

SIGNIFICANT OFFICER DECISIONS

16 OCTOBER 2013 TO 15 NOVEMBER
2013

DECISIONS

53/13 – 59/13

DATE OF PUBLICATION:

Wednesday 20th November 2013

DEADLINE FOR MEMBER CALL-IN:

5.00pm on 27th November 2013

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SIGNIFICANT OFFICER DECISIONS

BACKGROUND

About this document

Slough Borough Council has a decision making process involving an Executive (Cabinet) and a Scrutiny Function. Part 3 of the Council's Constitution sets out the Responsibility for Functions and Scheme of Officer Delegation. This document lists the decisions taken by officers under this scheme during the period stated.

Distribution

The schedule is circulated monthly to all Members and published on the website. This document, and any reports relating to individual decisions, are published on the Council's website in accordance The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Decisions included in the Schedule

The definition of the categories for 'Significant' Officer Decisions to be included in the Schedule are set out below:

1. Tenders/Contracts over £50,000 or 'sensitive' excluding individual social services care packages and school placements.
2. Exemptions to Competitive Tendering.
3. Redundancies/Early Retirements above 5 in Service area*
4. Decision to commence formal organisational restructuring/consultation.
5. Consultation responses other than technical responses where officers asked for Member views.
6. Write-off of individual debts between £5,000 and £15,000.
7. Decisions arising from external report on significant Health and Safety at Work Act risk.
8. Compulsory Purchase Orders.
9. Action with regard to Petitions in accordance with the Council's Petition Scheme
10. Any exceptions made to the Council's agreed tender procedure as set out in Financial Procedure Rules
11. Consultancies over £5,000 (excluding cover for established posts) or any consultancy/employment offered to former Senior Officers of the Council of 3rd tier and above.
12. Other decisions such as those with political, media or industrial relations implications that Directors consider Members should be aware of.
13. Appointments to casual vacancies on committees, sub committees, Panels, Working Parties and outside bodies
14. Specific decisions that have been delegated to a particular officer by resolution at a Cabinet meeting to be taken following consultation with the relevant Commissioner

*Decisions taken on the Redundancy/Early Retirement of a senior level officer to be reported to Group Leaders, Cabinet and Employment and Appeals Committee.

Call-in

Any Member of the Council may call-in an officer decision specified in this Schedule by following the procedure set out in paragraph 21 of Part 4.5 of the Council's Constitution. Member call-ins must be submitting in writing to the Head of Democratic Services and state the reasons why the request to have the matter considered by Scrutiny has been made. The call-in must be received within five working days of delivery of the publication of the decision (by 5.00pm). Members call-ins of officer decisions will be submitted to the next Overview & Scrutiny Committee for consideration and dealt with in the same way as other post decision call-ins.

Exempt information

Any supporting reports considered by the decision-maker will be published on the website in a separate appendix, unless they contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

Further information

The schedule will be published monthly. A copy can be obtained from Democratic Services at St Martin's Place, 51 Bath Road on weekdays between 9.00 a.m. and 4.45 p.m. or Tel: (01753) 875120, email: nicholas.pontone@slough.gov.uk.

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

Ref	53/13
Title of decision	To extend the Slough Services Guide to include the Local Offer (part of the SEND Reforms required by the Children & Families Bill)
Date decision taken	30th September 2013 (included now because it was not reported in the Sept/Oct schedule)
Decision maker	Strategic Director, Wellbeing
Portfolio	Health & Wellbeing
Details of decision taken	To permit an exemption to competitive tendering to be made to approve a payment to Open Objects for the development of Slough's Local Offer on the Slough Services Guide.
Reasons for taking decision	In line with the proposed Children and Families Bill, SBC is required to publish a Local Offer which provides clear, comprehensive and accessible information about the support and opportunities available to children and young people aged 0 – 25 years with Special Education Needs and Disabilities (SEND) and their parent carers this relates to education, health and care. The Local Offer must be co-produced with parents. It is intended that the Local Offer will be a development of the Slough Services Guide, providing an informative, holistic and interactive tool. Much of the information is already on the Guide and staff are familiar with the maintenance processes. Parent carers have been consulted and are in favour of using the Services Guide; it is well known to them already and also holds the Children's Disability Register.
Options considered	Other options were considered; using the Slough Borough Council website or creating a new website. The Slough Borough Council site is primarily for SBC information, it is not interactive and would be difficult to update. A new website would prove more expensive both financially and in terms of time to develop and to promote to parents and practitioners.
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None.
Reports considered	None.

Ref	54/13
Title of decision	The Lodge, Lascelles Park
Date decision taken	23rd October 2013
Decision maker	Assistant Director, Community & Skills
Portfolio	Environment & Open Spaces; Neighbourhoods & Renewal; Community & Leisure
Details of decision taken	<p>Decision to award 15 year lease for the Lodge following two proposals received following open advertisement. Commissioners consulted on 7th October 2013; further negotiation with bidders and final award letters 23rd October 2013.</p> <p>This triggers the decision to proceed to building works as decided at Cabinet on 15th July 2013, including exterior works to improve appearance.</p>
Reasons for taking decision	Highest score over 10% higher than second. Awarded to Flying Atya. All categories, including financial at an acceptable level.
Options considered	None award dismissed because provider met minimum criteria, no evidence of market appetite not shown through open advertisement.
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None.
Reports considered	Report summarising scores submitted to Members. Report not published as it contains exempt information on tenders.

Ref	55/13
Title of decision	Street Naming and Numbering
Date decision taken	31st October 2013
Decision maker	Assistant Director, Enforcement & Regulatory Services
Portfolio	-
Details of decision taken	To approve the proposed street names of Twist Way, Kennedy Parade and Oakcroft as part of the Britwell Regeneration Scheme.
Reasons for taking decision	The developers have approached the council to name and number several new streets within two areas of Britwell under development and have offered the following names.
Options considered	<p>There is a set of criteria which are followed to allow new street names to be made. No new streets will be named after living people.</p> <p>Twist Way – Britwell was formerly a farm and the Twist family were the farm managers. The proposed street name recognises the family involvement in the local area.</p> <p>Kennedy Parade - this will cover the parade of shops and is currently part of Kennedy park</p> <p>Oakcroft – this was a former field name within the farm.</p>
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None.
Reports considered	None.

Ref	56/13
Title of decision	Amendment to Vehicle Crossing Policy for implementation of pavement parking scheme
Date decision taken	31st October 2013
Decision maker	Assistant Director, Enforcement & Regulatory Services
Portfolio	Social and Economic Inclusion; Neighbourhoods and Renewal
Details of decision taken	To amend the vehicle crossing policy to allow the pavement parking policy rollout to be taken forward in a manner that caused least inconvenience to householders.
Reasons for taking decision	The current vehicle crossing policy only allows residents to purchase vehicle crossings where there is an uninterrupted depth of 4.8m from the back edge of the pavement to the property frontage. This SD reduces this depth in certain circumstances so that more crossings can be approved so that rollout of the PPP will not reduce the amount of available parking by too much.
Options considered	The available width on any pavement for pedestrians to pass is critical and the minimum width is laid down in guidance and design documents. The relevant documents were considered and the RNIB consulted to agree a minimum width and the policy amended to provide that.
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None.
Reports considered	None.

Ref	57/13
Title of decision	Travel Plan Monitoring
Date decision taken	15th October 2013
Decision maker	Assistant Director, Enforcement & Regulatory Services
Portfolio	Social and Economic Inclusion; Neighbourhoods and Renewal
Details of decision taken	To approve the methodology for the monitoring of Travel Plans secured through the planning process.
Reasons for taking decision	SBC has been securing travel plans through the planning process for a number of years and has made resource available for a travel plan officer to follow up the implementation of travel plans, secured through planning conditions and Section 106 obligations. It is the councils responsibility to monitor compliance with the approved travel plan and ensure that the actions proposed are being implemented and that surveys have been undertaken to monitor progress with the targets. The council's costs are funded by developers as part of Section 106 planning obligations.
Options considered	A critical element of the monitoring process is that the council ensures that the surveys undertaken are robust, accurate and independent, so that the council has confidence in the results of the monitoring of travel plans. It is proposed that a standard methodology for travel plan surveys is agreed. Having undertaken research into industry standards it is proposed the TRICS (trip rate information computer system) SAM (standard assessment monitoring) methodology is used. This is an industry standard and funded by the developer.
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None.
Reports considered	None.

Ref	58/13
Title of decision	Supported Living Services for people with learning disabilities and autism
Date decision taken	21st and 22nd October 2013
Decision maker	Strategic Director, Wellbeing Strategic Director, Regeneration, Housing and Resources
Portfolio	Wellbeing
Details of decision taken	The decision to place 6 suppliers onto the council's approved supplier framework.
Reasons for taking decision	<p>The development of supported housing for people with learning disabilities and autism for Slough and the local area is an important component of the council's strategy for people with learning disabilities.</p> <p>25 companies submitted tender proposals the top 6 of whom scored well against both technical and financial criteria. These are:</p> <ul style="list-style-type: none"> • Look Ahead Housing and Care • Radian Support • Comfort Care services • Orchard & Shipman • Creative Support • Lifeways Community Care <p>These suppliers have been added to the framework joining the seven suppliers who were awarded a contract under an earlier procurement programme. These contracts do not guarantee business is undertaken with the supplier (i.e. not block).</p>
Options considered	The options in developing the strategy included retaining high levels of residential care and developing more capacity for local housing and support options the latter of which delivers improved outcomes and life opportunities at a more efficient cost.
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None.
Reports considered	A full report was considered by the delegated officers. As this report contains exempt and sensitive business and financial information of the tenderers it has not been submitted with the document.

Ref	59/13
Title of decision	Invitation to tender for provision of new classroom block
Date decision taken	22nd October 2013
Decision maker	Director, Customer and Community Services on behalf of the Strategic Director, Wellbeing and Section 151 Officer
Portfolio	Wellbeing
Details of decision taken	To award contract to Roan Buildings who was the supplier ranked in first position following competitive tender process for the provision of a new classroom block at Castleview School.
Reasons for taking decision	<p>The provision of additional classroom facilities is an important part of the councils school places strategy and required to meet demand in pupil numbers in the next year.</p> <p>The contract award followed a procurement process that met Official Journal of the European Union (OJEU) procurement requirements.</p> <p>The advert for the procurement published in May 2013 attracted 60 companies at the PQQ response stage, 21 of whom submitted a PQQ response. The invitation to tender then followed inviting 6 of the companies to submit full tender documents. Roan Buildings combined technical and financial score rated them in first position.</p>
Options considered	Competitive tender required under these circumstances. The process that followed met OJEU and council procurement regulation requirements.
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None.
Reports considered	A full report was considered by the delegated officers. As this report contains exempt and sensitive business and financial information of the tenderers it has not been submitted with the document.

Petitions

In accordance with the Council's Petition Scheme and the schedule of Significant Officer Decisions please find below a list of petitions submitted to the Council and a summary the response provided. Further details of the petitions can be found on Slough's website: <http://www.slough.gov.uk/services/2026.aspx>

Ref: 13/07 Against the Experimental Traffic Regulations on Grasmere Avenue and Kendal Drive

Petition received: 22nd October 2013

We the undersigned residents of Grasmere Avenue and Kendal Drive strongly object to the new Experimental Traffic Regulations. This scheme has led to the following:

1. The introduction of the unplanned double yellow lines is causing great difficulty and stress when finding parking. We can no longer park in front of our drives (dropped kerb) and houses; this has created parking issues and tensions not seen before between neighbours.
2. Newly painted parking bays over existing white lines across drives have led to drives being blocked.

The residents of Grasmere Avenue and Kendal Drive have agreed the following solutions would address the above issues:

- a) The removal of current road narrowing speed restrictions – including islands and bollards on Grasmere Avenue and Kendal Drive, resulting in not requiring double yellow lines in front of and near residential houses on Grasmere Avenue and Kendal Drive. An alternative solution would be the introduction of speed bumps on Grasmere Avenue and Kendal Drive. The road narrowing speed restrictions are not required because at best they create traffic congestion during busy times and at worst people regularly drive through at speeds when there is no on-coming traffic.
- b) Remove parking bays in front of dropped kerbs and drives on Grasmere Avenue and Kendal Drive to ensure residents have constant access to their own drives. 'Boxed' parking bays can be provided on either side of the drives.
- c) Have double yellow lines around the green only between Grasmere Avenue and Kendal Drive (where the current bollards on the green are). No double yellow lines on the residential side opposite the green.

See the map below:

1. Removal of the road narrowing restrictions – This has been completed since the petition was submitted. I hope that you are happy with the outcome.
2. Remove the parking bays in front of dropped kerbs – As I have explained in previous correspondence, removing the parking bays in front of dropped kerbs will mean that residents will no longer be able to park in front of their own driveways. The way that we are required to implement the scheme is to introduce a prohibition on pavement parking in the whole ward, exemptions only apply where there is a marked bay. This would result in vehicles parking fully on the carriageway, potentially causing double parking and blocking the passage for vehicles. The only other alternative would be to stop the parking bays, and then paint a double yellow line across each driveway. This would result in a loss of net parking spaces, however the driveways would be kept clear. This is an option that we are currently considering, and will present it to the local ward members for consideration. If you have any views on this, please do let me know.
3. Have double yellow lines around the green only – A final decision has been made on the extent of the double yellow lines following the removal of the width restrictions. Unfortunately, due to the requirement to maintain forward visibility at the locations of the old width restrictions, some of the double yellow lining will need to stay. The double yellow lines will remain outside No 2 and half of No 4 Grasmere Avenue, and also 1, 1a and 3 Kendal Drive and 20 – 24 Kendal Drive. The forward visibility splay drawings are available from the council upon request. The scheme has been introduced on an experimental basis and can only be in place for a maximum of 18 months. During the first 6 months after implementation, we will be accepting comments/suggestions/objections etc from residents. This information will be key to ensure that if/when any permanent scheme is decided upon after the 18 month period, the correct scheme is implemented. I have accepted this petition as a representation and your comments will be considered in the decision making process.