MEETING COMMUNITY, LEISURE AND ENVIRONMENT SCRUTINY PANEL
(Councillors Walsh (Chair), Coad, Davis, Grewal, Jenkins, Latif Khan, Long, Pabbi and Qureshi)

DATE AND TIME: WEDNESDAY, 29TH OCTOBER, 2008 AT 6.30 PM
VENUE: COUNCIL CHAMBER, TOWN HALL, BATH ROAD, SLOUGH

DEMOCRATIC SERVICES OFFICER: BRYONY GIBBS
(for all enquiries) 01753 875016

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.

RUTH BAGLEY
Chief Executive

NOTE TO MEMBERS
This meeting is an approved duty for the payment of travel expenses.

AGENDA

PART I

APologies for absence.
CONSTITUTIONAL MATTERS

1. Declarations of Interest

(Members are reminded of their duty to declare personal and personal prejudicial interests in matters coming before this meeting as set out in the Local Code of Conduct)

2. Minutes of the meeting held on Tuesday 16th September 2008

SCRUTINY ISSUES

3. Response to Member Call in - Music and Dance in the Park

4. Carbon Management

5. Forward Work Programme

6. Date of Next Meeting - Monday 1st December, 2008

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Special facilities may be made available for disabled or non-English speaking persons. Please contact the Democratic Services Officer shown above for furthers details.

Minicom Number for the hard of hearing – (01753) 875030
Community, Leisure and Environment Scrutiny Panel – Meeting held on
Tuesday, 16th September, 2008.

Present:- Councilors Walsh (Chair), Coad, Davis, Grewal, Jenkins, Latif Khan,
Long, Pabbi, Parmar, Plimmer, Qureshi and Swindlehurst

PART I

1. **Declarations of Interest**

None.

2. **Election of Vice-Chair**

That Councillor Coad be elected Vice-Chair for the 2008/09 municipal year.

3. **Minutes**

The minutes of the last Community and Cultural Services meeting held on
Wednesday, 2nd June, 2008 were approved as a correct record.

4. **Member Call-In: Music and Dance in the Park**

At the Chair’s discretion item 10 from the published agenda was considered
before the other scheduled items.

The Member call-in was introduced and the proposed issues relating to the
Music and Dance in the Park event were outlined, including the concern that a
financial loss had been made. Other issues included the concerns that
Members had not been consulted in the choices relating to the event,
particularly with reference to the suitability of the type of music chosen, the
publicity for the event and other issues associated with the preparation of the
event. A query as to what can be learnt from other Authorities who have
hosted similar events, such as the London Borough of Ealing, was also
identified.

Members raised several points in the subsequent discussion, including:-

- That the event was a good idea and in keeping with the drive to generate
greater levels of local pride in Slough.

- That in planning the next event consideration should be taken of the
expected weather when choosing a suitable month.

- A Member also queried, given the financial loss from the event, the degree
to which, per head, the event was subsidised by the Council.

Resolved - That a report on the issues identified in the call-in be submitted
to the Panel at its next meeting on the 29th October, 2008.
5. Community Facilities Strategy

A report on the development of a new community facilities strategy was presented to the Panel by the Strategic Director of Education and Children’s Services. The Panel was informed that the report will be considered by the Cabinet at its next meeting on the 24th September, 2008.

The report was based on a workshop held with Members, in which data from an audit of community facilities in Slough was considered. The report outlined the development of a strategy, aimed at providing a range of high quality community facilities (buildings, parks, open spaces, allotments etc) for people in Slough. Members were told that a large number of buildings used throughout Slough needed repair in order to be fit for purpose and that a coherent policy of use for these buildings needed to be developed. Buildings are required to support a range of community activities such as sports, leisure and Adult and Community Learning. A Hub and Spoke approach was detailed, noting that facilities would be needed at local levels as well as at a central level to suitably support the range of community activities.

The report further noted that links to other strategies, such as neighbourhood management and play strategies could be developed in the exploration of the relevant issues and public opinion.

The Officer welcomed Member input, particularly into the question of how to engage the public.

Several points were raised in the discussion including that:

- Stronger facilities are needed at a local level but that such facilities can act as a means to unite Slough. For example the use of music centres for young people.

- Community facilities need to be easily accessible to older and young people.

Resolved - That the report be noted and that it be recommended to Cabinet that the community facility strategy be developed in line with the proposals and next steps as set out in the report.

6. Neighbourhood Management

A report was presented to Members by the Strategic Director of Green and Built Environment on the progress made in developing a strategy for Neighbourhood Working and the proposed approach to the continued development of the strategy. Members were informed that this report would be put to Cabinet at the next meeting on the 24th September, 2008.

The report outlined the existing Neighbourhood Working arrangements and identified several points for development including the need to create a more co-ordinated approach to ensure effective communication and cohesion of
service delivery. Neighbourhood Action Groups (NAGs) were highlighted as a means to begin this development through the implementation of a variety of measures such as establishing and strengthening links between NAGs and other Working Groups, local action groups, Members and Officers. The pilot project to test the suggested approach was described in the report. Using the existing structure, it was intended that a greater understanding of community needs could be developed and that the NAGs could extend their community policing role into a community management role. Intensive community engagement, Local Community Charters and long term action plans for areas were also considered as a necessary means to propel development.

A Member queried the current purpose of NAGs and informed the Panel that they had been told that Councillors were not to be involved in these Groups. Another Member noted that they had been told similarly. The Officer explained that NAGs were run by the Police and were not public meetings, however, in developing the roles of the NAGs they did want to strengthen Members input and that this was a new opportunity for Members to become involved.

Several other points were raised by Members in the subsequent discussion including:

- That Councillors should be notified and/or invited to the meetings of the NAGs.
- That each Ward has different problems and issues and that the idea of using the structure to identify and resolve these issues was good.
- A Member asked which areas would be covered by the pilot schemes and was told by the Officer that Colnbrook and Baylis had been recommended. A Member noted that if these were the recommended areas then these were probably the most suitable.

The Meeting was adjourned at 7.15 p.m. and was resumed at 7.30 p.m.

Resolved - That the report be noted and that the proposals as set out in the report be recommended to Cabinet.

It was agreed that a joint meeting with the Neighbourhood and Renewal Scrutiny Panel should be arranged to consider the progress of the scheme further.

7. Refocusing Food Safety Enforcement Priorities

A presentation was given to the Panel on the refocusing of food safety enforcement priorities, noting that 60% of businesses in Slough were broadly compliant with legal requirements and that the aim was to increase this figure by 10% by focusing on non-compliant businesses. However, as a range of new interventions were to be used, the Officer explained that this may or may not have been an ambitious target. These new interventions would focus on
Officers on the ground and the relationship they develop with those businesses failing to comply, in particular, by identifying the reasons behind the lack of compliance. Alongside these actions, the drive to support healthier options was also noted as significant.

The report detailed the impetus behind the refocusing of food safety enforcement priorities, namely regulatory reform, a new local performance framework and the revised Food Law Code of Practice. The Regulatory Enforcement and Sanctions Act 2008 focused the inspection of food businesses on those which are non-compliant and introduced the primary authority principle, which places a responsibility upon Local Authorities to provide advice and support to local businesses that may operate in more than one Local Authority area. Further guidance on this from the local Better Regulation Office is expected in the near future. The Food Standards Agency revised Food Law Code of Practice introduced a suite of interventions aimed at non-compliant businesses. The report proposed that a lighter touch be adopted toward compliant businesses to ensure that adequate resources are available for more interventions to be targeted at poor performers.

Members raised a number of key points including:-

- A Member queried how inspections were initiated and was informed by the Officer that regular inspections took place. However, if a complaint was to be received then an inspection would take place within two days.

- Members also sought clarification on how sub-standard businesses would be targeted under the new measures. The Officer explained that a balanced approach would be taken and that the reasons why businesses were failing to comply with regulations would largely determine the subsequent action taken. Education and training would be used where a business lacked appropriate understanding, knowledge or skills. In cases where a lack of compliance was a result of wilful negligence then punitive action would be taken.

- A Member raised the concern that the Primary Authority Principle might be considered a double edged sword and queried whether the benefits such as the additional revenue that might be generated by becoming a primary Authority outweighed the additional responsibilities and work that would also be generated. The Officer noted that it was a possibility but details for the Primary Authority Principle were still emerging and more information would become available soon.

- The concern was also raised that the advice and support service offered by a Primary Authority would not necessarily be needed by leading businesses. The Officer noted however, that the benefit to the companies lay in the fact that as a Primary Authority the advice and support offered would be both in depth and would override that of other Authorities throughout the country and therefore the company would benefit from receiving consistent advice and information from one source.
Resolved - That the proposals in the report be recommended to Cabinet and that a report updating the Panel on the situation relating to the primary Authority principle be submitted to the Panel at a future meeting.

8. Smokefree Enforcement Strategy

A presentation was delivered by the Senior Environmental Health Officer to the Panel on the smokefree enforcement strategy, highlighting the proactive and supportive approach the regulatory enforcement unit had taken and would continue to take. Actions under this strategy included inspections, routine checks and out of hours checks and support and promotion in the form of advice, leaflets, stickers, free smoking bins and also press releases. The report similarly outlined the action taken by the Local Authority in the enforcement of the Health Act 2006 and July, 2007 and noted the high level of legal compliance that had been encountered.

Members asked a number of questions in relation to the presentation and report.

- Clarification was sought on a response that the regulatory enforcement unit had received from the public. The Panel was informed that the majority of people and businesses were supportive and in particular that attitudes had quickly become far more amenable to the new regulations.
- The Officer also noted, in response to a question, that while a great deal of time and man hours had been dedicated to enforcing the new regulations at their instigation, the need for this had greatly decreased and now inspections of sites had largely been merged with the inspections held for other or generic purposes.

Resolved - That the report be noted.

9. Customer Service Centre Action Plan Update

The Head of Customer Services presented a report updating the Panel on the progress of the Customer Service Centre, which contained an action plan for future improvement. During the course of the following discussion Members were advised by the Officer that several points on the action plan were dependent on IT upgrades, one occurring at the end of October and the other in January, 2009. Local access points were also discussed and Members were informed that these were working well and that efforts were being made to publicise these more. Additionally, at those local access points where usage was high, staffing levels and opening hours were adapted accordingly.

Resolved - That the report be noted.
10. **Greening Slough Motion**

The Panel was requested to consider the Greening Slough motion passed at the Council meeting of the 22nd July, 2008 and decide whether it wished to undertake scrutiny of the issue. The Strategic Director of Green and Built Environment noted that the issue was expansive and advised that reports relating to aspects of this issue would be presented to the Panel at future meetings regardless of the Panel’s decision concerning the motion. The Panel agreed that addressing the issue on a subject by subject basis would allow the issue to be explored at greater depth.

**Resolved** - That the issues highlighted in the Greening Slough motion would not be considered by the Community Leisure and Environment Scrutiny Panel.

11. **Forward Work Programme**

The items on the forward work programme were noted and it was agreed that the Member call-in discussed earlier in the meeting be added to the items for the next meeting on the 29th October, 2008.

Chair

(Note: The Meeting opened at 6.30 p.m. and closed at 8.40 p.m.)
Response to Member Call-in - Music and Dance in the Park

Introduction
This report responds to a series of specific questions raised by Cllr Plimmer regarding Music and Dance in the Park 2008.

Cllr Plimmer asks:

1. Were the music choices appropriate for Slough?
2. Was there sufficient preparation for the concert because members from all parties only found out in May?
3. How is the London Borough of Ealing able to run a highly successful festival by itself and what lessons can be learned from them?
4. Where will the shortfall be made up?

The remainder of this report responds to each of these questions in turn.

Where the music choices appropriate for Slough?

Inevitably these sorts of choices include a large degree of subjectivity. We recognised we needed to avoid the temptation to stereotype the musical preferences of people purely on the basis of ethnicity. Our aim with Music and Dance 2008 was to design a wide-ranging and cosmopolitan event which would appeal to all parts of the community. The result was a global collection of talent, many of whom have previously proved popular elements of Dance in the Square (the predecessor of Music and Dance traditionally held in the town square).

It is important to remember that when the acts for Music and Dance (MaD) were selected, Slough Mela was still scheduled for 20 July, a fortnight earlier. We wanted to organise an event which would complement rather than compete with or duplicate the Mela and so we included acts such as Nikita and her Bollywood Dancers and the Dohl Drummers. The Mela was cancelled at late notice and consequently members of the Asian community were less well catered for than is the norm.

One of the objectives of the event was to attract people from outside of Slough and to help change their perceptions of the town. Jools Holland is an international name with a wide audience appeal. He has traditionally held concerts in Ascot and Henley-on-Thames which attract crowds of many thousands. These venues were not included in his 2008 tour and we hoped to take advantage of this gap and so attract visitors to the town from the wider region.

This event was launched in what has turned out to be a difficult year for concerts and music festivals. Glastonbury tickets sold far slower than is the norm, Robin Gibb pulled out of a concert in Windsor because of poor ticket sales, and a major Diana Ross concert recently offered two for the price of one ticket deals (and attracted 6,000 people – well below their expectations). Music and Dance in the Park attracted a larger audience than some more established concerts in Stonor Park and
Cliveden, and organisers of similar events have expressed admiration in our ability to attract as many people as we did on the day for a first run event.

**Was there sufficient preparation for the concert because members from all parties only found out in May?**

The event was formally agreed in May. It was delivered safely and professionally, on schedule and within its revised expenditure budget thanks to a robust project plan, tight project management and a great deal of hard work.

We failed, however, to attract the revenues needed to ensure the event broke even. We do not believe the disappointing ticket sales were the result of the tight timescales as the professional advice we received suggested that most ticket sales are made close to the event.

Feedback from local businesses, however, suggests that our chances of raising sponsorship were affected. Whilst several organisations expressed great interest in sponsoring MaD they told us our requests came too late in their planning cycle. It is likely that more sponsorship could be raised for future events. Indeed one sponsor has already verbally committed to support next year’s event.

**How is the London Borough of Ealing able to run a highly successful festival by itself and what lessons can be learned from them?**

We consulted with various organisations before and after MaD and recognise the value in sharing experience. We will continue to explore areas of best practice and we are actively considering a range of business models for running future events. As part of our research we will talk to the London Borough of Ealing.

**Where will the shortfall be made up?**

This revenue shortfall will not affect services to residents. The Communications and Marketing Team, which incorporates Events, has already identified savings in the region of £15,000 and will continue to operate prudently to maximise savings during the year. However, it will not be possible to cover the entire shortfall from the Communications and Marketing Team and any further shortfall will have to be made up from savings within other central services budgets.

Client facing services will not be expected to find savings to make up for the shortfall from this event.

**Conclusion**

Music and Dance 2008 was a professional, landmark event for Slough which demonstrated the town can host major concerts and events. All the evidence suggests those people who attended thoroughly enjoyed themselves. However, we recognise that revenues were very disappointing and we understand the need to use our learning from this year to develop a more sustainable model for future such events.

*Trevor Lambert, Head of Communications and Marketing*
SLOUGH BOROUGH COUNCIL

REPORT TO: Community, Leisure and Environment Scrutiny Panel
DATE: 29th October 2008

CONTACT OFFICER: Denise Alder, Strategic Director Green and Built Environment
Nigel Dicker, Head of Environmental Services and Quality

(For all enquiries) (01753) 875202/5218

WARD(S): All

PORTFOLIO: Community, Leisure and Environment

PART I

FOR CONSIDERATION AND COMMENT

CARBON MANAGEMENT

1 Purpose of Report

To outline the work that will be required to develop a strategy for carbon management for Slough Borough Council and to seek Member’s comments on the proposed approach.

2 Recommendation(s)/Proposed Action

The Scrutiny Panel is requested to:

2.1 Discuss and comment on the approach to carbon management outlined in this report, which includes establishing the proposed Carbon Management Board (Terms of reference in Appendix A) to steer and monitor activities.

2.2 Invite officers to periodically report to Scrutiny Committee on progress with carbon management.

3 Key Sustainable Community Strategy Priorities – Taking Pride in Slough and Making a Difference to Communities and our Environment

A Cleaner, Greener Place to Live, Work and Play – This report highlights the contribution of carbon management to reducing carbon emissions, reducing the carbon footprint, increasing energy efficiency and reducing Slough’s contribution towards climate change.

Prosperity for All – This report highlights the contribution of carbon management to reducing running costs for Slough Borough Council. The Council can then better communicate the issue of carbon management to residents, businesses and other statutory organisations. Also, through the Office Green Champions scheme, Council officers will be encouraged to act more energy efficiently, and then take the lessons learnt back into their domestic life.
Adding Years to Life and Life to Years – This report highlights the potential of the Office Green Champions scheme to encourage Council staff to walk and cycle as part of their jobs, thus improving health.

4 Other Implications

(a) Financial

There are no direct financial implications from the establishment of the Carbon Management Board.

Energy saving projects will undoubtedly result in financial savings for the Council, but these cannot be quantified, until projects and actions are identified and agreed by the Carbon Management Board.

Carbon management will allow energy consumption to be routinely monitored, thus helping to identify ways to reduce the running costs of; heating, cooling and lighting buildings, running electrical equipment within those buildings, of transport activities and of waste management.

Financing for future projects or initiatives may require funding bids to be made, but these could be viewed as Invest-to-Save schemes. The Carbon Trust strongly advises that savings should be ring-fenced so that they can be used for further investment in carbon reduction projects in following years. This principle is a requirement to obtain access to the Carbon Trust’s “Salix” funding which can pay for up to 50% of costs of any technology investment.

(b) Human Rights Act and Other Legal Implications

There are no Human Rights Act or other legal implications.

(c) Workforce Implications

Senior officers’ time will be required for regular meetings of the Carbon Management Board. Project officers’ time will be required when the Board decides to commission a project. All Directorates will be obligated to report on energy consumption. Salix funding will need to be administered by a central finance system.

5 Supporting Information

5.1 Background

5.1.1 Slough Borough Council needs to develop its approach to carbon management for the following reasons:

• To deliver Council aims to become carbon neutral by 2020.
• To contribute towards Local Area Agreement targets to achieve a 9% reduction in carbon emissions for Slough as a whole by March 2012. (NI 186)
• To demonstrate the Council’s leadership role within the community in combating climate change.
• To realise financial savings from reduced energy and fuel usage, and waste production.
5.1.2 Key indicators:
- NI 186 – per capita CO2 emissions in the LA area (an LAA indicator).
- NI 185 – CO2 emissions from the local authority estate.
- NI 192 – a related LAA indicator, % of household waste recycled or composted, also relates to carbon management.

5.2 Action to Date

A draft carbon management mapping report was written by Atkins in May 2008. This will provide ideas for the basis of the Board’s own carbon management plan.

A carbon management workshop was held in Slough, in July 2008, facilitated by the Carbon Trust. This workshop developed some analysis and suggestions for project priorities. It was attended by officers from across the Directorates and has already stimulated movement towards starting new carbon management projects.

5.3 Carbon Management Board

Governance arrangements to deliver carbon management for the Council centre around the Carbon Management Board, which will oversee activities in the various Directorates. Guidance from the Carbon Trust stresses the need for a high level Carbon Management Board to:
- authorise and commission carbon management projects across the Council
- identify priority actions for greatest ease and effect
- develop and manage funding schemes
- overcome any blocks to implementation
- monitor effectiveness of and savings from all projects in all Directorates.

The Carbon Trust has offered to inform and guide the formation of the Carbon Management Board. It can advise on methodology gained from running the Local Authority Carbon Management programme over 6 years. The Carbon Trust also has specialists to advise on suitable technologies to carry out identified project priorities.

Some projects are already being carried out. Officers running these projects will need to report progress to the Board.

Delivering real carbon management for the authority will depend on a disciplined approach, with all Directorates providing information on energy usage and taking part in initiatives. Directors and senior managers will therefore need to be committed to ensure that the Council can measure progress and meet aspirations in this area.

5.4 Office Green Champions

One project currently being developed is the restarting of the Office Green Champions group. This will encourage Council staff to switch off equipment, recycle more, waste less paper and consider alternative travel modes, such as pool bikes, walking between offices and use of public transport to get around the Borough for their work. This will involve Champions acting to facilitate change with colleagues in their office, team or building. Champions will also be encouraged to take new environmental behaviour home with them, and to consider sustainable travel options in getting to work. The Office Green Champions group will report to the Carbon Management Board.
6 **Conclusion**

This report outlines the need for a Strategic co-ordinating body to manage the reduction of carbon emissions across the Council’s operations. It also describes the need for an “invest to save” approach and the channelling of savings into new carbon reduction projects in following years. The draft carbon management mapping report from Atkins Consulting contains a framework for an approach to carbon reduction with suggested schemes and projects for consideration.

7 **Comments of Other Committees**

At a meeting of the full Council on 7th October 2008, a motion was passed outlining a goal to achieve the following; carbon neutral status by 2020, the establishment of a Carbon Management Board reporting progress to the Community, Leisure and Environment Scrutiny Panel and the restarting of the Office Green Champions group.

8 **Appendices Attached**

‘A’ - Carbon Management Board – draft Terms of Reference

9 **Background Papers**

1. - Atkins Report – Carbon Management Mapping (available in the Members Room)
Slough Borough Council Carbon Management Board


Aim
The Council’s Carbon Management Board will manage a reduction in carbon emissions from Council operations, schools and contracted-out services. This will reduce operational running costs whilst helping to reduce the Council’s impact on climate change. The Carbon Management Board will report up to the Climate Change Partnership Delivery Group of the Local Strategic Partnership.

Scope
The Carbon Management Board will oversee implementation of the following National Indicator:

• NI 185 CO2 reduction from local authority operations
This will look at buildings energy consumption and staff travel for SBC and its contractors.

This will help the Council to meet its targets within the LAA indicator:

• NI 186 Carbon emissions per capita of the population
This requires a 9% reduction in carbon emissions across Slough over three years.

Methodology

• Discuss the findings of the Carbon Trust-facilitated workshop
• Assess the effectiveness and ease of alternative projects
• Experts both internally and externally can be invited to inform the Board
• Conduct option appraisals, develop business cases and prioritise any invest-to-save bids as part of the budget-setting process. Make recommendations to Cabinet.
• Commission carbon saving projects
• Develop a financial model for investment in carbon-saving projects
• Review procurement policies
• Review implementation of carbon-savings projects
• Produce a carbon management plan

Meetings
The Board will meet every 2-3 months as required to monitor progress towards reducing carbon emissions. The meetings will be of 1.5 hours duration.
Membership

Members will be invited to join from Assistant Director/Head of Service level within the following Council functions:

- Finance
- Property Services
- Procurement
- Highways
- Transport including car parks
- Car Parks
- Education
- Creative Delivery
- Social care
- Planning
- Housing
- Environmental Services
- People 1st
- Slough Community Leisure

Commissioners with Environment and Finance portfolios will also be invited to attend.
## Agenda Plan 2008/2009

**Draft Report sent for sign off deadline** | **FINAL report deadline (5.00pm)** | **Agenda dispatch** | **Agenda Item** | **Meeting date**  
--- | --- | --- | --- | ---  
Wednesday 12th November 2008 | Wednesday 19th November 2008 | Friday 21st November 2008 | • Invitation to Environment Agency (Flooding Issues) (G Ralphs)  
• CSC Update (Z Miller)  
• Housing Benefits Performance? (Charlie McKenna)  
• Investigations Performance? (Charlie McKenna) | Monday 1st December 2008  
Friday 9th January 2008 | Friday 16th January 2008 | Tuesday 20th January 2008 | • CSC Update  
• Neighbourhoods Policy? | Wednesday 28th January 2009  
Friday 6th March 2009 | Friday 13th March 2009 | Tuesday 17th March 2009 | • CSC Update  
• | Thursday 26th March 2009  

### Unplanned Agenda Items / Other

- Carbon Management Board – Update (Regular Item)  
- Officer Environmental Champions Group – Update (Regular Item)