

Date of despatch: Wednesday, 17 January 2024

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 in the Council Chamber - Observatory House, 25 Windsor Road, SL1 2EL on **Thursday, 25th January, 2024 at 7.00 pm**, when the business in the Agenda below is proposed to be transacted.

Yours faithfully



STEPHEN BROWN
Chief Executive

PRAYERS

AGENDA

Apologies for Absence

PAGE

APOLOGIES FOR ABSENCE

- | | | |
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| 1. | Declarations of Interest | - |
| | <i>All Members who believe they have a Disclosable Pecuniary or other Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 9 and Appendix B 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 30th November 2023 | 1 - 14 |
| 3. | To receive the Mayor's Communications. | - |

Public Questions

- | | | |
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| 4. | Questions from Electors under Procedure Rule 9. | |
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Recommendations of the Employment Committee from its meeting held on 18th January 2024

[Notification of Amendments required by 10 a.m. on Wednesday 24th January 2024]

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| 10. | To consider Motions submitted under procedure Rule 14. | 51 - 52 |
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Member Questions

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| 11. | To note Questions from Members under Procedure Rule 10 (as tabled). | - |
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Press and Public

Attendance and accessibility: 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 any items in the Part II agenda are considered. For those hard of hearing an Induction Loop System is available in the Council Chamber.

Webcasting and recording: The public part of the meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The footage will remain on our website for 12 months. A copy of the recording will also be retained in accordance with the Council's data retention policy. 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.

In addition, the law allows members of the public to take photographs, film, audio-record or tweet the proceedings at public meetings. Anyone proposing to do so 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.

Emergency procedures: The fire alarm is a continuous siren. If the alarm sounds Immediately vacate the premises by the nearest available exit at either the front or rear of the Chamber and proceed to the assembly point: The pavement of the service road outside of Westminster House, 31 Windsor Road.

MINUTES OF COUNCIL PROCEEDINGS

At a Meeting of the Council for the Borough of Slough held at the Council Chamber - Observatory House, 25 Windsor Road, SL1 2EL on Thursday, 30th November, 2023 at 7.00 pm

Present:- The Worshipful the Mayor (Councillor Abbasi), in the chair; Councillors E. Ahmed, I. Ahmed, Ajaib, Akram, Anderson, Bedi, Carter, Chahal, Dar, Dauti, Dhillon, Escott, Gahir, Gill, Hulme, Iftakhar, Instone (from 8.02pm), Kelly, Khawar, Manku, Mann, Matloob, Mohammad, Mohindra, Muvvala, Nazir, Naveed, Qaseem, W. Sabah, Satti, Shah, Shaik, Smith, Stedmond, Tomar, Wright and Zarait

Apologies for Absence:- Councillors O'Kelly, D. Parmar, Rana and J. Sabah

32. Declarations of Interest

None received.

33. To approve as a correct record the Minutes of the Council held on 28th September 2023

Resolved - That the minutes of the meeting held on 28th September 2023 be approved as a correct record.

34. To receive the Mayor's Communications.

The Mayor thanked all Members who attended the events arranged throughout the Borough for Armistice Day and Remembrance Sunday. The efforts made to mark these important occasions were very well received by both the organisations involved and the public.

Members were reminded of the recently launched councillor survey and encouraged Members who had yet to complete the survey to do so.

The Council noted with regret the loss of ex-councillor and past mayor, Christine Small and former councillor Roger Davis. A minute silence was observed in memory of Christine and Roger.

35. Petition - Urgent Appeal to Save Community Hub (Unit 26 Wexham Business Village, Wexham Rd, Slough)

The Mayor invited Mr Khalid, the petition organiser to address the meeting.

Following completion of the subsequent debate,

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

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“That Council note

- a) Cabinet agreed an Asset Disposal Strategy at its meeting on 18 September 2023.
- b) At the same Cabinet meeting, in response to a Member question, the Leader confirmed that Unit 26 Wexham Business Village would be sold via auction to ensure that best consideration was obtained and the current occupier would be free to bid for the asset as part of this process.”

The recommendations were put to the vote and agreed with 36 votes for and 1 abstention.

Resolved - Council noted that

- a) Cabinet agreed an Asset Disposal Strategy at its meeting on 18 September 2023.
- b) At the same Cabinet meeting, in response to a Member question, the Leader confirmed that Unit 26 Wexham Business Village would be sold via auction to ensure that best consideration was obtained and the current occupier would be free to bid for the asset as part of this process.

36. Questions from Electors under Procedure Rule 9.

Three elector questions had been received. Two electors were present and asked a supplementary question.

37. Recommendations of the Cabinet from its meeting held on 16th October 2023

Quarterly Improvement and Recovery progress report

The Mayor proposed that normal procedure rules be varied to allow the Lead Commissioner, Gavin Jones to address the meeting, following which questions would be taken from Members. The meeting signified its consent to vary procedure rules.

Members received a report which provided an update on progress being made by the council against the Secretary of State Directions issued in December 2021, and the overall council recovery plan. The Mayor invited the Lead Commissioner, Gavin Jones, to address the meeting.

Mr Jones stated that council had made progress in a number of key areas and demonstrated a commitment to improvement. However, the scale of problems facing the council was significant and more demonstrable and sustained improvement was required and that there needed to be a quickening of pace in delivery of change.

The financial position of the council remained fragile, in a challenging financial environment, and the key challenge for the council was how it balanced operational recovery whilst addressing the ministerial directions against financial sustainability. Although the senior leadership team had provided some stability, successful recruitment to the new structure, to introduce new capability and

increase capacity, was vital to the continued rebuilding of the organisation. The gap in capability was limiting the speed in which the council had made progress.

It was stated that the council had managed an all-out election very effectively resulting in a change in administration, with new and inexperienced members on board. Although member training had been provided, it was strongly encouraged that there was continuous development and learning opportunities for all members to enable them to carry out their roles effectively. Recent improvement in audit actions being completed and routinely actioned upon was noted.

A key part of financial recovery was a successful asset disposal programme to generate capital receipts and this continued to be on track. However, phase 2 of the disposals was likely to pose a greater challenge, as it transitioned to the operational estate and in view of the current market and economic conditions meant that this would be challenging.

It was highlighted that the although financial recovery and sustainability was critical, the challenge for the council was that it did so in a manner that ensured it continued to provide services to meet the needs of its most vulnerable residents of the borough.

In the ensuing question and answer session, Members asked a range of questions and replies were given by the Commissioner. Questions from Members included the risks posed by un-closed accounts and outstanding audit actions from previous years; progress on the culture change programme within the council; the costs of the senior management restructure; the medium term financial outlook; and governance issues specifically regarding the council companies and the audit and corporate governance committee.

The Leader of the Council thanked the Commissioner for his attendance and providing an update to the meeting. It was noted that there would be six monthly updates to council meetings on the progress of the council's journey to recovery and improvement.

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

- a) "That the progress made by the Council since the previous report in addressing the Directions of the Secretary of State be noted;
- b) Agree to the next steps to deliver improvement as set out in the action plans and other workstreams that have been developed to address the Directions;
- c) Note the resolution of Cabinet to refer recovery items to full council every six months so every member has oversight and involvement in Slough's recovery."

The recommendations were put to the vote and agreed with 37 votes for and 1 abstention.

Resolved –

- a) That the progress made by the Council since the previous report in addressing the Directions of the Secretary of State be noted;
- b) Agree to the next steps to deliver improvement as set out in the action plans and other workstreams that have been developed to address the Directions;
- c) Note the resolution of Cabinet to refer recovery items to full council every six months so every member has oversight and involvement in Slough's recovery.

Corporate Performance Report

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

- (a) "That the Council's current performance and mitigating actions as measured by the key performance indicators within the corporate management information report and scorecard be noted.
- (b) Note that the Cabinet resolved that the Corporate Performance Report be referred to full Council on a six-monthly basis and to scrutiny on a quarterly basis.

The recommendations were put to the vote and agreed with 37 votes for and 1 abstention.

Resolved -

- (a) That the Council's current performance and mitigating actions as measured by the key performance indicators within the corporate management information report and scorecard be noted.
- (b) Note that the Cabinet resolved that the Corporate Performance Report be referred to full Council on a six-monthly basis and to scrutiny on a quarterly basis.

38. Appointments to Committees and Panels

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

- a) "That, subject to obtaining satisfactory references, the following individuals be appointed as non-voting co-opted members to the Audit and Corporate Governance Committee with effect from 1st December 2023 until the annual meeting of the Council in May 2027.
 - i) Tony Haines
 - ii) Rupa Sidpara
 - iii) Jen Simpson

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- b) That delegated authority be given to the Monitoring Officer to consider the references and decide whether to make an unconditional offer to appoint each individual named at recommendation (a).
- c) That the following changes to Committees/Panels made under Procedure Rule 1.2 (vi) of Part 4.1 of the Constitution be noted:
 - iv) Planning Committee – Councillor Stedmond has been appointed to fill the vacancy resulting from the resignation of Councillor Manku from the Committee and was subsequently elected as vice chair of the Committee.
 - v) Trustee Committee – Councillor W Sabah has been appointed to fill the vacancy resulting from the resignation of Councillor J Sabah from the Committee.
 - vi) That Mr Andrew Ramsey was appointed as a member representing Teachers (Representing Primary, Secondary & Special Schools) in Committee 3 on SACRE.
- d) That Councillor Anderson continue as Chair of the Member Panel on the Constitution for the remainder of the municipal year.
- e) That Councillor Shaik be appointed as Chair of the Corporate Improvement Scrutiny Committee effective from 1st December 2023.
- f) That Councillor Khawar be appointed as Vice-Chair of the Corporate Improvement Scrutiny Committee effective from 1st December 2023.
- g) That Councillor Akram be appointed as Vice-Chair of the Audit and Corporate Governance Committee effective from 1st December 2023
- h) That the following changes made to Cabinet portfolios and membership, taken by the Leader and effective from 1st December 2023, are noted:
 - Councillor Bedi - Lead Member for Education and Children’s Services
 - Councillor Kelly - Lead Member for Highways, Housing and Transport
 - Councillor Manku - Lead Member for Environment, Environmental Services and Open Spaces.”

The recommendations were put to the vote and agreed with 37 votes for and 1 abstention.

Resolved –

- a) That, subject to obtaining satisfactory references, the following individuals be appointed as non-voting co-opted members to the Audit and Corporate Governance Committee with effect from 1st December 2023 until the annual meeting of the Council in May 2027.
 - i) Tony Haines
 - ii) Rupa Sidpara
 - iii) Jen Simpson

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- e) That Councillor Shaik be appointed as Chair of the Corporate Improvement Scrutiny Committee effective from 1st December 2023.
- f) That Councillor Khawar be appointed as Vice-Chair of the Corporate Improvement Scrutiny Committee effective from 1st December 2023.
- g) That Councillor Akram be appointed as Vice-Chair of the Audit and Corporate Governance Committee effective from 1st December 2023
- h) That the following changes made to Cabinet portfolios and membership, taken by the Leader and effective from 1st December 2023, are noted:
- Councillor Bedi - Lead Member for Education and Children's Services
 - Councillor Kelly - Lead Member for Highways, Housing and Transport
 - Councillor Manku - Lead Member for Environment, Environmental Services and Open Spaces.

39. Quarterly Update on Urgent Key Decisions

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

“That the use of special urgency provisions used for key decisions as set out in Appendix 1 of the report be noted.”

The recommendation was put to the vote and agreed with 37 votes for and 1 abstention.

Resolved - That the use of special urgency provisions used for key decisions as set out in Appendix 1 of the report be noted.

40. To consider Motions submitted under procedure Rule 14.

Housing

It was moved by Councillor Ajaib,
Seconded by Councillor Escott,

“The Council recognises:

1. Housing is a pressing issue for local residents in Slough, across all sectors, tenures and housing types.
2. There is a chronic shortage of housing in Slough and nationwide.
3. Housing is a multifaceted issue, with many teams within the council involved in the delivery of housing services, from planners to housing regulation, temporary accommodation to the allocations team.
4. All of these teams hold data – however, this data is not readily available to councillors in an easily accessible, singular document.

The Council therefore resolves;

1. To request Cabinet to agree to produce an annual ‘State of Housing’ report in Slough to be published at the start of each financial year.

The report should include up-to-date information on, but not limited to, council house waiting lists, right to buys receipts, council lets, rough sleepers, temporary accommodation, housing supply, housing tenures, housing providers, conditions of housing stock, repairs and maintenance performance, voids, mould, complaints, local housing allowance rates, homelessness, overcrowding, landlord licensing, inspections, affordable housing and any other matters that are pertinent”.

It was moved by Councillor Bedi, as an amendment,
Seconded by Councillor Smith,

“The Council recognises:

1. **The pressures which the new administration inherited within the housing service, and the steps it is taking to deliver a better service for residents including the implementation of Housing Surgeries and other steps such as:**
 - a) **Successfully contracted a Mediation Service to support tenants and communities to resolve issues.**
 - b) **Improved the Resident Board, which now has a direct link to councillors and the service – so issues can be addressed collaboratively and openly.**

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- c) Changed the Housing Highlights magazine to a monthly magazine, for which the Lead Member writes an update to residents on the work undertaken by the service.
 - d) Implemented a new dedicated email address and scheme for residents to report damp and mould, allowing for quicker responses and repairs.
 - e) Installed solar panels on 12 bungalows within Slough, as part of a pilot project to support residents with the cost of living and greener energy efficiency.
 - f) Recruited two new Occupational Therapists who are specific to the Housing Department, in order for us to improve the service and reduce the backlog for those residents seeking much needed adaptations on their properties.
2. Housing is a pressing issue for local residents in Slough, across all sectors, tenures and housing types.
 3. There is a chronic shortage of housing in Slough and nationwide.
 4. Housing is a multifaceted issue, with many teams within the council involved in the delivery of housing services, from planners to housing regulation, temporary accommodation to the allocations team.
 5. All of these teams hold data – however, this data is not readily available to councillors in an easily accessible, singular document.

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The report should include up-to-date information on, but not limited to, council house waiting lists, right to buy receipts, council lets, rough sleepers, temporary accommodation, housing supply, housing tenures, housing providers, conditions of housing stock, repairs and maintenance performance, voids, mould, complaints, local housing allowance rates, homelessness, overcrowding, landlord licensing, inspections, affordable housing and any other matters that are pertinent”

The amendment was put to the vote and agreed with 21 votes for and 17 abstentions. The amended motion became the substantive motion.

The substantive motion was put to the vote and carried with 37 votes for and 1 abstention.

Resolved -

The Council recognises:

1. The pressures which the new administration inherited within the housing service, and the steps it is taking to deliver a better service for residents including the implementation of Housing Surgeries and other steps such as:
 - a) Successfully contracted a Mediation Service to support tenants and communities to resolve issues.
 - b) Improved the Resident Board, which now has a direct link to councillors and the service – so issues can be addressed collaboratively and openly.

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- c) Changed the Housing Highlights magazine to a monthly magazine, for which the Lead Member writes an update to residents on the work undertaken by the service.
 - d) Implemented a new dedicated email address and scheme for residents to report damp and mould, allowing for quicker responses and repairs.
 - e) Installed solar panels on 12 bungalows within Slough, as part of a pilot project to support residents with the cost of living and greener energy efficiency.
 - f) Recruited two new Occupational Therapists who are specific to the Housing Department, in order for us to improve the service and reduce the backlog for those residents seeking much needed adaptations on their properties.
2. Housing is a pressing issue for local residents in Slough, across all sectors, tenures and housing types.
 3. There is a chronic shortage of housing in Slough and nationwide.
 4. Housing is a multifaceted issue, with many teams within the council involved in the delivery of housing services, from planners to housing regulation, temporary accommodation to the allocations team.
 5. All of these teams hold data – however, this data is not readily available to councillors in an easily accessible, singular document

The Council therefore resolves:

1. To request Cabinet to agree to produce an annual 'State of Housing' report in Slough to be published at the start of each financial year.

The report should include up-to-date information on, but not limited to, council house waiting lists, right to buys receipts, council lets, rough sleepers, temporary accommodation, housing supply, housing tenures, housing providers, conditions of housing stock, repairs and maintenance performance, voids, mould, complaints, local housing allowance rates, homelessness, overcrowding, landlord licensing, inspections, affordable housing and any other matters that are pertinent.

Conflict in the Middle East

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

“Slough Borough Council extends and notes:

- Our deepest condolences to those who have lost their loved ones due to recent events in Israel and Palestine; and acknowledges that Slough residents have been horrified to see the horrific escalation of violence since 7th October in which thousands of innocent men, women and children have been killed, including over 4,000 Palestinian children.
- Our unequivocal condemnation of Hamas's terror attack on 7th October; of the fact that whole Palestinian communities have been driven from their homes and that the Gaza Strip has been cut off from crucial water, food, fuel and medical supplies.

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- Our belief that Israel must not be given a blank cheque to continue operating in the manner it has done, and that every effort should be made by the UK Government to ensure the stability of the region.

Slough Borough Council resolves:

That the Leader of the Council write to the Foreign Secretary outlining the following:

- The multicultural nature of Slough and the pride which Slough places in our vibrant community relations;
- Our agreement that Israel must stop extremist settler violence in the West Bank; and that we recognise the calls from charities such as Christian Aid, Oxfam and Save the Children who have called a ceasefire 'our only option to avert further loss of civilian life and humanitarian catastrophe'.
- That we call for Israel to protect Hospitals and allow food, water, electricity, medicine and fuel into Gaza; and to stop the aerial bombardment of any targets with likely civilian presence with immediate effect;
- That International law makes it clear that the intentional killing of civilians, collective punishment and hostage-taking may be deemed as war crimes; and that all members urge the Government and the Member of Parliament for Slough to work to uphold the international rules which underpins our collective human rights;
- That the United Kingdom should reaffirm its longstanding commitment to a diplomatic and political process to deliver an immediate ceasefire, and a pathway to the lasting peace of a two-state solution."

It was moved by Councillor Instone, as an amendment,
Seconded by Councillor Ajaib,

"Slough Borough Council extends and notes:

- Our deepest condolences to those who have lost their loved ones due to recent events in Israel and Palestine;
- **That all of us in Slough** and acknowledges that Slough residents have been horrified to see the horrific escalation of violence since 7th October in which ~~thousands of~~ **over 15,000** innocent **Palestinian** men, women and children have been killed, including over **5,500** ~~4,000~~ Palestinian children.
- Our unequivocal condemnation of Hamas's terror attack on 7th October, **the loss of 1,200 innocent Israeli lives, the taking of civilians as hostages, of which approximately 160 remain in captivity;**
- ~~of the fact that whole Palestinian communities have been driven from their homes and that the Gaza Strip has been cut off from crucial water, food, fuel and medical supplies.~~

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- Our belief that **the Israeli government** must not be given a blank cheque to continue operating in the manner it has done, and that **every-much more** effort should be made by the UK Government to **deliver a peaceful and just future for Palestinians and Israelis alike to help** ensure the stability of the region.

Slough Borough Council resolves:

That the Leader of the Council write to the **Prime Minister and Foreign Secretary** outlining the following:

- The multicultural nature of Slough and the pride which Slough places in our vibrant community relations, **to strongly convey the very deep concern felt by Slough residents at the ongoing conflict, alongside the deep disappointment that the UK government initially voted against, and then abstained on a UN Security Council resolution on implementing humanitarian pauses in Gaza;**
- **To lobby the UK Government to formally recognise Palestinian statehood in line with the vast majority of UN member states.**
- **To recognise the recent announcement of £30 million in aid to the Occupied Palestinian Territories, but stress that this is a drop in the ocean to what is required and urge the UK Government to play a bigger role in addressing the humanitarian catastrophe.**
- **The UK government must do more to address the expansion of illegal settlements in the West Bank and to Our agreement that Israel must stop extremist settler violence in the West Bank; and that whilst welcoming the recent humanitarian truce period, we firmly call for an urgent and immediate permanent ceasefire. we recognise the calls from charities such as Christian Aid, Oxfam and Save the Children who have called a ceasefire ‘our only option to avert further loss of civilian life and humanitarian catastrophe’.**
- **The UK Government must work in partnership with our international partners to guarantee that residents in Gaza who are forced to flee during this conflict are fully able to return to their homes**
- That we call for Israel to protect Hospitals and allow food, water, electricity, medicine and fuel into Gaza; and to stop the aerial bombardment of any targets with likely civilian presence with immediate effect.
- That International law makes it clear that the intentional killing of civilians, collective punishment and hostage-taking may be deemed as war crimes; and that all members urge the Government and the Member of Parliament for Slough **to reaffirm the jurisdiction of the ICC in upholding rules based international order, international humanitarian law and to address the conduct of all parties in this conflict** ~~to work to uphold the international rules which underpins our collective human rights;~~
- That the United Kingdom should **redouble our efforts and make it a strategic priority to progress** ~~reaffirm its longstanding commitment to a diplomatic and political process to deliver an immediate ceasefire, and a pathway to the lasting peace of a two-state solution.”~~

The amendment was put to the vote and a prior request having been made for the record of the voting -

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There voted for the amendment to the motion:

Councillors Ajaib, Akram, Anderson, Carter, Dar, Escott, Gahir, Gill, Hulme, Instone, Mann, Matloob, Mohammad, Nazir, Qaseem and W.Sabah..... 16

There voted against the amendment to the motion:

Councillors E.Ahmed, I.Ahmed, Bedi, Chahal, Dauti, Dhillon, Iftakhar, Kelly, Khawar, Manku, Mohindra, Muvvala, Naveed, Satti, Shah, Shaik, Smith, Stedmond, Wright and Zarait..... 20

There abstained from voting:

Councillors Tomar and Abbasi (The Worshipful The Mayor) 2

The amendment to the motion was not carried.

The original motion was put to the vote and agreed unanimously.

Resolved -

Slough Borough Council extends and notes:

- Our deepest condolences to those who have lost their loved ones due to recent events in Israel and Palestine; and acknowledges that Slough residents have been horrified to see the horrific escalation of violence since 7th October in which thousands of innocent men, women and children have been killed, including over 4,000 Palestinian children.
- Our unequivocal condemnation of Hamas's terror attack on 7th October; of the fact that whole Palestinian communities have been driven from their homes and that the Gaza Strip has been cut off from crucial water, food, fuel and medical supplies.
- Our belief that Israel must not be given a blank cheque to continue operating in the manner it has done, and that every effort should be made by the UK Government to ensure the stability of the region.

Slough Borough Council resolves:

That the Leader of the Council write to the Foreign Secretary outlining the following:

- The multicultural nature of Slough and the pride which Slough places in our vibrant community relations;
- Our agreement that Israel must stop extremist settler violence in the West Bank; and that we recognise the calls from charities such as Christian Aid, Oxfam and Save the Children who have called a ceasefire 'our only option to avert further loss of civilian life and humanitarian catastrophe'.

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- That we call for Israel to protect Hospitals and allow food, water, electricity, medicine and fuel into Gaza; and to stop the aerial bombardment of any targets with likely civilian presence with immediate effect;
- That International law makes it clear that the intentional killing of civilians, collective punishment and hostage-taking may be deemed as war crimes; and that all members urge the Government and the Member of Parliament for Slough to work to uphold the international rules which underpins our collective human rights;
- That the United Kingdom should reaffirm its longstanding commitment to a diplomatic and political process to deliver an immediate ceasefire, and a pathway to the lasting peace of a two-state solution.

41. To note Questions from Members under Procedure Rule 10

Details of Member questions and replies received, as set out in the supplementary agenda, were noted.

Chair

(Note: The Meeting opened at 7.00 pm and closed at 10.09 pm)

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Slough Borough Council

Report To:	Council
Date:	25 th January 2024
Subject:	Pay Policy Statement 2024/25
Chief Officer:	Sarah Hayward
Contact Officer:	Surjit Nagra – Assistant Director, Human Resources
Ward(s):	All
Exempt:	No
Appendices:	Appendix A - Pay Policy Statement 2024/25 Appendix B - Pay Scales

1. Summary and Recommendations

- 1.1 This report sets out to provide members with an update of the revisions to the Pay Policy Statement for the financial year 2024/25 as required by the Localism Act 2011.

Recommendation:

Council is recommended to approve the Pay Policy Statement 2024/25, as attached at Appendix A.

Commissioner Review

The Commissioners are content with the recommendations in this report.

Introduction and Background

- 2.1 Council is required to approve and publish the Pay Policy Statement as required annually.
- 2.2 The Pay Policy Statement enables residents to understand the Council's pay policy for senior staff and how it relates to the salaries of the lowest paid. It provides transparency and enables residents to assess whether salaries paid represent value for money.
- 2.3 The Pay Policy Statement covers the financial year 2024/25.
- 2.4 When the national cost of living award for 2024/25 is agreed the pay scales will be updated and implemented according to the increase in pay levels.
- 2.5 Once approved by Full Council the Pay Policy Statement 2024/25, as attached at Appendix A will be published on the Council's website.

3. Implications of the Recommendation

3.1 Financial implications

The expected costs of all Council salaries are included within the annual revenue budget.

3.2 Legal implications

3.2.1 Local Authorities are required by section 38 of the Localism Act 2011 (the Act) to prepare a pay policy statement and have regard for any guidance issued under section 40 of the Act and the Supplementary Guidance (on openness and accountability) released in February 2013. The policy statement should cover several matters concerning the pay of the authority's staff, principally Chief Officers.

The Pay Policy Statement appended to this report has been reviewed and meets the requirements of the Localism Act.

3.3 Risk management implications

3.3.1 There are no risks arising out of this report.

3.4 Environmental implications

3.4.1 There are no environmental implications arising out of this report.

3.5 Equality implications

3.5.1 There are no equality implications arising out of this report.

3.6 Procurement implications

3.6.1 There are no procurement implications arising out of this report.

3.7 Workforce implications

3.7.1 There are no workforce implications arising out of this report.

3.8 Property implications

3.8.1 There are no property implications arising out of this report.

4. Comments of other Committees

The Employment Committee is due to consider and review the Pay Policy Statement at its meeting on 18th January 2024. Any significant comments made by the Committee will be reported to Council.

5 Background Papers

None

APPENDIX A

Pay Policy Statement for the Year 2024/25

1 Introduction

- 1.1 The Localism Act requires local authorities to publish, on their website, an annual Pay Policy Statement, which has been approved by Full Council.
- 1.2 No remuneration may be made to officers that fall outside of the Pay Policy Statement, although it is possible for a meeting of the Full Council to amend the statement at any time.
- 1.3 In drawing up this statement, Slough Borough Council has considered the guidance issued by the Department of Communities and Local Government in February 2012 and the supplementary guidance issues in February 2013. This government department is now known as the Department for Levelling Up Housing and Communities.
- 1.4 Slough Borough Council is committed to complying with the statutory obligation to pay the National Living Wage.

The rates in the table below are for the National Living Wage (for those aged 21 and over) and the National Minimum Wage (for those of at least school leaving age). The rates change on 1 April every year (the rates shown below are effective from 1 April 2024)

Month	21 and over	18 – 20	Under 18	Apprentice
April 2024	£11.44	£8.60	£6.40	£6.40

- 1.5 This statement does not apply to schools' staff as local authority schools' employees are outside the scope of this legislation.
- 1.6 This statement will be approved by Full Council in February 2024.
- 1.7 Slough Borough Council fully endorses and supports the requirement to be open and transparent about the pay of our staff.
- 1.8 The Council is committed to paying nationally negotiated pay awards and this Pay Policy Statement will be updated as and when any such pay awards are agreed.

Please note - The amounts disclosed in the table(s) in respect of interim rates are the costs incurred by the council to secure the individuals services and not the amounts the individuals actually received (which will have been lower)

- 1.9 All employees, including Chief Officers are normally appointed on the lowest pay spine column point for their job evaluated grade. In exceptional circumstances employees may be appointed at a higher point within the evaluated grade. Instances where to attract the most experienced and sought-after skills for the good of the Council and where there is competition or shortages may determine a higher starting spinal point.

2 Remuneration of Chief Officers

- 2.1 In accordance with the Localism Act, the following Slough Borough Council (SBC) posts have been defined as Chief Officers, and their salary bands are as follows:

Head of the Paid Service and Chief Officers

Post	Reports to	Salary Band
Chief Executive/Head of Paid Service	Leader of the Council	£152,330 -£182,400
Executive Director – Adult Services	Chief Executive	SML 16 £125,733 - £146,319
Executive Director – Children Services and Slough Children First Chief Executive	Chief Executive	SML 16 £125,733 - £146,319 Market Supplement £601
Executive Director – Finance & Commercial S151 Officer	Chief Executive	SML 16 £125,733 - £146,319 Market Supplement £3,629
Executive Director – Regeneration, Housing & Environment	Chief Executive	SML 16 £125,733 - £146,319
Executive Director – Strategy and Transformation	Chief Executive	SML 16 £125,733 - £146,319
Director of Public Health and Public Protection	Chief Executive	SML 16 £125,733 - £146,319 (Vacant)
Director of Law and Governance (Monitoring Officer)	Chief Executive	SML14 £104,521 - £119,233 (Vacant – Interim cover Day Rate - £950)

Please note - The amounts disclosed in the table(s) in respect of interim rates are the costs incurred by the council to secure the individuals services and not the amounts the individuals actually received (which will have been lower)

2.2 The remaining senior posts are all covered by the National Joint Council for Local Government Officers.

Post that report to Executive Director / Chief Executive Officer

Post	Reports to	Salary Band
Director – Digital and Technology	Executive Director – Strategy and Transformation	SML 14 £104,521 - £119,233 Market Supplement £5,146
Director – HR and Workforce Transformation	Executive Director – Strategy and Transformation	SML 14 £104,521 - £119,233 (Vacant)
Director – Policy, Performance and Resident Engagement	Executive Director – Strategy and Transformation	SML 14 £104,521 - £119,233 (Vacant)
Director – Corporate & Strategic Finance (Deputy s151)	Executive Director – Finance & Commercial	SML14 £104,521 - £119,233
Director – Financial Management	Executive Director – Finance & Commercial	SML14 £104,521 - £119,233
Director of Financial Transactions	Executive Director – Finance & Commercial	SML 13 £87,523 - £101,749 (Vacant – Interim cover Day Rate - £697)
Director – Property and Estates Management	Executive Director – Regeneration, Housing & Environment	SML 14 £104,521 - £119,233 (Vacant – Interim cover?)
Director – Housing	Executive Director – Regeneration, Housing & Environment	SML 14 £104,521 - £119,233 (Vacant – Interim cover ?
Chief Planning Officer	Executive Director – Regeneration, Housing & Environment	SML 13 £87,523 - £101,749 (Vacant)
Director – Environment and Infrastructure	Executive Director – Regeneration, Housing & Environment	SML 14 £104,521 - £119,233 (Vacant)
Head of Economic Development and Regeneration	Executive Director – Regeneration, Housing & Environment	SML 11 £64,799 - £73,441 (Vacant)

Please note - The amounts disclosed in the table(s) in respect of interim rates are the costs incurred by the council to secure the individuals services and not the amounts the individuals actually received (which will have been lower)

Deputy Director - Public Health	Director of Public Health & Public Protection	SML13 £87,523 - £101,749
Head of Public Protection (Trading Standards & Environmental Services)	Director of Public Health & Public Protection	SML12 £76,261 - £84,727 (Vacant)
Director -Commissioning	Executive Director – People (Adults)	SML 14 £104,521 - £119,233
Service Lead – Mental Health Services	Executive Director – People (Adults)	Employed by Berkshire Health Foundation Trust and SBC contribute 50% of the salary.
Director - Adult Social Care	Executive Director – People (Adults)	SML 14 £104,521 - £119,233 (Vacant – Interim cover Day Rate - £675
Director – Education	Executive Director – Children Services and Slough Children First Chief Executive	SML 14 £104,521 - £119,233 (Vacant - Interim cover Day rate - £750

Returning Officer Fees

The Chief Executive is appointed as the Council’s Returning Officer in accordance with the Representation of the People’s Act 1983. The Returning Officer is eligible for fees linked to duties undertaken for running national, European, or local elections/referenda. These fees are determined by the number of electors registered in the borough/parliamentary constituency and are paid subject to a formula applied by the Government for determining fees to all Returning Officers across the Country.

2.3 Job Evaluation

The pay of all employees, including Chief Officers, is based on job evaluations undertaken through the National Joint Council (NJC) Job Evaluation Scheme “Green Book.”

2.4 Terms and Conditions of Employment

The Chief Executive is employed on the Joint Negotiating Committee for Local Authority Chief Executives terms and conditions of employment.

All other Chief Officers are employed on Joint National Council terms and conditions for Chief Officers.

Please note - The amounts disclosed in the table(s) in respect of interim rates are the costs incurred by the council to secure the individuals services and not the amounts the individuals actually received (which will have been lower)

The majority of the remainder of staff are employed on the National Joint Council for Local Government Services.

The remainder of staff are on either Teaching or Soulbury (pay rates for educational improvement officers and educational psychologists) terms and conditions of employment.

2.5 Travel and Subsistence Expenses

There are occasions when employees incur additional expenditure than normal while undertaking their official duties on behalf of the Council away from their normal place of work. The Council has a comprehensive Travel and Subsistence Expenses Scheme, which applies to all our staff, including Chief Officers, in such circumstances.

2.6 Payment of Professional Fees

The Council will pay the cost of one professional subscription per annum, per employee, including Chief Officers, which is relevant and necessary for the role. This payment supports the council to attract to professional roles which require belonging to a professional body for example Social Care.

2.7 Honoraria

An honoraria payment may be made to an employee, including to a Chief Officer, in recognition of undertaking temporarily additional or outstanding extra work, which is: -

- Outside the normal scope of the duties and responsibilities of the employee
- Over an extended period undertaking part of the duties of a higher graded post
- Or where the additional duties and responsibilities are exceptionally onerous
- Or in situations which merit the employee being rewarded for specific work.

The Honoraria Scheme applies in these circumstances and the amount of payment is based on the duties undertaken.

2.8 Acting Up

Acting Up arises when an employee temporarily undertakes full or part duties of a higher graded post for a consecutive period of at least four weeks.

All employees, including Chief Officers, are entitled to an acting up payment in recognition of the responsibilities. Decisions on payment consider the following: -

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- The nature and complexity of the responsibilities, undertaken by the employee and their current spinal column point.
- Whether the employee is undertaking full or part responsibilities
- If the employee is placed into post as a development opportunity

2.9 Secondments

Secondments are intended to provide developmental opportunities to gain skills and experience rather than for financial gain. Therefore, secondees will normally transfer from their current position into the secondment on their existing salary. Terms and conditions of the secondee may change depending on the local variations within the department. However, if there is a significant difference between the secondment and the individual's salary this must be brought to the attention of the Head of HR – Policy and Strategy and a decision will be taken, in conjunction with the Director of HR and Workforce Transformation /Executive Director on whether to review salary arrangements in line with the complexities of the job.

2.10 Market Supplements

A market supplement is payable for posts (including Chief Officer posts), which are critical to the delivery of essential/statutory services, and to which the Council has been unable to recruit or retain.

External labour market conditions can produce a situation in which staff with scarce skills and expertise can command higher salaries than the maximum provided under the current grading structure for the post. In these circumstances, based on evidence from the relevant labour market, it may be deemed appropriate to pay an additional Market Factor Supplement in addition to basic pay. They are not linked to an individual's actual or anticipated performance within the role but are linked to the difficulty in recruiting to certain posts requiring specific skills and qualifications.

It is essential that the rationale and supporting evidence for payment of a market supplement remains current and a review is documented. These payments are reviewed annually to ensure they are still justifiable, and can be changed or withdrawn,

2.11 Pay Protection

An employee, who is redeployed to a suitable post which is one grade lower, will receive protection of earnings (basic pay plus local weighting allowance) for a period of one year. The salary will be frozen at its current level and the employee will not receive annual pay awards. At the end of the protection period the employee will be placed on the salary grade relevant to the redeployed post.

Where an employee accepts redeployment to a post which is more than one grade lower, there is no entitlement to protection of earnings. In exceptional

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circumstances, to minimise financial hardship and avoid redundancies Executive Directors may, subject to budgetary considerations, exercise discretion to grant some element of protection. This would apply for no longer than one year.

2.12 Termination Payments

In the event of a redundancy situation, all employees, including Chief Officers, are entitled to a redundancy payment based on a multiple of 1.5 times statutory provision, based on weekly pay, subject to a cap of 30 weeks as the maximum number of weeks payable, and to a cap of 20 years' service.

The terms, and any payment relating to the termination of employment of any officer of the Council in any contentious circumstances which do not result from an award made by an Employment Tribunal or Court are settled by the Council on the basis of the legal merits of the case, the time and disruption which protracted litigation would involve, any limit of statutory entitlement on monetary claim available to an employee, and what is considered prudent in all circumstances.

Any redundancy or severance packages of £100,000 or more will be approved by Full Council. In presenting the information to Full Council the components of any such severance package will be set out including salary paid in lieu; redundancy compensation; pension entitlements; holiday pay; and fees or allowances paid.

If an application for a post (including Chief Officer posts) is in receipt of a severance payment from any local authority, or a Local Government retirement pension, this does not form part of the council's decision as to whether they should be appointed.

Any employee who is made redundant, including Chief Officers, must have a break of at least four weeks and one day to retain a redundancy payment before they can be re-employed by the Council in a different position.

Consultancies over £5,000 (excluding cover for established posts) or any consultancy/employment offered to former senior officers of the Council of third tier and above are "significant officer decision". (Significant officer decisions are circulated monthly to all members and published on the website).

2.13 Pension Payments

All employees who are members of the Local Government Pension Scheme, including Chief Officers, are entitled to a retirement pension calculated in accordance with the Local Government Pension Scheme Regulations.

2.14 Interims

Please note - The amounts disclosed in the table(s) in respect of interim rates are the costs incurred by the council to secure the individuals services and not the amounts the individuals actually received (which will have been lower)

There will be occasions where interims are engaged to undertake duties of posts that are vacant. There are various reasons for engaging interims i.e. there are specialist skills and experience that is required to fill the gap whilst recruitment takes place. In these circumstances, where it is more appropriate to engage interims the Council follows HMRC guidelines to ensure the current employment status is identified. When a need for an 'interim' arises, recruitment is normally secured via the council's temporary staffing agency framework. Individuals engaged via an agency will in most instances be paid at a rate consistent with the pay of directly employed staff performing a comparable role. The council will consider any relevant market factors to support payment of a premium rate necessary to secure appropriate levels of skills and expertise.

3 Remuneration of Our Lowest Paid Employees

3.1 All SBC employees are paid in accordance with a locally determined salary scale, in accordance with their national terms, please refer to Appendix B.

3.2 Lowest Paid Employee means the employee on the lowest grade, assuming that the posts are full-time. The lowest grade is Level 2 £22,366 inclusive of Local Weighting, currently there are no employees paid at this rate However, a recent TUPE transfer into the Council has a current lowest pay rate of £21,029. This rate of pay will increase in 2024.

3.3 Unsocial Hours Payments

The Council has a comprehensive Working Pattern Arrangement Scheme which sets out the allowances payable for: -

- Overtime (up to and including Level 5)
- Saturday and Sunday working
- Bank holidays
- Night Working
- Sleeping-in-duty
- Shift working
- Standby, on-call and call-out

3.4 Terms and Conditions of Employment

Pay awards are negotiated nationally for separate groups of employees: -

- Chief Executive
- Chief Officers
- National Joint Council for Local Government
- Soulbury
- Teaching

Please note - The amounts disclosed in the table(s) in respect of interim rates are the costs incurred by the council to secure the individuals services and not the amounts the individuals actually received (which will have been lower)

4 Relationship between the Remuneration of Chief Officers and our lowest paid employees

The actual pay of the Chief Executive is currently £182,400. This is 8.67 times the pay of our lowest paid employees. ($£182,400 / £21,029 = 8.67$)

4.1 The median earnings are currently £34,063. The median earnings figure complies with the specific requirements within the Local Government Transparency Code and includes all elements of remuneration that can be valued.

4.2 The pay of the Chief Executive is currently 5.35 times the pay of the median earnings of our employees. ($£182,400 / £34,063 = 5.35$)

5 Gender Pay Gap Information

Employers with at least 250 employees must publish annual information about their gender pay gap. We publish this on our website, and the [Government's gender pay gap website](#). This is in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

5.1 Like most local authorities, Slough Borough Council employees more women than men (Approx. 60% women, 40% men based on permanent employees). In 2022 (reported in March 2023), there was a small decrease in both the mean and median gender pay gap from the previous year. The mean gap was 0.7% and the median gap was 0%. The council employed more women than men in all pay quartiles. The full report can be viewed on:

[Gender pay gap reporting – Slough Borough Council](#)

5.2 We are currently finalising calculations of the 2023 GPG (to be reported by 30 March 2024)

Please note - The amounts disclosed in the table(s) in respect of interim rates are the costs incurred by the council to secure the individuals services and not the amounts the individuals actually received (which will have been lower)

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NJC Local Government Pay Agreement 2023

SCP	Pay Level	Basic Pay Apr-23	FTE Local Weighting	Inclusive Annual Pay	Inclusive Hourly Rate
2	Level 2	22366	1039	23405	12.13
3	Level 2	22737	1039	23776	12.32
4	Level 2	23114	1039	24153	12.52
5	Level 3	23500	1039	24539	12.72
6	Level 3	23893	1039	24932	12.92
7	Level 3	24294	1039	25333	13.13
8	Level 4	24702	1039	25741	13.34
9	Level 4	25119	1039	26158	13.56
10	Level 4	25545	1039	26584	13.78
11	Level 4	25979	1039	27018	14.00
12	Level 4	26421	1039	27460	14.23
13	Level 5	26873	1039	27912	14.47
15	Level 5	27803	1039	28842	14.95
17	Level 5	28770	1039	29809	15.45
19	Level 5	29777	1039	30816	15.97
21	Level 5	30825	1039	31864	16.52
23	Level 5	32076	1039	33115	17.16
24	Level 6	33024	1039	34063	17.66
25	Level 6	33945	1039	34984	18.13
26	Level 6	34834	1039	35873	18.59
27	Level 6	35745	1039	36784	19.07
28	Level 6	36648	1039	37687	19.53
29	Level 6	37336	1039	38375	19.89
30	Level 7	38223	1039	39262	20.35
31	Level 7	39186	1039	40225	20.85
32	Level 7	40221	1039	41260	21.39
33	Level 7	41418	1039	42457	22.01
34	Level 7	42403	1039	43442	22.52
35	Level 7	43421	1039	44460	23.04
36	Level 8	44428	1039	45467	23.57
37	Level 8	45441	1039	46480	24.09
38	Level 8	46464	1039	47503	24.62
39	Level 8	47420	1039	48459	25.12
40	Level 8	48474	1039	49513	25.66
41	Level 8	49498	1039	50537	26.19
42	Level 9	50512	1039	51551	26.72
43	Level 9	51515	1039	52554	27.24
44	Level 9	52563	1039	53602	27.78
45	Level 9	53628	1039	54667	28.34
46	Level 9	54693	1039	55732	28.89
47	Level 9	55766	1039	56805	29.44
48	Level 10	56901	1039	57940	30.03
49	Level 10	58034	1039	59073	30.62
50	Level 10	59174	1039	60213	31.21
51	Level 10	60316	1039	61355	31.80
52	Level 10	61445	1039	62484	32.39
53	Level 10	62577	1039	63616	32.97

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CHIEF OFFICERS FOR LOCAL AUTHORITIES 2023 (3.5% increase)

GRADE	SALARY RANGE 2023
CE0001	£152,330
CE0002	£161,202
CE0003	£171,133
CE0004	£182,400

SLOUGH BOROUGH COUNCIL – SENIOR MANAGEMENT GRADES (3.88%)

<u>GRADE</u>	SALARY RANGE 2023	LOCAL WEIGHTING 2023	INCLUSIVE ANNUAL SALARY RANGE 2023
SML111	£64,799	1039	£65,838
SML112	£67,679	1039	£68,718
SML113	£70,560	1039	£71,599
SML114	£73,441	1039	£74,480
SML121	£76,261	1039	£77,300
SML122	£79,084	1039	£80,123
SML123	£81,906	1039	£82,945
SML124	£84,727	1039	£85,766
SML131	£87,523	1039	£88,562
SML132	£92,023	1039	£93,062
SML133	£96,760	1039	£97,799
SML134	£101,749	1039	£102,788
SML141	£104,521	1039	£105,560
SML142	£109,917	1039	£110,956
SML143	£115,598	1039	£116,637
SML144	£119,233	1039	£120,272
SML151	£117,490	1039	£118,529
SML152	£121,187	1039	£122,226
SML153	£127,459	1039	£128,498
SML154	£134,063	1039	£135,102
<u>Chief Officer Grade (3.5%)</u>			
SML161	£125,733	n/a	£125,733
SML162	£132,245	n/a	£132,245
SML163	£139,103	n/a	£139,103
SML164	£146,319	n/a	£146,319

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Slough Borough Council

Report To:	Employment Committee and Council
Date:	18 th January 2024 (Employment Committee) 25 January 2024 (Full Council)
Subject:	Senior Management Restructure Update
Chief Officer:	Stephen Brown, Chief Executive
Contact Officer:	Sarah Hayward - ED Strategy and Improvement Stephen Taylor – Monitoring Officer
Ward(s):	None
Exempt:	No, whilst the information in Appendix A contains information about individuals, the level of redundancy payments means it is in the public interest to publish this information.
Appendices:	Appendix A – Redundancy packages

1. Summary and Recommendation

1.1 This report to the committee is an update on the next stage of the senior management restructure that was consulted and approved in September 2023. It also highlights a severance package which needs to be approved by Full Council arising out of the senior management structure and a further one which is associated with a restructure relating to CCTV.

Recommendation:

Employment Committee is recommended to:

- Note the contents of this report.
- Recommend the report to Council.

Council is requested to agree:

That the Head of Paid Service should make and approve the redundancy packages set out in Appendix A for employees 1 & 2, noting that these consists of statutory and contractual redundancy payments and no part of either package constitutes a special severance payment.

Commissioner Review

The commissioners are content with the recommendations in this report.

2. Report

Introduction

- 2.1 As articulated in the Council's Corporate Plan, the Council is on a long-term path to recovery, however, to deliver this the Council needs senior corporate capacity.
- 2.2 Employment Committee Members were updated in the two previous meetings on how the senior management restructure has been articulated and the consultation process that was undertaken. The purpose of the consultation outlined how the senior management restructure under the new Executive Leadership would be reorganised, which took place in August.
- 2.3 The Council's policy encourages the reduction of the likelihood of redundancies in the event of a change in several ways, including offering an opportunity for employees to express an interest in voluntary redundancy (VR) and/or early retirement. During the implementation process a further redundancy was confirmed for an existing Associate Director. This has resulted in the need to seek approval of the severance package as this requires Full Council 's approval as the severance package also includes a pension strain cost. The redundancy package is set out in **Appendix A** and is over £100,000 including the pension strain, which is the cost to the Council of funding the pension provision. As such full Council is being given an opportunity to vote on this package.
- 2.4 The focus of the reorganisation was to create capacity and to respond to the need to drive through activities related to the recovery programme at pace. This report covers the next stage of implementation of the proposals and details the recruitment process to secure the newly created Director's role into permanent officers.
- 2.5 The newly created Director posts (which have replaced the Associate Director (AD) posts) will have greater strategic authority and as such will be more empowered to progress the recovery and improvement of the Council at pace in their areas and corporately and be accountable for the decisions they make.
- 2.6 The role profiles of the new Director roles will bring greater equity to job roles across the council and ensure that external candidates looking for new job opportunities are better able to understand roles and their seniority therefore making it easier to attract candidates.
- 2.7 As members will be aware, with effect from 1 September 2022 and following the Commissioners' initial six-month report to the Secretary of State, the Minister expanded the Directions to the Council in Annex B of the Directions to include the following:

“5. All functions to define the officer structure for the senior positions, to determine the recruitment processes and then to recruit the relevant staff to those positions.”

- 2.8 Senior positions’ is defined in Annex B of the Directions as ‘direct reports to the Chief Executive and their direct reports, and their Group Managers – tier one, tiers two and three. This tiering has changed in the new structure and are now Directors and Head of Service roles.
- 2.9 On that basis, the Commissioners have been kept fully informed through the process and have the power to intervene in any stage of the process if they so wished. The appointment process for the Chief Officer and Deputy Chief Officer posts has been agreed with the Commissioners.
- 2.10 The recruitment to the Directors has commenced externally as all the internal processes have been concluded. One Director role was appointed to by an internal ‘at-risk Associate Director’ following a robust recruitment process conducted by Starfish which included a technical interview and psychometric tests.
- 2.11 The recruitment into the new posts is taking place in tranches based on business needs to secure high calibre candidates. To assist with our search for high calibre candidates and ensure we get the very best candidates an external recruitment partner, Starfish, has been appointed through a procurement exercise. The first tranche included the following posts:
- Director of HR & Workforce Development
 - Director of Strategy, Change & Resident Engagement
 - Director of Financial Transactions
 - Director of Education
 - Director of Property & Assets
 - Director of Environment & Highways
 - Director of Law & Governance (Monitoring Officer)
 - Director of Public Health
- 2.12 The search outcome yielded a very good response for all the above posts. The specification to attract candidates from a diverse background has also been successful. Longlisting has taken place and currently technical interviews are taking place with some interviews having taken place before Christmas and some after. Shortlisting has taken place for a number of posts with final interviews planned. A report on the appointment of the Monitoring Officer is on the agenda for the Council meeting.
- 2.13 The second tranche of posts have been advertised and will follow the following timeline for selection and interviews:

Director of Housing
Director of Planning
Director of Adult Social Care

Closing date for the roles	14 Jan 2024
Longlist Pack received by Slough	w/c 15th Jan 2024
Longlist meeting	w/c 15th Jan 2024
Technical interviews	w/c 29th Jan 2024
Agreement of shortlist	w/c 5th Feb 2024
Final interviews	w/c 19th Feb 2024

- 2.14 There will be a review of the new structure at the 12 month point in line with our organisational change policy. This is a significant change to the council's structure and so this review point will be important in assessing success and whether it is having the desired impact on the pace of recovery.
- 2.15 The council has been managing with an unstable workforce for some time. This restructure forms a vital part of stabilising the workforce and the council, but it is recognised that there could be further disruption in the short term, a key part of our next steps will be to minimise that disruption as we implement the structure.
- 2.16 The recruitment partner has been asked specifically to put a premium on attracting diverse candidates from a range of backgrounds. A further update will be provided following the second tranche recruitment to demonstrate whether that approach was successful and what lessons Slough can learn for future recruitment exercises.

CCTV Control Room

- 2.17 In February 2023, Cabinet approved the decision to close down the CCTV Control Room in Slough. As part of the implementation a staff consultation took place which effectively deleted their roles. One of the staff members who is redundant is also eligible to their pension.
- 2.18 The total severance package for this member of staff is over £100k and therefore will need the approval of Full Council. The details of the severance package is in Appendix A – Employee 2.

3. Implications of the Recommendation

3.1 *Financial implications*

- 3.1.1 The new job descriptions have been evaluated to provide accurate costings. The cost of the restructure, as stated in the Consultation Document, compared to the current structure is overall broadly cost neutral once the

entire restructure is completed. That means once these roles have been fully recruited to and the restructure of those roles reporting into the new Director roles have also been completed.

- 3.1.2 The new structure will eventually create a total of thirty-six new roles (at Chief Executive, Executive Director, Director, and Head of Service Level) but these replace an existing forty budgeted for in our current structure, including some posts that are currently vacant and one shared post (the DPH role) which is grant funded. The cost of the thirty-six roles is circa £3.8m against the cost of existing roles of around £3.7m.
- 3.1.3 The changes to the Director of Public Health post are cost neutral to the local authority as these costs are charged to the ring fenced Public Health Grant from OHID (Office for Health Improvement and Disparities) and not included in the above FTE posts (full time equivalent) or cost figures as this will distort these.
- 3.1.4 The costs of the new posts were originally estimated prudently at lower mid point – while the intention is to recruit at the bottom of the post. Additionally, these are the expenditure effects and some posts may be at least in part be charged to other grants or external recharges in practice. These costs are excluding recent salary uplift (and uplift for 2024/25 onwards is not assumed). However, the budgets for all these rolls will be updated for the payrise. The overall position is neutral as the over cost are similar and subject to the same % uplift as council wider senior posts.
- 3.1.5 Transitional costs of redundancy, pension strain and the overall transformation are allowed for by the reserve and c/fwds were created for this purpose in the original council plans and at the last year end. There is an earmarked reserve of £7.5m. As advised these funds will assist with Pension strain and redundancy, other costs of transformation including any overlap costs. The Council are expecting to fully use this reserve.
- 3.1.6 The Executive Directors need to manage the costs within their existing cash limit budgets and there is an assumption posts will be recruited at bottom of scale. Budgets will be adjusted as restructure progresses where budgets for deleted posts will be removed and reused for new posts.

3.2 ***Legal implications***

- 3.2.1 The rules governing recruitment and appointment of staff are set out in the Constitution. This includes the rules for appointment of chief officers, which includes the need for elected members to decide on these appointments, except when the Commissioners choose to exercise their intervention powers, or an interim is being appointed pending permanent recruitment. The DLUHC statutory Directions give powers to the appointed DLUHC Commissioners to make decisions on senior officer recruitment for the top three tiers of the organisation. All other recruitment decisions, including those decisions where the commissioners decide not to exercise their power are made by the Chief Executive, as Head of Paid Service, or an authorised officer. In general,

executive directors are responsible for agreeing and implementing restructures within their services.

- 3.2.2 The Localism Act introduces duties in relation to transparency in pay policies and arrangements. The guidance associated with this legislation states that due to public interest in the level and frequency of severance payments being made in particular to senior officers, to ensure that decisions to spend local taxpayers' money on large payoffs are subject to the appropriate level of accountability. Local authorities should offer full council the opportunity to vote before packages over £100,000 are approved. The redundancy packages contained in Appendix A are limited to contractual entitlement, although in appropriate circumstances an individual may be permitted to be paid in lieu of notice. The Localism Act and associated guidance also requires local authorities to have a pay policy statement and recommends that full Council should approve new posts paid at £100,000 or more.

3.3 ***Risk management implications***

- 3.3.1 There is an inherent level of risk with any restructure, including whether it has the expected impact on performance, service delivery and efficiency and whether it is possible to recruit to the new structure. This will be mitigated through ongoing review of the impact and a 12-month review of the structure.
- 3.3.2 There are additional risks for the Council. These include the disruption that restructure at this scale causes, this disruption is already happening and will continue until significant numbers of the new posts are recruited to and postholders have started their jobs. That said, the council has been coping with instability in the work force for some time and clarity over senior roles and permanent recruitment will begin to drive more stability in the organisation. Organisational leaders and managers will need to manage ongoing delivery and risks in their areas using a variety of tools to mitigate disruption and maintain delivery. There are several interims in post at the associate director level and it is anticipated that many of these staff will stay with Slough until permanent recruitment is undertaken, minimising the risks of gap.
- 3.3.3 There is the potential for the loss of institutional memory and knowledge in staff leaving either through redundancy or as they seek other employment during the process. This will be mitigated through thorough hand over expectations of those leave.
- 3.3.4 There are recruitment risks for local government at the moment. These are particularly acute around some roles and in some locations. The number of authorities now in intervention mean that potential recruits attracted by the challenges of intervention now also have choices.
- 3.3.5 Officers have sought to mitigate these risks as far as possible. In terms of the inherent risks, we have sought external advice and challenge on this structure to ensure it meets the aims and provides job configurations and salaries that

will be competitive in the sector. There will be a 12-month review of the structure, but its impact will be being closely monitored through a variety of methods including our existing performance management of services and delivery of directions.

3.3.6 Slough has been working with officers impacted directly or indirectly to mitigate the negative impacts that the uncertainty a restructure can have on staff. It is not possible in all cases to ameliorate all these affects.

3.3.7 The impact of loss of institutional memory at this stage is medium as there are small numbers of staff directly impacted, however, this will be mitigated through effective handover with those staff who are leaving.

3.3.8 The Council has engaged an external recruitment partner to assist with sourcing a strong cadre of potential recruits. This is to both add capacity for the volume of recruitment and provide the Council with specialist advice on all aspects of recruitment to help us stand the best chance of recruiting a strong field of new directors.

3.4 *Environmental implications*

3.4.1 There are no specific environmental implications arising from this report.

3.5 *Equality implications*

3.5.1 As part of the consultation process an Equality Impact Assessment was conducted.

3.6 *Procurement implications*

3.6.1 Not applicable for this report to the committee.

3.7 *Workforce implications*

3.7.1 The consultation process has followed the Council's Organisational Change Policy and Procedure and trade unions have been involved in this change programme.

3.8 *Property implications*

3.8.1 Not applicable for this report to the committee.

4. *Background Papers*

None

Appendix A – Severance Packages

The total cost of the package for employee one who is redundant because of the Senior Management Consultation and Employee 2 who is redundant as a result of the changes in the CCTV arrangements are broken down as follows:

Employee 1:

Description	Costs	Comment
Redundancy Payment	£59,138.30	Statutory & Contractual Entitlement
Pension Strain	£271,481.50	
Pay in lieu of notice	n/a	
Annual Leave	To be confirmed	
Total Costs	£330,619.80	

Employee 2:

Description	Costs	Comment
Redundancy Payment	£30,852.99	Statutory & Contractual Entitlement
Pension Strain	£84,113.87	
Pay in lieu of notice	n/a	
Annual Leave	n/a	
Total Costs	£114,966.86	

Slough Borough Council

Report To: Council

Date: 25 January 2024

Contact Officer: Surjit Nagra

Ward(s): All

PART I
FOR DECISION**APPOINTMENT OF DIRECTOR OF LAW AND GOVERNANCE - MONITORING OFFICER****1. Summary and Recommendations**

1.1 This report sets out arrangements for the appointment to the Director of Law and Governance – Monitoring Officer role which is a statutory role.

Recommendations:

Council is recommended to:

- a) Note the decision by the Commissioners to appoint and designate Sukdave Ghuman as Director of Law and Governance - Monitoring Officer, with effect from 7th May 2024.
- b) Thank Stephen Taylor for his service as Monitoring Officer since October 2022.

Reason: The Council is required to have officers in place to cover the above statutory role.

Commissioner Review

No further comments from Commissioners.

2. Report**Introductory paragraph**

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

Options considered

The Council is required to have in place an officer to cover the above statutory role.

Background

2.2 The current Monitoring Officer, Stephen Taylor, was appointed on a part time basis to hold office for up to two years with effect from October 2022. He has advised that it is now appropriate that a full time Monitoring Officer be appointed, and the Council selected a recruitment agency to undertake a thorough and detailed search for his successor.

2.3 Having completed that recruitment process, the report asks Council to note the decision by the Commissioners to appoint Sukdave Ghuman and to designate him as the Council's Monitoring Officer. The designation will take effect from his commencement date on May 7th 2024, although Mr Ghuman may commence work earlier to ensure an effective handover with the current Monitoring Officer.

2.4 Whilst the decision to designate an officer as the Monitoring Officer is normally a decision for full council, the power to appoint and dismiss the three statutory governance officers is covered by the DLUHC statutory direction. Mr Ghuman was interviewed by members of the Appointments Committee and this committee made a recommendation to the Commissioners that he be appointed to the role of Director of Law and Governance – Monitoring Officer.

3. Implications of the Recommendation

3.1 Financial implications

3.1.1 The Director of Law and Governance - Monitoring Officer is budgeted for as previously reported through the senior management restructure.

3.2 Legal implications

3.2.1 The designation of a Monitoring Officer is a statutory requirement under Section 5 of the Local Government & Housing Act 1989. The Council has the right to designate and appoint the Monitoring Officer. The appointment of a Monitoring Officer would normally be a decision reserved to elected members in accordance with Part 4.7 of the Council's Constitution. However, under a statutory direction made by the Secretary of State for Levelling-Up, Housing and Communities, certain functions are to be exercised by the appointed Commissioners, either acting alone or jointly. This includes the function to appoint to the position of Monitoring Officer and to determine the terms and conditions of employment of such an officer.

3.2.2 The Secretary of State confirmed an expansion of the directions on 1st September 2022 to enable Commissioners to exercise the following additional function: "All functions to define the officer structure for the senior positions, to determine the recruitment processes and then to recruit the relevant staff to those positions." Senior positions are defined as direct reports to the Chief Executive, their direct reports, and their Group Managers – tiers one, two and three.

3.3 Risk management implications

3.3.1 The post of a Monitoring Officer is a statutory post. This role plays a key role in ensuring effective corporate governance. As the Council continues its improvement journey, it is important that there is sufficient capacity and expertise in place to fulfil this function.

3.4 Environmental implications

3.4.1 There are no environmental implications arising from this report.

3.5 Equality implications

3.5.1 The statutory post holder will take account of the Council's duties under the Equality Act 2010. The Council is bound by the requirements of the Equality Act 2010. This will

include considerations in relation to reasonable adjustments to enable voters with disabilities to vote.

4. Appendices

Appendix 1 - Decision of Best Value Commissioners dated 15 January 2024

5 Background Papers

None

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Slough Borough Council Best Value Commissioners

12 January 2024

To: Stephen Brown, Chief Operating Officer, Slough Borough Council [by email]

Dear Stephen,

Commissioners' Decision on appointment of Monitoring Officer.

On 10 January 2024, the Commissioners decided to appoint Sukdave Ghuman as Monitoring Officer for Slough Borough Council from 7 May 2024.

This appointment is made in accordance with Annex B, paragraph 4 of the Direction dated 1 December 2022. The appointment was made following a recommendation from the Council's appointments sub-committee on 10 January 2024. Sukdave Ghuman will be appointed on a permanent contract on a salary of £125,000.

This appointment will be formally reported to the next full meeting of the Council where the Council will be invited to note the Commissioners' decision.

Yours sincerely,



Gavin Jones
Lead Commissioner

Gavin Jones

Lead Commissioner
Slough Borough Council

Denise Murray, FCCA

Finance Commissioner
Slough Borough Council

Ged Curran

Commissioner
Slough Borough Council

Observatory House
Windsor Road, Slough

SL2 2EL
commissioners@slough.gov.uk

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Slough Borough Council

Report To:	Council
Date:	25 th January 2024
Subject:	Quarterly Update on Urgent Key Decisions
Chief Officer:	Stephen Taylor, Monitoring Officer
Contact Officer:	Nick Pontone, Principal Democratic Services Officer
Ward(s):	All
Exempt:	No
Appendices:	Appendix 1 – Log of decisions taken under special urgency procedures where call-in waivers granted – October to December 2023

1. Summary and Recommendations

- 1.1 This report informs Members of Executive key decisions taken during the last quarter for which urgency provisions were utilised. There are various constitutional reporting requirements for such urgent decisions, including where proper constitutional procedures have not been adhered to and where special urgency procedures are relied upon.
- 1.2 This report covers the quarter between October to December 2023. One decision taken during this quarter that utilised urgency provisions was contained in the previous report to Council on 30th November 2023 (Procurement of Replacement Fleet Vehicles). Members are notified that there have been no further decisions taken under the special urgency procedures during the quarter. The next report to Council will be in April 2024 covering the period January to March 2024.

Recommendations:

Council is recommended to note the use of special urgency provisions used for key decisions as set out in Appendix 1.

Reason:

This quarterly update ensures compliance with the various constitutional provisions for the key decision processes. This report contains details key decision made under special urgency procedures, where the agreement of the Chair of the Corporate Improvement Scrutiny Committee has been sought to waive call-in. Whilst the constitutional and statutory requirements were followed for making these decisions, paragraph 17.3 of the Access to Information Rules state that a quarterly report should be taken to Council where decisions are taken in accordance with Rule 16. The Council will receive these updates quarterly as meetings in January, April, July and November each year. Even if no decisions utilising urgency procedures have been taken during the preceding quarter a report will be provided to duly notify Council.

Commissioner Review

No further comments from Commissioners.

2. Report

Introductory paragraph

- 2.1 This report details the use of special urgency procedures to waive call-in for key decision made in accordance with the Special Urgency rules as set out in Paragraph 16 of the Access to Information Procedure Rules. This report contains information of decisions made for October to December 2023. A full history of the use of such provisions in 2022 and 2023 was provided to Council on 30th November 2023.

Background

- 2.2 Slough Borough Council operates the leader and cabinet model of governance. The Executive (Cabinet) is subject to various legal and constitutional provisions for decision-making. The main legal requirements are contained in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, which have been incorporated into the Council's Constitution, primarily the Executive Procedure Rules and Access to Information Rules.
- 2.3 There are specific constitutional rules that apply to the taking of 'key decisions', the definition of which is:

"A key decision is an Executive decision which:

(a) is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates;

or

(b) is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.

A decision is significant for these purposes if it involves expenditure or the making of savings/receipt of income of an amount in excess of £1 million for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question. Revenue expenditure or savings should be calculated by reference to an annual figure, unless the expenditure will bind the Council for multiple years. Capital expenditure and capital receipts should be calculated based on total figures for the duration of the project or contractual term.

A decision taker may only make a key decision in accordance with the requirements of the Executive and Access to Information Procedure Rules set out in this Constitution."

- 2.4 The procedure rules require the Council to give 28-days public notice of the intention to take a key decision. To comply with this this requirement the Council publishes a Notification of Key Decisions each month which summarises the key decisions the Cabinet expects to take in the next three months.
- 2.5 Where it has not been possible to comply with this notification process, a key decision may still be taken under General Exception and Special Urgency provisions set out in sections 15 to 17 of the Access to Information Procedure Rules.
- 2.6 The Overview & Scrutiny function is important in enabling non-executive Members to review and scrutinise decisions made by the Cabinet. This includes the power to 'call in' a decision of the Cabinet which has not yet been implemented. Every Cabinet decision which is subject to call-in cannot be implemented until the call-in period expires, which is 5 working days after the publication of the decision. If a decision needs to be implemented urgently the Chair of the Corporate Improvement Scrutiny Committee can agree to waive call-in to enable the decision to be implemented without waiting for the 5 working days to elapse. The Cabinet report and/or minutes will specify if a call-in waiver was granted.
- 2.7 Under Section 17 of the Access to Information Procedure Rules the Corporate Improvement Scrutiny Committee has the power to require the Cabinet to report to Council if it believes a key decision has not been taken in accordance with the relevant procedures. It is confirmed that the Committee has not reported any such non-compliance this quarter or in 2022 or 2023.

Summary of use of special urgency provisions requiring call-in waivers

- 2.8 During the October to December 2023, there was one decision that utilised urgency provisions:
- Procurement of Replacement Fleet Vehicles
- Decision taken under the Cabinet Urgency Procedure – Leader's Action on 30th October 2023. The reason for urgency was the current contract for most DSO vehicles ends on 30th November 2023 and the award of a new contract by the end of October 2023 was required to ensure continuity of service. A report will be provided to Cabinet in December 2023. Call-in was waived with the agreement of the Chair of the Corporate Improvement Scrutiny Committee.
- 2.9 This decision was reported to Council in November 2023. No further use of urgency provisions has been made since during the quarter.
- 2.10 A list of the use of the use of special urgency procedures requiring call-in waivers in during October to December 2023 is detailed in Appendix 1. To provide Members with further context, the table below sets out the use of wider urgency procedures, including those where it was not necessary to waive call-in.

	Urgent Key Decisions (all decisions not included on 28 day notice of key decisions)	Leader's Urgent Action	Chief Executive's Urgent Action	Call-in waivers granted
Q1 2022	0	0	0	0
Q2 2022	0	0	0	0
Q3 2022	2	1	0	1
Q4 2022	2	0	0	2
Q1 2023	2	2	0	1
Q2 2023	2	0	1	2
Q3 2023	0	0	0	0
Q4 2023	1	1	0	1
Total 2022	4	1	0	3
Total 2023	5	3	1	4

NB: some decisions were subject to more than one of the above provisions.

3. Implications of the Recommendation

3.1 Financial implications

3.1.1 There are no direct financial implications arising from this report.

3.2 Legal implications

3.2.1 The key legal provisions are summarised in the report. The primary legal requirements are contained in The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, which have been incorporated into the Council's Constitution.

3.2.2 The Centre for Governance & Scrutiny has produced guidance on the use of call in to assist local authorities in drafting their constitutional rules. In relation to exceptions which should apply to call-in procedures, it recommends that these should be used where for reasons that it would be prejudicial to the interests of the Council, for safety reasons or because it is in the wider public interest. The Council has followed this guidance by incorporating rules for general and special urgency and emergency arrangements for decisions of different degrees of immediacy with different processes affecting call-in and member oversight. The guidance states that this may appear potentially complicated, but does mean that the right to call a decision in is wholly absent only in the most extreme of circumstances. The guidance refers to decisions to remove call-in and the reasons for this being reported to Full Council either on a decision by decision basis or via an annual report.

3.2.3 The draft best value guidance refers to an indicator of potential failure being scrutiny functions being undermined and a lack of pre-decision scrutiny, plus a culture of secrecy and overuse of urgency arrangements, confidential or delegated

action reports and a failure for such reports to be reported in a form which allows scrutiny.

3.3 *Risk management implications*

3.3.1 There are no risks directly associated with this report.

3.4 *Environmental implications*

3.4.1 There are no environmental implications arising from this report.

3.5 *Equality implications*

3.5.1 There are no equality implications arising from this report. Decisions taken by the Cabinet are subject to equality impact assessments where appropriate.

4. Background Papers

None.

Appendix 1: Log of decisions taken under special urgency procedures where call-in waivers granted in accordance with Rule 16 of the Access to Information Rules – October to December 2023

	Decision taker	Report Title	'Urgent' key decision	Call-in waived	Reason for urgency and other comments
			<i>Decision taken under General Exception (para 15 of Access to Information Rules) i.e. less than 28 days notice of key decision given.</i>	<i>Call-in waiver request granted by the chair of scrutiny.</i>	
Quarter 4 2024 Oct to Dec 2023	Leader's Action 30 th October 2023	Procurement of Replacement Fleet Vehicles	Yes	Yes	<p>The decision is urgent and to wait for call in would be prejudicial to the Council's interests as contract needs to be awarded by end of October 2023 to ensure vehicles are available from 1 December 2023. A report would be provided to Cabinet in December 2023.</p> <p><i>Note – details of the above decision were reported to Council on 30th November 2023. No further decisions using special urgency procedures were taken during the rest of the quarter.</i></p>

SLOUGH BOROUGH COUNCIL

REPORT TO: Council **DATE:** 25th January 2024

CONTACT OFFICER: Shabana Kauser
(For all enquiries) Principal Democratic Services Officer
07821 811 259

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:-

Community Infrastructure Levy

(Moved by Councillor Naveed, seconded by Councillor Smith)

“Council acknowledges:

That many local authorities charge the Community Infrastructure Levy (CIL) which enables them to raise funds to help fund the infrastructure, facilities and services - such as schools or transport improvements – needed to support new homes and businesses, and; that Slough requires a new Local Plan which meets the needs of Slough’s population now, and into the future.

Council resolves:

The Lead Member responsible for the development of the Local Plan to consider implementing the Community Infrastructure Levy where appropriate in Slough to ensure sufficient resource to help fund infrastructure and affordable housing.”

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