



## **NOTICE OF MEETING**

**Environment, Culture and Communities Overview & Scrutiny Panel  
Tuesday 24 April 2012, 7.30 pm  
Council Chamber, Fourth Floor, Easthampstead House, Bracknell**

**To: Environment, Culture and Communities Overview & Scrutiny Panel**

Councillor Finnie (Chairman), Councillor McLean (Vice-Chairman), Councillors Mrs Angell, Brossard, Ms Brown, Finch, Gbadebo, Ms Miller and Porter

**cc: Substitute Members of the Panel**

Councillors Angell, Mrs Barnard, Harrison, Mrs McCracken and Mrs Temperton

ALISON SANDERS  
Director of Corporate Services

### **EMERGENCY EVACUATION INSTRUCTIONS**

- 1 If you hear the alarm, leave the building immediately.
- 2 Follow the green signs.
- 3 Use the stairs not the lifts.
- 4 Do not re-enter the building until told to do so.

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**AGENDA**

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**1. APOLOGIES FOR ABSENCE/SUBSTITUTE MEMBERS**

To receive apologies for absence and to note the attendance of any substitute members.

**2. MINUTES AND MATTERS ARISING**

To approve as a correct record the minutes of the meeting of the Environment, Culture and Communities Overview and Scrutiny Panel held on 10 January 2012.

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**3. DECLARATIONS OF INTEREST AND PARTY WHIP**

Members are asked to declare any personal or prejudicial interest and the nature of that interest, including the existence and nature of the party whip, in respect of any matter to be considered at this meeting.

**4. URGENT ITEMS OF BUSINESS**

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

**5. PUBLIC PARTICIPATION**

To receive submissions from members of the public which have been submitted in advance in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.

**PERFORMANCE MONITORING**

**6. QUARTERLY SERVICE REPORT (QSR)**

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the QSR for the third quarter of 2011/12 (October to December) relating to Environment, Culture and Communities. An overview of the fourth quarter will also be provided.

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**Please bring the previously circulated Quarterly Service Report to the meeting. The QSR is attached to this agenda if viewed online.**

## **OVERVIEW AND POLICY DEVELOPMENT**

7. **SCHOOLS ANNUAL ENVIRONMENTAL MANAGEMENT REPORT 2010/11**  
To consider the Schools Annual Environmental Management Report for 2010/11. 37 - 88
8. **ENFORCEMENT POLICY**  
To receive a report in respect of the updated policy for Trading Standards, Environmental Health and Licensing. 89 - 110
9. **FOOD LAW ENFORCEMENT PLAN 2012-13**  
To consider and comment on the attached draft Food Law Enforcement Plan for 2012-13. 111 - 118
10. **LOCAL DEVELOPMENT FRAMEWORK - UPDATE REPORT**  
To receive a progress update in respect of the Borough's Local Development Framework. 119 - 124
11. **WORKING GROUP UPDATE REPORT**  
An update report in respect of the Panel's working groups is attached. 125 - 126
12. **OVERVIEW AND SCRUTINY PROGRESS REPORT**  
To note the Bi-Annual Progress Report of the Assistant Chief Executive. 127 - 138

## **HOLDING THE EXECUTIVE TO ACCOUNT**

13. **EXECUTIVE FORWARD PLAN**  
To consider forthcoming items on the Executive Forward Plan relating to Environment, Culture and Communities. 139 - 144

### **Date of Next Meeting**

The next meeting of the Environment, Culture and Communities Overview and Scrutiny Panel has been arranged for Tuesday 17 July 2012.