Portugal and the USA. Scotland, Wales and Northern Ireland continued to apply their quarantine rules to all arrivals from outside the UK. Also emergency regulations were rushed through to permit the imposition of a local lockdown in Leicester from 4 July.
- 5.1.5 On 4 July a study reported that the rates of new infections were no longer declining. The UK held a minute’s silence in memory of those who had died of covid-19.
- 5.1.6 On 5 July 2020 the UK staged a national round of applause to celebrate the 72nd anniversary of the founding of the NHS.
- 5.1.7 On 6 July 2020 the government announced a £111m scheme to provide 30,000 extra trainee places to counter growing concern over rising unemployment. Pret a Manger closed 30 outlets with a loss of 1,000 jobs. BBC’s Panorama programme estimated an increase in cancer deaths of between 7,000 and 35,000 extra deaths due to delayed diagnosis and treatment because of the pandemic.
- 5.1.8 On 7 July 2020 figures released indicated 22% of persons tested for Covid-19 had no symptoms on the day of the test.
- 5.1.9 On 8 July 2020 the Chancellor announced a £30bn spending package to mitigate the impact of the pandemic including temporary reduction in VAT for hospitality businesses, temporary rise in Stamp Duty threshold, payment to employers of £1,000 for each person brought back from furlough and a scheme to help young people into employment.
- 5.1.10 On 9 July 2020 Boots and John Lewis announced closures of outlets resulting in the loss of 4,000 and 1,000 jobs respectively. The Institute of Fiscal Studies warned of the necessity for tax rises to pay off the costs of the government’s measures to tackle the pandemic.

- 5.1.11 On 10 July 2020 quarantine rules were relaxed for arrivals into the UK from 75 countries and territories. The wearing of face masks in shops become mandatory in Scotland.
- 5.1.12 On 11 July 2020 outdoor swimming pools and water parks were allowed to re-open.
- 5.1.13 On 13 July 2020 nail bars and salons, tanning booths and salons, spas and beauty salons, massage parlours, tattoo parlours and body skin piercing services were allowed to re-open.
- 5.1.14 On 14 July 2020 compulsory wearing of masks in shops from 24 July was announced. Figures for economic recovery of 1.8% in May, compared to previous month, were announced.
- 5.1.15 On 18 July 2020 local authorities were given powers to take local action to curb the spread of the pandemic.
- 5.1.16 On 20 July 2020 Oxford university announced positive signs for the efficacy of the vaccine it was developing. Marks and Spencer announced 950 job losses.
- 5.1.17 On 21 July the Chancellor announced a 3.1%, over-inflation, pay rise for 900,000 public sector workers, including doctors and teachers, to recognise the importance of their roles in the pandemic.
- 5.1.18 On 23 July 2020 Dyson announced the loss of 600 jobs in the UK.
- 5.1.19 On 24 July 2020 ONS announced retail spending increased to almost pre-lockdown levels in June, rising by 13.9 % compared to May. Face coverings in shops and most other enclosed places became compulsory.
- 5.1.20 On 25 July re-imposition of quarantine requirements for people returning from Spain was announced following a rise in cases there.
- 5.1.21 On 29 July the National Trust announced plans for 1,200 redundancies.
- 5.1.22 On 30 July 2020 the self-isolation period for people testing positive or showing signs of infection was increased from 7 to 10 days. Restrictions were placed on people in Greater Manchester, parts of East Lancashire and Yorkshire limiting indoor contact to people from the same household. ONS statistics indicate UK had highest number of excess deaths in period between end of February and mid-June and second-highest peak of deaths, behind Spain.
- 5.1.23 On 31 July 2020 opening of bowling alleys and casinos was postponed to 15 August and the relaxation permitting holding of weddings receptions for up to 30 guests was also moved to that date. Trials of spectator sports events was paused and compulsory use of face coverings in cinemas and places of worship from 8 August was announced.
- 5.1.24 On 1 August 2020 changes in the Furlough Scheme came into force requiring employers with furloughed employees to pay National Insurance

and Pension contributions until the end of the scheme in October. Shielding in England and Scotland was paused.

- 5.1.25 On 3 August 2020 the month long “Eat Out to Help Out” scheme began.
- 5.1.26 On 6 August 2020 quarantine requirements were imposed on people arriving from Belgium, the Bahamas and Andorra. It was announced that the 2020 London Marathon in October would now be an “elites only” event.
- 5.1.27 On 7 August 2020 it was announced that the “R” number in the UK rose to between 0.8 and 1.00 from the previous week but was believed to be higher than 1.0 in London, The South West and the North west.
- 5.1.28 On 8 August the daily confirmed figure of new infections rose above 1,000 for the first time since June. Not clear whether this was due to increased testing or rise in infections.
- 5.1.29 On 11 August 2020 ONS announced number of people in work fell by 220,000 between April and June, the highest fall in a decade.
- 5.1.30 On 12 August 2020 figures showed UK Economy shrank by 20.4% between April and June compared to the previous quarter, making it the largest slump on record and pushing the UK into recession for the first time in 11 years.
- 5.1.31 On 13 August 2020 France and The Netherlands were added to the quarantine list.
- 5.1.32 On 17 August 2020 3 million self employed people whose trade was affected by the pandemic became entitled to a second grant of £6,750.
- 5.1.33 On 19 August 2020 UK refused to make face coverings in work places compulsory after such rules were introduced in France.
- 5.1.34 On 20 August 2020 quarantine rules relating to Portugal were lifted but imposed with regard to Croatia, Austria and Trinidad & Tobago.
- 5.1.35 On 21 August 2020 booking of driving tests resumed in England but website crashed due to demand.
- 5.1.36 On 23 August 2020 the Chief Medical Officer announced that children were more likely to be harmed from not returning to school than from contracting Covid-19.
- 5.1.37 On 24 August Tesco announced creation of 16,000 new jobs following exceptional growth in online business during lockdown.
- 5.1.38 On 25 August 2020 Nottingham University researchers identified the person who they believe was the first to contract the virus through transmission in the UK. She tested positive on 21 February 2020. Virgin Atlantic secured backing of £1.2 bn from its creditors to enable operations for at least 18 months saving 6,500 jobs. Treasury figures showed the “Eat Out to Help Out” scheme had been used 64 million times in the first three weeks of August.

5.1.39 On 26 August 2020 a BBC survey of the biggest employers identified 50 who said they had no immediate plans to ask all their staff to return to the office.

5.2 **The Health Protection (Coronavirus, Restrictions) (England) (Amendment) (No.3) Regulations 2020**

5.2.1 At 12.01 a.m. on Saturday 18 July 2020 The Health Protection (Coronavirus, Restrictions)(England)(Amendment)(No.3)Regulations2020cameinto effect.

5.2.2 These regulations are colloquially referred to as the “local lockdown” regulations and considered, as such, to be the regulations which give local authorities powers to impose local lockdowns. This is not strictly correct. What these regulations do precisely is to give local authorities power to issue directions with regard to premises, events and public outdoor spaces in order to seek to curb the incidence and the spread of the coronavirus.

5.2.3 It is a prerequisite to the exercise of the powers given to them by these regulations for local authorities to be satisfied that the giving by them of a directions responds to a serious and imminent threat to public health, that the direction is necessary for the purposes of preventing, protecting against, controlling, or providing a public health response to the incidence or spread of infection by coronavirus in its area and that any prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose.

5.2.4 Under these regulations local authorities must also have regard to any advice given by its Director of Public Health when determining whether to give or revoke any direction.

5.2.5 The Local authority is obliged at least every seven days to review whether the conditions for making the direction still prevail and to revoke or amend the direction made as necessary.

5.2.6 The regulations contain provisions requiring the authority to give notice in writing to persons directly affected by the making of a direction, to publicise the direction and to inform the Secretary of State and any neighbouring authority of the making of any direction.

5.2.7 Persons affected by any direction made by the Council have rights of appeal to the magistrates courts.

5.2.8 The regulations empower authorities to impose penalties on persons for failing to comply with any direction made by the authority and to prosecute any offenders and to otherwise enforce the direction in co-operation with the police.

5.2.9 The regulations will expire on 17 January 2021.

5.2.10. Due to the need for the Council to be prepared to make immediate use of these powers in case any incidents arose which required a public health response, the Director for Adults and Communities, on 18 August 2020, after consultation with the Leader of the Council, the Lead Members for Health and Wellbeing, Planning and Regulation and Inclusive Growth and Skills and

with the Leader of the Opposition and the Chair of the Overview and Scrutiny Decision, made a Significant Officer Decision setting out the Council's policy under these regulations. This Significant Officer is appended to this report at Appendix 2.

6 **Comments of Other Committees**

The Cabinet received updates on the significant decisions on 14th September 2020 and ratified those decisions insofar as they related to executive functions.

This Report may also be considered by the Overview & Scrutiny Committee at a future meeting of that Committee.

7 **Conclusion**

This Report brings Council up to date with major events since the last report on this subject and informs Members of the significant decisions taken by officers since that date. The noting and ratification of those decisions by Council, at the first available opportunity, will enable the Council to continue to seek to meet its duties to protect public health and to serve the well being of those who live, work and visit its area.

8 **Appendices Attached (if any)**

Appendix 1 - Table of significant decisions

Appendix 2 – Significant Officer Decision relating to The Health Protection (Coronavirus, Restrictions)(England)(Amendment)(No.3.)Regulations 2020

9 **Background Papers**

The Coronavirus Act 2020

The Health Protection (Coronavirus, Business Closures) (England)Regulations 2020

The Health Protection (Coronavirus, Restrictions) (England)Regulations 2020 and regulations amending the same.

The Health Protection (Coronavirus, Restrictions)(England) (Amendment)(No.3) Regulations 2020

Summary of significant decisions taken by Silver

Decisions taken since 26th June 2020

Decision Required	Outcome	Date of decision	Decision made by	Target Date
Silver is asked to approve the setting up of a COVID19 notification rota and 'standby' system to support the Slough Outbreak Management Plan through the Environmental Health (EH) Duty Team and specialist Outbreak Responders.	Agreed by Silver Option 1, 2,3 and 5. Option 1 – Agree the setting up of a Covid 19 notifications rota and 'OOH 'standby' Option 2 - Agree and support the proposed bid for Test and Trace Funding Option 3 – Agree further exploration of redeployment and cover arrangements Option 5 – Commission the COVID Ops to co-ordinate the wider response in Slough to ensure effective delivery of the SLOMP . Agreed in poricipal the sum of £144k to cover this form our own Test and trace pot	30/06/20	SILVER	30/06/20
To take action in response to 'red' business critical reporting	The 0-19 health visiting service was reported as 'red' due to accommodation issues. Silver agreed it was a priority to find suitable space from which to operate as soon as possible.	03/07/20	SILVER	03/07/20

To note the latest data on Covid cases in Slough from the regular Public Health presentation	Silver noted that more comprehensive pillars 1 and 2 testing data for Slough being presented for the first time indicated that there had been a spike in cases in Slough on or around 2nd June 2020. This information or any notification of the possible need for local action was not provided to SBC at the time. Silver welcomed that more comprehensive local data was now being provided.	03/07/20	SILVER	03/07/20
To consider a request to use Herschel Park for Eid Prayers on 30/31st July.	That the request be refused based on government guidance for public gatherings to avoid the spread of COVID 19 and the council's own policy for events in our parks and open spaces.	03/07/20	SILVER	03/07/20
To agree timetable for opening Community Hubs	Delay the opening for a week to allow staff training, risk assessments and any other procedures set out by the Workplace Safety Group to be completed.	03/07/20	SILVER	03/07/20
To consider an amendment to the process of staff returning to work at OH.	Agreed that directorships approve requests in the first instance via email back to requester and WSG monitor occupation numbers.	03/07/20	SILVER	03/07/20
To consider request for funding approval for booklet and 15 ward based letters to all addresses in the borough.	Agreed that the full cost of £37,000 be met from the COVID budget.	03/07/20	SILVER	03/07/20
To consider temporary location for Grove Academy.	Agreed to support the proposal for temporary location of Arbour Park.	03/07/20	SILVER	03/07/20
Covid support service and contact route change	Agreed to go with Option 2- Shielded resident only be directed to the One Slough number. All non-shielded residents will be directed to the main contact centre for support needs.	07/07/20	SILVER	07/07/20

To consider frequency of Insight products	Option 2 agreed to provide a new Insight package to support recovering including a revised dashboard and moved to bi-weekly or weekly updates on national guidance	10/07/20	SILVER	10/07/20
To consider changes to Governance	Agreed to implement revised weekly cycle arrangements for Silver from 1 August - Task groups to report through DMT and report by exception. Agreed to keep virtual Ops room. Chair of LOMP to report to Silver each week	15/07/20	SILVER	15/07/20
To agree contingency plan on extent of PPE that SBC should hold for any future second wave of Covid-19 in line with responsibilities to support the social care market and most vulnerable residents.	Agreed to hold a contingency stock and include all costs associated with a second wave including localised and multiple outbreaks at a cost of £63,638 from the Covid-19 Budget (Option 1).	17/07/20	SILVER	17/07/20
To agree arrangements for purchase of face coverings for customers with appointments at Council buildings	Agreed that building management would purchase a stock of face coverings to be provided to customers with appointments at Council buildings if they did not bring their own.	17/07/20	SILVER	17/07/20
To consider potential payments for EH Duty Desk and Responder Pool to deliver Local Outbreak Management Plan	Agreed to confirm that a standby rate would be provided and that staff on the rota for 18/19 July record their hours, with a decision on payment arrangements deferred until w/c 20th July to ensure a consistent approach could be taken across the Council.	17/07/20	SILVER	17/07/20
To consider frequent of Silver meetings	Silver to meet weekly from w/c 27th July.	17/07/20	SILVER	27/07/20
To decide whether the Canal Festival should go ahead	In line with previous decision about the cancellation of events, it was agreed that the Canal Festival 2020 be cancelled.	17/07/20	SILVER	17/07/20

To agree with recommendations around Business & Planning Bill	Decision made to agree with recommendations on email from Michael Sims re the Business & Planning Bill now in place. RW to pick this up with	24/07/20	SILVER	24/07/20
BC reporting to cease	Decision was made that as from 1 August no more BC reporting will be done. Surjit will let service leads know.	24/07/20	SILVER	24/07/20
To consider the implementation of the provisions of the The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020 which provides powers to close or restrict activities in order to the spread of infection.	Options 1 and 3 were agreed to: 1) put in place initial stages of implementation as set out in the report and delegate to the Service Lead – Governance approval of ‘letters of direction’ etc. with guidance from HB Law and 3) agree a follow up report to Silver or CMT next week once processes and procedures are agreed and tested. This was to include risk assessment and scenario planning. Members to be engaged on process including at the Slough Outbreak Engagement Board. Gold and Silver Lead to take urgent decisions where it is not possible to convene a full Silver meeting.	29/07/20	SILVER	05/08/20
To consider Slough position on COVID 19 incidents, response and risks	Update paper submitted relating to DEL106 and all recommendations were agreed	05/08/20	SILVER	05/08/20
To consider the position regarding the potential localised test and trace programme	Agreed to participate in DHSC webinars. Silver were supportive in principle of SBC taking greater responsibility for localised test and trace programme, subject to resources and the model.	12/08/20	SILVER	12/08/20
To consider the TVLRF Covid-19 stabilisation proposal	Agreed that JW would review and consult with appropriate directors if required before sign off.	12/08/20	SILVER	18/08/20

To agree any further actions in response to reported issues with breaches of social distancing and case numbers in localised parts of Slough	Request for a walk in testing site in the Farnham Road vicinity.	12/08/20	SILVER	19/08/20
Setting up a second local testing site	Approved mobile testing unit near Farnham Road. Arbor Vale site identified	19/08/20	SILVER	26/08/20
Scope options for local contact tracing	Approved to work with public health to establish. Options to be scoped in line with PHE guidance	19/08/20	SILVER	26/08/20
Mobilise voluntary, community, and faith groups	Engage One Slough and work together to manage outcome of Area of Concern decision	19/08/20	SILVER	21/08/20
To decide on the Council's event programme for 2020	<p>Recommendations agreed to:</p> <p>Cancel the Bonfire and Fireworks Spectacular in 2020</p> <p>Proceed with plans for the Christmas lights and Christmas tree installation</p> <p>Request CIF funding to cover the area of Farnham Road first begun in 2019</p> <p>Investigate alternative funding sources to help cover the budget pressure on the council.</p> <p>Cancel the Christmas lights switch on in 2020</p> <p>Defer a decision on Festive Fun until October</p>	26/08/20	SILVER	26/08/20

This page is intentionally left blank

Slough Borough Council Record of Significant Officer Decision

Title of decision	The Health Protection (Coronavirus Restrictions) (Amended) (No.3) Regulations 2020 – Governance and Implementation
Date decision taken	18.08.2020
Decision maker	Alan Sinclair, Director – Adults and Communities in exercise of delegated powers under Function E20/3 in paragraph 2e of the Scheme of Delegation to Officers after consultation with the Leader of the Council and appropriate Executive Members.
Portfolio	<p>Cllr James C. Swindlehurst, Leader of the Council – Regeneration and Strategy</p> <p>Cllr Natasa Pantelic – Health & Wellbeing</p> <p>Cllr Pavitar K. Mann – Planning & Regulation</p> <p>Cllr Balvinder S. Bain – Inclusive Growth & Skills</p>
Details of decision taken	<p>Decision 1: Agree that implementation of the No. 3 Regulations is council policy in line with Slough’s Local Outbreak Management Plan and the national ‘Contain’ framework</p> <p>Decision 2: Agree that identified officers have delegated power under the council’s constitution for these Regulations and officers to be specifically authorised to issue the direction who are already authorised to serve similar ‘Prohibition’ type notices who will be:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Food & Safety Manager <input type="checkbox"/> The Group Manager – Consumer Protection <p><u>Background</u></p> <p>Council Policy</p> <p>The new powers under the No. 3 Regulations allow the council to issue notifications of directions, following the collation of local evidence and advice from the Director of Public Health. The Regulations are made under the Public Health (Control of Disease) Act 1984 – they complement existing powers under that and other legislation, these functions are not reserved as non-exec functions and are not local choice functions, therefore any policy level decision making should be determined by Cabinet.</p> <p>The council response has already been approved by Cabinet on 30th June 2020 and is detailed in the Slough</p>

	<p>Local Outbreak Plan. The No. 3 Regulations also form part of the national CONTAIN framework.</p> <p>The decision process is managed by the daily and weekly Outbreak Cells of Slough Local Outbreak Management and reported to the Councils Silver/Gold command as the decision making body having first;</p> <ul style="list-style-type: none"> • consulted with the Director of Public health, and • assess whether the conditions for taking action have been met • completed an equalities impact assessment <p>The council must have regard to any advice given to it prior to issuing a direction, or to revoke such a direction. The onus is not, and should not be for any one service to make such a decision in isolation. To make any direction is a serious matter, as a direction may potentially restrict people's movement, livelihood and liberty and therefore all 3 conditions must be met, considered and agreed.</p> <p>The three conditions are:</p> <ol style="list-style-type: none"> 1.The direction responds to a serious and imminent threat to public health in the local authority's area 2.The direction is necessary to prevent, protect against, control or provide a public health response to the incidence or spread of infection in the local authority's area of coronavirus 3.The prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose <p>A formal report setting out the rationale for the decision, including record of advice from Director of Public Health and legal implications, equality duties and impact assessment, and who must be notified. In addition, the Slough Local Outbreak Management Engagement Board will advise on how the direction will be publicised Before making a direction, local authorities will need to gather sufficient evidence to demonstrate that the tests have been met. This task will be completed by the Regulatory Service Officers who are experienced in collation of legal files and reviewed by the council's legal advisors.</p> <p>This evidence may come from a range of sources, including information provided to the local authority from local experts, through the Local Resilience Forum, from NHS Test and Trace (including the Joint Biosecurity Centre (JBC)), from Public Health England (PHE) and from other sources.</p>
--	---

	<p>Delegation</p> <p>The council's constitution is drafted in an open format meaning that we do not need to seek cabinet authority for every new regulatory function. Table 2e sets out officer delegation for statutory powers and paragraphs E20/1 to 4, specifically E20/2 could be interpreted as giving relevant officers the power to issue directions, as in most of these cases officers down to Level 4 (Heads of Service) have the necessary delegated powers.</p> <p>The council has an internal scheme which sets out which officer is delegated what powers based on their experience; at present the SBC EHOs and regulatory officers are authorised under the No. 3 Regulations.</p> <p>Officers to be specifically authorised to issue the direction and it is suggested that this is reserved for the following officers who are already authorised to serve similar 'Prohibition' type notices:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Food & Safety Manager <input type="checkbox"/> The Group Manager – Consumer Protection
<p>Reasons for taking decision</p>	<p>It is essential that the council has the agreed powers to implement the No 3 Regulations in place as soon as possible. A delay until the Cabinet meeting on 14th September 2020 would critically impede the council's ability, following advice from the Director Of Public Health, to ensure local COVID 19 controls.</p>
<p>Options considered</p>	<p>Silver have assessed and considered two papers on this issue.</p>
<p>Details of any conflict of interest, disclosable pecuniary interest or personal interest declared</p>	<p>No conflict of interests apply.</p>
<p>Reports considered</p>	<p>Please see links below:</p> <p>https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations</p> <p>https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-</p>

	outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers
--	--

SCHEDULE OF 'SIGNIFICANT' OFFICER DECISIONS – To be circulated monthly to all Members and published on the website

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.

This page is intentionally left blank

SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 24th September 2020

CONTACT OFFICER: Nick Pontone, Senior Democratic Services Officer
(For All Enquiries) (01753) 875120

WARD(S): All

**PART I
FOR DECISION****RECOMMENDATIONS OF THE CABINET FROM ITS MEETING HELD ON 14TH
SEPTEMBER 2020: STATUTORY SERVICE PLAN****1 Purpose of Report**

To consider the recommendation of the Cabinet made on 14th September 2020 to approve the Statutory Service Plan in relation to the Food Safety Service in accordance with the requirements laid down by The Food Standards Agency (FSA).

2 Recommendation(s)/Proposed Action

That the Statutory Service Plan in relation to the Food Safety, as at Appendix A to the report, be endorsed.

3. The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**3a. Slough Joint Wellbeing Strategy Priorities –****Protecting Vulnerable Children**

- Adopting professional curiosity in all that we do to ensure we are competent to recognise and identify child safeguarding issues.
- Maintaining professional curiosity among staff and keeping their awareness up to date on issues such as, Modern Slavery and Child Sexual Exploitation.

Increasing life expectancy by focussing on inequalities

- Supporting and encouraging all the food outlets in Slough to provide safe food through inspections and interventions and the Food Hygiene Rating Scheme (FHRS)
- Support all businesses to be covid secure and safe places to work and visit
- Actively support the Prevention Strategy within our front line work

Improving mental health and wellbeing

- Staff being trained on the Care Act and their responsibility under that legislation to be aware of safeguarding issues and reporting lines. Staff being trained in Making Every Contact Count.

3b Five Year Plan Outcomes

This statutory service plan identify positive impacts towards all the 5 year Plan Outcomes, which is detailed in the individual action plan, and in particular:

- *Slough Children will grow up to be happy, healthy and successful*
- *Our people will become healthier and manage their own care needs*
- *Slough will be an attractive place where people choose to live, work and stay*
- *Slough will attract, retain and grow businesses and investment to provide opportunities for our residents*

The statutory plan also focuses on developing entrepreneurial skills in the teams and commercialisation skills as a tool to maximise income. They also support the council's digital transformation by promoting agile front line working and channel shift to encourage better use of the council's website.

4 **Other Implications**

(a) Financial

It is anticipated that the plans will be implemented within existing resources. However, the situation will be closely monitored as unplanned reactive pressures, such as major investigations, will have resourcing implications which will be reported to members for their consideration.

Costs recovered from Primary Authority and other chargeable work will be used to help offset the cost of service delivery across Regulatory Services.

(b) Risk Management

Recommendation from section 2 above	Risks/Threats/ Opportunities	Current Controls	Using the Risk Management Matrix Score the risk	Future Controls
Statutory Service Plan in relation to the Food Safety, work undertaken by the Council be endorsed.	Risk from complex criminal investigations or disease outbreaks that demand considerable officer time resulting in pressure upon resources to complete statutory work. National enforcement bodies may intervene and ultimately direct us to complete statutory work or take over the service. This creates reputational risk.	Mitigated by the re-prioritisation of resources where possible. Utilise MOU arrangements with other Berkshire Unitary Authorities The income from Primary Authority work and further commercialisation of services can be used to offset cost of service delivery	4 (probability: Very Low x severity: Marginal)	All risks of serious failures to complete statutory duties and serious deviations from the service plan will be highlighted to the Director and Cabinet.

	There is a shortfall of 2.5 FTE, based on the FTE required to complete all obligations and targets within the service plan	Resources will be allocated based on risk and the best outcome. Some low risk inspections will not be undertaken. Premises deemed as low risk will be managed so their risk is reviewed regularly, and should their risk rating increase, the premises will immediately be subject to interventions.	4 (probability: Very Low x severity: Marginal)	The FSA are aware that the expectations on local authorities outweigh what can be delivered, and a national review on the delivery of food safety regulation is under review, namely 'Assessing Business Compliance'. We will continue to undertake quality inspections, not quantity.
	EU Exit may bring with it additional demands on the services through business and consumer demands for advice and support.	Officers are trained and competent to deal with EU Exit transitional issues and legislation. SBC contingency plans	3 (probability: Low x severity: Negligible)	Trading standards and Food Safety Teams have contributed to Brexit preparedness, have put in place mitigation arrangements and are represented locally, regionally and nationally on relevant EU Exit panels and forums.

(a) Human Rights Act and Other Legal Implications

Section 40 of the Food Safety Act 1990 allows Ministers to issue codes of practice on the execution and enforcement of the Act. The Food Law Code of Practice is produced under this power and within it is a reference to the requirement for a documented Food Service Plan (Chapter 5, para 5.1.1).

The Food Law Enforcement Service Plan is part of the policy framework and therefore reserved to Full Council for approval under the council's constitution and as such requires referral from Cabinet to full Council.

(b) Equalities Impact Assessment

Equalities Impact assessments have been completed on key policies contained within the Plan. However, the work detailed in the Plan is based upon UK and European legislation that has already been assessed in terms of Equality Impact Assessment.

5 Supporting Information

- 5.1 National guidance on the delivery of the Authority's enforcement activities is issued by The Food Standards Agency and the Department for Business, Innovation and Skills; setting out standards for service provision, monitoring and auditing arrangements, in order to ensure that local enforcement activities are undertaken in a robust, fair and consistent manner in line with the Regulators Code and our Enforcement Policy.
- 5.2 The Plan are an important part of the process to ensure national priorities and standards are addressed and delivered to meet local needs effectively; they will be reported to and scrutinised by the national agencies. These Plan, which are required to be reviewed and updated annually, will
- focus on local priorities and the needs of our local community
 - provide an essential link with financial planning
 - set objectives for the future, and identify major issues that cross service boundaries;
 - and provide a means of managing performance and making performance comparisons
 - in addition the plans will provide an essential link between statutory enforcement responsibilities and the teams support for the council's strategic priorities of the Five Year Plan.
- 5.3 Local authorities are required to include in their Statutory Service Plan
- Information about the services they provide
 - the means by which they will provide those services
 - the means by which they will set/monitor performance targets and standards
 - a review of performance against proposed targets
- 5.4 Charging for non-enforcement services and Primary Authority (PA) work has allowed for increased cost recovery activities which have helped to off set the cost of service delivery. PA is a statutory scheme which enables contractual partnerships to be formed between business and local authorities. The aim being to streamline and simplify the national regulatory compliance demands on local businesses in relation to trading standards, food and health & safety matters.
- 5.5 We currently have about 40 partnerships with national and international businesses such as; Reckitt Benkiser, Mars, Telefonica (O2), Superdrug, Furniture Village and Burger King. It is our intention to continue to enhance the entrepreneurial skills of the teams and further develop commercialisation of the services over the next year. The promotion of the Business Advice and Support Partnership, a partnership network involving Slough, Hampshire, Kent and East Sussex County Councils will help to achieve enhanced opportunities to develop commercial success by sharing capacity and infrastructure whilst offering much needed resilience and capacity.
- 5.6 The Statutory Service Delivery will continue to focus very specifically upon areas of high risk and evidenced need whilst aiming to reduce the regulatory burden on compliant business. The plans provide the framework to ensure we continue to make the best use of the resources we have available, enabling residents and

businesses to access high quality support, ensuring positive outcomes and value for money, supporting business growth whilst protecting our residents and communities.

6 **Comments of Other Committees**

The Cabinet considered the Plan at its meeting held on 14th September 2020 and agreed to recommend it to Council for approval.

7 **Conclusion**

The proposed plan illustrates our commitment to continuous improvement and accountability, whilst responding flexibly to ongoing changes in both the regulatory and consumer landscapes nationally and locally in Slough. They also show how the Council has successfully adopted a balance of techniques and approaches to support local businesses; drive up compliance by enabling businesses to access information & advice more effectively; enhance consumer protection and promote, with our partners, safety and wellbeing in the workplace and our communities. This is being achieved whilst at the same time off-setting the cost of delivery by appropriate charging for discretionary services.

It is clearly illustrated within the Plan how our work contributes significantly towards supporting the outcomes of the 5 Year Plan and the Slough Joint Wellbeing Strategy.

8 **Appendices Attached**

- a. Food Safety & Standards Service Delivery Plan 2020/21

9 **Background Papers**

- 1 Food Standards Agency Code of Practice (March 2017)
<https://www.food.gov.uk/about-us/food-and-feed-codes-of-practice>
- 2 Primary Authority Statutory Guidance. Regulatory Delivery, Oct 2017
<https://www.gov.uk/government/publications/primary-authority-statutory-guidance>
- '4' The Consumer Protection & Business Compliance Enforcement Policy
<http://www.slough.gov.uk/council/strategies-plans-and-policies/regulatory-and-enforcement-services-enforcement-policy.aspx>

This page is intentionally left blank

Food Safety & Food Standards

Service Delivery Plan 2020/21



The Food and Safety Team, sit's within Regulatory Services, which is an outward facing service group made up of:

- **Food & Safety**
- **Primary Authority**
- **Trading Standards**
- **Licensing**
- **Community Safety**
- **CCTV & Careline**
- **Community Safety**
- **Registration Services**
- **Cemetery and Crematory**

Our aim is to deliver a wide range of effective and responsive public protection services for our residents, businesses and visitors.

About our service:

We are responsible assessing compliance with food safety and food standards legislation at all food businesses within Slough. This role is shared between the Food & Safety Team and the Trading Standards Team. The teams are also responsible for:

- Health & Safety enforcement
- Infectious disease control
- Consumer protection
- Animal health
- Imported food and products control
- Primary Authority Partnerships
- Smoke Free enforcement



We provide a responsive service that aims to achieve a balance between enforcement and advice; taking a minimum tolerance approach on issues of serious concern, in line with our enforcement policy, whilst supporting compliant businesses.

We work closely with businesses and key stakeholders like the Food Standards Agency, Public Health England and other partners within the Council such as Public Health, Resilience and Enforcement team, Licensing, Building Control & Planning

We have the equivalent of 3.5 officers dealing with food hygiene and 1 dealing with food standards issues. We have just created a new post for a full time EHO, which will increase capacity in the food team, to 4.5 FTE working on official food controls.

The purpose of this plan is to inform you about how we are achieving our aims and of work we are doing, in conjunction with our partners and agencies, to enhance public health and well-being. We do this by:

- Completing risk based interventions, focusing on the highest risk businesses and the poorest performers
- Using a range of interventions to support business in Slough whilst protecting customers to increase the % of Broadly Compliant food businesses.
- Promoting well performing businesses through the **Food Hygiene Rating Scheme (FHRS)** and also identifying those businesses which seek an economic advantage from non-compliance and thus put Slough residents and visitors at risk
- Food quality and composition sampling
- Investigating food complaints
- Acting as '**Primary Authority**' for large businesses and manufacturers both inside Slough and nationwide, which involves formal liaison with other local authorities, giving advice and support to the business in the Primary Authority partnership. Primary Authority is a cost recovered charged service.
- Investigating food poisoning outbreaks and infectious diseases; taking action to prevent infection and spread
- Inspecting imported food, food products and the verification of imported organic food arriving via Heathrow airport
- Training food handlers to a level 2 qualification in Food Safety in Catering
- Wide range of promotional activities

This plan will be reviewed annually which provides the opportunity to record our achievements and identify those key issues that still need to be addressed. We welcome your views, comments and suggestions on how it could be improved. Please forward your views to:

Levine Whitham – Food and Safety Manager

Tel: 01753 477901 or e-mail: levine.whitham@slough.gov.uk

or

Andrew Clooney, Group Manager – Consumer Protection

Tel: 01753 875988 or e-mail: andrew.clooney@slough.gov.uk



Our Vision

The focus of work within the Food and Safety service is to ensure that the Council is able to fulfil its statutory obligations under the relevant legislation, whilst protecting wider public health and wellbeing and supporting businesses.

We care deeply about the work we do for our town and its residents, visitors and businesses; all the people we are **accountable** to. We are **ambitious** in our plans for the borough, **innovative** in our thinking and actions; all the time listening and **responsive** to those who need us, **empowering** and supporting everyone to reach their goals. All the work we do is geared towards Slough's specific community and business needs, based on local intelligence and our work with partners.

We are one team. We are Slough Borough Council

The Council's 5 Year Plan and the Joint Wellbeing Strategy set out a vision for Slough, for the people, the place, the prosperity and the town, and the things that need to be done to make this a reality. Our work underpins the 5 Year Plan objectives.

The Action Plan at the rear of this service delivery plan shows, in detail, how we are going to achieve this. It demonstrates the golden thread and shows how the Team's work links with the 5 year plan to achieve the council's wider outcomes. The Action Plan should be read in conjunction with our Enforcement Policy.

The Enforcement Policy reaffirms our commitment to carry out our duties in an open, fair and consistent manner, with a graduated approach to enforcement, based on risk. Assessment of risk and the likelihood of reoccurrence are major factors in our enforcement decisions.

We recognise that most people want to comply with the law; therefore, we want to support and enable them to meet their legal obligations without unnecessary expense.

Firm action, however will be taken, including prosecution, where appropriate. The service plan sets out the actions we are taking to enhance and improve health, safety and wellbeing in Slough.

Our service plan is ambitious and aspirational. Its important to note the comments made in the resourcing section below, in particular, the level of resource needed to meet the plans objections and that available are not equal. Ultimately we do not have the resources available to complete all aspirations within the plan. This is also mirrored in the Health and Safety Service Plan. It is likely that some of the planned work will be re-prioritised throughout the year, particularly if unforeseen demands on the service arise such as serious investigations and work to support the fight against Coronavirus.

Coronavirus

The worldwide pandemic from coronavirus which hit the UK in March 2020, created unrepresented pressure on the service, and authority as a whole. All resources were redeployed to work on preventing the spread of disease, and implementation of The Health Protection (Coronavirus Restrictions)(England) Regulations 2020. The requirement to work from home, shield, and inability to deliver some service areas created additional pressures, whilst the demands on the service from implementation of new procedures, systems of work and increased coronavirus related complaints, increased by 200%.

The additional challenges presented by the Coronavirus pandemic will almost certainly have an impact on the Team's ability to fulfil the Service Plan targets for this year. Programmed Official Feed and Food Controls were suspended for over 3 months, creating a backlog of work. We have a duty under The Health & Safety at Work Act to ensure premises are safe, and that includes from the risk of covid infection. This coupled with new a approach to all future interventions makes planning for the future challenging, and as a result we are unable to predict at the time of writing this plan, what impact that will have on our overall service delivery. However it is likely to be significant.

How we performed last year:

The Food Safety Service can be divided into key activities listed below:

- Primary Authority Scheme and our Commercial offer
- High Risk Food Premises Inspections and Interventions
- Food Alerts and Incidents
- Food Complaints & Enquires
- Imported Food Control
- Food Poisoning and Infectious Disease Investigations
- Training and Promotions
- Sampling
- Food Standards

- Enforcement Action
- Striving for Excellence & resourcing

Primary Authority Scheme



Primary Authority (PA) Partnerships comprises a legally binding contract between the Authority and a business to provide ongoing specialist advice on specific areas of regulation applicable to that business, such as fair trading, product labelling, product safety, food safety and health & safety.

Our specialist officers are able to provide companies which trade across council boundaries robust and reliable advice, through the creation of these legally recognised partnerships. The scheme also provides a safety net to ensure that local authorities are consistent in the way they regulate businesses.

Cost recovery is an essential element of the contracts and is applied to Primary Authority partnerships with an hourly charge for any work undertaken; in 2019/20 our income was £82,000 (jointly with the trading standards team). This cost recovery enables the Council to support businesses in Slough and increase the availability of specialist officers who are funded from PA at no extra cost to the Council. Last year the food & safety team had over 640 hours of advice interactions with our PA companies; a high proportion of this was advice and support requests from our partners.

As a Primary Authority we have had communication with many other Council's to ensure that inspection and enforcement action reflects the advice we have already given, and is proportionate. We continue to work with the businesses to produce national inspection plans, and give guidelines to other councils to avoid unnecessary checks and tests.

We are also a partner in Business Advice and Support Partnership (BAASP). BAASP is a partnership agreement with Kent County Council, Hampshire County Council and East Sussex County Council to increase our capacity to provide and share specialist knowledge and Primary Authority advice in the following areas:

- Trading Standards
- Food & Safety
- Health & Safety
- Fire Safety
- Licensing



This partnership has been recognised by the OPS&S as a strategic Primary Authority provider.

The number of businesses joining and leaving Primary Authority Partnerships with the Council remains changeable; however the demand on PA has remained relatively constant over the past year. As a service we currently maintain 41 partnerships.

More information on Primary Authority Partnerships can be found on the website <https://primary-authority.beis.gov.uk/about>. Businesses that would like to join the scheme can email primary.authority@slough.gov.uk

Our Commercial offer

We are always looking at ways of supporting businesses at no cost to Council or residents and offer a range of Business Support packages for local businesses. Any income generated also supports income targets.

We offer businesses bespoke advice packages either on start-up or before a planned intervention which are charged at cost price, to enable businesses to get advice on what they specifically need to do to improve their compliance with legal requirements and additionally to improve their Food Hygiene Rating. Last year we supported 6 local businesses which made an income of £1,120, this is a significant reduction on last year, where we supported 24 businesses and generated an income of £5,115. This could be because we were at capacity last year, focusing on other income streams and statutory functions.

We also delivered a project to support local food businesses in the town centre to improve their FHRs, which creates some income and is detailed below under Town Centre Project.

We also provide a service to issuing export health certificates to companies wishing to export food product out of the UK. This is a discretionary service, and last year we issued 192 export health certificates, and made an income of approx. £20k. It's important to note that this income comes from 2 local companies, which if relocated, would have a knock on effect on our income targets.

Through a range of services, last year we generated a total income of £24k.

High Risk Food Premises Inspections and Interventions

Slough Borough Council is a Competent Authority and is responsible for ensuring that Official Food Controls are undertaken. We aim to undertake all of the interventions required by the FSA's Food Law Code of Practice (FLCoP) (which is a Statutory Code of Practice), this includes 100% of all due food hygiene interventions. However, where there is a gap between the resources available to deliver these interventions and the demands on the service then our priority will be to complete interventions to food businesses which present the highest risk. In order to maximise the effective use of resources we will take advantage of Alternative Enforcement Strategies (AES) for low risk category E premises and other flexibilities in the code such as alternating between official interventions and non official controls to medium risk category D premises.

The intervention figures for 2019/20 show that we completed 98% of due inspections to our high and medium risk premises ('A', 'B', 'C' & 'D' rated premises). We inspected all of the non-broadly compliant premises that were due for interventions at the beginning of the year. In total, approximately 97% of all interventions due at the beginning of the year were undertaken (including low risk & those overdue from previous years). As with previous years our focus continued to be on premises which present the highest potential risk to the public. We had plans in place to complete 100% of all interventions due this year however the COVID-19 pandemic and the ensuing lockdown meant that we were unable to complete the last few interventions.

Changes in staffing has meant that the number of permanent FTEs working in the team has reduced slightly this year- this has placed additional demands on other operational members of the team. During the year we have used the services of two temporary contractors to assist the team. They focussed on medium risk food hygiene inspections which contributed to our overall achievement.

At the beginning of 2019/20 the proportion of premises in the Borough which were broadly compliant with food safety legislation was 82% and at the end of 2019/20 this was 87.6%. This significant improvement is encouraging, it is in part a reflection of improved standards across the borough and also a reduction in the number of businesses that are currently unrated. However, in a proportion of business we continue to find a lack of progress between interventions, this impacts on our confidence in the business' ability to manage food safety which in turn affects their overall risk rating. We will continue to use a range of advice and enforcement tools, including social media messaging, to seek improvements in the number of businesses that are broadly compliant.

Officers participate in local and national consistency exercises to ensure that we are applying the risk assessment scoring in the code accurately.

We assess new businesses on registration and send free start up advice to all businesses. However, we prioritise higher risk businesses for visits.

There are currently 876 registered food premises within the borough, ranging from large manufacturing premises to small corner shops. This number is fairly static from last year. We continue to monitor new businesses in Slough, are in regular dialogue with the Town Centre Manager and support the Town Team.

Food Service Delivery Plan 2020/21

This table shows the number of interventions required and carried out at each category of premises.

Risk Rating	Frequency of intervention	Number of interventions due at beginning of 2019/20	Number of interventions outstanding at the end of 2019/20.	Total number of interventions** carried out in 2019/20
Premise Rating - A	6 months	6	1	5
Premise Rating - B	12 months	69	0	115
Premise Rating - C	18 months	141	1	158
Premise Rating - D	24 months	166	6	174
Premise Rating - E	Alternative Intervention	77	5	48
Premise Rating – Unrated at Apr 17	Awaiting initial inspection.	19	8*	140
TOTAL		478+	21	640

* All of the unrated premises have been assessed on registration and have been given advice on food safety as part of our initial screening assessment. All but one (low risk business) have opened within the year.

**Interventions include inspections, revisits, complaint and sampling visits and self assessment questionnaires completed.

+This figure does not include the 139 new businesses that opened during the year.

The table below shows our current premises profile and interventions due for 2020/21 – this includes all interventions that were outstanding at the end of 2019/20.

Risk Rating	Frequency of intervention	Number of food premises	Number of interventions due in 2020/21
<i>Premise Rating – A</i>	<i>6 months</i>	<i>1</i>	<i>2</i>
<i>Premise Rating – B</i>	<i>12 months</i>	<i>60</i>	<i>61</i>
<i>Premise Rating – C</i>	<i>18 months</i>	<i>209</i>	<i>109</i>
<i>Premise Rating – D</i>	<i>24 months</i>	<i>343</i>	<i>146</i>

<i>Premise Rating – E</i>	<i>Alternative Intervention</i>	239	18
<i>Premise Rating – Unrated at Apr 20</i>	<i>Awaiting initial inspection.</i>	13	13
<i>Outside programme</i>	N/A	11	0
TOTAL		876	349

Coronavirus related business closures and other restrictions have lead to a suspension of almost all Official Food Controls until the middle of July 2020. We are awaiting further guidance from the Food Standards Agency on how they expect us to deal with the back log of official controls that will have built up during that time and also how we might have to deliver official food controls going forward. This is an emerging situation and we are responding to guidance as it is published.

Food Hygiene Rating Scheme

FOOD HYGIENE RATING

We participate in the National Food Hygiene Rating Scheme, the Food Hygiene Rating of businesses within the Borough are published on the national website. The scheme helps consumers to choose where to eat out or buy their food by giving them information about the hygiene standards in food businesses. There is also evidence that participation in the scheme encourages businesses to improve standards.

There are 6 levels of rating- zero to five. Assessments for a Food Hygiene Rating are carried out during routine food hygiene inspections when inspecting officers look at:

- How hygienically food is handled- including preparation, storage and temperature control.
- The condition of the structure of the building- including cleanliness, layout, facilities and maintenance.
- How the business manages and records what it does to make the food that it sells safe.

At the end of 2019/20 the number of food business with published ratings in Slough was:-

Rating	Number of businesses
0	2
1	45
2	33
3	102
4	145
5	396
Awaiting Inspection	13
Total	736

As indicated earlier our broadly compliant percentage has gone up in the past year- this has a knock on effect on the proportion of our premises that are rated 3-5 (generally satisfactory or better). Working to improve standards in our 0-2 rated premises will contribute to our target of increasing our percentage of broadly compliant businesses in the Borough.

We received 15 requests for Food Hygiene Rating Rescore visits during the year, we charge a fee of £210 for these. We also had three appeals against a Food Hygiene

Rating, this was reviewed in line with our internal procedures and in each case the original rating was confirmed.

On two occasions this year we have 'tweeted' a list of businesses who have been given Ratings of 5 or 0 to promote the scheme and encourage businesses to improve their standards. All food hygiene inspection results are published at <http://ratings.food.gov.uk/authority-search/slough>. This data is refreshed at least once a month.

Town Centre Project

Last year the team undertook a project to support food businesses within the Town Centre to improve their FHRs, subsidised by the Council as a Town Centre priority to improve the image of the town and the offer on the high street.

16 businesses were selected to form part of the project, the majority of which had a FHR of 1 – major improvement is necessary. Over the duration of the project, 2 of the 16 businesses closed and re-opened with a different FBO. These businesses then fell out of scope. An additional business failed to engage and another was not trading during the period when support visits were available. **12 businesses remained in scope and wished to participate.** All of the eligible 12 businesses received support visits approximately 1 month prior to their due food hygiene inspection. This timing was purposely planned, as it was hoped that advice given by officers would be fresh in the Food Business Operators' mind, along with sufficient time to implement their agreed action plan. Food hygiene inspections were then undertaken and assessment of standards made to determine the new FHR score.

In total **9 businesses achieved an improvement in their FHR score.** However, 1 business was subject to a Hygiene Improvement Notice to address significant non-compliance issues. Of the 12 premises that were included in the project 75% improved their FHR score, 50% are now considered to be 'broadly compliant' with a FHR 3 or above with 2 (16.6%) of the businesses achieving a score of 4 and another 2 (16.6%) gaining the top FHR 5.

Whilst improvements were achieved in the most of the 12 businesses who participated, for the remaining businesses, barriers such as willingness and desire to improve are most likely. This is also supported by the perceived lack of care regarding the FHR score from some customers. The Food and Safety Team will continue to support food business within the town centre in 2020/21

Food Alerts and Incidents

All Food alerts and incidents are dealt with in line with the Food Standards Agency's (FSA) Code of Practice and protocols, based upon risk.

During 2019/20 we were notified by the FSA of 60 Food Alerts for Information and product withdrawals, we check all notifications for potential impacts and carry out further enquiries on local distribution where information suggests it is needed. This year one locally based manufacturer instigated a recall of some of their product on food safety grounds. The team worked with the business to understand the circumstances that had lead up to the incident and to ensure that the recall guidance was properly implemented.

Food Complaints & Enquires

We dealt with **393** complaints and enquiries from or about food businesses in Slough during 2019/20. This would appear to be a significant reduction in the number of service requests received but in fact overall the demand for our services has actually increased since last year, it is just that we have been contacted for different issues as reflected on elsewhere in the service plan. A range of enquiries were responded to. In particular:

- **96** reporting concerns about food businesses/poor food handling practices.
- **33** notifications of Imported Food
- **131** requests for new business start up advice
- **22** complaints about food (including contamination with foreign bodies and mould).
- **46** complaints of food poisoning and suspected illness
- **10** requests for information about food hygiene training

We follow a procedure in relation to complaints and aim to keep the customer informed of our progress and outcome. The reasons for investigating food complaints include;

- Providing a service to the public;
- Resolving problems that may pose a risk to public health;
- Providing information to the food business operators help them improve their standards;
- Comply with our statutory requirements
- Prevent similar complaints from happening again.

The continued levels of service requests indicate that demand for the service remains high. Based on data from previous years it is likely that demand will slightly increase through the coming year.

Imported Food Control

We check and either authorise or reject consignments of imported food notified to us as entering the borough from outside the EU. We also check, and either authorise or reject all consignments of organic produce entering the Borough. In addition, we

also carryout selected checks on imported food found inland, within food premises, such as corner shops and supermarkets, to ensure it has been imported correctly and does not pose a health risk.

On a daily basis we check many consignments of imported food that have entered the EU via Heathrow. We undertake detailed documentary checks on consignments of imported food based on risk and intelligence. **This year we undertook documentary checks on 42 consignments of food, of which 6 were Product of animal origin.** Some consignments contain many different food items; each individual item must be checked for composition and restrictions. Advice is given to the importer or agent on how to correctly import the consignment and of any controls that may exist for a given food type. If the food has been imported illegally this will be subject to detention and destruction/re-exportation depending on the circumstances. This may result in visits to physically check the consignment at the custom bonded warehouse.

We have in place an onward transmission arrangement with Port health Authorities at Hillingdon Council at Heathrow, Doncaster Port Health and Uttlesford Council whereby consignments are temporarily held at a logistics business in Slough borough while the necessary checks, (for example sampling for pesticides) is undertaken on high risk products that are not of animal origin. The consignments are then either released or further detained and destroyed following the results of testing.

Some of the food checked include:

- Beans and Peas from Kenya (failed pesticide testing)
- Illegal import of milk from Sri Lanka
- Honey and fishery products from Tongo
- Butter Ghee from Kuwait
- Illegally imported animal trophy – giraffe bone
- Crayfish from Nigeria

Of the food checked, 6 consignments of illegal Product of Animal Origin (POAO) were detained and notified to HMRC, 4 of which were food and 2 were non food, such as horn, and 2 consignments of illegal Non-Products of Animal Origin was detained and destroyed.

Food Poisoning and Infectious Disease Investigations

Last year, the Food and Safety Team were notified of 243 infectious diseases and food poisoning related illnesses. This figure shows a **14% decrease** in reported infectious diseases from the previous year.

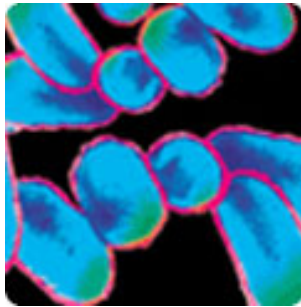


Public Health
England

Many of the infectious diseases reported to us require investigation and some require the completion of a food history. We co-ordinate investigations with Thames Valley Public Health England (TVPHE) on the basis of a regionally agreed protocol, and sometimes visit and inspect implicated food premises.

The most common food poisoning reported in Slough is **Campylobacter** which made up 47% of the reported illnesses; this corresponds with national trends, as campylobacter is the most common type of food poisoning in the UK.

Some food poisoning related illnesses affect more than one person; in these cases the possibility of an outbreak is considered and, depending on the circumstances, the team may be required to assist Public Health England with their investigation.



This year we have been involved in the following investigations linked to outbreaks of infectious disease:-

We were asked to undertake some additional follow up in relation to a national outbreak of salmonella, a suspected case lived in the Slough area.

Towards the end of the year the incidence of COVID 19 in the UK started to rise as the pandemic spread. The team has been working with the Director of Public Health, other agencies and local businesses to advise and help them prepare for the impact of the various restrictions that have been introduced since the pandemic was declared.

Training and Promotions

We operate an accredited food hygiene training course on a quarterly basis which is open to all members of the public. This is an important service, and ensures all food handlers can attend essential food hygiene training, resulting in better educated and trained personnel, preparing safer food for consumers. In addition, registered tutors from the Team also provide food hygiene training for individual businesses on request, often during school holidays and at weekends.

We continue to use Highfield as the awarding body, who are regulated by Ofqual. The course we provide is a regulated qualification that complies with the Regulated Qualifications Framework (RQF).



Highfield

awarding body for compliance

Approved HABC Centre

The Level 2 Food Safety in Catering continues to be a valued and sought after qualification for many individuals and businesses, although we have seen demand over the past year dwindle due to a number of factors including Covid-19. Larger organisations including local schools and children's centres continued to book a small number of our bespoke courses which provided them a dedicated course for several of their own staff, often in their own venues. However individual bookings from small food business operators for our public courses has reduced significantly resulting in only 2 of the proposed 4 training courses actually running. The popularity of cheaper (but often inferior) on-line training courses could be a factor, but in a year where Brexit, a General Election and Covid-19 dominated, a number of provisional bookings were cancelled due businesses concentrating on other priorities.

Continuation of our traditional face to face training courses over the coming year is expected to be low as social distancing measures brought in as a result of the Covid-19 pandemic continue. A return to delivering courses will very much depend on how social distancing measures are eased and whether demand for this approach returns. In the meanwhile we will be exploring offering remote forms of training to ensure that food businesses who need staff hygiene training can access accredited training courses and quality training materials.

Fees for food hygiene courses have not increased this year in order to stay competitive with the rest of the market & to make them as affordable and accessible as possible to both individuals and businesses.

The team has over the last year:

- Run **7** courses (down from 9 the previous year)
- Trained **74** candidates (down from 89 the previous year and 136 in the year 2017-18)
- Had an average pass rate of **95.9 %** (which is a slight dip from 96.6% the previous year, but maintains our pass rate at above 95% for the third year running).

Food hygiene training remains an important factor in improving the food safety standards within Slough, as better trained and educated food handlers will ultimately contribute to a reduction in food poisoning cases. It is therefore our intention to explore diversifying into easily accessible remote forms of learning to ensure that food sold within Slough to residents and to people passing through the borough and using its facilities continues to be as safe as possible.

Sampling

The team took 72 microbiological samples last year (consisting of swabs, food samples and water samples), which was a minor decrease of 5 samples on the previous years sampling activity.

Our emphasis this year fell very much to participation in regional sampling surveys which included:

- Microbiological quality of plastic containers used to store food in takeaway premises;
- Prepared salads and garnishes
- Ice cream and ice cream scoop water

The study looking at the microbiological quality of plastic containers used to store food in takeaway premises was a continuation of last years Berkshire wide initiative. A total of 14 samples, comprising of swab tests were taken in 4 premises (comprising 3 high street takeaways and 1 retail store handling raw & cooked meat). Repeating last years findings, there was a high proportion of unsatisfactory results (6 out of 14 or 42.8%) all of which were due to elevated levels of Enterobacteriaceae. The results reflected poor practices such as the continual re-use of plastic containers (that were perhaps only ever designed for single use, such as mayonnaise & ice cream cartons); poor cleaning & disinfection methods; the use of containers that are not intended for food contact (such as general use storage boxes) and the poor quality of some of the containers that were visually damaged.

The salad and garnish samples, which were taken from the same 3 takeaway shop premises, comprised of food samples of ready to eat prepared salad items or garnishes. But unlike the swabs from the plastic containers, all 9 samples returned satisfactory results



Lastly, we contributed 14 samples to a regional study looking at the microbiological quality of ice cream and ice cream scoop water, from 3 premises in Slough. All 5 scooped ice cream samples returned satisfactory results, as did the 3 ice cream scoop water samples, showing them to be of good microbiological quality and in line with the standards set for food and water of this nature. Les so, the whippy style ice cream samples had 2 out of 3 samples classed as “borderline” due to slightly elevated levels of Enterobacteriaceae and all 3 swab samples taken from the handles of the ice cream scoops were unsatisfactory due to high levels of the same indicator organism, possibly demonstrating a lack of effective or regular cleaning to these hand contact surfaces.

We also focussed our sampling activity at localised issues, which this year included:

- Concerns over unsafe food product or processes
- Investigation of possible illness due to food consumption
- Poor premises
- Local manufacturers

Our reactive sampling was carried out in response to 2 incidents that arose during the year to help inform the investigations. The first was an issue with an unprocessed ingredient used in the manufacture of ready to eat food, over which we noted concerns during a food hygiene inspection. Using the sample results showing that 2 out of 4 samples taken were unsatisfactory for *Escherichia coli*, we were able to work with the food business to modify their production process, to make it safe.

In the second case, following a report of suspected foodborne illness, we took a total of 18 foods and 1 cleaning cloth sample on two different dates from a catering premises. After the first set of informal samples provided a number of unsatisfactory results (2 out of 7) a further 11 samples were taken formally a couple of days later. These too showed very poor results for 2 food items in particular and were indicative of serious food hygiene failings at the business. Whilst improvements at the business have now been secured, legal proceedings are being considered for the food safety failures at the time of the investigation.

Of our 2 manufacturing premises sampled, all 13 samples taken of finished products produced satisfactory results.

In all cases of unsatisfactory samples, letters were sent to each of the implicated businesses on how to improve hygiene and cleaning & these will be followed up during the next visit/interventions.

Unlike previous years we did not participate in two national surveys as the nature of these studies meant that they were not applicable to the types of food businesses in Slough. Whilst we did collect some samples of flour from food businesses for participation in a third national study this activity was not completed before the Covid-19 lockdown took effect. It is anticipated however that this can easily recommence and be completed once we are in a position to be able to resume sampling activities again.

Food Standards

Trading standards successfully completed 100 per cent of their high risk routine food standards inspections in 2019/20, in addition to other food standards enforcement visits.

A total of 201 food standards visits were carried out last year. Which resulted in the following Interventions:

- 35 Written Warnings issued
- 69 Compliant on First Visit
- 57 Non-compliant on first visit
- 20 Compliant on Contact
- 5 Non-compliant on contact

We also undertook further work on giving advice on food labelling to new food businesses; providing detailed food standards advice to the relevant Primary Authority partners, and taking part in the following food sampling and food related projects:

We received 95 complaints / enquiries in relation to food standards

We undertook 5 standards samples in relation to undeclared allergens. All samples passed and businesses have been informed.

A separate Trading Standards 2020/21 service plan has been produced which includes Food Standards, which is available via www.slough.gov.uk/business/trading-standards/the-trading-standards-service.aspx

Enforcement Action

Our primary function is to achieve regulatory compliance in order to protect the public, legitimate businesses, consumers, workers and the general public of Slough. However we reserve the right to take enforcement action where necessary and use a comprehensive set of measures in our enforcement approach. We actively work with businesses and other stakeholders to achieve our shared goals. Any enforcement action by us will be graduated, proportionate and in accordance with the council's enforcement policy.

A full copy of the policy can be found on our website:

www.slough.gov.uk/council/strategies-plans-and-policies/regulatory-and-enforcement-services-enforcement-policy.aspx

The following enforcement action was taken by the Food team in 2019/20

Hygiene Emergency Prohibition Notices	1
Hygiene Improvement notices	35
Written warnings/Letters sent	456
Prosecutions completed	1
Simple Caution	0
Seizure and Destruction of Food (excluding imported food)	0
Detention of Food (excluding imported food)	0
Voluntary Closure	0

Striving for Excellence and Resourcing

Providing excellent customer services is important to us. We will always:



- Be polite, friendly and offer a helpful service
- Take the time to listen and explain things
- Provide accurate information and advice, in a clear and straightforward way
- Deal with enquiries immediately, but if this is not possible, tell you who we have passed your enquiry to and their contact details
- Keep you informed of progress and the outcome of our investigations
- Treat you fairly and with respect

Customer Pledge

We aim to provide every customer with a quality service and will seek feedback from you to help further improve the quality of the services we provide. A manager will contact you personally if you are unhappy with the service received.

In addition, we have introduced the following standards against which we will monitor the responsiveness of our service, namely:

Service Standard	Target / Response Times
Respond to customer complaints and enquiries	Within 5 working days
Provide a full response	Within 10 working days

Customer Feedback and Quality Assurance

We aim to use feedback questionnaires following each intervention. Last year the amount of feedback we received was low, as with previous years. This is a combination of officers failing to hand out the feedback questionnaire, and a poor response from the business. we also intend undertake interventions electronically, incorporating a feedback option for businesses to complete at the time of the inspection.

We aim to undertake formal monthly quality assurance monitoring on the whole range of our service delivery. Our QA procedures assess the work of our officers to ensure that it meets the high standard expected by the service. The amount of quality assurance undertaken last year was lower than previous years due to

increased demands on the service and competing priorities. However other informal quality assurance monitoring was undertaken during officer monthly assessments.

Members of the team represent the Authority in a number of regional bodies with the aim of sharing good practice, including the National Food Hygiene Focus Group, Berkshire and Oxfordshire Food and Health & Safety Liaison Group, The Regional Sampling Group, CIEH food experts advisory panel and the Berkshire Infectious Disease group.

Resourcing

The Full Time Equivalent (FTE) staff allocated to food safety & standards work is **4.74 FTE**. This includes the food and safety manager (0.2 FTE) and a Business Support Officer (0.5 FTE). 1 FTE officer is also allocated to Trading Standards work (included in this figure)

The cost of the service during 2020/21 to meet the Food Standards Agency (FSA) Food Law Code of Practice obligations will be approximately **£350,000**, for both Food Safety and Food Standards. A breakdown of the resources committed to Food Safety and Standards work is contained in Appendix A.

There is an estimated shortfall of 2.5 FTE, based on the FTE required to complete all of the FSA guidance obligations, and that currently allocated to food work.

We have created a new full time EHO post within the food and safety team, which will help offset this demand, however this post is currently vacant. We will aimed to make efficiencies and create income to offset this shortfall, however due to Coronavirus, this will not be achieved. To complete all of the obligations within this plan is ambitious. Ultimately priority will be based on risk and outcome, and work may be re-prioritised as needs change. Some low risk inspections and aspirational health and safety projects will not be undertaken. Premises deemed as low risk will be managed so their risk is reviewed regularly, and should their risk rating increase, the premises will immediately be subject to interventions. Where possible we will make use of flexibilities within the guidance and other smarter, agile and mobile working initiatives, all of which are detailed in the Action Plan attached as **appendix A**. In addition, the delivery of official feed and food controls delivery is under review, which will have a significant effect on the delivery of this service.

The FSA are aware that the expectations on local authorities outweigh what can be delivered, and a national review on the delivery of food safety regulation is under review, namely 'Assessing Business Compliance' (ABC), formally called Regulating our Future'. We will continue to undertake quality inspections, not quantity.

Areas for development

We are always striving to move the service forward. In order to achieve this, we set targets to identify areas for development during the coming year;

- Continuing to develop and expand income generating streams
- Increasing the number of businesses within Slough achieving a 3, 4 and 5 score in the FHRS (broadly compliant % figure)
- Reviewing and updating the information we have on the CIVICA data base about local food businesses including childminders.
- Updating our general procedures
- Improving our customer feedback

Staff Development

On going development of the work force is paramount to ensure a comprehensive service is provided to the customer, whilst maintaining continuous improvement and providing value for money.

The Food Standards Agency requires that the Council maintains the competency of its officers and also that we have officers with sufficient skills to maintain the breadth of competency needed for Slough specifically. The town's close location to Heathrow airport places additional training requirements upon the team in relation to complex Imported Food legislation.

Variation from service plan

Departures from this service will be exceptional, capable of justification and be fully considered by the Group Manager for Consumer Protection, Andrew Clooney, before varying action is taken. Reasons for any departure will be fully documented. **The action plan for 2020/201, which outlines planned work for the year in Appendix B.**

APPENDIX A

Resource Requirements for Food Service Delivery 2020/21 calculations

EHO = Environmental Health Officer

TSO = Trading Standards officer

Service Provision	Expected output	FTE required	Resource
Food Hygiene Interventions to all premises due	Cat A 11 Cat B 60 Cat C 109 Cat D 146 Cat E 18 Unrated 12 Total due 356	2.23	S/EHO
Primary Food Standards Inspections	High Risk (A) 10 Medium Risk (B) 46* Low Risk (C) 7* Unrated 25* * These numbers have been reduced to what was originally planned due to the Covid pandemic.	1.0	EHO/TSO
Imported Food Control	Difficult to estimate demand	0.1	EHO/TSO
Complaints & Service Requests	800 This number is higher than previous years, taking into account the increase in H&S/Covid complaints in Q1 2020/21	1.0	EHO/TSO
Sampling	100	0.12	EHO/TSO
Primary Authority Food Related Work	Difficult to estimate demand	1.0	EHO
Enforcement Action – emergency procedures, case files, simple cautions & prosecutions	May vary	0.50	EHO/TSO
Food Hygiene Training	Undertaken in officers own time	0.0	EHO/TSO
QA and updating of procedures		0.2	Manager/ Team Leader
Day to day management of service delivery		0.5	Manager
Administration		0.75	Business Support Officer
Total (including admin & management of service)		7.4	

FOOD SAFETY & STANDARDS ACTION PLAN 2020/21

Directorate: Adults and Communities	Service Manager: Levine Whitham
Division: Regulatory Services	Budget: £350,000 (including Food Standards)
Team: Food and Safety Team, and Trading Standards Team	Number of staff employed: 5.18 FTE Dealing with Food Safety and Hygiene, and Standards (including Food & Safety Manager 0.2 and Business Support Officer 0.75)
<p>Service Objectives:</p> <p>We have strong links to the Councils 5 Year Plan, which is indicated against each service activity below. The work of the Food Safety & Standards teams is essential in securing safe foundations from which the council can deliver its plan. Without the basics, such as safe places to eat and protection against disease and food related illness, it would be impossible to build a safe, healthy and vibrant place to live, work or visit. We are the prerequisite for a fit and resilient Borough.</p> <p>Protecting public health via Food Safety; Income generation via the Primary Authority Scheme and Commercialisation; and Supporting local businesses in Slough.</p> <p>Provide a value for money food safety service within the Food & Safety and Trading Standards Teams with excellent customer focus and well motivated competent staff to deliver our statutory obligations and the specific needs and priorities of Slough.</p> <p>The timely delivery of specific work plans, evidence based initiatives and joint working with partners both within and beyond the Council to improving the quality of life in Slough and protect customers whilst supporting business growth and developments within the Town Centre.</p>	

Service Activity	Priority & 5 YP Outcome & Statutory Requirement	Targets	Key Actions	Anticipated Outcomes	Responsible Officer	Time Scale & Measures
Primary Authority (PA) & Compliance Support	<p>3. Slough will be an attractive place where people choose to live, work and stay</p> <p>5. Slough will attract, retain and grow businesses and investment to provide opportunities for our residents</p> <p>Income generation</p>	<p>Maintain income targets</p> <p>Develop existing PA's and explore new PA opportunities, creating income in line with projected target.</p> <p>Support the Business Advice and Support Partnership (BAASP) and its strategic objectives.</p>	<p>Designated officers to work closely with PA businesses to:</p> <p>Develop partnerships with PA clients</p> <p>Provide specific advice in relation to management systems & procedures and controls adopted by the company nationally</p> <p>Issue 'formal PA advice' where procedures and controls are deemed suitable and compliant</p> <p>Handle referrals from other local authorities and central government bodies on behalf of that business</p> <p>Develop and publicise Inspection Plans</p> <p>Issue of advice and guidance to other Enforcement Authorities on the companies activities</p> <p>Maintain an accurate record of any advice and guidance</p> <p>Hold meetings with partner businesses on a regular timetable of mutual agreement, along with annual action plans where mutually agreeable.</p> <p>Respond to request within in line with Customer Charter and Pledge, or as agreed with the PA.</p>	<p>Generate income</p> <p>Improved standards, efficiencies and compliance within PA's, with less enforcement action taken by Enforcement Authorities (EA).</p> <p>Reduced, efficient and effective regulation by other EA nation wide, via the provision of PA support which has a national impact.</p> <p>Reduced regulatory burden on PA businesses.</p>	<p>Food & Safety Manager</p> <p>Trading Standards Manager</p> <p>All Food Safety & Trading Standards Officers</p>	<p>March 2021</p> <p>Monthly Reports on hours and income generation</p> <p>Quarterly Reviews</p> <p>Yearly overview of individual company Action Plans</p> <p>Number of PA's in Portfolio</p> <p>Virtual PA management team</p>
Income Generation and Commercialisation	<p>3. Slough will be an attractive place where</p>	<p>Maintain income target</p>	<p>Provide free signposting to comprehensive self help support and guidance to new business start ups and existing SME's in Slough.</p>	<p>Generate income</p> <p>Improved standards,</p>	<p>Food & Safety Manager</p>	<p>March 2021</p>

	<p>people choose to live, work and stay</p> <p>5. Slough will attract, retain and grow businesses and investment to provide opportunities for our residents</p> <p>Income generation & effective use of resources</p>	<p>Develop commercialisation opportunities to generate income, in line with projected income target.</p> <p>Support the Business Advice and Support Partnership (BAASP) and its strategic objectives.</p>	<p>Grow and promote our offer of chargeable business support options for all types of businesses, both inside and outside Slough, including, but no limited to:</p> <ul style="list-style-type: none"> • Primary Authority • Tailored business advice • Assessment of labelling/brochures/website • Pre-start up advice • Pre-Inspection support visits • Regulatory Health Check • Training & Talks • Training needs assessment • Analysis of statutory defence • Review of policy & procedures • Audit of systems • Support in achieving 5 FHRS • Supply of SFBB material • Buy with Confidence • Assured Trader Schemes • Funded projects from regional or national groups (TSSE/NTS) <p>Generate income from charging for Food Hygiene Rating Scheme re-score visits and SFBB packs.</p> <p>Sent quarterly emails to all businesses due for inspection within the forthcoming quarter reminding them of their due food hygiene inspection date, and current FHRS, whilst offering a chargeable pre-inspection visit.</p> <p>Provide easy to access payment services, including telephone and online payments.</p> <p>Promote and advertise services, including working with</p>	<p>efficiencies and compliance within businesses.</p> <p>Reduced the amount of regulation required by the council via business paying for support and improving standards before statutory inspections are undertaken.</p> <p>Developed skilled workforce, with a range of business support abilities.</p>	<p>Trading Standards Manager</p> <p>All Food Safety & Trading Standards Officers</p>	<p>Monthly Reports on hours and income generation</p> <p>Number of businesses given chargeable business support.</p> <p>Number of businesses achieving 5 FHRS.</p> <p>Time spent on regulation, and number of planning inspections achieved.</p> <p>Number of hits on our website.</p> <p>Number of press released and publicity campaigns</p>
--	--	---	---	--	--	--

			<p>other council departments, leaflets, press releases, and information on website.</p> <p>Benchmark where possible with other local authorities who have embarked on commercial enterprises to highlight best practice.</p>			
<p>Interventions with food premises in Slough</p>	<p>3. Slough will be an attractive place where people choose to live, work and stay</p> <p>5. Slough will attract, retain and grow businesses and investment to provide opportunities for our residents</p> <p>Statutory Requirement</p> <p>Income generation & effective use of resources</p>	<p>100% of due food interventions, including approved premises in line with FSA CoP</p> <p>All approvals to be issued within time limits as defines in FSA CoP</p> <p>Assess compliance with allergen information to consumers and safe handling of allergens during food interventions</p> <p>Deal with complaints and service requests in line with Customer Service Charter and Pledge</p> <p>Explore focused interventions and sector specific</p>	<p>Allocation of interventions based on risk priority.</p> <p>Make full use of Alternative Enforcement Strategies (AES) to applicable businesses in line with FSA CoP, including newsletter, SAQ's, targeted advice and other relevant advice.</p> <p>Stagger interventions & AES to support the service in achieving statutory requirements in FSA CoP.</p> <p>Share intel and concerns regarding allergens with trading standards, and take action to ensure compliance and consumer safety where necessary.</p> <p>Secure improvements where there are evident concerns, taking enforcement action where compliance is poor; in line with the council's Enforcement Policy and business growth agenda.</p> <p>Recover costs for service of Hygiene Emergency prohibition Notices.</p> <p>Provide free signposting to comprehensive self help support and guidance to new business start ups and existing SME's in Slough.</p> <p>Offer chargeable business support options as detailed above.</p>	<p>Safer food businesses in Slough & increase in % of broadly compliant premises</p> <p>Reduced incidence of food poisoning</p> <p>Increase in proportion of premises achieving 3, 4 & 5 in the Food Hygiene Rating Scheme (FHRS)</p> <p>Consumers have greater information on local business hygiene standards, so they can make informed choices on where to eat and purchase food</p> <p>Number of concerns raised and intel shared</p> <p>Number of businesses taking up chargeable business support</p>	<p>Food & Safety Manager</p> <p>Food Safety Team Leader</p> <p>All Food Safety Officers</p> <p>TS/NET/Licensing acting as 'eyes and ears'</p> <p>Support material from the FSA</p>	<p>Ongoing until March 2021</p> <p>Monthly and Quarterly review</p>

		<p>projects on high risk premises or where local intelligence suggests necessary</p> <p>Ensure all new food business registrations are risk assessed & inspected in line with risk and FSA CoP</p> <p>Offer business support options as detailed above.</p> <p>Where possible undertake joint food hygiene and standards visits to make efficiencies and reduce burden on business.</p>	<p>Publicise enforcement action taken against non compliant premises as a deterrent to other businesses and incentivise improvements.</p> <p>Publicise non compliant businesses who put public health at risk by tweeting 0 FHRS</p> <p>Publicise and award those businesses that do well, but tweeting 5 FHRS</p> <p><i>Added Value:</i></p> <ul style="list-style-type: none"> - <i>Use professional curiosity when visiting premises to identify concerns and share intelligence with relevant bodies</i> - <i>Raise aware of CSE and safeguarding when visiting premises, by handing out leaflets and information</i> <ul style="list-style-type: none"> - <i>Assessing compliance with Smoke Free requirements</i> - <i>Identify H&S matters of concern and take appropriate action where necessary</i> - <i>Assess pest activity and waste issues external to food premises and share intel with NET team</i> 	<p>Number of joint food hygiene & standards visits undertaken</p>		
<p>Reactive Investigations, response to intelligence from other areas of work, Food Complaints & response to</p>	<p>3. Slough will be an attractive place where people choose to live, work and stay</p> <p>5. Slough will</p>	<p>Respond to 100% of service request within 5 days and in line with customer charter.</p> <p>100% of investigations</p>	<p>Investigate service requests and where issues are identified use a full range of enforcement options to ensure compliance and safety.</p> <p>Take a minimum tolerance approach to serious incidents, whilst managing customer expectations in line with Customer Charter.</p>	<p>Safer food businesses in Slough.</p> <p>Reduced incidence of food poisoning</p> <p>Consumers feel able to eat out and purchase</p>	<p>All officers</p>	<p>Ongoing until March 2021</p> <p>Assess during 1:1 meetings and Case Reviews</p>

<p>service requests</p>	<p>attract, retain and grow businesses and investment to provide opportunities for our residents</p> <p>Statutory Requirement</p>	<p>proceeding to formal action to be reviewed by Team Leader/Manager at monthly 121's</p>	<p>Promptly close service requests which are not serious or present health risks, managing customer expectation from the beginning. Where appropriate signpost customers to self help resources.</p> <p>Work in line with Enforcement policy, prosecution template and internal procedures. Outcome from QA - in line with procedures</p> <p>Full range of enforcement options used, as appropriate in line with the enforcement policy</p> <p>Explore alternative enforcement opportunities on a case by case basis.</p> <p><i>Added value:</i></p> <ul style="list-style-type: none"> - <i>Work to support % increase in BC businesses</i> 	<p>food safely in businesses within Slough</p> <p>All complaints and service requests dealt with in line with Customer Service Charter and Pledge</p>		<p>Number of businesses and customers provided with regulatory support</p>
<p>Food Hygiene Rating Scheme</p>	<p>3. Slough will be an attractive place where people choose to live, work and stay</p> <p>5. Slough will attract, retain and grow businesses and investment to provide opportunities for our residents</p>	<p>Continue to implement FHRS in Slough food businesses in line with FSA Brand Standard</p> <p>Increase in premises achieving 2, 3, 4 and 5 score in the FHRS</p> <p>Improved customer awareness of the Scheme, and better informed choices when eating out</p>	<p>Risk based interventions focusing on 0 & 1 FHRS scoring premises, to increase scores and hygiene standards, and their business potential</p> <p>Publicise the scheme monthly via tweeting 0 & 5 FHRS businesses, to increase peer pressure on low performing businesses to achieve higher scores.</p> <p>Publicity campaigns around key dates, such as Valentines and Christmas to raise awareness of FHRS.</p> <p>Provide free guidance to businesses on the scheme and how to achieve 5 FHRS.</p> <p><i>Added value:</i></p> <ul style="list-style-type: none"> - <i>Work to support % increase in BC businesses</i> - <i>Support compliance businesses and target those</i> 	<p>Measurable improvement on risk ratings</p> <p>Consumers have greater information on local business hygiene standards, so they can make informed choices on where to eat and purchase food.</p>	<p>Food Safety Team Leader</p> <p>All Officers to support</p>	<p>March 2021</p> <p>Monthly review</p> <p>Number of publicity actions to raise customer awareness.</p>

			<p><i>seeking financial gain from non-compliance</i></p> <ul style="list-style-type: none"> - <i>Peer pressure to improve ratings and threat of adverse publicity</i> 			
<p>Supporting the Town Centre</p>	<p>3. Slough will be an attractive place where people choose to live, work and stay</p> <p>5. Slough will attract, retain and grow businesses and investment to provide opportunities for our residents</p>	<p>Attend Town Team meetings and walk arounds</p> <p>Project lead on getting a regular market into on the High Street</p> <p>Support businesses within the town in achieve good food hygiene and safety standards.</p>	<p>Project to improve the number of food businesses in the town centre with a good or very good food hygiene rating: Identify poor performing food businesses, including restaurants, take away's and retailers, within the town centre area and offer subsidised support to improve their FHRs (aiming for a 5 FHRs), and in turn attractiveness to customers.</p> <p>Offer a suit of chargeable business support options, along with free signposting aforementioned, to allow business growth.</p>	<p>Improvement in FHRs scores within businesses in the town centre</p> <p>Number of businesses participating in the project</p>	<p>Food Safety Team Leader</p> <p>All Officers to support</p>	<p>March 2021</p>
<p>Level 2 Food Hygiene Training Programme</p>	<p>5. Slough will attract, retain and grow businesses and investment to provide opportunities for our residents</p> <p>Income generation &</p>	<p>Offer food hygiene courses, minimum of 4 courses a year, to members of the public both inside and outside Slough.</p> <p>Offer courses to other service uses, such as the Councils Training & Development Team,</p>	<p>Develop a publicity campaign to advertise course, and where appropriate discounts to attract bookings.</p> <p>Undertake annual internal audit of course procedures to ensure in line with Highfield requirements.</p> <p>Evaluate course feedback and where necessary take appropriate action to ensure course delivery to high standard.</p> <p><i>Added Value:</i></p> <ul style="list-style-type: none"> - <i>self funding training reducing delivery costs to SBC</i> 	<p>Improve food safety knowledge amongst food handlers, in turn improving food safety standards within businesses & increase in % of broadly compliant premises</p> <p>Supports businesses in regulatory compliance, including those with</p>	<p>Sandi Johal</p> <p>Support from all food officers</p> <p>Support material from training provider</p>	<p>March 2021</p> <p>Quarterly review</p> <p>Feedback from candidates</p> <p>Number of candidates taught and pass rates</p>

	effective use of resources	<p>and other private businesses.</p> <p>Maintain procedures required for an accredited training centre</p> <p>Maintain the high standard of course delivery currently achieved.</p> <p>Provide quick and easy payment methods.</p>	- Positive impact on BC %	enforcement notices served.		
Imported Food Controls	<p>3. Slough will be an attractive place where people choose to live, work and stay</p> <p>5. Slough will attract, retain and grow businesses and investment to provide opportunities for our residents</p> <p>Statutory</p>	<p>Intelligence and risk lead checks on 100% of imported food notifications.</p> <p>Continue to support and facilitate Onward Transmission (OT) arrangements with clearing agents in Slough, regarding high risk food imported and subject to BIP testing.</p>	<p>Duty officer to monitor and respond to all notifications of imported food on a risk based approach, taking appropriate enforcement action where necessary.</p> <p>Maintain close working arrangements with both MHMRC, Hillingdon, Stanstead and Felixstowe BIP, regarding the sharing of intel, OT's and location of ETSF's.</p> <p>Undertake verification of organic imported food and issue certificates to imported organic food were requested</p> <p>Control of onward Transmission referrals and notifications of Personal Imports</p> <p>Investigations into illegally imported Products of Animal Origin (POAO) and other restricted foods (NPOAO), both at ETSF's and inland.</p>	<p>Safe and complaint food imported into the EU via Slough.</p> <p>Food businesses in Slough, offering safe and complaint imported food.</p>	<p>Food & safety Manager</p> <p>All officers to support</p>	<p>March 2021</p> <p>Quarterly Review</p> <p>Number of imported food consignments checked and notices serviced.</p> <p>Number of inland food investigations undertaken & notices serviced.</p>

	<p>Requirement</p> <p>Income generation & effective use of resources</p>		<p>Work with clearing agents and importers regarding the safe and legal import of non EU foods, including signposting to information and advice on our website and elsewhere.</p> <p>Issue of export certificates to businesses inside and outside Slough, regarding the export of foods outside the EU.</p> <p>Annual review of internal procedures, including keeping abreast of know and emerging issues and rapid changes in import controls.</p> <p><i>Added value:</i></p> <ul style="list-style-type: none"> - <i>Slough community, the rest of the UK and other EU countries are protected against illegal and hazardous imports from third countries</i> 			
<p>Sampling</p>	<p>3. Slough will be an attractive place where people choose to live, work and stay</p> <p>Statutory Requirement</p>	<p>Participating in National and Regional sampling programmes to investigate emerging food concerns, and to ensure food is safe</p> <p>Undertake sampling as part of a suite of interventions to improve food hygiene and food standards and focus on high risk and local needs</p>	<p>Regional sampling to be agreed at Berkshire Food Liaison group.</p> <p>Explore funding avenues from external organisations e.g. Food Standards Agency</p> <p>Undertake appropriate APT (adenosine triphosphate) testing in local businesses on cleaning practices, giving immediate results during interventions and projects to increase awareness of effective cleaning.</p> <p>Timely follow up on 100% of sampling results, including investigation into unsatisfactory results where necessary.</p> <p>Explore joint sampling initiatives with Food Standards Officers where appropriate</p> <p>Undertake imported food sampling where intelligence suggests necessary</p>	<p>Contribute to local and national sampling intelligence, which will support improved both hygiene and food standards levels in Slough and nation wide.</p> <p>Safer food locally and nation wide.</p>	<p>Julie Snelling</p> <p>All officers to support</p>	<p>March 2021</p> <p>Quarterly review</p> <p>Number of samples taken</p>

<p>Infectious Disease Notifications & Control, and Public Health</p>	<p>3. Slough will be an attractive place where people choose to live, work and stay</p> <p>Statutory Requirement</p>	<p>Investigation of Infectious Notifications including suspected food poisoning outbreaks in line with Public Health England (PHE) protocols</p> <p>Support Public Health Initiatives</p>	<p>100% of notified infectious disease cases investigated in line with PHE Protocols. Appropriate action taken where food handlers, or high risk groups are involved, including exclusion from work until clear of infection.</p> <p>Where source can be identified, take appropriate action to prevent reoccurrence, including enforcement.</p> <p>Link in with the Public Health team to support initiatives where possible, including obesity.</p>	<p>Reduced incidents of infectious disease.</p> <p>Increased intelligence on sources of infectious disease, locally and nation wide</p>	<p>Food Safety Team Leader</p> <p>All Officers to support</p>	<p>March 2021</p> <p>Quarterly reviews</p>
<p>Food Standards Inspections and work.</p>	<p>3. Slough will be an attractive place where people choose to live, work and visit</p> <p>5. Slough will attract, retain and grow businesses and investment to provide jobs and opportunities for our residents</p>	<p>100% of due food standard inspections.</p> <p>Carry out Intel led - Sampling on Takeaway meals for:- traceability, colours, GM oil, meat & fish speciation, and allergens at catering premises. Project to establish which food operators are gathering the appropriate documentation to verify the authenticity of their</p>	<p>Allocation of interventions based on risk priority.</p> <p>Make full use of Alternative Enforcement Strategies (AES) to applicable businesses in line with FSA CoP, including newsletter, SAQ's, targeted advice sessions and other relevant advice.</p> <p>Inspections based on risk;</p> <ul style="list-style-type: none"> - 100% inspection of A, B, C and all other non complaint food businesses - Identified poor performing businesses targeted with appropriate interventions and re-rating the risk <p>To tackle Food Fraud</p> <p>Secure improvements where there are evident concerns, taking enforcement action where compliance is poor; in line with the council's business growth agenda, providing</p>	<p>Safer food businesses in Slough & increase in % of broadly compliant premises</p> <p>Increased awareness among traders of their legal responsibilities in respect of Food Standards.</p> <p>Working alongside our colleagues in Food Safety the aim will be to provide consumers with greater information on food standards and local business hygiene</p>	<p>Trading Standards Manager/ Food Standards Lead Officer</p> <p>Food Safety Team Leader</p> <p>All TS Food Officers</p> <p>FS/NET/ Licensing acting as 'eyes and ears'</p>	<p>Ongoing until March 2021</p> <p>Monthly and Quarterly review</p>

	<p>Statutory Requirement</p>	<p>food products.</p> <p>Calculate amount of traders brought into compliance.</p> <p>Participation in national/regional sampling programmes as directed by TSSE or the Public Analyst. Including Internet sellers within the Borough.</p> <p>To work collaboratively with TSSE to undertake the Food Standards that have been identified as a regional national problem</p> <p>Ensure all new food business registrations are risk assessed & inspected in line with risk and FSA CoP</p> <p>Offer business support options as detailed above.</p>	<p>‘incubation periods’ where suitable.</p> <p>Provide free regulatory advice for new businesses starting up.</p> <p>Alternative interventions to low risk premises, including newsletter, SAQ’s, targeted advice sessions and other relevant advice.</p> <p>Publicise enforcement action taken against non compliant premises as a deterrent to other businesses and incentivise improvements.</p> <p>Enhance advice for businesses on SBC web site</p> <p>Involvement in targeted sampling projects for compliance with a wide range of food legislation (e.g. compositional standards, compliant labelling, health nutritional information, additives, allergens, colourings, GM Oil and traceability etc.), with further follow up enforcement as required.</p> <p>Undertake sampling as part of a suite of interventions to improve food standards and food hygiene focus on high risk and local needs and intel lead information.</p> <p>Participating in National and Regional sampling programmes to investigate emerging food concerns, and to ensure food is safe</p> <p>Offer chargeable business support options as detailed above.</p> <p>Publicise enforcement action taken against non compliant premises as a deterrent to other businesses and incentivise</p>	<p>standards in order that they can make informed choices on where to eat and purchase food.</p> <p>Working in partnership on local, regional and national basis.</p> <p>Better understanding of compliance levels in take away sector in relation to food standards.</p>	<p>Support material from the FSA</p>	
--	-------------------------------------	--	---	---	--------------------------------------	--

			<p>improvements.</p> <p>Enhance advice and signposting for businesses on SBC web site.</p> <p>Focused interventions and sector specific projects on high risk premises or where local intelligence suggests necessary</p> <p><i>Added Value:</i></p> <ul style="list-style-type: none"> - <i>Assessing compliance with all consumer protection legislation</i> - <i>Identify matters which may be relevant to other services</i> 			
<p>Page 149</p> <p>Becoming an enabling authority – providing self help and links to guidance and support</p> <p>Promotion of Food Hygiene issues and involvement in joint projects with other partners</p> <p>Community engagement</p>	<p>3. Slough will be an attractive place where people choose to live, work and stay</p> <p>5. Slough will attract, retain and grow businesses and investment to provide opportunities for our residents</p>	<p>Increasing the number of users accessing the council website for information and self help</p> <p>Increase enquires to the team via foodandsafety@slough.gov.uk</p> <p>Provide free signposting to comprehensive self help support and guidance to new business start ups and existing SME's in Slough.</p>	<p>Publicise and direct users to councils website and dedicated email on all correspondence to businesses.</p> <p>Review and update information on council website on an annual basis, and when new information becomes available, ensuring its user friendly and information easily accessible.</p> <p>Work with the Town centre manager to support local shops</p> <p>Undertake monthly tweets of businesses with 0 & 5 FHRS.</p> <p>Participate in the FSA national food safety week campaign.</p> <p>Publicise enforcement action taken against non compliant premises as a deterrent to other businesses and incentivise improvements.</p> <p>Issue releases where necessary, such as product recalls, local enforcement against poor performing premises, local</p>	<p>Reduced demand on service from enquires which can be resolved via self help</p> <p>Improved consumer access and awareness of food hygiene and standards</p> <p>Quicker response times to enquires made to the service via foodandsafety@slough.gov.uk</p>	<p>Food & safety Manager</p> <p>All officers to support</p>	<p>March 2021</p> <p>Quarterly review of information on website</p> <p>Number of website hits</p> <p>Feedback from website users</p>

		<p>Increase awareness of food hygiene issues via local press and the Council's website</p> <p>Promote channel shift via all communications with stakeholders, to the trading standards dedicated council website, whilst being sensitive to the needs of 'at risk' persons and isolated stakeholders. All press releases and forms to direct readers to website. Aim is to reduce avoidable contact whilst promoting existing digital options.</p>	<p>food hygiene award winners.</p> <p>Other initiatives undertaken, including sector specific initiatives, joint projects and visits with licensing and TS</p> <p>Explore social media to profile work of the service and to reach food businesses, such as Facebook & use Whatsapp to ease burden on businesses when sharing information</p> <p>Explore opportunities to engage with the community, such as campaigns at focused groups, schools, and libraries;</p> <p>Monitor website hits and advice requests received, for decide in requests, and increase in website hits.</p> <p><i>Added Value:</i></p> <ul style="list-style-type: none"> - <i>Improve awareness and compliance of food safety and standards issues</i> - <i>Supports Income generation</i> 			
Safeguarding & intelligence sharing	<p>1. Slough Children will grow up to be happy, healthy and successful</p> <p>3. Slough will be</p>	<p>All officers to use their professional curiosity when making face to face contact with service users, and refer concerns in a timely</p>	<p>Use the 'Concern Card', and assess effectiveness of this avenue to rapid reporting</p> <p>All staff to undertaken SBC online training for safeguarding adults and children on a annual basis</p> <p>Safeguarding to be on the agenda and discussed at team</p>	<p>Improve the safety of children and vulnerable people in Slough.</p> <p>Improved life's of people in Slough</p>	<p>Food & Safety Manager</p> <p>All officers to support</p>	<p>March 2021</p> <p>Monthly review and feedback to Head of Service in CP&BC</p>

	an attractive place where people choose to live, work and stay	<p>manner, 100% of the time.</p> <p>Ensure all staff are trained in safeguarding and following the SBC safeguarding principles.</p> <p>Continue to share intel and concerns with other partners such as TVH, HMRC, Immigration & RBFRS</p>	<p>meetings, 121's, and appraisals.</p> <p>All officers to be vigilant and aware of safeguarding issues when making any face to face service user contact, and follow the corporate safeguarding principles if any concerns are raised.</p> <p>Holistic approach to all operations which involve potential victims with safeguarding issues.</p>			monthly meetings
EU Exit Preparedness	3. Slough will be an attractive place to live, work and stay	<p>Ensure all contingency has been put in place to ensure all trading standards staff can perform their duties effectively on Day 1 leave.</p> <p>Ensure all authorisations and delegations are in place to entitle trading standards staff to ensure they are authorised, in accordance with the councils, constitution to carry out all</p>	<p>To maintain presence on her majesty's government Local Authorities Border Delivery Steering group to prepare for EU Exit.</p> <p>Maintain active participation of all council contingency plans in relation to Brexit preparedness.</p> <p>To ensure trading standards relevant news in relation to residents and business is profiled through council communications.</p> <p>Ensure we liaise with all necessary partner agencies and regulators to ensure we can support and help business and residents in lead up to, and in the aftermath of EU exit.</p> <p>Be mindful of opportunities EU Exit will bring in terms of profile for the council and the trading standards service and be an exemplar of change and support by maintaining a high profile locally, regionally and nationally.</p>	<p>Ensures a holistic approach to EU Exit issues and bring with it resilience and capacity and expertise to deal with scenarios which involve Trading Standards and our liaison with business and consumers alike.</p> <p>A positive effect on business function and competitiveness, especially for SME's in the lead up to EU Exit where many may be confused with the wealth and mosaic of</p>	<p>Consumer Protection Group Manager</p> <p>Trading Standards Manager/Food Safety Manager</p>	Ongoing

		legislative duties.		information available. Use available resources to communicate any trading standards messages effectively and to target audience.		
Looking Ahead		Horizon scanning; providing a forward thinking service and fulfilling statutory obligations	<p>Managing the effects of Coronavirus, including the delivery of new requirements (such as a local outbreak management plan) and implementation of coronavirus regulations.</p> <p>Keep abreast of developments from the Food Standards Agency on the future of the Delivery of Official Food Controls and align our service provision accordingly.</p> <p>Identification and registration (where appropriate) of primary producers of food (as identified in FSA National Enforcement Priorities).</p> <p>Continue to participate in the Food Standards Agency's Assessing Business Compliance (ABC) work. Keep abreast of the future of the Delivery of Official Controls in light of the ABC and Brexit agendas and align our services accordingly.</p> <p>Building links with other teams within the Council to ensure that changes in business ownership and nature and identified and acted upon in a timely fashion.</p>		Food & Safety Manager, Food team Leader and Enforcement Team Leader	Ongoing

SLOUGH BOROUGH COUNCIL

REPORT TO: Council

DATE: 24th September 2020

CONTACT OFFICER: Janine Jenkinson, Senior Democratic Services Officer
(For all Enquiries) (07511 048 406)

**PART I
FOR DECISION****RECOMMENDATION OF THE MEMBER PANEL ON THE CONSTITUTION FROM
ITS MEETING HELD ON 15TH SEPTEMBER 2020****1. Purpose of Report**

To consider the recommendation of the Member Panel on the Constitution, arising from its meeting held on 15th September 2020 to endorse the proposed revisions to the Standing Advisory Council on Religious Education (SACRE) Terms of Reference, namely the membership of Committee 3, as set out in Appendix A of this report.

In addition, Council is requested to approve the appointment of members to Committee 3, as set out in Appendix D of this report.

2. Recommendation(s)/Proposed Action

The Council is requested to resolve:

- (a) That the proposed revisions to the SACRE Terms of Reference, as set out in Appendix A of this report be approved.
- (b) That the SACRE membership 2020/21, as set out in Appendix D of this report be approved.

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

Good governance arrangements will have positive implications for the SJWS, the JSNA and the Five Year Plan.

4. Other Implications

- (a) Financial – there are no financial implications arising from this report.

5. Supporting Information

- 5.1 At its meeting on 4 March 2020, Members of SACRE proposed that the Terms of Reference be reviewed to amend the Committee 3 category. It was proposed to replace the current named unions with six teacher representatives from any union in primary and secondary (including special schools) schools in Slough.

5.2 There has been a long-standing issue of vacancies in Committee 3 and Members were of the view that membership of this category should be considered more widely to include Religious Education teachers at primary and secondary level. It was agreed that a review of this category would help strengthen engagement with school leaders and teachers. A number of the associations representing teachers in this category were also out of date as several of the associations had merged.

5.3 Terms of Reference

There have been no legislative changes that have required Slough SACRE Constitution to be amended or updated; however, Circular 1/94, Religious Education and Collective Worship issued in 1994 has since been replaced by Religious Education in English Schools: Non-statutory Guidance 2010 which replaced elements of Circular 1/94 relating to religious education.

6. Comments of Other Committees

At the SACRE meeting held on 15th July the follow were resolved:

- I. That the proposal to review the SACRE Terms of Reference to amend Committee 3 category from 'Associations representing teachers' to 'Teachers representing Primary, Secondary and Special Schools' be approved.
- II. That the proposed changes be recommended for endorsement by the Member Panel on the Constitution and reported to Council for approval.

The proposed revisions to the SACRE Terms of Reference, as set out in Appendix A of this report were endorsed by the Member Panel on the Constitution at the meeting held on 15th September 2020.

7. Conclusion

Council is requested to approve the proposed revised SACRE Terms of Reference, set out in Appendix A and the SACRE membership for 2020/21, set out in Appendix D of this report.

8. Appendices Attached

A – Proposed Revised Terms of Reference

B – Extract of Draft SACRE minutes of the meeting held on 15th July 2020

C – Current Membership of SACRE

D – SACRE Membership 2020/21

9. Background Papers

Religious Education in English Schools: Non-statutory Guidance 2010

<https://www.gov.uk/government/publications/religious-education-guidance-in-english-schools-non-statutory-guidance-2010>

SLOUGH BOROUGH COUNCIL
STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)
TERMS OF REFERENCE

The SACRE is established in accordance with Section 11 of the Education Reform Act 1988 (as amended by Section 255 of the Education Act 1993) by Slough Borough Council acting as Local Education Authority.

Membership

1. The Members of the SACRE shall be appointed by the Authority so that they shall represent the following groups.

Committee 1 – Christian denominations and other religions (12)

The Free Churches (1)
 The Black Free Churches (1)
 The Roman Catholic Church (1)
 Hinduism (1)
 Islam (4)
 Judaism (1)
 Sikhism (2)
 Baha'is (1)

Committee 2 – The Church of England (4)

Committee 3 – Teachers (representing Primary, Secondary and Special Schools) (6)

Committee 4 – The Authority (5)

2. Committee 4 shall be subject to the proportionality requirements of the Local Government and Housing Act 1989.
3. No Member appointed to the Cabinet shall be appointed to the SACRE.
4. The SACRE shall be appointed by the Council.
5. Members of the SACRE shall serve from the date of their appointment for a term of three years or until their successors are appointed by the Authority. They shall be eligible for reappointment after each term for a further term by consultation, if necessary with the group which they represent. This shall also apply to any co-opted members who may be appointed.
6. Where a nominated representative fails to attend three consecutive meetings of the SACRE and fails to give their apologies s/he, shall cease to be a member of the SACRE and the nominating body shall be invited to nominate another representative provided that:

- (a) the Clerk to the SACRE has advised the member in writing of the provision of this clause following the second missed meeting and at least a 10 working days before the third meeting.
- (b) SACRE does not decide to disapply this rule for reasons of extenuating circumstances.

Terms of Reference

1. In accordance with Section 11 of the Education Reform Act 1988 (as amended by Section 255 of the Education Act 1993) to advise the Council on such matters connected with religious worship in schools and the religious education to be given in accordance with an agreed syllabus as the authority may refer to it or as it may see fit. To advise, in particular, on methods of teaching, the choice of materials and the provision of training for teachers.
2. On application made by a Head Teacher of any Slough school after consultation with the governing body to consider whether it is appropriate for the requirement for Christian collective worship to apply in the case of that school, or in the case of any class or description of pupils at that school. The SACRE shall arrive at its decision and communicate it to the Head Teacher in accordance with the provisions of Section 12 of the Education Reform Act 1988.
3. The representative groups on the SACRE other than that representing the authority may at any time require a review of any agreed syllabus for the time being adopted by the authority.
4. The SACRE shall each year publish a report on its proceedings and those of its representative groups, the report to specify any matters on which the SACRE has given advice to the authority and the reasons for offering that advice.
5. The SACRE shall take any action assigned to it by the authority in relation to the consideration and disposal of any complaint concerning worship or religious education in compliance with Section 23 of the Education Reform Act 1988.

SACRE meeting held on 15 July 2020

Minute 26 – Review of the SACRE Terms of Reference to amend Committee 3 category - Associations representing teachers

The Clerk introduced a report on the review of the SACRE Terms of Reference (TOR) and proposed revised membership of Committee 3 – from ‘Associations representing teachers’ to ‘representatives of teachers and teacher representatives (in primary, secondary and special schools)’ in Slough, so far as is reasonably practicable.

At its meeting on 4th March 2020, the SACRE had discussed and agreed a proposal to review the current SACRE membership of Committee 3, due to the long standing issue of the high level of vacancies and the fact that many of the associations were out of date.

The SACRE is therefore requested to consider and agree the proposal to replace the current named Unions with six teachers and teachers’ representatives from any union in primary, secondary and special schools in Slough. The recommended changes would be reported to the Member Panel for the Constitution for endorsement and subsequently reported to Council for approval.

The Vice-Chair welcomed the proposed change and considered that teacher representatives would provide primary and secondary schools with a greater insight into the work of SACRE.

Members discussed the need to be flexible in order to ensure fair representation from each sector and to encourage and promote regular attendance at meetings.

It was noted that there had been a campaign to promote greater awareness in schools and teachers had been encouraged to join SACRE through the SACRE Newsletters and SACRE Network meetings for RE teachers that had taken place in this year.

The Chair recommended that the proposal be put to the vote and the Vice-Chair suggested that as each group was entitled to a single vote (although not specified in the TOR). It was agreed that this could be conducted by members sending a text to a nominated person within their respective groups. Following brief exchanges between groups, the proposal was put to the vote and unanimously agreed by each representative group.

Resolved:

- i) That the proposal to review the SACRE Terms of Reference to amend Committee 3 category ‘Associations representing teachers’ to ‘Teachers (representing Primary, Secondary and Special Schools)’ be approved.
- ii) That the proposed changes be recommended for endorsement by the Member panel on the Constitution and reported to Council for approval.

This page is intentionally left blank

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION 2019/2020Committee 1 - Christian Denomination and other Faiths

The Free Churches	Sue Elbrow (until 2020)
Black Free Churches	Vacancy
The Roman Catholic Church	Vacancy
Hinduism	Vacancy
Islam	Julie Siddiqi (until 2020) Zubayr Abbas-Bowkan (until 2020) Waqar Bhatti (until 2020) Shujah Hamid (2021)
Judaism	Vacancy
Sikhism	Hardip Singh Sohal (until 2020) Ashpreet Singh Nainu (until 2020)
Baha'is	Vacancy

Committee 2 – The Church of England

The Church of England	Christine Isles (until 2020) Andrea Sparrow (until 2020) Vacancy Vacancy
-----------------------	---

Committee 3 - Associations representing Teachers (6) –

Proposed that this category be changed to 'Teachers (representing primary, secondary and special schools)'

National Education Union (NEU)	Lynda Bussley (until 2020)
VOICE (Formerly Professional Association of Teachers)	Vacancy
National Association of Head Teachers	Vacancy
Secondary Heads Association	Vacancy
National Association of School Masters/Union of Women Teachers	Vacancy
Association of Teachers and Lecturers	Vacancy

Committee 4 – Representatives of Local Authority

Basra, H K .Cheema, Gahir ,Qaseem and Smith

This page is intentionally left blank

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION 2020/21Committee 1 – Christian Denomination and other Faiths

The Free Churches	Sue Elbrow (until 2023)
Black Free Churches	Vacancy
The Roman Catholic Church	Vacancy
Hinduism	Vacancy
Islam	Julie Siddiqi (until 2023) Zubayr Abbas-Bowkan (until 2023) Waqar Bhatti (TBC) Shujah Hamid (until 2021)
Judaism	Vacancy
Sikhism	Hardip Singh Sohal (until 2023) Ashpreet Singh Nainu (until 2023)
Baha'is	Vacancy

Committee 2 – The Church of England

Lynda Bussley (until 2023)
Christine Isles (until 2023)
Andrea Sparrow (until 2023)
Vacancy

Committee 3 – Teachers (representing
Primary, Secondary and Special Schools)

Primary	Munsoor Malik (until 2023)
Primary	Priya Lamba (until 2023)
Secondary	Ian Sharpe (until 2023)
	Vacancy
	Vacancy
	Vacancy

Committee 4 – Representatives of Local
Authority (No Cabinet Member)

Councillors Basra, H Cheema,
Gahir, Qaseem and Smith

This page is intentionally left blank

SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 24th September, 2020

CONTACT OFFICER: Shabana Kauser
(For all enquiries) Senior Democratic Services Officer
(01753) 787503

WARD(S): All

PART I
FOR DECISION

MOTION SUBMITTED TO COUNCIL UNDER PROCEDURE RULE 14

The following motion has been received in accordance with Council Procedure Rule 14:-

Extension of Moratorium on Evictions beyond September

(Moved by Councillor Nazir, seconded by Councillor Basra)

“Council notes evidence from Shelter that lifting the moratorium on evictions is likely to unleash an avalanche of homelessness setting back recent progress toward the Council’s goal of ending rough sleeping in Slough.

Council therefore resolves to write to the Secretary of State for Housing, Communities & Local Government requesting

- the moratorium on evictions be extended beyond September, allowing for consideration of additional reforms to prevent people losing their homes
- the benefit cap be lifted by the same amount that Local Housing Allowances have increased
- the government delivers on its commitment made some time ago to abolish section 21.”

This page is intentionally left blank