

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council **DATE:** 27<sup>th</sup> September 2016  
**CONTACT OFFICER:** Catherine Meek, Head of Democratic Services  
**(For all Enquiries)** (01753) 875011  
**WARD(S):** All

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

#### **REVIEW OF CONSTITUTION AND RELATED MATTERS**

##### 1. **Purpose of Report**

To report the recommendations of the Member Panel on the Constitution (MPOC) on the Review of the Constitution and seek approval for the recommendations as set out below.

##### 2. **Recommendations**

The Council is requested to resolve:

- (a) That the proposed new process for meeting notes following Officer/ Member meetings, as set out in paragraph 6.4, be approved for implementation with immediate effect;
- (b) That, as set out in paragraph 6.9, Slough add the role of Caldicott Guardian to the Scheme of Delegation to Officers, and that the role be fulfilled by the Head of Adult Social Care.
- (c) That the Terms of Reference for the new Joint Parenting Panel, as set out in Appendix A, be approved for immediate implementation.

##### 3. **Community Strategy Priorities**

None as this report is administrative in nature.

##### 4. **Other Implications**

The Constitution meets the Council's requirements and incorporates all necessary legal requirements.

##### 5. **Supporting Information**

###### **Background**

- 5.1 Members are appointed to the Member Panel on the Constitution (MPOC) at the commencement of each municipal year, to undertake a review of constitutional matters where necessary. All Members were recently given the opportunity to raise any matters relating to the Constitution that they wished to be reviewed. The MPOC

met on 21<sup>st</sup> September 2016 to discuss a number of items and recommended that the Council approve the following amendments:

## 6. Recommendations for revisions to the Constitution

### Meeting Notes at Officer/Member Meetings

6.1 Paragraph 5.8 of the Member/Officer Relations Code, states:

*'A note will be taken of all meetings dealing with matters of significance between Members and Officers, setting out where appropriate, advice given and decisions taken and this note will subsequently be circulated to those present'*

6.2 Concerns that this process was not always being followed had been raised, and a request was made for meetings to be recorded, for accuracy. The Monitoring Officer has considered this request as it would require a change to the constitution and working practices.

6.3 The Monitoring Officer has proposed that, at the end of the meeting, all parties agree on a note of points agreed/recommendations/actions and both the officer and Member are given a copy. This would ensure clarity about what has occurred/been agreed at the meeting.

6.4 The Code must therefore be amended to reflect this change of process, and wording is set out below:

*'A note will be taken of all meetings dealing with matters of significance between Members and Officers, setting out where appropriate, (1) advice given by officers, (2) decisions taken by officers and Members individually and collectively, and (3) actions arising from the meeting. This note will be agreed by all parties **at the conclusion of the meeting**. The note will subsequently be circulated to those present within 10 working days unless a shorter or longer timeframe is expressly agreed by all parties'*

6.6 It is requested that the Council recommend that the proposed new process, as set out above, be implemented with immediate effect.

### Slough's Caldicott Guardian

6.7 The December 1997 Caldicott Report identified weaknesses in the way parts of NHS handled confidential patient data. The report made several recommendations, one of which was the appointment of Caldicott Guardians; members of staff with a responsibility to ensure patient data is kept secure.

6.8 The Caldicott Guardian role is mainly prominent in health organisations but is also relevant for local authorities who undertake social care responsibilities. The Caldicott Guardian plays a key role in ensuring that the organisation satisfies the highest practical standards for handling personal confidential data in a social care setting and acts as the 'conscience' of the organisation.

6.9 It is requested that the Council resolve that Slough add the role of Caldicott Guardian to the Scheme of Delegation to Officers, and that the role be fulfilled by the Head of Adult Social Care.

## **Reconfiguration of the Corporate Parenting Panel into the Joint Parenting Panel**

- 6.10 The establishment of the Slough Children's Services Trust (SCST) in October 2015 required a review of how SBC Councillors and SCST non-executive directors can work together to support the services provided to Looked After Children and Care Leavers.
- 6.11 The proposed re-configuration of the Corporate Parenting Panel into the Joint Parenting Panel aims to strengthen the links between SBC and the SCST and improve the quality of corporate parenting in the borough, delivering improved services to Looked After Children and Care Leavers, and support improved outcomes for those children and young people in our care.
- 6.12 The Joint Parenting Panel would, as the name implies, be a joint meeting giving equal responsibility to both the Council and the Trust. To reflect this, it is proposed that the new Panel be co-chaired by both the Commissioner for Education and Children's Services, as well as a non-executive director of the Trust.
- 6.13 The proposed changes to the Parenting Panel will enable it to be the primary vehicle for both SBC councillors and the Slough Children's Services Trust non-executive directors to demonstrate their joint commitment to delivering better outcomes for Slough's Looked After Children and Care Leavers.
- 6.14 The proposed changes were considered at the Corporate Parenting Panel meeting held on 12<sup>th</sup> September 2016, and Members of the Panel were in agreement that the meeting be reconfigured into the Joint Parenting Panel.
- 6.15 The Member Panel on the Constitution further endorsed the proposed changes at its meeting on 21<sup>st</sup> September 2016, where it was recommended that the Joint Parenting Panel provide a quarterly report summarising its actions to the Education and Children's Services Scrutiny Panel. This would allow all Members to provide oversight of the work of the Panel, to ensure that it is working to provide the best outcomes for Slough's Looked After Children and Care Leavers. This requirement has been added to the proposed terms.
- 6.16 The Council is requested to approve the Terms of Reference for the Joint Parenting Panel, as attached at Appendix A, effective immediately.

## 7. **Appendices**

Appendix A – Joint Parenting Panel Terms of Reference

## 8. **Background Papers**

December 1997 Caldicott Report

A full copy of the Constitution can be accessed on the Council's website.