

SIGNIFICANT OFFICER DECISIONS

16 JULY 2020 TO
15 SEPTEMBER 2020

DECISIONS

2021/08 – 2021/13

DATE OF PUBLICATION:

17th September 2020

DEADLINE FOR MEMBER CALL-IN:

5.00pm on 24th September 2020

CONTACT:

Nick Pontone
Senior Democratic Services Officer
01753 875120
Nicholas.Pontone@slough.gov.uk

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 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 submitted 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 Observatory House, 25 Windsor 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	2021/08
Title of decision	Significant Decisions taken under urgency provisions in response to the Covid-19 Pandemic
Date decision taken	30 th June 2020 to 26 th August 2020
Decision maker	Gold and Silver Command
Portfolio	All
Details of decision taken	<p>Under the Council's Constitution, the Chief Executive has delegated power to act in case of emergency and urgency authority to exercise all council side functions. Additionally, under the constitution, all matters not specifically reserved are deemed to be within the delegated authority of the Chief Executive and Directors for all purposes which fall within their directorate or budget area or area of responsibility to which they may be nominated from time to time.</p> <p>A major incident was declared on 19th March to respond to the Covid-19 pandemic and a Gold and Silver command structure was established to enable significant decisions to be taken urgently. Schedules of such decisions have been ratified by Council on 21st May and 21st July and by Cabinet on 18th May, 15th June, 13th July and 14th September in relation to Executive functions.</p> <p>The following schedules set out the decisions taken since 30th June 2020.</p>
Reasons for taking decision	To respond effectively to the range of issues arising from the Covid-19 pandemic.
Options considered	N/A
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None declared.
Reports considered	N/A

Summary of significant decisions taken by Silver

Decisions taken since 26th June 2020

Decision Required	Outcome	Date of decision	Decision made by	Target Date
Silver is asked to approve the setting up of a COVID19 notification rota and 'standby' system to support the Slough Outbreak Management Plan through the Environmental Health (EH) Duty Team and specialist Outbreak Responders.	Agreed by Silver Option 1, 2,3 and 5. Option 1 – Agree the setting up of a Covid 19 notifications rota and 'OOH 'standby' Option 2 - Agree and support the proposed bid for Test and Trace Funding Option 3 – Agree further exploration of redeployment and cover arrangements Option 5 – Commission the COVID Ops to co-ordinate the wider response in Slough to ensure effective delivery of the SLOMP . Agreed in poricipal the sum of £144k to cover this form our own Test and trace pot	30/06/20	SILVER	30/06/20
To take action in response to 'red' business critical reporting	The 0-19 health visiting service was reported as 'red' due to accommodation issues. Silver agreed it was a priority to find suitable space from which to operate as soon as possible.	03/07/20	SILVER	03/07/20
To note the latest data on Covid cases in Slough from the regular Public Health presentation	Silver noted that more comprehensive pillars 1 and 2 testing data for Slough being presented for the first time indicated that there had been a spike in cases in Slough on or around 2nd June 2020. This information or any notification of the possible need for local action was not provided to SBC at the time. Silver welcomed that more comprehensive local data was now being provided.	03/07/20	SILVER	03/07/20

To consider a request to use Herschel Park for Eid Prayers on 30/31st July.	That the request be refused based on government guidance for public gatherings to avoid the spread of COVID 19 and the council's own policy for events in our parks and open spaces.	03/07/20	SILVER	03/07/20
To agree timetable for opening Community Hubs	Delay the opening for a week to allow staff training, risk assessments and any other procedures set out by the Workplace Safety Group to be completed.	03/07/20	SILVER	03/07/20
To consider an amendment to the process of staff returning to work at OH.	Agreed that directorships approve requests in the first instance via email back to requester and WSG monitor occupation numbers.	03/07/20	SILVER	03/07/20
To consider request for funding approval for booklet and 15 ward based letters to all addresses in the borough.	Agreed that the full cost of £37,000 be met from the COVID budget.	03/07/20	SILVER	03/07/20
To consider temporary location for Grove Academy.	Agreed to support the proposal for temporary location of Arbour Park.	03/07/20	SILVER	03/07/20
Covid support service and contact route change	Agreed to go with Option 2– Shielded resident only be directed to the One Slough number. All non-shielded residents will be directed to the main contact centre for support needs.	07/07/20	SILVER	07/07/20
To consider frequency of Insight products	Option 2 agreed to provide a new Insight package to support recovering including a revised dashboard and moved to bi-weekly or weekly updates on national guidance.	10/07/20	SILVER	10/07/20

To consider changes to Governance	Agreed to implement revised weekly cycle arrangements for Silver from 1 August - Task groups to report through DMT and report by exception. Agreed to keep virtual Ops room. Chair of LOMP to report to Silver each week	15/07/20	SILVER	15/07/20
To agree contingency plan on extent of PPE that SBC should hold for any future second wave of Covid-19 in line with responsibilities to support the social care market and most vulnerable residents.	Agreed to hold a contingency stock and include all costs associated with a second wave including localised and multiple outbreaks at a cost of £63,638 from the Covid-19 Budget (Option 1).	17/07/20	SILVER	17/07/20
To agree arrangements for purchase of face coverings for customers with appointments at Council buildings	Agreed that building management would purchase a stock of face coverings to be provided to customers with appointments at Council buildings if they did not bring their own.	17/07/20	SILVER	17/07/20
To consider potential payments for EH Duty Desk and Responder Pool to deliver Local Outbreak Management Plan	Agreed to confirm that a standby rate would be provided and that staff on the rota for 18/19 July record their hours, with a decision on payment arrangements deferred until w/c 20th July to ensure a consistent approach could be taken across the Council.	17/07/20	SILVER	17/07/20
To consider frequent of Silver meetings	Silver to meet weekly from w/c 27th July.	17/07/20	SILVER	27/07/20
To decide whether the Canal Festival should go ahead	In line with previous decision about the cancellation of events, it was agreed that the Canal Festival 2020 be cancelled.	17/07/20	SILVER	17/07/20
To agree with recommendations around Business & Planning Bill	Decision made to agree with recommendations on email from Michael Sims re the Business & Planning Bill now in place. RW to pick this up with Savio	24/07/20	SILVER	24/07/20

BC reporting to cease	Decision was made that as from 1 August no more BC reporting will be done. Surjit will let service leads know.	24/07/20	SILVER	24/07/20
To consider the implementation of the provisions of the The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020 which provides powers to close or restrict activities in order to the spread of infection.	Options 1 and 3 were agreed to: 1) put in place initial stages of implementation as set out in the report and delegate to the Service Lead – Governance approval of 'letters of direction' etc. with guidance from HB Law and 3) agree a follow up report to Silver or CMT next week once processes and procedures are agreed and tested. This was to include risk assessment and scenario planning. Members to be engaged on process including at the Slough Outbreak Engagement Board. Gold and Silver Lead to take urgent decisions where it is not possible to convene a full Silver meeting.	29/07/20	SILVER	05/08/20
To consider Slough position on COVID 19 incidents, response and risks	Update paper submitted relating to DEL106 and all recommendations were agreed	05/08/20	SILVER	05/08/20
To consider the position regarding the potential localised test and trace programme	Agreed to participate in DHSC webinars. Silver were supportive in principle of SBC taking greater responsibility for localised test and trace programme, subject to resources and the model.	12/08/20	SILVER	12/08/20
To consider the TVLRF Covid-19 stabilisation proposal	Agreed that JW would review and consult with appropriate directors if required before sign off.	12/08/20	SILVER	18/08/20
To agree any further actions in response to reported issues with breaches of social distancing and case numbers in localised parts of Slough	Request for a walk in testing site in the Farnham Road vicinity.	12/08/20	SILVER	19/08/20
Setting up a second local testing site	Approved mobile testing unit near Farnham Road. Arbor Vale site identified	19/08/20	SILVER	26/08/20

Scope options for local contact tracing	Approved to work with public health to establish. Options to be scoped in line with PHE guidance	19/08/20	SILVER	26/08/20
Mobilise voluntary, community, and faith groups	Engage One Slough and work together to manage outcome of Area of Concern decision	19/08/20	SILVER	21/08/20
To decide on the Council's event programme for 2020	<p>Recommendations agreed to:</p> <p>Cancel the Bonfire and Fireworks Spectacular in 2020</p> <p>Proceed with plans for the Christmas lights and Christmas tree installation</p> <p>Request CIF funding to cover the area of Farnham Road first begun in 2019</p> <p>Investigate alternative funding sources to help cover the budget pressure on the council.</p> <p>Cancel the Christmas lights switch on in 2020</p> <p>Defer a decision on Festive Fun until October 2020</p>	26/08/20	SILVER	26/08/20

Ref	2021/09
Title of decision	Proposed Traffic Regulation Order – Eden Girls School/A4 (Bath Road) No U-turn
Date decision taken	24 th July 2020
Decision maker	Service Lead Major Infrastructure Projects
Portfolio	Sustainable Transport & Environmental Services
Details of decision taken	<p>To remove the proposed prohibition of U-turns TRO on the A4 from the planned Eden Girls' School scheme, following stakeholder objection on the Notice of Intent.</p> <p><u>Background</u></p> <p>The area concerned is the A4 (Bath Road) and A4 Service Road in the vicinity of the Eden Girls' School and Wellcroft Road.</p> <p>SBC has trialled (under experimental TROs) and is now making permanent modifications to vehicle circulation at the Eden Girls' School to improve safety and mitigate congestion issues, particularly during school arrival and dismissal times. In particular, the scheme is intended to address a road safety concern related to school traffic. Traffic which exits the service road onto Wellcroft Road is prevented from turning right onto the A4 by the existing road layout. Instead, a proportion of this traffic turns left onto the A4 and then proceeds to make a U-turn movement at the junction of Galvin Road. This issue was raised by a number of businesses specifically around near misses but also the congestion that was being caused around the junction with vehicles not able to U-turn in one movement.</p> <p>The Eden Girls' School improvements include:</p> <ul style="list-style-type: none"> • School 'keep clear' markings adjacent to Eden Girls' School • Conversion from two-way traffic to one-way westbound on the southern service road of Bath Road (A4) between its junction with Wellcroft Road and its junction with the delivery access to Slough Retail Park (i.e., the portion adjacent to Eden Girls' School) • Modifications to and/or additional waiting and loading restrictions in the project area (Twinches Lane, Wellcroft Road, A4, A4 service road) • Kerb buildouts, raised table crossings, and footway improvements on the A4 service road to enhance pedestrian safety, enhance access to Eden Girls' School and slow vehicle traffic • Flashing advisory 20mph sign on the A4 service road adjacent to Eden Girls' School

To support the above improvements, traffic regulation orders (TROs) were put out to consultation ('notice of intent') on 14 February 2020. The proposed TROs included prohibiting westbound vehicles on Bath Road (A4) from making U-turns at the junction with the easternmost link road between Bath Road (A4) and the northern service road between Leigh Road and Galvin Road. The proposed measure would prevent drivers performing U-turns at a break in the central reservation of Bath Road (A4) which is designed only to accommodate vehicles turning right off the main road. This was intended to mitigate a potential road safety issue, as any vehicles executing U-turns at this point are at risk of conflict with the flow of eastbound traffic on Bath Road (A4).

Following consultation on the 'notice of intent,' an objection was raised by Thames Valley Police on the proposed no U-turn TRO. This was based on recent collision statistics, which do not indicate a collision problem, and the additional enforcement burden required with the U-turn prohibition without accompanying engineering measures.

Financial Implications:

Removal of the U-turn prohibition may require minor revisions to scheme drawings (minor staff time cost). Savings would result from removing two illuminated 'no U-turn' signs from the planned scheme.

Recommended Decision:

It is recommended that the proposed U-turn prohibition is removed from the Eden Girls' School scheme and the associated TRO is not put into place. The Major Infrastructure Projects team has acknowledged the objections raised by Thames Valley Police and taken them into consideration. The U-turn issue was one of the initial concerns of the scheme; however, this may be largely mitigated by the operational changes in making the A4 service road one-way westbound. The U-turn issue may be reviewed again in future, following permanent installation of the Eden Girls' School scheme, and potential TRO and/or engineering measures reconsidered, if road safety issues are evident.

Reasons for taking decision	As set out above.
Options considered	N/A
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None declared.
Reports considered	N/A

Ref	2021/10								
Title of decision	Notice of Department for Transport Emergency Active Travel Fund and participation in the nationwide e-scooter trial								
Date decision taken	24 th July								
Decision maker	Service Lead Major Infrastructure Projects								
Portfolio	Sustainable Transport & Environmental Services								
Details of decision taken	<p>Purpose of Significant Decision:</p> <ul style="list-style-type: none"> To note the content of the report including background information regarding the Emergency Active Travel Fund (EATF) grant To seek approval to participate in the Department for Transport's (DfT) e-scooter 12 month rental trial to improve short journey transport options for Slough, while continuing to manage social distancing measures in response to Covid-19 <p>1. Introduction</p> <p>The paper is in two parts. First, an overview of the Emergency Active Travel Fund grant allocation is provided. The remainder of the paper provides details of the e-scooter trial proposed for the borough.</p> <p>The Emergency Active Travel Fund allocation was issued by Department for Transport (DfT) after a successful bid (Appendix 1). The funding will be made in two tranches:</p> <p>Tranche 1 was paid to SBC in June 2020:</p> <table border="1"> <thead> <tr> <th>Slough Borough Council</th> <th>2020/21 Allocation</th> </tr> </thead> <tbody> <tr> <td>Capital Allocation</td> <td>164,454</td> </tr> <tr> <td>Revenue Allocation</td> <td>41,113</td> </tr> <tr> <td>Total Allocation</td> <td>205,567</td> </tr> </tbody> </table> <p>Tranche 2 funding is yet to be released but officers must demonstrate that Tranche 1 funding has been spent on active travel measures such as cycling and walking to support the borough's recovery from Covid-19. Funding for the second tranche of money will be conditional on demonstrating that bids represent value for money and reinforces measures brought in through Tranche 1.</p> <p>2. Background</p> <p>As we move towards a relaxation of Covid-19 restrictions, we have reviewed transport measures to manage our road network, to facilitate physical social-distancing and to continue to provide different transport options. Officers have considered</p>	Slough Borough Council	2020/21 Allocation	Capital Allocation	164,454	Revenue Allocation	41,113	Total Allocation	205,567
Slough Borough Council	2020/21 Allocation								
Capital Allocation	164,454								
Revenue Allocation	41,113								
Total Allocation	205,567								

short to medium term measures that meet national guidance and direction but which can be applied at the local level to meet the needs of residents and businesses. We are therefore reviewing measures which provide more space for pedestrians and cyclists in town centres, employment areas and key transport hubs.

In June, after a successful bid, Slough received the first tranche of the Emergency Active Travel Fund (EATF) to introduce measures designed and implemented in response to the government's initiative to get people to actively travel after the Covid-19 crisis and to prepare for the Borough's recovery.

The Emergency Active Travel funding and has been provided by government to support measures intended to:

- enable more people to walk and cycle
- to support safe social distancing in areas where people congregate, such as within town centres, high streets or at transport hubs or bus stops

3. Emergency Fund Active Travel Strategy

The borough's existing Local Transport Plan sets out a series of desired outcomes which are directly related to the proposals set out for the use of EATF funds.

- An integrated, high-quality transport network
- Safer roads, walking, cycling and public transport
- Reduced impact of cars on our communities
- Better public transport connectivity to jobs and services within Slough and beyond

The public health emergency resulting from the Covid-19 pandemic has transformed the context within which the Transport Strategy sits and we have had to design schemes quickly, that now have to accommodate unknown challenges in the short to medium term and which include the need to consider:

- prevention of the resurgence of Covid-19 post-lockdown by facilitating physical distancing
- encouraging local economic recovery by supporting safe operation of businesses, allowing employees to travel safely
- supporting active travel options that provide a safe and physically distanced option for travel that does not negatively impact on air quality, traffic congestion or carbon emissions.

4. Action Plan

Work on improvements to the A4 to facilitate bus use and provision for cyclists has been the most significant action as part of the borough's emergency response to Covid-19. The A4 bus /cycle lane improvements had been previously agreed through a standalone significant decision report

(dated May 2020) and provides for dedicated bus and cycle lanes along the A4 Bath Road from Dover Road junction to Uxbridge Road (see overview drawing of the A4 proposal, Appendix 2).

Although government guidance indicates that public transport should be avoided during this time, guidance is changing rapidly. We have designed temporary measures that continue to support desired outcomes set out in our strategic transport documents including our Local Transport Plan and Local Cycling and Walking Implementation Plan (LCWIP). The main short-term focus of the A4 bus and cycle scheme is the reduction of journey times for bus passengers and to support cyclists providing a direct, comfortable route and not a reduction in traffic flows. As the country enters the next phase of recovery, it is expected that in the longer term the increased attractiveness of the bus service will help to encourage transfer of travel to buses from the private car.

We know that there will be fewer cars on the roads overall. Businesses have already responded quickly to establishing working from home practices. To manage social distancing *within* the workplace, it is unlikely that a business as usual model will be reinstated in the short term. The need to travel is thereby reduced as more employees continue to work from home. The time is therefore correct to bring forward projects intended to lock in this change in travel behaviour.

Public health priorities such as social distancing, clean air and improved health outcomes for residents achieved through take up of active modes will be balanced alongside improving local journeys to workplaces and shops. We wish to maintain improvements to Air Quality experienced during the lockdown. Five AQMA's have indicated that in terms of NO2 there has been a reduction of between 30%-41%.

With the changes to the A4 bus lane, a number of supporting and complementary measures will follow and include:

- Facilitating safe pedestrian movement around town centres by marking footways and widening footways if required
- Support business operation and recovery at town centres, Segro trading estate and at local hubs.
- Facilitate safe access at public transport hubs by issuing safe distance communication, deep cleans at the bus station, providing hand sanitiser at bus stops and through continued communications.
- Review and assess where we can implement temporary strategic cycling routes to promote cycling as a transport option.
- Review of Local Cycle and Walking Plan schemes to bring forward to preliminary design.
- Encourage longer term behaviour change in favour of active travel choices.

- Develop a communications plan to encourage people and businesses to think carefully about how they travel and the choices available to them. This will reflect guidance being given nationally.
- School streets trials at 3 schools for September
- E-scooter trial

5. E-scooter trial

This section outlines the potential benefits to be achieved through the participation of an e-scooter (electric scooter) trial offered by the Department for Transport (DfT). The DfT has brought forward their active travel programme and invited boroughs to apply to host the trial to assess the impact e-scooters can have on travel behaviour. They are seeking to harness the rise in popularity of micro-mobility provision during lockdown by introducing initiatives that provide the public with affordable, quick and safe alternatives to public transport while continuing the positive impact that lockdown measures have had on congestion and air quality. Submissions must be made by local authorities to the DfT to participate in the trial.

Existing legal micro-mobility modes in the UK include bicycles, e-bikes and shared bike schemes. Although currently illegal to use on the public highway, the DfT are reviewing regulations to legalise use of e-scooter rentals during a 12-month trial period for local authorities who submit a successful application.

The introduction of E-scooters will continue to support social distancing, providing an alternate mode for short journeys. The proposal will also support the newly implemented bus and cycle lane on the A4 established to promote social distancing.

The Department for Transport produces estimates of the proportion of people who regularly cycle or walk (see fig 1 below, Data taken from DfT 2016/17 data) and Slough performs significantly worse than national and regional averages across all four categories.

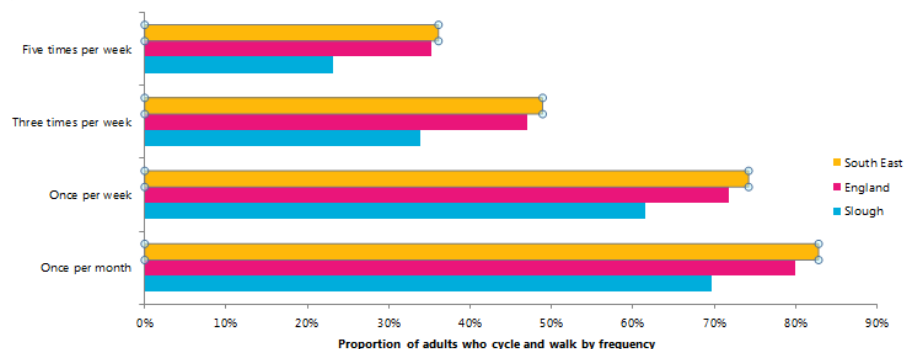


Fig 1. Adults cycling/walking by frequency of trips

E-Scooters therefore have the potential to provide a useful addition to traveller choice and could help reduce congestion and improve air quality in built up areas, if they replace journeys by car. This mode is relatively easy to use, requires less physical effort than cycling and can cut journey time compared to walking.

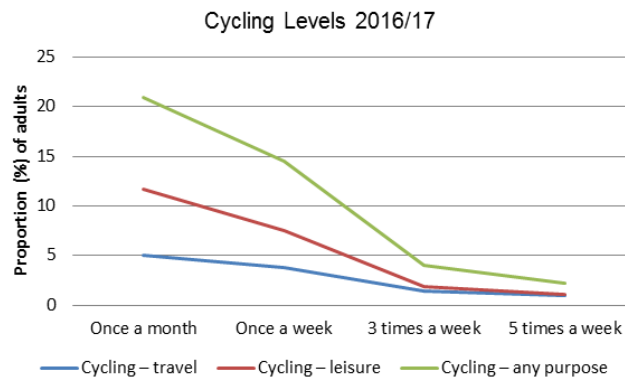


Fig 2: Cycling levels by frequency of trips

Figure 2 analyses solely cycling journeys over this period, it is evident that nearly a quarter of the local population has access to a bike, can cycle and participates at least once a month in this activity. However, there is a steep decline in the frequency of use. We realise there is a gap in commuter travel, with cycling for travel only indicating that 5% of residents using a bike once a month for travel purposes, reducing even further approximately 1%, 5 times a week. The proposed trial will therefore be primarily targeted at commuters however it is unlikely that we will be able to achieve a significant increase in numbers across every day of the week due to the changed working conditions and the reduced need to travel as a consequence of Covid-19.

Slough is a compact and relatively flat town which enhances the opportunity and ability for workers and residents to use e-scooters as a low emission alternative to existing modes of transport. The offer provides a last mile/last mile journey option if integrated with existing transport hubs thereby suiting commuters. Improving access to shared micro-mobility schemes also provides local residents or employees with an affordable way to travel around the borough without the need to commit or invest in a vehicle.

6. Government Guidance Covid 19

The DfT has brought forward their programme of e-scooter trials in order to support travel choices and a key aim of the e-scooter trial is to support social distancing as per the current legislation (of maintaining 2m distance where possible). The provision of a dedicated bus and cycle lane through the length of the borough also supports this aim with cyclists and e-scooter users able to use this route.

The trials have been designed to test the appetite for micro-mobility initiatives. Owning an e-scooter can be cost prohibitive with the high value e-scooters costing more than £1k. The proposed e-scooter trial enables the borough to evaluate its impact at no cost while sharing knowledge and lessons learned with other participating boroughs.

7. E-Scooter proposal for SBC

The DfT have a list of approved suppliers for local authorities to identify which supplier would best match their requirements. There are a number of different models that suppliers offer for e-scooter rentals, including long-term leases for users, a user funded model, a user funded model that is partially subsidised by the LA or a combination of different models.

Suppliers will be invited to apply to work in Slough. Officers have already spoken to suppliers to establish a shortlist who will be invited to tender their service (see Appendix 3 for tender questions). We propose opting for a single operator, who will be selected on ability to deliver a scheme that works well for the borough and will be evaluated on a series of quality indicators including ability to provide a low cost travel option to residents, distribution and maintenance of scooters, ability to respond to issues and provide excellent customer service to residents and reporting functionality to DfT/SBC. A memorandum of understanding will be drawn up with the selected supplier to provide the service.

Working with the selected e-scooter rental supplier, dockless e-scooters will be placed in strategic locations around the borough to improve connectivity. These locations will be identified by the supplier and SBC staff. Locations will be determined to support the new A4 bus and cycle lane infrastructure, providing an integrated transport option for commuters for first and last mile journeys and thereby being located close to transport hubs and finally, providing an easily accessible transport option in employment districts in the borough.

Clearly marked out geo-fenced areas will ensure that the e-scooters can only be parked within a small, defined perimeter to prevent issues of discarded scooters. This will address the challenge that people with limited mobility, blind or elderly may have regarding moving around discarded scooters.

Similarly to Slough Cycle Hire (SCH), the supplier will manage maintenance and distribution of e-scooters to ensure the e-scooters are allocated where they are required. Additionally, a strict cleaning regime will be introduced to reduce the transmission of Covid-19.

E-scooter speeds must be limited to 15.5 mph, can only be used on the carriageway or shared paths with users being required to hold a driving license and so, a minimum age of 17 applies. Helmets are advised but not compulsory.

8. Risks

It should be noted that although e-scooter rentals provide an excellent opportunity for Slough to provide a more diverse choice of transport modes for residents and the Slough workforce, it could draw users away from using other

sustainable modes that we currently subsidise such as the Cycle Hire scheme. We will monitor the usage of the e-scooters and compare this to Cycle Hire usage to evaluate the benefits of each.

There is a risk that Covid-19 could be transmitted through the use of shared scooters. Advice will be provided to users of the scheme to take correct precautions in line with government guidance. The supplier will be required to undertake regular cleaning of the scooters.

Vandalism is a key concern for operators but will not be SBC's liability. A potential risk is that operators may terminate the trial earlier than the 12 months if vandalism is rife. We will maintain communication and client manage the selected operator to understand site specific issues and adapt the location of sites if vandalism is occurring from a specific site.

Only e-scooter rentals will be legal to use in the UK on public land for participating local authorities during the trial period. E-scooters can be purchased legally in the UK despite current regulation banning their use on the public highway. An e-scooter rental scheme in Slough could consequently encourage illegal use of private e-scooters around the borough. Clear messaging through a variety of communication channels will convey the rules and regulations of e-scooter use in Slough to prevent use of private e-scooters. SBC will work with Thames Valley Police to ensure they are aware of the trial so that they continue to penalise, and subsequently discourage the illegal use of e-scooters in Slough.

E-scooters are an emerging transport mode and so unlike bicycles, many of the users of e-scooters are unlikely to have experience in riding them. Lack of competence could lead to accidents resulting in e-scooter users harming themselves, pedestrians or other road users. We are liaising with disability groups to understand their concerns. To reduce risk of accidents occurring, e-scooter training will be offered to all users to improve their confidence and competence as road users. Riders will also be encouraged to wear a bicycle helmet and hi-vis clothing while riding and will be restricted to a speed of 15.5mph. A full risk assessment will be undertaken to ensure the e-scooter rental scheme mitigates as much risk as possible.

Users of micro-mobility can sometimes be unclear or unfamiliar to restrictions on use of footpaths. Clear messaging for riders will reduce the risk of this happening.

9. Monitoring

The aim of the trial is to inform whether to legalise use of e-scooters nationally in the future. To determine whether e-scooters should be legalised, monitoring will need to identify whether the scooters are safe, what is the modal shift and are they acceptable to other road users. Research will also need to determine how e-scooter use was affected by the Covid-19

crisis.

E-scooters rental suppliers are able to track where, who and when scooters were used for every trip made. Surveys conducted by suppliers during and after the trials will also gather data on what the scooters were used for and why they were chosen over other modes. Using all of this data, suppliers are able to advise SBC and the DfT on future decisions regarding e-scooter legislation and improving uptake of e-scooter rentals throughout the trial.

10. Supporting Local Policies

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

1.2 Ensure a fit for business transport infrastructure – by reducing congestion and improving transport options for commuters

1.4. Build on success in making Slough safer - by incorporating road safety measures into all transport schemes delivered across the Council. Consideration of Covid-19 safety measures.

5.1 Enable children and young people to lead emotionally and physically healthy lives – by improving air quality through schemes that reduce congestion

11. Financial Implications

EATF funding has been provided to support introduction of measures to support sustainable travel modes. All measures described here will be grant funded, with no additional cost to the Council.

The cost of running the e-scooter trial is dependent on the rental model selected. Officers have opted for the cost-neutral e-scooter rental model where the selected supplier will attain their entire revenue source from the consumer. However, it is also recognised that hire may be cost-prohibitive for some users and consideration will be given to subsidise some journeys or for some users (such as jobseekers).

Funding has been allocated through the EATF grant to support the trial and proposal to include officer time, preparation of the traffic order and infrastructure improvements such as geo-fencing areas and management of the scheme.

12. Equalities Impact Assessment

An equalities impact assessment has not been undertaken. However, the expectation is that there will be no negative impacts for any specific group. We will ensure that disabled people are fully considered in the planning and delivery of this trial. We will contact local groups to explore any concerns they may raise. It should be noted that e-scooters are only

permissible on the carriageway. Confirmation is required from DfT as to whether shared pedestrian and cycling paths are exempt.

Positive impacts are expected in terms of reduced pollution, controlled social distancing and improvements to transport choice.

Legal Implications

Ensuring Slough's roads are safe continues to be a key local priority which is also determined by the Statutory Duty to promote road safety and to act to reduce the likelihood of road casualties occurring (Section 39, Road Traffic Act 1988). Any risks associated with e-scooters and road safety are offset by enabling social distancing for e-scooter users that may have otherwise used public transport and by reducing the number of vehicles on the road, therefore reducing the risks posed by motor vehicles.

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

The scheme is proposed with regulatory changes to the Traffic Signs Regulation and General Direction to enable e-scooters to use cycle lanes and highways. Changes will also ensure that the cycle symbol on signs will apply to e-scooters. These changes will remain in place for the 12-month trial period.

Conclusion

The EATF provides an opportunity to embed local and cycling improvements in order to provide for improved transport options particularly for local journey, better social distancing and improvements to Air Quality.

With support from the Department for Transport's EATF grant funding and in view of the potential benefits that are expected to arise from the participation of the e-scooter rental trial, including harnessing new technology, the e-scooter trial offers an opportunity for the borough to explore micro-mobility options and understand patterns of use which can be benchmarked against other participating boroughs.

Recommended Decision

It is recommended that the following proposals are approved:

Emergency Active Travel Fund

- To note that EATF grant funding, Tranche 1 will be utilised to deliver measures identified and included in the bid document.

	<p>E-Scooter trial</p> <ul style="list-style-type: none"> • That a selected supplier can distribute their e-scooters at key locations around Slough for rental by anyone who wishes to use them. • Users of the shared scheme are supported in their choice to travel by e-scooters through regulatory changes. • That e-scooter rental is subsidised by the council to improve accessibility to all if regarded as necessary. • That participation in the trial receives support by Members. • That data is gathered with regular monitoring to assess the impact of the trial • Reviews are undertaken after an initial three month period but also as and when circumstances change. • That SBC retain the option to opt out of the scheme at any time.
Reasons for taking decision	As set out above.
Options considered	N/A
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None declared.
Reports considered	N/A

Ref	2021/11
Title of decision	Interim Leisure Centre Agreement July –Sept 2020
Date decision taken	24 th July 2020
Decision maker	Director of Adults and Communities on behalf of the Chief Executive
Portfolio	Adults and Communities
Details of decision taken	<p>To agree financial subsidy to the Council leisure centre contractor due to the impact of covid-19 July-Sept 2020 to allow the leisure contractor to open leisure facilities.</p> <p>This is an interim agreement July 20-Sept 20 subject to council approval in September 2020.</p>
Reasons for taking decision	<p>Chief Executive as acting Chief Executive in emergency under emergency provisions.</p> <p>To allow and ensure leisure provision can reopen as per government guidance from 25th July 2020 – subject to Council approval for further interim agreement in Sept 2020</p>
Options considered	<p>Not reopen</p> <p>Delay opening</p> <p>End the contract</p> <p>Retender the contract</p>
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None declared.
Reports considered	N/A

Ref	2021/12
Title of decision	Approval of building name for new flats in Ledgers Road
Date decision taken	5 th August 2020
Decision maker	Service Lead Planning & Transport
Portfolio	Regeneration
Details of decision taken	To approve proposed building name of Rana Court.
Reasons for taking decision	The developer's original name choice did not comply with our current policy nor did they find a name from Slough's pre-approved list which suited their development.
Options considered	The developers original name choice was not compliant with our policy, their alternative of Rana Court has been chosen – the name is taken from Arabic meaning eye-catching.
Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared	None declared.
Reports considered	Slough Borough Council's Street Naming & Numbering Guidance

Ref	2021/13
Title of decision	The Health Protection (Coronavirus Restrictions) (Amended) (No.3) Regulations 2020 – Governance and Implementation
Date decision taken	18 th August 2020
Decision maker	Director – Adults and Communities in exercise of delegated powers under Function E20/3 in paragraph 2e of the Scheme of Delegation to Officers after consultation with the Leader of the Council and appropriate Executive Members.
Portfolio	<p>Cllr James C. Swindlehurst, Leader of the Council – Regeneration and Strategy</p> <p>Cllr Natasa Pantelic – Health & Wellbeing</p> <p>Cllr Pavitar K. Mann – Planning & Regulation</p> <p>Cllr Balvinder S. Bain – Inclusive Growth & Skills</p>
Details of decision taken	<p>Decision 1: Agree that implementation of the No. 3 Regulations is council policy in line with Slough’s Local Outbreak Management Plan and the national ‘Contain’ framework</p> <p>Decision 2: Agree that identified officers have delegated power under the council’s constitution for these Regulations and officers to be specifically authorised to issue the direction who are already authorised to serve similar ‘Prohibition’ type notices who will be:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Food & Safety Manager <input type="checkbox"/> The Group Manager – Consumer Protection <p><u>Background</u></p> <p>Council Policy</p> <p>The new powers under the No. 3 Regulations allow the council to issue notifications of directions, following the collation of local evidence and advice from the Director of Public Health. The Regulations are made under the Public Health (Control of Disease) Act 1984 – they complement existing powers under that and other legislation, these functions are not reserved as non-exec functions and are not local choice functions, therefore any policy level decision making should be determined by Cabinet.</p> <p>The council response has already been approved by Cabinet on 30th June 2020 and is detailed in the Slough Local Outbreak Plan. The No. 3 Regulations also form part of the national CONTAIN framework.</p>

The decision process is managed by the daily and weekly Outbreak Cells of Slough Local Outbreak Management and reported to the Councils Silver/Gold command as the decision making body having first;

- consulted with the Director of Public health, and
- assess whether the conditions for taking action have been met
- completed an equalities impact assessment

The council must have regard to any advice given to it prior to issuing a direction, or to revoke such a direction. The onus is not, and should not be for any one service to make such a decision in isolation. To make any direction is a serious matter, as a direction may potentially restrict people's movement, livelihood and liberty and therefore all 3 conditions must be met, considered and agreed.

The three conditions are:

1. The direction responds to a serious and imminent threat to public health in the local authority's area

2. The direction is necessary to prevent, protect against, control or provide a public health response to the incidence or spread of infection in the local authority's area of coronavirus

3. The prohibitions, requirements or restrictions imposed by the direction are a proportionate means of achieving that purpose

A formal report setting out the rationale for the decision, including record of advice from Director of Public Health and legal implications, equality duties and impact assessment, and who must be notified. In addition, the Slough Local Outbreak Management Engagement Board will advise on how the direction will be publicised. Before making a direction, local authorities will need to gather sufficient evidence to demonstrate that the tests have been met. This task will be completed by the Regulatory Service Officers who are experienced in collation of legal files and reviewed by the council's legal advisors.

This evidence may come from a range of sources, including information provided to the local authority from local experts, through the Local Resilience Forum, from NHS Test and Trace (including the Joint Biosecurity Centre (JBC)), from Public Health England (PHE) and from other sources.

Delegation

The council's constitution is drafted in an open format meaning that we do not need to seek cabinet authority for every new regulatory function. Table 2e sets out officer

	<p>delegation for statutory powers and paragraphs E20/1 to 4, specifically E20/2 could be interpreted as giving relevant officers the power to issue directions, as in most of these cases officers down to Level 4 (Heads of Service) have the necessary delegated powers.</p> <p>The council has an internal scheme which sets out which officer is delegated what powers based on their experience; at present the SBC EHOs and regulatory officers are authorised under the No. 3 Regulations.</p> <p>Officers to be specifically authorised to issue the direction and it is suggested that this is reserved for the following officers who are already authorised to serve similar 'Prohibition' type notices:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Food & Safety Manager <input type="checkbox"/> The Group Manager – Consumer Protection
<p>Reasons for taking decision</p>	<p>It is essential that the council has the agreed powers to implement the No 3 Regulations in place as soon as possible. A delay until the Cabinet meeting on 14th September 2020 would critically impede the council's ability, following advice from the Director Of Public Health, to ensure local COVID 19 controls.</p>
<p>Options considered</p>	<p>Silver have assessed and considered two papers on this issue.</p>
<p>Details of any conflict of interest, disclosable pecuniary interest or non-statutory disclosable interest declared</p>	<p>None declared.</p>
<p>Reports considered</p>	<p>Please see links below:</p> <p>https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations</p> <p>https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers</p>

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/moderngov/mgePetitionListDisplay.aspx?bcr=1>

20-03 – Residents Only Parking Permits - Benson Close

This petition was received on 17th August, 2020.

We the undersigned request that Slough Borough Council implement a residents only parking scheme in Benson Close, SL2 5EH as we are continually inconvenienced by the very limited on-road parking due to non-residents using the parking within the area.

A number of non residents take up a large proportion of the parking available on Benson Close resulting in residents of the street unable to park their cars within the on-street parking facilities available.

Non-resident parking vehicles in Benson Close include:

- Local car garages who use the parking on Benson Close for customers' cars for extended periods of time.
- Non residents going on holiday whom deem the road safe to park on for extended periods of time.
- Non resident commuters who on the way to work park their cars early in the morning until the evening and in some cases for days and nights, in Benson Close as they make their way to the train station to travel to work.
- Non resident shoppers visiting the high street as well as other non resident shoppers who are parking their cars in Benson Close and then walking the extremely short distance to Slough's bus and train station for their journeys.
- Local businesses' employees whom have spaces within their individual estates but park at Benson Close.
- Non residents residing in the newer apartment blocks that have been built have been using the parking spaces in Benson Close. As Lion House is currently being renovated into an apartment complex as is Vanburgh Court, parking will become completely unavailable for Benson Close residents.
- There have also been vehicles that have been stationary for extended period of time with no identified owners.

The above examples have been witnessed by residents of Benson Close and have been confined by residents by who have approached non residents asking them to leave th parking spaces for residents of Benson Close

We would like to urge the council to grant this request and prioritise the implementation of a residents' only parking scheme in Benson Close for the twelve properties within the Close.

Thank you for your co-operation.

This petition was responded to by the Team Leader, Parking Services on 15th September 2020

Thank you for submitting the attached petition.

I can confirm I recently attended a site meeting with Councillor Hulme and Councillor Ali and discussed the parking issues on Benson Close and the surrounding roads. We can mostly definitely consider a residents permit scheme on Benson Close, however by introducing parking restrictions to a isolated location we are at risk of displacing the obstructive parking that is currently taking place on Benson Close, to the neighbouring roads.

As a result, your ward Councillors and I feel a better solution would be to consider parking restrictions for the whole of Petersfield Avenue as well the neighbouring roads, of which Benson Close is one of these. Your ward Councillors are in the process of obtaining a petition from residents of Petersfield Avenue and as soon as this has been received we will programme this scheme in.

If you have any questions in the interim period then please do not hesitate to contact me.

E-petition

Parking restrictions on Century Lane, Boundary Drive and Rosebay Avenue

This ePetition ran from 17/06/2020 to 15/09/2020 and has now finished.

2 people signed this ePetition.

This petition was received on 15th September, 2020.

We the undersigned petition the council to Provide parking restrictions on Century lane , Boundary drive and Rosebay Avenue.

Wexham Green is a new development on Wexham Road comprising of Century lane , Boundary drive and Rosebay avenue. Due to close proximity to the hospital a lot of vehicles get parked on our main approach road causing a lot of problems getting in and out of the development. Vehicles are sometimes parked in such a way that massive blind spots are created causing major hazard to residents trying to drive out of the development as they can't see if any vehicles are driving down Wexham Road.

We therefore would like to have double yellow lines marked on the roads as well as restricted parking facility be provided for all the 3 roads in the development.

This petition was responded to by Democratic Services on 15th September, 2020

With reference to your Online petition request – Parking Restrictions on Century Lane, Boundary Drive and Rosebay Avenue.

The Council is not able to accept this petition as it is has fallen below the minimum threshold of 10 signatories.