

Date of despatch: Wednesday, 30 May 2018

**To the Members of Slough Borough Council**

## **NOTICE OF MEETING**

Dear Councillor,

You are summoned to attend an Extraordinary Meeting of the Council of this Borough which will be held in Meeting Room 1, Chalvey Community Centre, The Green, Chalvey, Slough, SL1 2SP on **Thursday, 7th June, 2018 at 7.00 pm**, when the business in the Agenda below is proposed to be transacted.

Yours faithfully



**NIGEL PALLACE**  
Interim Chief Executive

## **AGENDA**

### ***Apologies for Absence***

	<b><u>PAGE</u></b>
1.           Declarations of Interest	-
<i>All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest 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>	
<i>The Mayor will ask Members to confirm that they do not have a declarable interest.</i>	
<i>All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.</i>	
2.           Capital Strategy: 2018/19 to 2023/2024	1 - 8
3.           Community Governance Review of Parish Council Arrangements within the Borough of Slough	9 - 18

**Press and Public**

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council **DATE:** 7th June 2018  
**CONTACT OFFICERS:** Neil Wilcox, Director of Finance & Resources (Section 151)  
Nigel Pallace, Interim Chief Executive  
**(For all enquiries)** (01753) 875358  
**WARD(S):** All

**PART I**  
**FOR DECISION**

**CAPITAL STRATEGY: 2018/19 TO 2023/2024**

1 **Purpose of Report**

Following the Cabinet meeting, on 29 May 2018, where it was agreed to approve the acquisition of the freehold interest of a new office building in Slough Town Centre to serve as the Council's new headquarters, this report seeks Council approval for amendments to be made to the Capital Strategy 2018/19 to 2023/24 and the associated Prudential and Treasury Management Indicators.

This investment in the Town's High Street area is intended to realise the following benefits:

- Providing an immediate positive impact on the Town Centre's daytime/evening economy by increasing footfall;
- Releasing St Martins Place for conversion to a mix of social and affordable residential accommodation;
- Delivering improved services to our customers via smarter, more flexible working and enhanced IT;
- Helping reduce traffic levels, air pollution and greenhouse gas emissions by procuring a more energy efficient headquarters building, incentivising council employees to consider non-car modes of travel to work and expanding the Council's Electric Vehicle fleet;
- Stimulating further external investment in Slough by demonstrating the Council's absolute commitment to regenerating the Town Centre.

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

The Council is requested to resolve:

- (a) That the Interim Chief Executive and Section 151 Officer, following consultation with the Leader of the Council, be authorised to increase the capital programme for 2018/19 to 2023/24 to reflect the purchase of a new Council Headquarters in Slough Town Centre, once final terms are agreed.
- (b) That the Prudential and Treasury Management Indicators for 2018 to 2024 be amended as set out in this report.

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

#### 3a. Slough Joint Wellbeing Strategy Priorities

The report indirectly supports all of the strategic priorities and cross cutting themes. The maintenance of good governance within the Council to ensure that it is efficient, effective and economic in everything it does achieve through the improvement of corporate governance and democracy by ensuring effective management practice is in place.

#### 3b. Five Year Plan Outcomes

Relocating the Slough Borough Council Headquarters into the town centre and redeveloping St martins Place as affordable housing will address the following Five Year Plan Outcomes:

- *Outcome 3: Slough will be an attractive place where people choose to live, work and stay*  
Contributing towards a viable and active High Street area will help encourage people to visit, live and work in Slough;
- *Outcome 4: Our residents will live in good quality homes*  
The delivery of a mix of affordable homes through the conversion of St martins Place will directly contribute towards our residents having access to good quality homes; and
- *Outcome 5: Slough will attract, retain and grow businesses and investment to provide opportunities for our residents*  
Contributing towards a viable and active high Street will help attract and retain businesses that provide opportunities for our residents.

### 4. Other Implications

(a) Financial: As detailed within the report.

(b) Risk Management

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
Legal	None	None
Property	None	None
Human Rights	None	None
Health and Safety	None	None
Employment Issues	None	None
Equalities Issues	None	None
Community Support	None	None
Communications	None	None
Community Safety	None	None
Financial	Detailed within the report	Detailed within the report

Timetable for delivery – capital programme delivered under the 80% mark	Bi-monthly review at Strategic Finance Group and quarterly monitoring at Cabinet and Overview and Scrutiny Committee	Ability to increase the delivery of capital schemes
Project Capacity	None	None
Other	None	None

(c) Human Rights Act and Other Legal Implications

No specific legal implications arising from this report.

(d) Equalities Impact Assessment

Equalities Impact Assessments will be conducted, if required, for projects contained within the Capital Strategy.

**5 Supporting Information**

**5.1 Purpose**

5.1.1 The capital strategy is one of three key strategic financial documents that the Council utilises in order to deliver its corporate objectives. The Council has a wide ranging number of capital commitments and purposes. The capital strategy, as with all other corporate documents, needs to underpin the delivery of the 5 year plan for the Council.

5.1.2 The capital strategy is guided by a variety of core principles:

- That the capital strategy is affordable within the overall financial envelope for the Council
- That the capital strategy supports the outcomes expressed in the five year plan
- Any additional capital funding in excess of the current borrowing requirement should have a neutral impact on the revenue budget over the life of the strategy excluding delivering statutory capital schemes e.g. ICT compliance
- That the Council maximises its assets to generate revenue savings or capital receipts in line with the asset management strategy and the objectives of the corporate plan
- To deliver value for money through ‘Invest to Save projects’ to generate on-going revenue savings and to ensure that whole life costs are captured
- That where borrowing is required, it is undertaken in line with CIPFA’s prudential code
- To take into account the asset management strategy, including highways & transport plans
- That there is a ten year payback on general fund secured capital schemes

5.1.3 In addition, with regard to the proposal to purchase the new office building, the Cabinet has confirmed it expects the purchase to be revenue neutral over the course of the capital programme and to also generate commercial rents from floor space within the building that the Council does not require.

## 5.2 Revised Capital Programme Position

5.2.1 The summarised capital programme has been updated as below in table 1.1. This table highlights the key expenditure areas and the financing requirement for the capital programme over the period of the strategy.

**Table 1.1 Summarised Capital Programme**

Capital Expenditure and Financing (Estimate)	18-19	19-20	20-21	21-22	22-23	23-24	2018-2024 Total
	£m	£m	£m	£m	£m	£m	£m
General Fund	181.8	50.2	41.6	22.5	5.9	5.7	307.7
HRA	17.5	23.4	4.8	4.8	4.8	20.0	75.3
<b>Total Expenditure</b>	<b>199.3</b>	<b>73.6</b>	<b>46.4</b>	<b>27.3</b>	<b>10.7</b>	<b>25.7</b>	<b>383.0</b>
Grant Funded	21.1	3.8	2.6	1.9	0.6	2.5	32.5
Section 106	3.5	0.5	2.0	2.0	2.0	2.0	12.0
Capital Receipts	3.6	6.6	2.5	2.5	2.5	3.3	21.0
Major Repairs Reserve	5.9	8.8	4.8	4.8	4.8	8.0	37.1
RCCO	8.0	8.0	0.0	0.0	0.0	8.6	24.6
Borrowing	157.2	45.9	34.5	16.1	0.8	1.3	255.8
<b>Total Financing</b>	<b>199.3</b>	<b>73.6</b>	<b>46.4</b>	<b>27.3</b>	<b>10.7</b>	<b>25.7</b>	<b>383.0</b>

5.2.2 Following the proposed revisions the estimated total capital expenditure, over the six-year period (2018/19 to 2023/24) is £383 million. With total financing of £127.2million expected there will be an associated maximum borrowing requirement of £255.8million. This total expenditure and borrowing will be used to deliver all programmes in the current capital strategy.

## 5.3 **Financing the capital programme & prudential code**

5.3.1 The Council has a variety of sources of funding for the capital strategy including balances and reserves, capital receipts and third-party contributions. Where resources are not available this creates a capital financing requirement (CFR) which is met by borrowing.

5.3.2 The Councils forecast CFR has been revised as follows:

CFR	31.03.19 Estimate £m	31.03.20 Estimate £m	31.03.21 Estimate £m
General Fund	431	462	491
HRA	159	159	159
<b>Total CFR</b>	<b>590</b>	<b>621</b>	<b>650</b>

#### 5.4 Borrowing – Authorised Limit and Operational Boundary for External Debt

5.4.1 The Council approved and monitors a number of Prudential Indicators as part of the annual budget setting process. Following Council's agreement at tonight's meeting these Prudential Indicators will be updated as follows:

#### 5.4.2 Gross Debt and the Capital Financing Requirement:

To ensure that over the medium-term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

This is a key indicator of prudence and the revised position for the Council is as follows:

Debt	31.03.19 Estimate £m	31.03.20 Estimate £m	31.03.21 Estimate £m
Borrowing	481	527	566
Other Long-Term Liabilities	44	44	44
<b>Total Debt</b>	<b>525</b>	<b>571</b>	<b>610</b>

#### 5.4.3 Authorised Limit for External Debt:

The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Authority can legally owe.

The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Authorised Limit	2018/19 Limit £m	2019/20 Limit £m	2020/21 Limit £m
Borrowing	538	594	631
Other long-term liabilities	44	£44	44
<b>Total Debt</b>	<b>582</b>	<b>638</b>	<b>675</b>

#### 5.4.4 Operational Boundary for External Debt:

The operational boundary is based on the Council's estimate of most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Authority's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease, Private Finance Initiative and other liabilities that are not borrowing but form part of the Authority's debt.

Operational Boundary	2018/19 Estimate £m	2019/20 Estimate £m	2020/21 Estimate £m
Borrowing	528	584	621
Other long-term liabilities	44	44	44
<b>Total Debt</b>	<b>572</b>	<b>628</b>	<b>665</b>

## **6 Treasury Management Implications**

- 6.1 The Councils approved Treasury Management Strategy for 2018/19 contains the following in terms of the approved borrowing strategy.
- 6.2 **Objectives:** The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- 6.3 **Strategy:** Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.
- 6.4 By doing so, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Council with this 'cost of carry' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2018/19 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
- 6.5 Alternatively, the Council may arrange forward starting loans during 2018/19, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.
- 6.6 In addition, the Council may borrow further short-term loans to cover unplanned cash flow shortages.
- 6.7 The Cabinet also agreed, on 29 May 2018, to consider a review of all Council assets at its meeting in October 2018 and consider the disposal of any assets deemed to be under-performing to partially offset any increased borrowing requirements as a result of this proposed increase in the capital programme.
- 6.8 **Sources:** The approved sources of long-term and short-term borrowing are:
- Public Works Loan Board (PWLB) and any successor body



- any institution approved for investments
- any other bank or building society authorised to operate in the UK
- UK public and private sector pension funds (except the Councils approved pension fund))
- capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local Council bond issues

6.9 In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- operating and finance leases
- hire purchase
- Private Finance Initiative
- sale and leaseback

6.10 The Council has previously raised the majority of its long-term borrowing from the PWLB but it continues to investigate other sources of finance, such as local authority loans and bank loans that may be available at more favourable rates.

6.11 **Municipal Bond Agency:** The UK Municipal Bonds Agency was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the capital markets and lend the proceeds to local authorities. This will be a more complicated source of finance than the PWLB for three reasons: borrowing authorities are required to provide lenders with a joint and several guarantee over the very small risk that other local authority borrowers default on their loans; there will be a lead time between committing to borrow and knowing the precise interest rate payable; this will always be lower than the PWLB certainty rate. Any decision to borrow from the Agency will therefore be the subject of a separate report to Cabinet and the Capital Strategy Board.

6.12 **LOBOs:** The Council holds £9m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate as set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. None of these LOBOS have options during 2018/19, and although the Council understands that lenders are unlikely to exercise their options in the current low interest rate environment, there remains an element of refinancing risk. The Council will take the option to repay LOBO loans at no cost if it has the opportunity to do so.

6.13 **Short-term and Variable Rate loans:** These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators.

<b>LIMITS ON INTEREST RATE EXPOSURE</b>			
	<b>2018/19</b>	<b>2019/20</b>	<b>2021/22</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Upper limit on fixed interest rate exposure	350	350	350
Upper limit on variable interest rate exposure	300	300	300

- 6.14 The increased borrowing requirement set out in this report does not change the approved borrowing strategy as outlined above.
- 6.15 The increased borrowing requirement is linked to an increase in strategic investment acquisitions. A policy on strategic acquisition is included in the approved Treasury Management Strategy and can be defined as the acquisition of land or properties that will allow the Council to expedite key outcomes contained within the 5 Year Plan. To be considered strategic, it is suggested that acquisition must make a significant contribution towards regeneration objectives and/or provide a commercial return on investment that will improve the financial resilience of the Council.

## **7 Conclusion**

- 7.1 Council is requested to approve the revisions to the capital strategy.

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council    **DATE:** 7<sup>th</sup> June 2018

**CONTACT OFFICER:** Catherine Meek  
Head of Democratic Services

**(For all enquiries)**                                      (01753) 875011

**WARD(S):** All

**PART I**  
**FOR DECISION**

**COMMUNITY GOVERNANCE REVIEW OF PARISH COUNCIL**  
**ARRANGEMENTS WITHIN THE BOROUGH OF SLOUGH**

1   **Purpose of Report**

To agree the Terms of Reference and timetable for the Community Governance Review.

2   **Recommendations**

The Council is requested to Resolve:

- (a) That the timetable and Terms of Reference for the Review as set out at Appendix 1 be agreed and the Review launched on 10<sup>th</sup> June 2018.
- (b) That the Head of Democratic Services be authorised to take all necessary steps in relation to the Review following consultation, as appropriate, with the Commissioner for Transformation and Performance including amend the timetable for the Review if required.

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

Effective governance arrangements are central to a successful modernised and transformational council and the Community Governance Review process is an essential part of those arrangements.

4   **Other Implications**

(a) Financial

There will be a financial cost in conducting the Community Governance Review particularly in respect of the consultation process and advisory poll(s). There is no specific budget for this and the costs will seek to be accommodated within existing budgets.

(b) Human Rights Act and Other Legal Implications

The Review will be undertaken in accordance with the Local Government and Public Involvement in Health Act 2007. This requires that local people are

consulted during a CGR, that representations received in connection with the review are taken into account and that decisions taken are publicised. The terms of reference of the CGR are for the Council to determine, but must specify the area under review. In undertaking the review the Council should ensure that community governance in the identified area will be reflective of the identities and interests of the communities in that area, and is effective and convenient. It can take into account any other arrangements that have or could be made for the purposes of community representation or engagement.

Government Guidance advises that any recommendations arising from the review should bring about improved community engagement, better local democracy and result in more effective and convenient service delivery.

(c) Equalities Impact Assessment

An Equalities Impact Assessment of any recommendations arising from the Review will be undertaken and published.

## 5 Supporting Information

5.1 There are currently 3 parish councils within the borough – Britwell, Colnbrook with Poyle and Wexham Court.

5.2 The Council conducted a CGR in 2013 which resulted in:

- changes to the Boundary of **Britwell Parish Council** and a consequent reduction in the number of Councillors from 13 to 7;
- the Council noting that the advisory poll (undertaken as part of the CGR) returned a majority in favour of abolition of the Parish Council and agreed that public opinion be tested again in a further four years' time.
- the Council noting that the advisory poll (undertaken as part of the CGR) returned a majority in favour of the retention of **Wexham Court Parish Council** and reserving the right to test public opinion again in the future if it still has concerns about the Parish Council's governance arrangements.
- the Council reserving the right to test public opinion in an advisory postal poll at or after the next parish council elections in 2015 if it is not satisfied that **Colnbrook with Poyle Parish Council** is engaging more widely with local people.

### Next Actions

5.3 In 2013 the Council committed to undertaking a further advisory poll to test public opinion on the future of Britwell Parish Council and reserved the right to test public opinion by way of an advisory poll in Colnbrook with Poyle Parish Council and Wexham Court Parish Council as outlined above.

5.4 At its meeting on 17<sup>th</sup> May 2018 the Council resolved that a Community Governance Review of Parish Council arrangements in the Borough be

conducted. The Council appointed a Working Group comprising the Cabinet member for Transformation and Performance and Councillors Cheema, Mann, Strutton, Swindlehurst and Wright to work with the Head of Democratic Services to agree the timetable and terms of reference of the Review for report to Council on 7<sup>th</sup> June 2018.

### **Terms of Reference and Timetable**

- 5.5 The CGR is a review of the whole or part of the Council area to consider one or more of the following:
- creating, merging, altering or abolishing
  - the naming of parishes and style of new parishes
  - the electoral arrangements for parishes, such as the ordinary year of election, council size, number of councillors to be elected to the council and parish warding
  - grouping parishes under a common parish council or de-grouping parishes.
- 5.6 The Council is required to ensure that the CGR within the area under review will be reflective of the identities and interests of the community in that area; and is effective and convenient. The CGR is required to take into account the impact of existing community governance arrangements on community cohesion and the size, population and boundaries of any local community or proposed parish or town council. Reviews must be completed within a year starting with the Council publishing the Terms of Reference for the Review
- 5.7 Following consultation with the Working Group draft terms of reference and a timetable for the Review are attached to this report for the Council's approval. The draft timetable for the Review is based on the Review commencing in June 2018.
- 5.8 Once approved by the Council the terms of reference for the review must be published. If any modifications are subsequently made to the terms of reference, these must also be published.

### **Implementation of Review Outcome**

- 5.9 The outcome of the Review needs to be widely published and a Re-Organisation Order prepared if necessary. Any changes to a parish come into force at the first parish council election following the Order. The next scheduled Parish Council elections are on Thursday 2<sup>nd</sup> May 2019.
- 5.10 Parish Council's are fully consulted as part of the Review.

### **6 Appendices Attached**

- 1 Proposed Terms of Reference for the Community Governance Review

### **7 Background Papers - None**

This page is intentionally left blank

**Slough Borough Council**

**Review of Community Governance Arrangements within the Borough of Slough**

**Terms of Reference**

**Introduction**

Slough Borough Council is undertaking a Community Governance Review of the whole of the Slough Borough Council area in accordance with Part 4 Chapter 3 of the Local Government and Public Involvement in Health Act 2007.

The Council is required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance was considered when drawing up the Terms of Reference (TOR).

**What is a Community Governance Review**

It is a review to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes

The Council is required to ensure that community governance within the area under review will be: reflective of the identities and interests of the community in that area; and is effective and convenient.

In doing so the community governance review is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

The aim of the review is to consider and bring about improved community engagement, better local democracy and efficient, more effective and convenient delivery of local services and ensure electors across the whole Borough will be treated equitably and fairly.

The Council will also take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made, for the purposes of community representation or engagement.

## Why undertake this Community Governance Review

The Council carried out a Community Governance Review in 2013 The Review resulted in:

- changes to the Boundary of **Britwell Parish Council** and a consequent reduction in the number of Councillors from 13 to 7;
- the Council noting that the advisory poll (undertaken as part of the CGR) returned a majority in favour of abolition of the Parish Council and agreed that public opinion be tested again in a further four years' time.
- the Council noting that the advisory poll (undertaken as part of the CGR) returned a majority in favour of the retention of **Wexham Court Parish Council** and reserving the right to test public opinion again in the future if it still has concerns about the Parish Council's governance arrangements.
- the Council reserving the right to test public opinion in an advisory postal poll at or after the next parish council elections in 2015 if it is not satisfied that **Colnbrook with Poyle Parish Council** is engaging more widely with local people.

As the Council is committed to undertaking a further advisory poll to test public opinion on the future of Britwell Parish Council and has reserved the right to test public opinion by way of an advisory poll in Colnbrook with Poyle Parish Council and Wexham Court Parish Council as outlined above it has agreed to take the opportunity to commence a further CGR.

The Council believes that parish councils play an important role in terms of community empowerment at the local level and wants to ensure that parish governance within the Borough continues to be robust, representative and enabled to meet new challenges. Furthermore, it wants to ensure that there is clarity and transparency to the areas that parish councils represent and that the electoral arrangements of parishes are appropriate, equitable and readily understood by their electorate.

### Areas to be reviewed

Britwell

Wexham Court

Colnbrook with Poyle

\*unparished areas

\*The review will focus on the parished areas of the Borough but will also consider other forms of community representation which local people may have set up in the Borough and which help make a distinct contribution to the community such as residents' associations, community forums, neighbourhood working groups, tenant management organisations etc.



## **Who will undertake the Review**

The Borough Council is responsible for conducting the review. The Council has established a working group which will be responsible for making both draft and final recommendations during the process. The Council will be required to approve the final recommendations prior to a Community Governance Order being made. A full consultation process will form part of the Review to take account of the views of local people.

## **Timetable for the review**

A timetable for the review is attached as an Annex. The programme and timeline may be adjusted after representations have been received by local people and bodies in response to the initial public consultation. This will allow the Council a degree of flexibility in the interests of ensuring that it manages the review process efficiently. Any adjustments to the programme and timetable will be approved by the Council and published on its website.

## **Electorate forecasts for the Borough**

This Review will be conducted using electoral data taken from the 1 December 2017 electoral register.

When the Council comes to consider the electoral arrangements of the parishes in its area, it is required to consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts. Electorate forecasts have been prepared by the Council using extant planning permissions, the Local Plan / the Local Development Framework to project the five-year electorate forecast.

It is the Government's guidance that these forecasts should be made available to all interested parties as early as possible in the review process, so that they are available to all who may wish to make representations.

## **Representations**

The Borough Council wants to know what local people and other stakeholders think about community governance arrangements for the whole of the Borough area or for specific local areas within the Borough. The Council welcomes all representations from any person or body who may wish to comment or make proposals on any aspect of the matters under review. Representations should be addressed to; The Review Manager Slough Borough Council, St Martin's Place, 51 Bath Road, Slough SL13UF. Representations may be sent by email to [Catherine.meek@slough.gov.uk](mailto:Catherine.meek@slough.gov.uk) or via the Council's website at [slough.gov.uk](http://slough.gov.uk). All initial representations must be made by 3<sup>rd</sup> August 2018.

The Council will consult with the local government electors for the area under review and any other person or body who appears to have an interest in the Review and take the representations that are received into account by judging

them against the criteria in the Local Government and Public Involvement in Health Act 2007.

All representation received will be published, as will the reasons for accepting or rejecting any such representations. In accordance with the Act, representations received in connection with the Review will be taken into account, and steps will be taken to notify consultees of the outcome of the Review. Information relating to the Review will be available on the Borough Council's website.

Local electors may also petition the Council making one or more specific recommendations for consideration as part of the Review. If any valid petitions are received during the consultation stages of the Review the Council will respond to them even though it is not legally required to do so where it is currently conducting a review for the whole or a significant part of its area. (Sections 39 - 43 of the Act set out the criteria which a petition must meet in order to be legally valid.)

#### **How will the results be disseminated?**

The Council will publish full details on the Council's website; press releases will be issued at key points and key documents will be on deposit at libraries and council buildings.

This Review is deemed to have commenced on the date of this Notice  
Dated

Catherine Meek  
Head of Democratic Services

## Community Governance Review 2018 Programme and Timeline

Stage	Action	Timeline	Outline of Action
1	Report to full Council	17 <sup>th</sup> May 2018	Council approves Review and establishment of Working Group.
2	Report to full Council	7 <sup>th</sup> June 2018	Council approves terms of reference and timetable for the Review.
3	Launch	11 <sup>th</sup> June 2018	Terms of Reference and timetable for the Review published and stakeholders notified of the commencement of the Review.
3	Invite initial submissions Consultation period 1	11 <sup>th</sup> June to 3 <sup>rd</sup> August 2018 (8 weeks)	Initial submissions invited <ul style="list-style-type: none"> <li>• Consultation with Parish Councils</li> <li>• Consultations with Parish and Borough councillors</li> <li>• Local groups and interested parties to be consulted</li> <li>• Information pack to be sent as requested</li> </ul> Representations/proposals to be sent to Slough Borough Council.
4	Consider submissions.	w/c 6 August 2018	Working Group to meet to consider submissions and prepare draft recommendations for report to Council (27 <sup>th</sup> September)
5	Publish draft recommendations Consultation period 2	1 <sup>st</sup> October to 9 <sup>th</sup> November 2018 (6 weeks)	Publish draft recommendations for further consultation. Conduct Postal Parish Poll (Britwell) and others if evidence suggests Poll is appropriate .
6	Consider submissions and	w/c 12 November 2018	Consider further submissions and prepare final recommendations for

	make final recommendations		report to Council ( <b>27<sup>th</sup> November 2018</b> ).
<b>7</b>	Publish final recommendations	December 2018	Publish final recommendations and make Order if required.