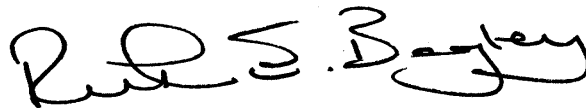


Date of issue: Monday 10 June 2013

<b>MEETING:</b>	<b>NEIGHBOURHOODS AND COMMUNITY SERVICES SCRUTINY PANEL</b> (Councillors Dar, Dhillon, Malik, M S Mann, Minhas, Plenty, Shah, Sohal and Wright)  <u>Non-Voting Co-Opted Members</u>  Naomi Owens (Leaseholder Forum Representative), Terry Conroy (Slough Federation of Tenants and Residents) and Vivianne Royal (Customer Senate)
<b>DATE AND TIME:</b>	WEDNESDAY, 19TH JUNE, 2013 AT 6.30 PM
<b>VENUE:</b>	MEETING ROOM 3, CHALVEY COMMUNITY CENTRE, THE GREEN, CHALVEY, SLOUGH, SL1 2SP
<b>SCRUTINY OFFICER: (for all enquiries)</b>	SARAH FORSYTH  01753 875657

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

AGENDA

PART I



**AGENDA**  
**ITEM**

**REPORT TITLE**

**PAGE**

**WARD**

Apologies for absence.

**CONSTITUTIONAL MATTERS**

1. **Declarations of Interest**

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

Members are asked to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

2. **Election of Chair**

3. **Election of Vice-Chair**

4. **Minutes of the last meeting held on 6 March 2013**

1 - 4

**SCRUTINY ISSUES**

5. **Member Questions**

(An opportunity for panel members to ask questions of the relevant Director / Assistant Director, relating to pertinent, topical issues affecting their Directorate – maximum of 10 minutes allocated.)

6. **Beds in Sheds (Slough Sheds)**

5 - 10

7. **Public Consultation: Waste Strategy 2013-2028**

11 - 14

**ITEMS FOR INFORMATION**

8. **Forward Work Programme**

15 - 20

9. **Date of Next Meeting - 5 September 2013**



## 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 further details.

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**Neighbourhoods and Community Services Scrutiny Panel – Meeting held on Wednesday, 6th March, 2013.**

**Present:-** Councillors Wright (Vice-Chair), Bains, Carter, Dar, O'Connor, Plenty and Sohal

**Also present under Rule 30:-** Councillor Swindlehurst

**Apologies for Absence:-** Councillors Minhas and Bal, and Terry Conroy

**PART 1****89. Declarations of Interest**

There were no declarations of interest.

**90. Minutes of the last meeting held on 10 January 2013**

The minutes of the last meeting held on 10 January 2013 were approved as a correct record.

**91. Member Questions**

There were no Members Questions submitted.

**92. Review of Traffic Congestion in Slough**

The Panel undertook a review of the issue of traffic congestion on the strategic route network in Slough based on the terms of reference agreed by the Panel at its meeting on the 10 January 2013, with the slight amendment that it would cover the strategic route network and not just the A4, A355 and A412.

The Panel received a report from the Assistant Director for Enforcement and Regulatory Services and questioned the following at its meeting: Head of Transport; Head of Planning Policy and Projects; Head of School Services; Principal Engineer; Assistant Director for Enforcement and Regulatory Services; and the Commissioner for Neighbourhoods and Renewal.

The initial discussion focused on restricting the number of public car parking spaces in Slough to 5000, how this was managed (particularly in relation to the Trading Estate), and what the aim of this was (particularly in reference to limitations on new developments in the town centre). The Panel was informed that the restriction on adding more parking spaces was one element established through Slough's Spatial Strategy, which also focused future development with limited parking spaces, both commercial and residential, in areas that proved to be the most intensive trip generators, thereby encouraging the use of public transport or other sustainable forms of transport as a more convenient alternative. With regard to Segro the management of

**Neighbourhoods and Community Services Scrutiny Panel - 06.03.13**

this was done through monitoring the net change in parking places involved in any planning applications made.

The Panel then discussed the impact of business commuters on congestion levels during peak times, and the fact that this costs the town an estimated £34 million each year. A major element in management of the peak hours levels was linked with the motorway network, and the need to join the management of traffic on the M4 motorway with Slough's own strategic route network to improve traffic flows. It was confirmed that Slough was involved in a national pinch-point programme regarding the M4, but that this was focused very much on journey reliability rather than capacity, and therefore this element may need further investigation.

The principal issue regarding the major peak hours revolved around the level of traffic exceeding the capacity of the junctions. If capacity could be reduced by approximately 10% this would allow for the network to better cope with any minor incidents such as a stalled vehicle at a traffic light junction which could disrupt the cycle.

Members questioned whether the use of yellow boxes could assist with preventing cars from blocking major junctions on the network, but informed that the Council did not currently have the enforcement powers for these which were only available in London and Manchester, with Police enforcement elsewhere; however, lobbying was ongoing regarding this.

In discussing the impact of education on the strategic route network the Panel focused on the potentially increasing impact as schools expanded to meet growing demand. Members recognised that all schools had travel plans, but were concerned that these were not actively being used to encourage parents to use other modes of transport in taking their children to school.

With links to the obesity agenda, there was a need for robust action with schools to address this issue. The success of schools' travel plans was one element that needed to be looked at as the message did not appear to be getting through to parents. Other options to be considered should be introducing staggered start times, which should also be looked at in terms of businesses as well, and even terms dates if proved to be viable. In all cases, with both schools and businesses, the publicising of the benefits of not using the car should be a priority.

The Panel discussed how the Council should be seen to be leading by example through the implementation of best practice, and were reassured that this was being introduced.

The Panel then reviewed the current network management that was in place including the improvements made through the Heart of Slough traffic lights system, the current upgrade to the traffic light control software and the introduction of new strategies to deal with different, potentially disruptive events such as accidents on the M4 which could then be managed through

**Neighbourhoods and Community Services Scrutiny Panel - 06.03.13**

the new Urban Traffic Management Control system. The aim was the introduction of these new systems within the next financial year.

Members discussed the need for real time bus service information, as well as a general need for information relating to public transport options to improve the customer experience and encourage future use. The potential for the introduction of a Bus Rapid Transit System for the A4 could provide the reliable journey times and generally better product quality.

In noting final comments, the Panel recognised the health and environmental benefits of reducing the numbers of cars on Slough's strategic route network and, in particular, the link with the Council's carbon reduction commitment.

**Resolved** – to recommend to Cabinet:

- a) the formation of a Working Group to investigate possible solutions and report back on its findings;
- b) that this Group include the relevant Cabinet Members (identifying those responsible for Transport and Education specifically) and a Representative from the Scrutiny Function (to be named at a later date); and
- c) that the Group's Terms of Reference are published, for information, in the next agenda of the Neighbourhoods and Community Services Scrutiny Panel.

**93. Date of the Next Meeting**

**Resolved** – that the date of the next meeting be confirmed as 19 June 2013.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 8.00 pm)

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Neighbourhood and Community Services Scrutiny Panel **DATE:** 19 June 2013

**CONTACT OFFICER:** Neil Aves and Ray Haslam  
**(For all enquiries)** (01753) 875263

**WARD(S):** All

**PORTFOLIO:** Neighbourhoods and Regeneration – Councillor James Swindlehurst

**PART I**  
**FOR CONSIDERATION & COMMENT**

**BEDS IN SHEDS (SLOUGH SHEDS)**

1 **Purpose of Report**

The purpose of this report is to update the members on the progress of the ‘Slough Sheds’ project and to detail the internal and external agency partnerships in tackling the unauthorised outbuildings that are used as accommodation and in turn those landlords who are not compliant with the required obligation in landlord and tenant legislation.

2 **Recommendation(s)/Proposed Action**

The Neighbourhood and Community Services Scrutiny Panel is requested to:

- a) consider the progress made on the ‘Slough Sheds’ project in relation to the aerial thermal imaging data capture and the resulting for information that will assist in identifying where the unauthorised properties are with a view to tackling owners of these outbuilding through effective enforcement processes; and
- b) nominate a member of the Panel to join the project board to offer political support and to feedback to the Panel in the intervening periods.

3 **The Joint Slough Wellbeing Strategy, the JSNA and the Corporate Plan**

3a. **Joint Slough Wellbeing Strategy Priorities**

The quality of and access to housing is a key priority for the council. The Joint Slough Wellbeing Strategy names housing as one of five priorities with the vision that:

“By 2028 Slough will possess a strong, attractive and balanced housing market which recognises the importance of housing in supporting economic growth.”

Housing is central to the health and wellbeing of the population; it gives the ability to access work and assists in providing a safe environment for educational achievement. This project will provide safeguards for the most vulnerable in society, and contributes to other council priorities by generating additional revenue income through council tax from legitimised dwellings and outbuildings.

3b. **Joint Slough Wellbeing Strategy: Cross-Cutting themes**

Residents who are adequately housed and take responsibility for their environment, are able to take pride in their community and work to improve the image of the town as well as improving their own quality of life and life chances and that of those around them.

3c. **Joint Strategic Needs Assessment (JSNA)**

Housing is a contributory factor to the wellbeing of Slough residents, and the Sheds with Beds project supports the priorities in the JSNA and contributes to reducing inequalities in health through preventing access to poor quality sub-standard housing.

3d **Corporate Plan 2013/14**

The project contributes to the priorities in the Corporate Plan by improving the customer experience by tackling the perceived degradation of the Slough environment by uncontrolled development and assists in the financial management of the council by identifying dwellings which are eligible for Council Tax.

4 **Other Implications**

(a) Financial

There are no additional financial implications on any Slough Borough Council General Fund Budget. The Communities and Local Government grant of £220,000 has been utilised to secure the required staff support and expertise within the project including trading standards for the Energy Performance Certificate (EPC) enforcement, planning enforcement and building control to establish the legality of outbuilding use through planning legislation, business support to facilitate the administrative and intelligence gathering functions of the project, a lead project manager and funding for the thermal imaging data and associated GIS mapping information. The project lead manager has a budget monitoring and management system that is reviewed monthly with the project sponsor (Neil Aves) and Corporate Finance to ensure financial probity.

(b) Risk Management

<b>Risk</b>	<b>Mitigating action</b>	<b>Opportunities</b>
Legal	Planning enforcement policy has been reviewed and completed but will need to be adopted corporately as an enforcement measure.	
Property	None	
Human Rights	None	
Health and Safety	None	
Employment Issues	None	
Equalities Issues	None	

Community Support	None	
Communications	There have been numerous press releases and coverage regarding the Energy Performance Certificate (EPC) enforcement and the 'Blue Sky' thermal imagery data capture. Once the EPC pilot enforcement project has been completed and the planning enforcement adopted, the Slough Sheds project can be launched through an appropriate press release plan that is being co-ordinated by Leo Tarring (comms).	
Community Safety	None	
Financial	None	
Timetable for delivery	After a detailed planning enforcement policy review and the EPC pilot project findings, the Slough Sheds project should have a hard launch on Monday 17 June 2013.	
Project Capacity	All post requirements have been fulfilled and budgeted for with a project lead, sponsor, Trading Standards, Housing Standards Team and Building Control and Planning Enforcement.	
Other	None	

(c) Human Rights Act and Other Legal Implications

The project has no legal or human rights implications. The intelligence of properties with outbuildings is gathered from aerial images from both the thermal imaging data captured by 'Blue Sky' and by Ordnance Survey who conducted an aerial imagery capture of Slough prior to the London Olympics. The intelligence gathering for the EPC enforcement is drawn from open advertisements in shop windows and the associated public EPC register accessed online.

(d) Equalities Impact Assessment

The Enforcement Policy of private sector housing service has undertaken an Equalities Impact Assessment Initial Screening in September 2008. It also complies with the aims of the enforcement concordat. It includes a range of mandatory and discretionary tools which the council has available for its use.

The equalities impact of Planning Enforcement forms part of the Initial Screening for the Planning Service carried out in September 2008. Planning Enforcement is a discretionary tool. Any action taken would be proportionate to the harm being caused by the independent occupation of the offending outbuildings. Efforts will be prioritised towards the more flagrant breaches of planning control with the potential for greater sensitivity to more minor/technical breaches.

(e) Workforce

This report will reveal that the previous work force implication of staff capacity has been addressed through the current Housing and Environment transformation restructure in that the previous Housing Standards Teams will be replaced by a specific Regulatory Enforcement Team that has responsibility for this project and for houses in multiple occupation licensing and enforcement. The trading standards project is being funded through the sheds with beds budget and already has in place a short term temporary contractor fulfilling the function of Energy Performance Certificate (EPC) enforcement. The planning enforcement officer's post has been agreed and fulfilled with financial support from the sheds with beds budget to enable planning enforcement intervention for an initial 12 month period.

**5 Supporting Information**

- 5.1 In summer 2009 a successful bid was put in to Government Office South East (GOSE) for £350,000 in funding for a project to establish a multi agency approach to tackling Houses in Multiple Occupation (HMO's) and Slough Sheds. The key objectives of the project were to focus on improving standards in HMO's and reduce the number of Slough Sheds as anecdotally it was felt that Sheds were housing illegal workers. In 2010 the change of government meant that there was a reduction in the money available and Slough now has a working budget of £220,000.
- 5.2 The project's initial measurable targets were set to decrease the number of non-decent properties by 2015 to 25% from 28.3% and to reduce the number of sheds by 20% from 300. These targets were not met due to procedural and legal issues surrounding previous planning advice. Revised outcomes and planning enforcement policy and procedures will look at intelligence regarding the number of outbuildings identified by the aerial images against the authorised use and cross referencing the requirement to have an energy performance certificate. Early intelligence evidence reveals that of the 150 identified outbuildings checked against the energy performance certificate register, all were unauthorised for use as accommodation and only one had a valid EPC. This information was forwarded to the Trading Standards Officer to consider enforcement as part of their pilot enforcement project.
- 5.3 Slough Borough Council engaged the services of 'Blue Sky', a thermal imaging data capture organisation who successfully obtained thermal imaging and aerial mapping of the borough in March 2013. The resulting information reveals where there are unauthorised buildings to the rear of properties and where properties have had unauthorised extensions to the main building.
- 5.4 Richard Rollins, a Geographical Information System (GIS) consultant has been tasked with reviewing Slough Borough Council's mapping system and has worked closely with the Slough Sheds project as a core member of the project board. His task is to ensure the data retrieved from the thermal imaging process is more user friendly and has the ability to be more functional to other service users, particularly Planning, Highways and Flood Risk Assessments. Richard Rollins' work with the

Slough Sheds project will be pivotal in understanding the information gathered in a pictorial format and will ensure that the information can be accessed, with the assistance of Blue Sky and additional software, by other council services, including: health and wellbeing in targeting properties with poor heating to screen for respiratory infections; and external agencies such as the Fire and Rescue Service to identify outbuildings that would be difficult to tackle due to their location, and the Police Service due to possible criminal behaviour (cannabis farms in the roof voids of houses). The thermal imagery data has enabled many service delivery areas to take advantage of this unique information to improve council services within the borough, and the costs have been seen as value for money in the savings it has already made. A copy of a thermal image tile (picture) is attached that identifies the properties that have extensions added to them and the additional outbuildings in the rear gardens. Another tile shows a google street view style image of the same area.

- 5.5 Both the project lead (Ray Haslam) and the planning enforcement manager of Slough Borough Council (Gavin Treen) continue to attend the Communities and Local Government (CLG) task group, which has members attending from nine other local authorities. The meetings are held quarterly, the previous meeting listed Slough Borough Council's approach to planning enforcement and tackling of the Sheds in Beds phenomenon as innovative and the CLG Sheds with Beds project lead (Mark Davies) requested that Gavin Treen present Slough Borough Council's revised planning enforcement policy and procedure at the next quarterly task group meeting in Slough to also see the innovative actions to tackle the sheds with beds work through EPC enforcement.
- 5.6 A representative from a neighbouring local authority (London Borough of Ealing) who are attendees of the tasking group visited Slough Borough Council in April 2013 to meet with both Ray Haslam and Gavin Treen to gain a perspective on how we are tackling the sheds with beds work. Other local authorities have also expressed an interest in visiting the council to share in our perceived good practices in our enforcement intentions.
- 5.7 19 June 2013 will see Mark Davies (CLG), representatives from nine other local authorities, the Local Government Association and the Chartered Institute of Housing attend the next task group meeting to be held at the Centre Main Hall at 09.30 am. There will be a presentation by Both Blue Sky and Richard Rollins in relation to the thermal imaging data capture. Other local authorities have expressed great interest in securing the services of Blue Sky to complete the thermal imaging project also. The London Borough of Newham will also be presenting their updated enforcement measures. The meeting is seen as a joining of best practice within this project.
- 5.8 There have been numerous press articles in both the local and national media including a radio interview with Ray Haslam and the Deputy Leader of the Council regarding the use of thermal imaging and the new enforcement project measures and the feedback and associated comments have been very positive. Leo Tarring (Slough Borough Council Communications Officer) is conducting a communications plan to inform the ever demanding media outlets of our progress of enforcement and continued use of the thermal imaging and its additional uses.

## 6 **Conclusion**

This report provides an update for the Panel on the continued progress of the Slough Sheds project. The revised planning enforcement policy and EPC enforcement pilot will see the main launch of the Slough sheds project on 17 June 2013, after which on

the 19 June 2013, Slough will host a meeting of Central Government departments and associated agencies in sharing good practice in our innovative enforcement measures and presenting our detailed thermal imagery data and the many uses it can have when coupled with effective geographical information systems. The report also requests the Panel nominate a member to become a core member of the Slough Sheds project group.

7 **Background Papers**

None

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Neighbourhood and Community Services Scrutiny Panel **DATE:** 19 June 2013

**CONTACT OFFICER:** Nicholas Hannon, Waste & Environment Manager,

**For all enquiries:** (01753) 875 275

**WARD(S):** ALL

**PORTFOLIO:** Commissioner for environment and open spaces  
Cllr Satpal Parmar

**PART I**  
**FOR COMMENT**

**PUBLIC CONSULTATION: WASTE STRATEGY 2013 – 2028**

1 **Purpose of Report**

1.1 To inform Neighbourhood and Community Services Scrutiny Panel of the development of the Slough Borough Council 'Waste Strategy 2013 – 2028' and the requirement for a full public consultation to gauge residents preferences for the future of waste and recycling services within the borough. The consultation questions will be requesting the views of residents on waste and recycling collection services, garden waste and composting, and possible future recycling schemes.

2 **Recommendation(s)/Proposed Action**

2.1 The Panel is requested to consider the proposals and provide comment to Cabinet regarding:

- a) the commencement of a public consultation in August 2013 on 'your views the future of waste and recycling services' to inform the development of the Waste Strategy 2013 – 2028; and
- b) the development of the Waste Strategy 2013 – 2028 in accordance with the information as presented in Section 5.

3 **The Sustainable Community Strategy, the JSNA and the Corporate Plan**

3a. **Joint Slough Wellbeing Strategy Priorities**

**Environment and Regeneration**

Slough Borough Council will pursue:

- steps to move up the waste hierarchy and increase the amount of waste recycled;
- reduce the overall amount of waste produced; and
- reduce dependency on landfill for final waste disposal.

Furthermore the council will:

- encourage home composting;
- continue to provide a dedicated scheme to collect green garden waste.

The primary environmental commitment and statement made by the Council through the Strategy is that the council has set itself the target of recycling 60% of its waste by 2028. This is a core driver behind the Waste Strategy 2013 – 2028 and defines the strategic horizon period.

The commencement of the public consultation is being requested to provide information on public support for certain waste management initiatives which can be implemented to assist in meeting the needs of the priorities as listed above.

### 3b. **Joint Slough Wellbeing Strategy: Cross-Cutting themes**

Residents play an important part in the sustainable management of the borough's waste and the council relies on residents to sort their recycling and residual waste for collection, and to dispose of their waste considerately, especially larger items. Furthermore residents waste disposal habits have implications for the council's budget, and influences the amount of waste sent to landfill, recycled or composted. Therefore, all residents have a civic responsibility to contribute to a cleaner, greener Slough.

The public consultation will garner public support for certain waste management initiatives which can assist in meeting the needs of the Joint Slough Wellbeing Strategy priorities whilst reinforcing to residents their role in achieving this. Hence demonstrating the cross-cutting theme of **Civic responsibility**.

Successful waste management processes will ensure the town is kept tidy and clean, while unsuccessful processes may have inadvertent consequences such as a rise in fly tipping or littering, which damages the image of the town. Where and how collected waste is managed also impacts on the environment of the town. Public consultation will enable feedback to be provided as to how residents want their waste managed. Therefore, the public consultation will inform the theme of **Improving the image of the town**.

### 3c. **Joint Strategic Needs Assessment (JSNA)**

There are no references within the Joint Strategic Needs Assessment (JSNA) for waste management and recycling.

### 3d. **Corporate Plan 2012/13**

The Slough Borough Council Corporate Plan states that one of the key supporting plans and strategies is the Waste Strategy 2013 – 2028.

The Corporate Plan sets out the council's political and managerial objectives for the year, and complements the priorities contained within the Joint Slough Wellbeing Strategy. Objectives are grouped into a number of themes, with the Waste Strategy 2013 – 2028 contributing especially to those below.

#### **Improve the customer experience**

Service users expect an efficient and reliable bin collection, which the service will strive to improve.



### **Deliver high quality services and facilities to meet local needs**

In designing waste management provision, local circumstances will be taken into account, to deliver the most appropriate service for users. The service will aim to be consistently high.

### **Develop new ways of working**

The service will make the most of new technology and best practice to increase efficiency, improve levels of service and deliver improved environmental, economic and social outcomes.

### **Deliver local and national change and improvement**

The council has set itself ambitious targets for the management of waste, and will constantly review services to ensure they meet changing needs, resources and opportunities.

### **Achieve value for money**

Through efficiencies and harnessing new technology and ways of working, the strategy will generate savings while consistently delivering a high level of service.

The recommendation for the commencement for the public consultation will mean that public response will help to refine the approaches as to how the above objectives of the Corporate Plan above are met by the council through the Waste Strategy 2013 – 2028.

## **4 Other Implications**

### **(a) Financial**

The costs of the consultation exercise are projected at £2,000. These costs can be met from within the current approved revenue budget provision.

### **(b) Risk Management**

None.

### **(c) Human Rights Act and Other Legal Implications**

There are no Human Rights Act Implications.

Guidance on Municipal Waste Management Strategies as provided by DEFRA states that “Engagement with the local community and key stakeholders should be an important and integral part of the decision making process”;

### **(d) Equalities Impact Assessment**

There is no identified need for the completion of an EIA.

## **5 Supporting Information**

- 5.1 As a unitary council Slough Borough Council is responsible for collection, management and disposal of all municipal waste generated within the borough.

- 5.2 The Waste Strategy 2013 – 2028 is a document that will outline how the council will manage all of the household waste generated over the next 15 years. It will supersede the Waste Strategy 2002– 2012.
- 5.3. The Waste Strategy 2013 – 2028 is currently being developed by the Waste & Environment Team and will outline the preferred waste management options for the future of waste collection, waste management and waste disposal in Slough. It will outline how the council will meet the targets outlined within the Local Context policy documents in Section 3 and all the National Context policy documents as outlined by the Department for Environment Food and Rural Affairs (DEFRA) and the Waste Resources Action programme (WRAP) and associated central Government departments;
- 5.4 The previous public consultation in October 2007 consulted the residents on their views regarding the potential implementation of a red bin recycling service. The 2013 public consultation will inform draft future waste management options which will be presented to NCS Scrutiny Panel when the recommendation to approve the Waste Strategy 2013 – 2028 document is sought accordingly.

## 6 **Conclusion**

The Panel is requested to consider the proposals and provide comment to Cabinet regarding:

- a) The commencement of a public consultation in August 2013 on 'your views the future of waste and recycling services' to inform the development of the Waste Strategy 2013 – 2028;
- b) The development of the Waste Strategy 2013 – 2028 in accordance with the information as presented in Section 5.

## 7 **Background Papers**

'1' - Guidance on Municipal Waste Management Strategies. DEFRA. July 2005.

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Neighbourhoods & Community Services Scrutiny Panel **DATE:** 19 June 2013

**CONTACT OFFICER:** Sarah Forsyth – Scrutiny Officer  
**(For all Enquiries)** (01753) 875657

**WARDS:** All

**PART I**

**FOR COMMENT & DECISION**

**NEIGHBOURHOODS & COMMUNITY SERVICES SCRUTINY PANEL  
2013/14 WORK PROGRAMME**

1. **Purpose of Report**

1.1 For the Neighbourhoods & Community Services Scrutiny Panel to identify priorities and topics for its Work Programme for the 2013/14 municipal year.

2. **Recommendations/Proposed Action**

2.1 That the Panel:

- 1) identify the major issues it would like to cover in the 2013/14 municipal year; and
- 2) agree, where possible, timing for specific agenda items during the 2013/14 municipal year.

3. **Joint Slough Wellbeing Strategy Priorities**

- **Housing**
- **Regeneration and Environment**
- **Safer Communities**

3.1 The Council's decision-making and the effective scrutiny of it underpins the delivery of all the Sustainable Community Strategy priorities. The Neighbourhoods & Community Services Scrutiny Panel, along with the Overview & Scrutiny Committee and other Scrutiny Panels combine to meet the local authority's statutory requirement to provide public transparency and accountability, ensuring the best outcomes for the residents of Slough.

3.2 In particular, the NCS Panel specifically takes responsibility for ensuring transparency and accountability for Council services relating to housing, regeneration and environment, and safer communities.

#### 4. **Supporting Information**

4.1 The purpose of Overview and Scrutiny is to hold those that make decisions to account and help Slough's residents by suggesting improvements that the Council or its partners could make.

4.2 Prioritising issues is difficult. The Scrutiny function has limited support resources, and therefore it is important that the work Scrutiny chooses to do adds value.

4.3 There are three key elements that make up the responsibilities of the Neighbourhoods & Community Services Scrutiny Panel relating to the Cabinet Portfolios for Neighbourhoods and Renewal, Community and Leisure, and Environment and Open Spaces:

- provide transparency and public accountability for key documents;
- scrutinise significant proposals which are scheduled for, or have been taken as, a Cabinet/Officer delegated decision; and
- strategic shaping of service improvements.

4.4 In considering what the Panel would look at, members are invited to consider the following questions:

- *To what extent does this issue impact on the lives of Slough's residents?*
- *Is this issue strategic and pertinent across the Borough?*
- *What difference will it make if O&S looks at this issue?*

4.5 It is generally recommended that a Scrutiny Panel should aim to look at no more than two or three items in any one meeting. This limited number can prove challenging, but does allow the Panel to delve down into specific subject areas and fully scrutinise the work that is being undertaken.

4.6 The list of proposed agenda items is attached at Appendix A.

4.7 This will be a continuous process, and flexibility and responsiveness vital to success. It is important not to over-pack the Panel's agenda at the start of the year, which will not allow the flexibility for the Panel to adapt to take into consideration issues that have arisen during the year.

#### 5. **Resource Implications**

5.1 Overview and Scrutiny is supported by 1 FTE member of staff. This officer is responsible for supporting the O&S Committee and three Scrutiny Panels. Therefore, this is a finite resource and consideration must be given, in conjunction with the work programmes for the three Scrutiny Panels, as to how the resource is used during the year.

#### 6. **Conclusion**

6.1 This report is intended to provide the Panel with information and guidance on how best to organise its work programme for the 2013/14 municipal year. As previously stated, this is an ongoing process and there will be flexibility to amend

the programme as the year progresses, however, it is important that the Panel organises its priorities at the start of the year.

7. **Appendices Attached**

A - Draft Work Programme for 2013/14 Municipal Year

8. **Background Papers**

None.

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**NEIGHBOURHOOD AND COMMUNITY SERVICES SCRUTINY PANEL**  
**DRAFT WORK PROGRAMME 2013/14**

<b>5 September 2013</b>
<p><b>Scrutiny Items</b></p> <ul style="list-style-type: none"> <li>• Housing Allocations Scheme</li> <li>• Role of wardens/caretakers in supporting neighbourhoods</li> </ul>
<b>October (tbc) Extraordinary Meeting</b>
<ul style="list-style-type: none"> <li>• Heathrow Airport Expansion: evidence gathering</li> </ul>
<b>6 November 2013</b>
<p><b>Scrutiny Items</b></p> <ul style="list-style-type: none"> <li>• Management of Houses of Multiple Occupancy</li> <li>• Management and prevention of rent arrears/voids/damage to housing stock</li> </ul>
<b>8 January 2014</b>
<p><b>Scrutiny Items</b></p> <ul style="list-style-type: none"> <li>• Management of service charges for Council tenants and business rates</li> <li>• Impact of Benefits Changes on Housing – management of discretionary housing payments/effectiveness of downsizing process</li> </ul>

<b>27 February 2014</b>	
<b>Scrutiny Items</b>	<ul style="list-style-type: none"> <li>• Crime and Disorder Committee</li> </ul>
<b>2 April 2014</b>	
<b>Scrutiny Items</b>	<ul style="list-style-type: none"> <li>• Review of Neighbourhood Action Groups – recommendation from Foxborough T&amp;F Group (requested by O&amp;SC)</li> </ul>

Currently Un-programmed:

- Traffic Congestion: report back from working group
- Impact of London Boroughs policies on housing
- Housing and Health
- Domestic Violence