



SWINDON BOROUGH COUNCIL

Municipal Year 2014/15

Meeting of Council on Thursday, 16 April 2015

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Tuesday, 3 February 2015 of Standards Committee (Pages 7 - 10)
4. Minutes of meeting Monday, 2 March 2015 of Standards Committee (Pages 11 - 14)
3. Minutes of meeting Tuesday, 3 March 2015 of Audit Committee (Pages 15 - 18)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

4. Minutes of meeting Monday, 12 January 2015 of Scrutiny Committee (Pages 21 - 24)
5. Minutes of meeting Monday, 9 February 2015 of Scrutiny Committee (Pages 25 - 32)
6. Minutes of meeting Wednesday, 14 January 2015 of Health, Adult and Children Services Overview and Scrutiny Committee (Pages 33 - 40)
7. Minutes of meeting Wednesday, 19 November 2014 of Economy and Regeneration Overview and Scrutiny Committee (Pages 41 - 44)

8. Minutes of meeting Wednesday, 25 February 2015 of Economy and Regeneration Overview and Scrutiny Committee (Pages 45 - 48)
9. Minutes of meeting Thursday, 26 March 2015 of Economy and Regeneration Overview and Scrutiny Committee (Pages 49 - 50)
10. Minutes of meeting Thursday, 13 November 2014 of Resources Overview and Scrutiny Committee (Pages 51 - 52)
11. Minutes of meeting Thursday, 29 January 2015 of Resources Overview and Scrutiny Committee (Pages 53 - 54)
12. Minutes of meeting Wednesday, 21 January 2015 of Streetsmart and Highways Overview and Scrutiny Committee (Pages 55 - 58)
13. Minutes of meeting Wednesday, 25 March 2015 of Streetsmart and Highways Overview and Scrutiny Committee (Pages 59 - 62)

SECTION 3 - REGULATORY COMMITTEES

14. Minutes of meeting Tuesday, 13 January 2015 of Planning Committee (Pages 65 - 68)
15. Minutes of meeting Tuesday, 10 February 2015 of Planning Committee (Pages 69 - 72)
16. Minutes of meeting Tuesday, 10 March 2015 of Planning Committee (Pages 73 - 76)
17. Minutes of meeting Thursday, 8 January 2015 of Licensing Committee (Pages 77 - 78)
18. Minutes of meeting Monday, 16 March 2015 of Licensing Committee (Pages 79 - 80)
19. Minutes of meeting Monday, 19 January 2015 of Licensing Panel (Pages 81 - 82)

SECTION 4 - CHILDREN SERVICES BODIES

20. Minutes of meeting Tuesday, 20 January 2015 of Schools Forum (Pages 85 - 88)
21. Minutes of meeting Thursday, 4 December 2014 of Swindon Children's Trust Board (Pages 89 - 92)
22. Minutes of meeting Tuesday, 10 March 2015 of Standing Advisory Council on Religious Education (Pages 93 - 98)
23. Minutes of meeting Thursday, 29 January 2015 of Education Transport Appeals Sub-Committee (Pages 99 - 100)
24. Minutes of meeting Tuesday, 10 March 2015 of Education Transport Appeals Sub-Committee (Pages 101 - 102)
25. Minutes of meeting Wednesday, 25 March 2015 of Education Transport Appeals Sub-Committee (Pages 103 - 104)

SECTION 5 - SWINDON AND WILTSHIRE POLICE AND CRIME PANEL, WILTSHIRE AND SWINDON FIRE AUTHORITY, ONE SWINDON BOARD AND TOWN TWINNING NETWORK

- 26.** Minutes of the meeting Wednesday 19 November 2014 of Wiltshire Police and Crime Panel (Pages 107 - 114)
- 27.** Minutes of the meeting Thursday 15 January 2015 of Wiltshire Police and Crime Panel (Pages 115 - 122)
- 28.** Minutes of the meeting Thursday 5 February 2015 of Wiltshire Police and Crime Panel (Pages 123 - 128)
- 29.** Minutes of the meeting Thursday 11 December 2014 of the Wiltshire and Swindon Fire Authority (Pages 129 - 132)
- 30.** Minutes of the meeting Thursday 12 February 2015 of the Wiltshire and Swindon Fire Authority (Pages 133 - 136)

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Section 1

Special, Audit and Standards Committee Minutes

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STANDARDS COMMITTEE

TUESDAY, 3 FEBRUARY 2015

PRESENT:- Councillors David Wood, Michael Bray (Vice-Chair), Fay Howard, Kevin Parry, Eric Shaw, Carol Shelley, Vera Tomlinson and Joe Tray. Messrs Keith Strickland, Paul Morris, Trevor Davies, Richard Hailstone and Mike Compton.

Apologies for absence were received from Councillor Kevin Small and Mr David Dawson.

Councillor David Renard, Leader of the Council, and Gavin Jones, Chief Executive, were in attendance.

16. Declarations of Interest

The Chair reminded members of the need to declare known interests in any matters to be considered at the meeting. Councillor Joe Tray made a non-prejudicial declaration of interest in relation to Agenda Item No. 8 ("Review of Codes and Protocols"), in respect of his capacity as Local Authority appointed representative on the Fire Authority.

17. Minutes

Resolved – That the minutes of the meeting held on 20th October 2014 be confirmed and signed as a correct record.

18. Public Question Time

There were no public questions.

19. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the item listed below on the grounds that it involved the likely disclosure of exempt information as defined in the respective paragraphs of Part 1 of Schedule 12A of the Act.

<u>No.</u>	<u>Item No.</u>	<u>Paragraph Nos.</u>	<u>Minute</u>
	7	1 and 2	15

20. Question and Answer Session - Leader of the Council and Chief Executive

Councillor David Renard, the Leader of the Council, and Gavin Jones, Chief Executive, were in attendance to report to the Committee on matters relating to the Council's ethical governance framework and issues of probity and to discuss with members the key priorities for ensuring that high ethical standards continue to be

promoted and maintained within the Council.

The Leader referred to specific matters raised during the course of the previous question and answer session, as recorded in the minutes of the meeting held on 27 January 2014, and confirmed that these had been addressed, where necessary, via amendments to the Council's Constitution and/or its Standards arrangements. It was his view that Council's new ethical framework had become firmly embedded in the organisation, since its introduction from July 2012, and was proving very effective.

The Chief Executive commented that the Council continued to have to contend with the implications of the combined pressures of continuing austerity and reduced financial resources, perhaps, unfortunately, for some time to come. However, he was pleased to report that, whilst the pressure on the organisation continued, and there existed the potential for organisational and relationship stress as a consequence of that pressure, there had been few, if any, significant manifestations of problems in terms of strained member/officer relationships and/or inappropriate behaviours. He advised that, since the last question and answer session with the Standards Committee, the Monitoring Officer had joined Corporate Board, and that his expertise was extremely valuable to the operation of that senior officer forum, particularly in the context of matters of ethical governance and corporate behaviours.

The Chief Executive commented on the Council's Organisational strategy, particularly in relation to expected officer behaviours and values, as articulated through the "Stronger Together" organisational vision and feeding through the appraisal and performance management systems. He was pleased with how this strategy had been adopted across the Corporate Council whilst recognising that, as with any organisational strategy, there remained room for improvement. Overall, he felt the Council had established a strong set of organisational values against which it might be held to account and that the strategy was working very well.

Following their opening remarks, the Leader and Chief Executive responded to members' questions on the following issues:

- The continuing demand on services and pressure on staff resources and the recognition and management of stress in the workplace environment.
- The success of the Council's Localities function in working alongside Ward Members to engage with local people and communities to resolve community based problems and influence corporate policies.
- The necessary contraction of service provision in response to on-going resource pressures and the management of community and individual service expectations.

Resolved – That Councillor David Renard, the Leader of the Council, and the Chief Executive be thanked for attending the meeting and for their full and open responses to members questions on matters relating to the Council's ethical governance framework and issues of probity.

21. Ethical Framework Update

The Committee received a report from the Director of Law and Democratic Services providing an update on matters relating to the Ethical Framework, including:

- Dispensations.
- A summary of Code of Conduct complaints received during the 2014/15 Municipal Year.
- Training.

A member asked as to whether a sufficient number of members had received Licensing training to ensure there is an adequate membership “pool” to be drawn upon for Licensing Panels and the Monitoring Officer agreed to report back on this issue to the next meeting.

Resolved – (1) That the Ethical Framework update be noted.

(2) That, with reference to the summary of Code of Conduct complaints, and where a complaint is made by a Borough Councillor against a fellow Councillor, the Monitoring Officer be asked to consider the appropriateness and benefit of amending the current arrangements to facilitate formal consultation with the Political Group Leaders and the Councillors concerned, to establish if an informal resolution might be achieved, and that this be considered further at the next meeting.

22. Review of Codes and Protocols

Further to Minute 14(3) and (4), the Committee received a report of the Director of Law and Democratic Services inviting members to review the following Codes and Protocols, in the light of submissions for amendment put forward following consultation with members of the Committee, relevant officers and Parish Councils, and to determine whether any changes should be made.

- Members’ Code of Conduct.
- Officers’ Code of Conduct.
- Monitoring Officer Protocol.
- Councillor Role Definitions.
- Guidance to Councillors on dealings with the media.
- Protocol of Member/Officer Relationships.
- Local Code of Governance.
- Members Planning Code of Good Practice.
- Public Question Time at Council Meetings.
- Recording, Photography and use of social media.

Resolved – (1) That the Monitoring Officer be authorised to amend and re-issue the Codes and Protocols documentation in accordance with the viewpoints endorsed by the Committee during the course of its debate of this item.

(2) That, with regard to members’ concerns about the potential for abuse of departmental “working from home” guidelines, the Head of People and Development be invited to attend the next meeting to discuss this matter and the need for standardisation of “working from home” practices across the Council.

(3) That, with regard to the protocol and guidance for Public Question Time at Council meetings, the Committee and Member Services Manager be advised of members’ position that the standard of sound equipment available in the Council Chamber should be properly maintained and fit for purpose.

23. Ethical Compliance Report

The Committee considered a report of the Director of Law and Democratic Services regarding the outcome of various ethical framework compliance matters, including the details of Whistleblowing cases and Code of Conduct Complaints received since the last Committee and the outcome of any completed investigations in relation to

these.

Resolved – That the Ethical Framework Compliance report be noted.

STANDARDS COMMITTEE

MONDAY, 2 MARCH 2015

PRESENT:- Councillors David Wood (Chair), Michael Bray, Fay Howard, Kevin Parry, Carol Shelley, Eric Shaw and Vera Tomlinson and Joe Tray. Messrs Paul Morris, Trevor Davies, David Dawson, Richard Hailstone and Mike Compton

Apologies for absence were received from Keith Strickland.

24. Declarations of Interest

The Chair reminded members of the need to declare known interests in any matters to be considered at the meeting.

Councillor Vera Tomlinson made prejudicial declaration of interest in relation to Agenda Item No. 7 ("Appeal against decision to invoke vexatious complainant policy"), on the basis that parties to the matter were known to her and that, in her capacity as a Borough Councillor, she was involved in other matters relating to the the complainant referred to in the report.

Mr Mike Compton, a Parish representative, made non-prejudicial declaration of interest in relation to Agenda Item No. 7 ("Appeal against decision to invoke vexatious complainant policy"), on the basis that several of the parties to the matter were known to him, in his capacity as a Parish Councillor.

25. Minutes

Resolved – That the minutes of the meeting held on 3rd February 2015 be confirmed and signed as a correct record.

26. Public Question Time

There were no public questions.

27. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below on the grounds that they involved the likely disclosure of exempt information as defined in the respective paragraphs of Part 1 of Schedule 12A of the Act.

<u>No.</u>	<u>Item No.</u>	<u>Paragraph Nos.</u>	<u>Minute</u>
	7 and 8	1 and 2	29 and 30

28. Ethical Framework Update

The Committee received a report from the Director of Law and Democratic Services providing an update on matters relating to the Ethical Framework, including:

- Dispensations.
- A summary of Code of Conduct complaints received during the 2014/15 Municipal Year.
- Training.
- The Council's Working from Home policy.
- The Council's standards arrangements.
- The Council's Annual Governance Statement.

Resolved – (1) That the Ethical Framework update be noted.

(2) That, with regard to members' concerns about the potential for abuse of the Council's Working From Home policy, the Head of People and Development be asked to issue best practice guidance to all service areas. That the existing guidance be revised, where practicable, to accord with the guidance for staff document utilised by Law and Democratic Services (attached to the report at Appendix 4), which the Committee commends as successfully addressing members' concerns about the Working From Home policy.

(3) That, with reference to the "Arrangements for dealing with Member Code of Conduct complaints", in cases where a complaint is made by a Borough Councillor against a fellow Councillor, the Monitoring Officer be asked to revise the process to facilitate formal consultation with the Political Groups and the Councillors concerned, to establish if an informal resolution might be achieved.

(4) That the process for the preparation of the Council's Annual Governance Statement, as set in Appendix 8 to the report, be agreed.

29. Appeal against Decision to Invoke Vexatious Complainant Policy

The Committee received a report asking members to consider an appeal against a decision to designate a complainant as vexatious. It was noted that, in accordance with the Council's "Persistent and Vexatious Complaints Procedure", contained within the Corporate Customer Feedback Policy (Section 3.8 refers), the customer had a right of appeal to the Standards Committee.

Resolved – That the decision to invoke the Council's vexatious complainant policy and designate this complainant as vexatious, be upheld and that this decision remain in place until the review scheduled for November 2015.

(Councillor Vera Tomlinson made prejudicial declaration of interest in relation to this item, on the basis that parties to the matter were known to her and that, in her capacity as a Borough Councillor, she was involved in other matters relating to the complainant referred to in the report. Councillor Tomlinson left the room for the Committee's consideration of this matter and took no part in the debate of the matter.)

30. Ethical Compliance Report

The Committee considered a report of the Director of Law and Democratic Services regarding the outcome of various ethical framework compliance matters, including the details of Whistleblowing cases, breaches of the member/officer relations protocol and Code of Conduct Complaints received since the last Committee and the outcome of any completed investigations in relation to these.

Resolved – That the Ethical Framework Compliance report be noted.

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AUDIT COMMITTEE

TUESDAY, 3 MARCH 2015

PRESENT:- Councillors Steve Weisinger (Chair), Steve Allsopp, Oliver Donachie, Mark Edwards, Neil Heavens, Nick Martin and Des Moffatt

Councillors Fionuala Foley, Cabinet member for Children's Services, and Emma Faramarzi, Cabinet Member for Housing and Public Safety, were also in attendance.

34. Declarations of Interest

The Chair reminded members of the need to declare known interests in any matters to be considered at the meeting.

35. Public Question Time

There were no public questions.

36. Minutes

Resolved - That the minutes of the meeting held on 4th November 2014 be confirmed and signed.

37. Internal Audit reports identifying 'significant' risk or 'of concern': Licensing: Private Hire and Taxis

Further to Minute 33(2), the Committee received a report on the Internal Audit Review of Licensing: Private Hire and Taxis and providing an update on the Management Responses to the various audit recommendations set out in the Audit Report Action Plan.

The Council's Head of Planning and the Licensing Manager were in attendance to provide a current position statement in relation to the implementation of the internal audit recommendations and to respond to members' questions on issues raised regarding identified risk areas, the management response to the audit conclusions and key recommendations, and progress in implementing the action plan.

Resolved – That the report, and the management response to the audit review recommendations, be noted.

38. Risk Management - Prevention of Child Sexual Exploitation

Further to consideration of matters relating to the Corporate Risk Register, at its November 2014 meeting, the Committee received a report providing information and assurance in respect of the Council's arrangements for the prevention of child sexual exploitation and, in particular, members' own role in this process. It was noted that Child Sexual Exploitation (CSE) was among the most serious and challenging issues that any Council would face and that a report setting out how the Council could further enhance its work in this area had been submitted to Cabinet on 4th February 2015 and that the Full Council had subsequently carried a motion

to adopt the Child Exploitation Strategy (appended to the Cabinet report). Members were advised that, whilst the Strategy did not pre-empt any new recommendations that might come out from any new national reports, research documents, local case reviews or other new learning, it did take into account the national guidance, reports of recent high profile cases across the country, the Ofsted thematic CSE Review and other research of note.

The Council's Board Director Commissioning was in attendance and guided the Committee through a presentation of the background to CSE as a national issue, the Council's commitment to a zero tolerance approach to this crime and its strategy and delivery plan to identify key areas of activity, practice development and areas for focus that would make the children and young people of Swindon safer.

Councillor Fionuala Foley, the Cabinet Member for Children's Services, was also in attendance and, with the Board Director, she responded to members' questions on issues raised in the presentation.

Resolved – (1) That the report be noted.

(2) That the practice of inviting corporate risk 'owners' to attend meetings of the Audit Committee, to provide Members with assurance regarding the key risks facing the Council, be incorporated in the Committee's future work plans. The Chair of Audit Committee to select future risks to be covered in conjunction with other Committee Members and the Head of Internal Audit and Corporate Risk Manager.

(3) That Councillor Foley and the Board Director Commissioning be thanked for attending the meeting, for their very comprehensive presentation of the issues around CSE, and for their full and open responses to members' questions.

39. External Audit Reports

- (i) Certification Work for Swindon Borough Council for the year ended 31 March 2014

Chris Hackett (Grant Thornton) presented a report regarding the certification of claims and returns submitted by the Council. The report also provided a summary of the External Auditors' assessment of the Council's management arrangements in respect of the certification process and highlighted significant matters in relation to each of four claims and returns that were certified for the Financial Year 2013/14.

Resolved – That the report be noted.

- (ii) Audit Committee Update

Chris Hackett (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at 16th February 2015, in respect of the delivery of their audit responsibilities. The report also included a summary of key emerging national issues and developments that might be of interest to the Committee.

Resolved – That the report and supporting papers be noted.

40. Head of Internal Audit Update

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit

Committee meeting in November 2014, progress made against the Annual Internal Audit Plan 2014/15 and Internal Audit staffing and resource issues.

Resolved – That the report be noted.

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Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 12 JANUARY 2015

PRESENT:- Councillors John Ballman, Mark Dempsey, Toby Elliott, Colin Lovell, Cindy Matthews, Kevin Parry, Maureen Penny, Stan Pajak, Vera Tomlinson, Steve Weisinger, Robert Wright (Chair) and Mary Friend

Apologies for absence were received from Councillors James Robbins and Mary Martin (Vice-Chair)

45. Declarations of Interest

Councillor Kevin Parry made a non-prejudicial declaration of interest in relation to the Committee's consideration of agenda item 5 Cabinet Member Question and Answer Session – Cabinet Member for Children's Services in his capacity as a Governor at the Great Western Hospital.

46. Public Question Time

Mr Terry Reynolds asked questions regarding the connection between the closure of care homes and Council grant of £554,000 to Forward Swindon and how it would be allocated within Forward Swindon. The Chair responded to Mr Reynolds questions in part at the meeting and also agreed that a written response would be provided where necessary, as indicated at the meeting.

Mr Richard Symonds asked several questions relating to the scheduling of meetings, the budget allocated for the relocation of lamp posts within the Western Flyer scheme, flooding issues under Mead Way on the Western Flyer, the Council's policy on dog fouling and the responsibility for the enforcement of parking in restricted areas. The Chair asked for a written response to be provided to all the questions asked.

47. Minutes

Resolved: That the minutes of the meeting held on 15th December 2014, be confirmed and signed as a correct record.

48. Cabinet Member Question and Answer Session - Cabinet Member for Children Services

Councillor Fionuala Foley, the Cabinet Member for Children's Services, was in attendance and presented a detailed report summarising progress and performance in respect of each of the following service areas within her portfolio of responsibility:

- Children and Family Services
- Education and Schools
- Children and Young People's Partnership Board and Children's Trust Board
- Early Years Development
- Fostering and Adoption Services

- Music Services
- Plas Pencelli Outdoor Education Centre
- Play Services
- Youth Offending Team
- Youth Services
- Troubled Families
- Governor Support Services

At the request of the Chair, Councillor Foley, in her presentation of the report, commented specifically on those elements within her portfolio which she felt had been most successful, those where a different approach might have produced better results and the lessons that might have been learned as a consequence, and the challenges she expected to be faced by the Council relation to these service areas in the coming year and beyond.

Following her presentation of the report, Councillor Foley, supported by her officer team, responded to members' specific questions and observations on the following topics:

- The action to be taken on the information gathered following the Domestic Violence Abuse Needs Assessment
- The difference in the number of trouble families being identified that meet the criteria for the Troubled Families Programme
- The reduction in teenage conception and unwanted teenage pregnancies
- The work of Plas Pencelli Outdoor Education Centre and its publicity and promotion to all schools in Swindon
- The criteria used for the Trouble Families Programme and the possibility of extending the criteria to capture more trouble families for Phase 2
- The timetable for the development of the recruitment and retention strategy workstream for social workers
- The number of agency supplied social workers and managers and their gender
- The programmes in place to minimise the use of agency staff
- The significant increase in the number of referrals to social care and whether it was a local or national issue
- The reasons why children are being referred to social care
- The ability to assess how the Council is at the forefront of best practice across the region in relation to the recruitment of social workers
- If there was a Strategy in place in relation to Child Sexual Exploitation
- The figures in relation to the first, second and third placements of children in care
- The Local Authority services bought in by Academies and comparisons with other Local Authorities
- The numbers of pupils of secondary school age who are educated away from school
- The timescale for the completion of Tadpole Farm Primary School
- The provision of education for children with autism
- The roll of the Council in raising the educational standards in schools that have transferred to academy status
- Identification of the reasons why self-harm takes place
- The reasons why some wards had higher conception rates in Swindon

- The need for an evaluation on the effect of the recent closure of Children's Centres
- The availability of respite care for the carers of young people

Resolved:

1. That Councillor Foley, and her support team of officers, be thanked for attending the meeting to present her performance report and for her full and open responses to members' questions and observations on the issues raised.
2. That information requested by members during the course of the Committee's consideration of this item be forwarded to members via the Committee Clerk.

49. Localities and Community Capacity

The Committee received a report from Councillor Richard Hurley, Cabinet Member for Communities and Volunteering, following a request by the Scrutiny Committee to review the policy which increased the focus of Localities to work alongside the Adults and Strengthening Families change programmes and help build and develop community support and volunteering.

The report outlined the Localities' broader community health, wellbeing and adult learning work which supported the development of the health and resilience of Swindon communities. It also provided an update on the Council's work in these areas, to allow the Committee to scrutinise the effectiveness of the approach and to review the specific outcomes that were being seen as a result of the investment.

Following his presentation of the report, Councillor Richard Hurley, supported by the Head of Localities, Community Involvement and Volunteering, responded to members' specific questions and observations on the following issues raised in the presentation and also in the accompanying report:

- The measures in place to determine the success of Localities work
- The age profiles, vetting process, time involvement of volunteers and summary of the work of Circles of Support
- The crossover of work of One Swindon and Localities in commissioning services and how to stop duplication
- The amount of officer time in linking volunteers to elderly people
- The underlying factors of people being lonely
- The long term future of Localities and the projects being put in place
- Supervision of volunteers
- The safety of people in the town centre at night and encouraging people to make use of town centre facilities

Resolved: That Councillor Hurley, and his officer support team, be thanked for attending the meeting to present the report and for their full and open responses to members' questions and observations on the issues raised.

50. Commissioning - Helping to Deliver Stronger Together

The Committee received a report from Councillor David Renard, Leader of the Council providing a review of the progress made to ensure that the wider Council had a culture and understanding of commissioning in order to help deliver Stronger Together.

The report indicated that commissioning was a fundamental part of the Council's Stronger Together ambition and key route to achieve the Stronger together outcomes. Commissioning was also about making the best use of resources, both inside and outside of the Council including the resource in communities. The report also outlined in detail the following areas:

- Overview of Stronger Together
- Commissioning context
- Strategic commissioning
- The commissioning process
- The vision for commissioning in Swindon
- Commissioning principles
- Commissioning behaviours
- Implementation of the Vision of Behaviours
- The Commissioning Strategy
- Journey to Strategic Commissioning
- Next steps

Following his presentation of the report, Councillor David Renard, supported by the Board Director Commissioning, responded to members' specific questions and observations on the following issues raised in the presentation and also in the accompanying report:

- The concept of Commissioning was challenging to understand
- The resources available to commission services and where they would be allocated from
- Successful commissioning models in other Local Authorities
- The Commissioning Strategy and the objectives being achieved
- Examples of the enhanced role for members in commissioning

Resolved:

1. That the Leader of the Council, and his officer support team, be thanked for attending the meeting to present the report and for their full and open responses to members' questions and observations on the issues raised.
2. That the Leader of the Council prepare a further report, for consideration by the Scrutiny Committee at their meeting in July 2015, on the outcomes expected from commissioning, a reminder of the activities already undertaken, the development of the Commissioning Strategy.

SCRUTINY COMMITTEE

MONDAY, 9 FEBRUARY 2015

PRESENT:- Councillors Robert Wright (Chair), John Ballman, Michael Bray, Mark Dempsey, Toby Elliott, Colin Lovell, Mary Martin (Vice-Chair), Cindy Matthews, Kevin Parry, Stan Pajak, Vera Tomlinson and Steve Weisinger.

Councillors David Renard, Leader of the Council and Chair of Cabinet, Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet, Cabinet Member for Health and Adult Social Care, Emma Faramarzi, Cabinet Member for Housing and Public Safety, Fionuala Foley, Cabinet Member for Children's Services, Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, Russell Holland, Cabinet Member for Finance, and Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, were in attendance.

Apologies for absence were received from Councillors Maureen Penny and James Robbins.

51. Section 100B(4)(b), Local Government Act 1972

In accordance with Section 100B(4)(b) of the Local Government Act 1972, the Chair advised the meeting that he intended that the following additional item should be considered as a matter of urgency for the reasons stated:

To confirm the membership of the Scrutiny Committee's Task Group to review the Local Resilience Forum's (LRF) independent, multi-agency debrief of the Averages' Fire incident and to submit a review report to a public meeting of the Scrutiny Committee.

To avoid any unnecessary delay in convening the requisite meeting(s) of the Task Group once the LRF report becomes available.

52. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting.

53. Public Question Time

Mr Richard Symonds, a local resident, asked a question regarding bus services in the Railway Village and the damage he felt was being caused by buses, particularly by buses mounting kerbs. Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, responded to Mr Symonds' question.

The Director of Law and Democratic Services responded to a question put by Mr Symonds regarding the scheduling of committee meetings. The Director of Law and Democratic Services and Councillor Faramarzi, the Cabinet Member for Housing and Public Safety, responded to a question put by Mr Symonds to the 12 January meeting of the Scrutiny Committee regarding dog fouling prosecutions.

54.

Minutes

Resolved – (1) That the minutes of the meeting held on 12th January 2015 be confirmed and signed as a correct record.

(2) That, further to her question at the meeting, regarding the recruitment of social workers, Councillor Cindy Matthews be advised of the number of agency social workers and agency social work managers within the service.

55.

Averies' Fire Task Group - Membership

The Committee was invited to confirm the membership of its Task Group to review the Local Resilience Forum's independent, multi-agency report on the Averies' Fire incident. It was noted that the report was expected to be finalised shortly.

Resolved – That the following members and deputies be appointed to the Committee's Task Group to review the Local Resilience Forum's independent, multi-agency debrief of the Averies' Fire incident and to submit a review report to a public meeting of the Scrutiny Committee:

Councillors Dempsey, Elliott, Penny, Weisinger and Wright (Deputies: Councillors Matthews and Tomlinson).

56.

Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 4th February 2015.

59. Motion at Council - Use of Police Community Support Officers in Supporting Council Parking Enforcement (Minute for Council to Note)

Councillor David Renard, Leader of the Council and Chair of Cabinet, and Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, responded to questions put by the Chair and Councillor Toby Elliott regarding the apparent reticence of the Wiltshire Police to use Police Community Support Officers (PCSOs) to support car parking enforcement and how this issue might be pursued further with the Police and Crime Commissioner.

Resolved - That Minute 59 of the Cabinet be noted and that, further to resolution (4), this Committee's support of any request to the Wiltshire and Swindon Police and Crime Commissioner to facilitate the use of PCSOs to support car parking enforcement be recorded.

60. Consultation on Proposals for a Combined Fire and Rescue Service

Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, responded to questions put by Councillor Toby Elliott and the Chair regarding the viability of the proposals for a combined service and the "backup position" in the event that the proposals prove to be unsustainable.

Resolved - That Minute 60 of the Cabinet be noted.

61. *Budget 2015/16 and Beyond (Minute for Confirmation)*

Councillors Russell Holland, Cabinet Member for Finance, and Councillor Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet, and Cabinet Member for Health and Adult Social Care, responded to questions put by the Chair and Councillors Mark Dempsey, Cindy Matthews and Stan Pajak on the following issues:

- The medium term financial strategy and the projected year-on-year funding gap.
- The Council's proposed response to addressing the projected funding gap.
- Management of the increasing demand for adult social care services.
- The delivery of savings and the likely impact on the delivery of Surestart and library services.
- The predicted grant funding reduction.
- The transfer of clients in receipt of Independent Living Allowance to the Council's responsibility and the future funding of that support.
- The Council's minimum reserves level and the feasibility of utilising reserves to respond to particular and budget pressures.

Resolved - That Minute 61 of the Cabinet be noted.

62. *Capital Programme 2015/16 to 2017/18 (Minute for Confirmation)*

Councillors David Renard, Leader of the Council and Chair of Cabinet, Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, and Russell Holland, Cabinet Member for Finance, responded to questions put by the Chair and Councillors Toby Elliott, Stan Pajak and Mark Dempsey on the following issues:

- The Superfast Broadband Extension opportunity.
- Capital expenditure at the County Ground and the provision of an additional (running) lane to bring the track up to a standard for larger scale meets.
- The availability of Section 106 monies for investment in the County Ground and the provision of new changing rooms and toilet block facilities.
- The Infrastructure Delivery Plan and the status and funding position of the infrastructure projects identified in paragraph 3.23 of the Cabinet report.
- The safety implications for travel between the Central Area and Rodbourne Cheney of any delay in implementing "all vehicle" bridge to open up Kingsdown and the exploration of alternative funding options.
- The level of unspent Section 06 receipts in respect of the Northern Sector development and Haydon III.

Resolved - That Minute 62 of the Cabinet be noted.

63. *Treasury Strategy Statement 2015/16 (Minute for Confirmation)*

Councillors David Renard, Leader of the Council and Chair of Cabinet, and Russell Holland, Cabinet Member for Finance, responded to questions put by the Chair and Councillors Mark Dempsey, Mary Martin, Cindy Matthews and Toby Elliott on the following matters:

- Portfolio position forecasts and the Council's gross borrowing levels.
- The assessed level of risk in relation to borrowing to fund the capital programmes.

- Issues around the repayment of capital monies borrowed to fund new schools provision.
- The risk to the Council of any increase in borrowing interest rates.

Resolved - That Minute 63 of the Cabinet be noted.

64. *Housing Revenue Account - Rents and Charges 2015/16 (Minute for Confirmation)*

Councillor Emma Faramarzi, Cabinet Member for Housing and Public Safety, responded to questions put by the Chair and Councillors Cindy Matthews Vera Tomlinson on the following matters:

- The outcome of the consultation with tenants groups and the Housing Advisory Forum and other stakeholders and the communication to consultees of the Cabinet decision.
- The reasons for the reduced service charge at Williams Robins Court.
- The proposed Housing Revenue Account Capital Budget and 3 year Capital Programme and the reasons for the projected reduction in respect of expenditure on kitchens and bathrooms.

Resolved - That Minute 64 of the Cabinet be noted.

65. *Strategy to Prevent Child Sexual Exploitation (Minute for Confirmation)*

Councillor Fionuala Foley, Cabinet Member for Children's Services, responded to a question put by Councillor Stan Pajak regarding her signing the Zero Tolerance of Child Exploitation in Swindon pledge on behalf of the Council and the invitation for other members of the Council to do similarly.

Resolved - That Minute 65 of the Cabinet be noted.

66. *Swindon Pay Policy Statement (Minute for Confirmation)*

Councillor David Renard, Leader of the Council and Chair of Cabinet, responded to questions put by the Chair and Councillor Mark Dempsey on the following issues:

- The number of Council employees who receive remuneration below the nationally identified living wage and the cost to the council of paying the living wage to those employees.
- The Council's pay scales.

Resolved - That Minute 66 of the Cabinet be noted.

67. *Sussex Square and the Affordable Development Programme*

Councillor Emma Faramarzi, Cabinet Member for Housing and Public Safety, responded to questions put by the Chair and Councillor Mark Dempsey on the Affordable Rent Housing Policy and the application of the policy to the proposed rents of properties in the Sussex Square development.

Resolved - That Minute 67 of the Cabinet be noted.

68. *Anti-Social Behaviour Crime and Policing Act 2014 (Minute for Confirmation)*

Councillor Emma Famarzi, Cabinet Member for Housing and Public Safety, responded to questions put by the Chair regarding the new provisions and the limitations these might place on the ability of the Police to deal with instances of anti-social behaviour in the most immediate and effective manner.

Resolved - That Minute 68 of the Cabinet be noted.

It was agreed that information requested by individual members during the course of the Committee's consideration of the Cabinet decisions should be forwarded to the Committee Clerk for distribution to Scrutiny Committee members.

57. Budget Scrutiny 2015-16

The Committee received a report of the Board Director Resources, providing members with the opportunity to better understand the financial context of the organisation and the process the Council has adopted to ensure it has a balanced budget for 2015-16 and a sustainable financial position moving forward. The Committee was also invited to consider the respective roles of the Scrutiny Committee and the Resources Overview Committee in relation to the Council's budget setting process, particularly with regard to on-going austerity and the potential advantages of a more cross-party approach to budget setting.

Resolved - That the report be noted and that the Corporate Governance Working Group be asked to review the respective roles of the Scrutiny Committee and the Resources Overview Committee in relation to the Council's budget scrutiny function, with a view to enhancing the role of the Resources Overview Committee so that it might be involved earlier in the overall budget setting process and better able to influence resource allocation in relation to specific projects.

58. Cabinet Member Question and Answer Session - Cabinet Member for Housing and Public Safety

Councillor Emma Famarzi, Cabinet Member for Cabinet Member for Housing and Public Safety, was in attendance and presented a detailed report summarising progress and performance in respect of each of the following service areas within her portfolio of responsibility:

- Allocations and Advice Services
- Empty Homes
- Estate and Tenancy Management
- Housing Enabling and Strategic Services
- Homeline Services
- Homelessness
- Housing Right to Buy/Sales Services
- Neighbourhood Wardens
- Private Sector Housing Renovation Grants
- Repair and Improvements to Council Housing Stock
- Sheltered Accommodation
- Police Authority/Police and Crime Commissioner liaison
- Community Safety Partnership
- Environmental and Public Protection Services
- Gypsies, Travellers and Unauthorised Encampments

- Reducing Drugs, Alcohol and Substance Abuse
- Reducing Domestic Violence
- Control Room Operations

At the request of the Chair, Councillor Faramarzi, in her presentation of the report, commented specifically on those elements within her portfolio that she felt had been most successful, those where a different approach might have produced better results and the lessons that might have been learned as a consequence, and the challenges she expected to be faced by the Council relation to these service areas in the coming year and beyond, particularly in relation to on-going budgetary constraints.

Following her presentation of the report, Councillor Faramarzi, supported by her team of officers, responded to members' specific questions and observations on the following matters:

- The increasing availability of illicit tobacco and alcohol products and the cost to the Council of investigating allegations of such sales, particularly in cases where illegality is not subsequently established.
- The Council's policy in respect of the offer of flexible tenancies and the circumstances where such introductory tenancy would not eventually lead to an offer of a secure tenancy.
- The Housing Waiting List and the Council's response to meeting the particular demand for 1 and 2 bedroom properties.
- The Council's statutory compliance activity and the action that can be taken to overcome problems encountered in gaining access to some properties in order to carry out requisite gas safety checks.
- Empty Homes and options available to the Council to bring such properties back into use.
- Homelessness and the suggestion in the report that the number of prevention cases has reduced, mainly due to a buoyant rental market and rental values increasing above the Local Housing Allowance.
- The point of contact (24/7) at the Council for individuals facing homelessness and the ways in which Councillors can best assist when contacted about specific homelessness cases.
- The Council's housing allocations policy and the reasons for the apparent reduction in the number of applicants on the housing waiting list (Appendix 2 to the report).
- The feasibility of advising applicants for housing transfers of potential implications for school placements (where a move is sought into a new catchment area).
- The suitability of information provided by the Police in relation to licensing applications.
- Councils' counter-terrorism responsibilities under the new statutory "Prevent" duty forming part of the Counter Terrorism and Security Bill currently before Parliament.
- The "Safe and Warm" scheme and the reasons for the apparently low take up of insulation measures following assessment.
 - the percentage of homes identified as meeting the scheme requirements but where the occupiers refuse the Council access to carry out the insulation works.

Resolved – (1) That Councillor Faramarzi, and her support officers, be thanked for attending the meeting to present this performance report and for their full and open responses to members' questions and observations on the issues raised.

(2) That information requested by individual members during the course of the Committee's consideration of the Cabinet member's report and presentation should be forwarded to the Committee Clerk for distribution to Scrutiny Committee members.

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HEALTH, ADULT AND CHILDREN SERVICES OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 14 JANUARY 2015

PRESENT:- Councillors Maureen Penny (Chair), Michael Bray (Deputy Chair), Steve Allsopp, Andrew Bennett, Alan Bishop, Mary Friend, John Haines, Fay Howard, Cindy Matthews, Gemma McCracken, Ann Richards, James Robbins, Eric Shaw, Carol Shelley, Timothy Swinyard, Nadine Watts, Steve Weisinger and Julie Wright.

Kevin McNamara, (Director of Strategy, Great Western Hospital [GWH]), Jan Tretheway (SEQOL), Rosemarie Phillips (Equalities Advisory Forum), Paul Sunners (Standing Advisory Council for Religious Education), Peter Rowe (Healthwatch Swindon), Alison Paul (Swindon Association of Special School Headteachers), John Gilbert (Board Director Commissioning, Children and Adults), Paddy Bradley (Head of Economy, Skills and Property Development), Sue Wald (Head of Commissioning, Children and Adults), Karen Reeve, Head of Children's Social Care, Community Health and Social Services.

Apologies for absence were received from Councillor Paul Baker, Simon Cowley (Swindon Association of Primary Headteachers), Sharon Kirwan (Swindon Association of Secondary Headteachers), (Andrew Wild (Church of England Diocese) and David Dawson (Catholic Diocese).

Also Present: Councillors Fionuala Foley, Cabinet Member for Children's Services and Brian Mattock, Cabinet Member for Health and Adult Social Care.

36. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting.

Councillor James Robbins made a personal and non-prejudicial declaration of interest as he was a foster carer for Swindon Borough Council.

Councillor Fay Howard made a personal and non-prejudicial declaration of interest as she was employed by Great Western Hospital.

Councillor Eric Shaw made a personal and non-prejudicial declaration of interest as he was a Council appointed representative on SEQOL.

37. Minutes

Resolved: That the minutes of the meeting held on 12th November 2014 be confirmed and signed as a correct record.

38.

Public Question Time

The following questions were asked in accordance with Standing Order 28 –

Questioner

Mrs Rosemarie Phillips, Equalities Advisory Forum.

Questions

Mrs Rosemarie Phillips put a series of questions relating to (a) out of hours transport provision for patients with eye problems attending out of borough hospitals, (b) whether this information had been cascaded to the Swindon Talking Newspapers (STAN), (c) news / media reports of extra pressure on GWH staff, and (d) What actions were being undertaken by the Trust Board to ensure staff health was not adversely affected.

Response

The Chair thanked Mrs Phillips for the questions and advised that a response had been prepared and circulated.

Questioner

Councillor Mike Bray, Ward Councillor for Lydiard and Freshbrook.

Questions

Councillor Bray submitted a series of questions regarding the closure of the Rheumatology Department at Great Western Hospital.

Response

The Chair thanked Councillor Bray for the questions and advised that a response had been prepared and circulated at the meeting.

39.

SEQOL Update

The Chief Executive (SEQOL) submitted a report updating the Committee on the performance and key issues relating to SEQOL.

Jan Tretheway (SEQOL) referred to work being undertaken with commissioners to modernise services prior to the implementation of the Care Act, the recruitment of a dementia specialist, staff training undertaken regarding support and service delivery for people with dementia and their carers, and SEQOL being awarded the title Public Service Mutual of the year.

Resolved – That the report be noted.

40.

GWH NHS Foundation Trust update

The Committee received a report by the Chief Executive of the Great Western Hospital (GWH) NHS Foundation Trust on key issues and developments at the Great Western Hospital.

Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), presented the report and highlighted matters of significance, particularly, the high volume of patients over the past months and the resulting pressure on the hospital. He commented on the Trust's preparedness for any Ebola incidents.

Following the presentation of his report, Mr McNamara responded to Member's questions and comments on the following issues:

- How the workload of existing rheumatology patients was to be managed following the closure of the Rheumatology department at the Great Western Hospital.
- The need for effective communication by the Great Western Hospital NHS Foundation Trust.
- The effect of the growing population of Swindon on health care service delivery, particularly orthopaedics, and if the Trust had plans to expand the hospital.
- Transport Service delays particularly affecting rheumatology patients.
- Progress made towards the achievement of the 'Cavendish Certificate' and its impact on staff recruitment.
- How improvement areas were identified (paragraph 3.2 of the report refers).
- How the recent increase in patient attendance at the Accident and Emergency (A&E) Department affected routine medical procedures.
- An update on the Older Person's Short Stay Unit that opened at the Great Western Hospital in November 2014.
- The Trust's Financial Position and plans to reduce the financial deficit.

Resolved: (1) That the report be noted.

(2) That the Overview and Scrutiny Officer be requested to circulate to Committee Members information regarding the Cavendish Certificate.

(3) That, further to paragraph 3.2 of the report, the Overview and Scrutiny Officer be requested to circulate to Committee Members information regarding how the improvement areas were identified.

(4) That the Overview and Scrutiny Officer be requested to circulate to Committee Members information regarding the number of routine medical procedures cancelled due to the recent A&E situation.

(5) That the Chief Executive of the Great Western Hospital (GWH) NHS Foundation Trust be requested to provide information on the management of patient through put at the Older Person's Short Stay Unit to the next meeting of this Committee in March 2015.

(6) That, further to the decision in (5) above, the Overview and Scrutiny Officer be requested to invite the manager of the Older Person's Short Stay Unit to the next meeting of this Committee to update Members on service provision at the Unit.

(7) That the Overview and Scrutiny Officer be requested to circulate a copy of the monitoring report relating to the financial position of the Great Western Hospital (GWH) NHS Foundation Trust to Committee Members.

41. Avon & Wiltshire Partnership NHS Trust

The Committee received a report by the Clinical Director, Avon and Wiltshire NHS Partnership Trust's (AWP) outlining challenges and achievements for the organisation.

Resolved: (1) That the report be noted.

(2) That, if required, Members of the Committee be requested to submit any questions to the Overview and Scrutiny Officer for circulation to the Trust.

42.**NHS Swindon Clinical Commissioning Group**

The Executive Director, Swindon Clinical Commissioning Group, submitted a report updating the Committee on the performance and key issues relating to the service.

Dr Peter Crouch, Executive Director of Commissioning at NHS Swindon Clinical Commissioning Group (CCG) introduced the report and commented on the Group's priorities and actions being undertaken. He referred to future primary care commissioning that included proposals for closer working with NHS England. The Committee noted the recent pressure placed on the Hospital's Accident and Emergency Department and on the excellent partnership work during this period carried out to the benefit of the patients.

Dr Crouch and Dr Liz Mearns, General Practitioner, responded to questions and comments from the Committee regarding the following issues:

- The financial arrangements for the transfer of the under 5's commissioning from the NHS to the Borough Council.
- The size of the new medical centre in Swindon Town Centre.
- The need to recruit more General Practitioners following the population increase in Swindon.

Resolved: That the report be noted.

43.**Care Act 2014**

The Board Director Commissioning, Children and Adults, submitted a report on the implications of the Care Act 2014.

Mrs Sue Wald, Head of Commissioning, Children and Adults introduced the report and referred to the implementation plans for the Act. The presentation was accompanied by a short video that introduced the Care Act 2014 (Available at: <http://vimeo.com/108552705>) and a briefing note prepared by Skills for Care was circulated at the meeting. Mrs Wald explained the changes in practice and in law coming into effect from April 2016 and referred to the new processes to be undertaken that included the Local Safeguarding Board becoming a statutory body.

Following her presentation, she responded to Members' questions and observations on the following issues:

- The actions being undertaken prior to implementation of the Act to ensure safeguarding within Adult Social Care.
- How interpretation and implementation of the Act would be undertaken and how any differentiation impact would be experienced by care recipients crossing between Borough or County domiciliary locations.
- The number of staff working within the 'Circle of Support'.
- How would services be funded once the 'Care Cap' had been reached.
- Clarity on the scope of cross partnership working with other agencies and how resources might be utilised in order to optimise service delivery.

Resolved: (1) That the report be noted.

(2) That the Head of Commissioning, Children and Adults, be requested to include information regarding work being undertaken for the implementation of the Act in future Performance Reports submitted to this Committee.

44. Children's Services Performance Report

The Cabinet Member for Children's Services and the Board Director, Commissioning submitted a joint report on the outturn performance position for Quarter 2, 2014/15 (July to September 2014) of Children's Services.

Mrs Sue Wald, Head of Commissioning, Children and Adults, Mrs Karen Reeve, Head of Children's Social Care, Community Health and Family Services, Families and Communities and Mr Paddy Bradley, Head of Economy, Skills and Property Development, highlighted changes and the direction of travel for the various areas. They responded to Members' questions and observations on the following issues::

- Clarity on the "first time offending" data for Quarter 2.
- Comparison between Swindon and national average figures for young people who were not in education, employment or training (NEET).
- Reasons for the increase in the rate of children in need and those starting a protection plan for the second or subsequent time.
- Actions undertaken following the Local Safeguarding Children's Board neglect case review.
- An update on the recruitment drive for social workers.
- Details of work being undertaken between Great Western Hospital, the Localities Teams and their 'Circles of Support', and the commissioning of services from Age UK and the Red Cross.
- An explanation of the term "an episode of reablement", as indicated in the "front door activity" for Adult Social Care Headline Activities referred to on page 59 of the report.

Resolved: That the Children's Services performance report, be noted.

45. Implementing the Special Educational Needs and Disabilities Reforms Committee

The Board Director, Commissioning submitted a report on the approach adopted in Swindon to implementing the Special Needs and Disabilities (SEND) reforms set out in the Children and Families Act 2014 and highlighting progress achieved to date.

Mr Paddy Bradley, Head of Economy, Skills and Property Development, explained that the changes gave children and young people with Special Education Needs and Disabilities (SEND) and their families an important opportunity to define the support they required to achieve the best level of support. He confirmed that the changes would see a switch from professional led support to a parent driven approach. He responded to questions regarding the participation of all Swindon schools in implementing the reforms and explained how the Committee would be updated on the Risk Log (Appendix 5 of the report).

Resolved: (1) That changes introduced by the Special Education Needs and Disabilities (SEND) reforms and their intended impact, be noted.

(2) That the progress achieved to ensure that Swindon Borough Council and its partners were compliant with the requirements by 1st September 2014, be noted.

(3) That the priorities for further development required to ensure that the reforms have a positive impact on the lives and life chances of young people, be noted.

(4) That the draft vision statement and associated outcomes that will provide a framework around which to coordinate the work of the wide range of partners and stakeholders, monitor progress and strengthen transparency and accountability, be

noted.

(5) That the Head of Economy, Skills and Property Development be requested to submit an update on progress made during the implementation process to a future meeting of this Committee.

46. Standards and Provision

The Board Director Commissioning, Children and Adults and the Head of Commissioning, Economy, Skills and Property Development submitted a joint report on performance and standards in maintained schools and academies across Swindon.

Mr Paddy Bradley, Head of Commissioning, Economy, Skills and Property Development referred to the performance and standards in all Swindon schools and advised that the report outlined the successes, areas for development and challenges to be addressed to ensure every school in Swindon was successful for all its students. He drew attention to Appendix 1 of the report that reflected the comparative data and particularly referred to Key Stage 4 results that were adversely affected due to the changes implemented whilst students were studying for their examinations. He explained that this was a national trend.

The Committee welcomed the report and Mr Bradley responded to Members' questions and observations on the following issues::

- Why the level of attainment fell between Key Stages 1 and 2.
- The level at which the Council would intervene and notify the Department for Education should an academy cause concern.
- An explanation of the term "English Baccalaureate" and how Key Stage 4 pupils attained it.
- Swindon's levels of attainment ranking compared with other local authorities across Key Stages 2 and 4 and the work being undertaken to improve the level.
- The work being undertaken on the curriculum by schools at Key Stages 1 and 2 to prepare pupils for Key Stage 4, how the structure of assessment varied over the various Key Stages and the impact of the new school structures available in Swindon.
- School governors training enabling them to review the educational achievement of pupils at their schools.
- Clarity on the "All Attainment Phases" data as highlighted in Appendix 1 of the report and its differences if it took into account pupils that attended out of Borough schools.
- Clarity on the structure of Education Strategy Board and its reporting criteria.

Resolved – That the report on the performance and standards in maintained schools and academies across Swindon, be noted.

47. Work Programme 2014/15

The Committee received a report from the Director of Law and Democratic Services detailing its updated work programme for the Municipal Year 2014/15.

Resolved – (1) That the Medical Director, NHS England, be requested to submit a report to this Committee's meeting in March 2015.

(2) That the Scrutiny Officer be requested to circulate to Members an electronic link to the papers of the Health and Wellbeing Board.

(3) That further to (2) above, Members be requested to forward any comments to the Scrutiny Officer.

(4) That the Scrutiny Officer be requested to update the work programme as agreed.

48. Health and Wellbeing Board

The Chair referred to the Health and Wellbeing Board minutes of 7th October 2014 and advised that these had been submitted for the Committee's information.

Resolved: (1) That the minutes of the Health and Wellbeing Board meeting held on 7th October 2014, be noted.

(2) That, further to (1) above, the Scrutiny Officer be requested to circulate an electronic link to the above minutes to Committee members.

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ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 19 NOVEMBER 2014

PRESENT:- Councillors Junab Ali, Mark Dempsey, Oliver Donachie, Mary Friend, Mary Martin (Chair), Kevin Parry, Nicky Sewell and Steve Wakefield

ALSO PRESENT: Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Skills

Apologies for absence were received from Councillors Rod Bluh, Wayne Crabbe (Vice-Chair) .

14. Declarations of Interest

The Chair reminded members of the need to declare any known interests in any matters to be considered at the meeting. There were no declarations.

15. Minutes

Resolved: That the minutes of the meeting held on 17 September 2014, be confirmed and signed as a correct record.

16. Public Question Time

No public questions were received during the meeting.

17. Higher Education and Skills

The Committee considered the report of the Head of Economy and Skills which outlined the progress to date on the implementation of the Higher Education Strategy for Swindon agreed by Cabinet in December 2012.

The Chair welcomed Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Skills, Mike Welsh, Chair of the HE Strategy Group and Alun Thomas, FSL contractor – HE Strategy Development Manager to the meeting.

Members were informed that since April 2013, Forward Swindon Limited had taken the responsibility to implement the Cabinet recommendation to establish a business orientated higher education partnership, ensuring that local businesses played a central role, identifying a location and funding for a higher education centre in Swindon, project manage a parallel long term plan to establish an independent higher education institution by 2026 and consider the feasibility of digital based provision as an alternative to a campus base.

The Head of Economy and Skills spoke in detail about the work of the partnership, especially in relation to the remit established by the Cabinet and detailed above. In particular he highlighted the following issues:

- a higher education partnership was in place and that it had been steering the

implementation plan since 2013

- The membership of the partnership
- The benefit of the cap on student numbers being lifted
- The amount of space required for a higher education campus and potential location
- Meetings with current and possible future higher education provider partners, including Buckinghamshire New University
- The recent and successful Unifest event held at the Steam Museum – video of the event was presented
- The recognition of the need for enhanced higher education provision within the area by the Swindon and Wiltshire Local Enterprise Partnership
- The report produced by the Higher Education Funding Council for England on 'Higher Education Cold Spots' and that recent data had confirmed that Swindon was one of the 'cold spots'
- The next steps in establishing a higher education centre as a reality in Swindon

Following the presentation of the report the Cabinet member, Head of Economy and Skills, Chair of the HE Strategy Group and the HE Strategy Development Manager responded to members' specific questions and observations on the following:

- The recent meetings with Buckinghamshire New University and the signing of a Memorandum of Understanding between the Council and the University
- The number of potential students at the proposed higher education centre
- How a centre would be financed
- The role of the National Careers Advisor and schools in offering careers advice to students
- Student choice and schools providing different courses within clusters
- The aspirations of students where participation rates in higher education are low
- Any available research with the Higher Education Funding Council for England highlighting issues in the demographic profile of Swindon students participating in higher education
- The economic impact of a higher education centre in Swindon
- The Post Graduate opportunities in and around Swindon
- Achieving the right skills set for employment opportunities within Swindon
- The possible locations for a higher education centre within Swindon and the regeneration opportunities available
- Council initiatives to raise the numbers of students participating in higher education particularly in those areas where participation was low

Resolved:

1. That the progress being made in implementing the Higher Education Strategy for Swindon be noted.
2. That Cabinet member, Head of Economy and Skills, Chair of the HE Strategy Group and the HE Strategy Development Manager be thanked for a very interesting and valuable presentation of the report.

18. Work Programme 2014/15

The Committee received the report of the Scrutiny Officer setting out details of the Committee's work programme.

The Chair informed members that a Task Group to review Strategic Property, detailed in the Committee's work programme had not yet been established and asked members if they preferred to receive an officer report to the next meeting in the place of a Task Group Report. The members unanimously supported the Chairs suggestion.

Resolved:

1. That the work programme be noted
2. That the Head of Property and Assets prepare a report on Strategic Property for the next meeting of the Committee on 25 February 2015

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ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 25 FEBRUARY 2015

PRESENT:- Councillors Junab Ali, Wayne Crabbe (Vice-Chair), Mary Friend, Mary Martin (Chair), Des Moffatt, Kevin Parry, Nicky Sewell and Steve Wakefield

ALSO PRESENT:- Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Skills

Apologies for absence were received from Councillors Roderick Bluh and Mark Dempsey.

19. Declarations of Interest

The Chair reminded members of the need to declare any known interests in any matters to be considered at the meeting. There were no declarations.

20. Minutes

Resolved: That the minutes of the meeting held on 19 November 2014, be confirmed and signed as a correct record.

21. Public Question Time

No public questions were received during the meeting.

22. Economic Report

The Committee considered the report of the Cabinet Member for Economy, Regeneration and Skills and the Head of Economy, Skills and Property Development about the current position of Swindon's economy.

The Chair welcomed Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and skills, Paddy Bradley, Head of Economy, Skills and Property Development and Philip Smith, Strategic Planning Policy Manager to the meeting.

Members were informed that the aim of the report was to be a health check of the local economy, which drew on various sources of data to inform strategic decision making on investment and intervention.

The Head of Economy, Skills and Property Development spoke in detail about the data that had been collected in relation to the economy, business, skills and employment.

Following the presentation of the report, the Cabinet Member, Head of Economy, Skills and Property Development and Strategic Planning Policy Manager responded to members' specific questions and observations on the following:

- The format of the report was supported, however, a brief commentary alongside the statistics detailed on pages 15-17 was requested for future reports
- The conversion of office space to residential and how Council Policy impacted the conversion, including car parking spaces
- The rate of conversion of office space to residential in the town centre
- The reliability of the statistics and their source
- The delivery and completion of the house building target to 2026
- Population growth figures up to 2021
- The opportunities for training the older adult workforce
- The accuracy of survey findings and their use by large financial institution's in reports on the economy, especially when Swindon's economy is mentioned in the report
- Hydrogen powered vehicles and timescales for introducing charging points
- A suggestion to introduce electric vehicle charging points for all new homes being built in Swindon
- Funding for the bus exchange as part of the Kimmerfields development
- Details about the completion date of the MUSE agreement

The Cabinet Member circulated a response to a number of questions from Mr Symonds in relation to the function of Forward Swindon. A copy of the letter is attached at Appendix 1 to these minutes.

Resolved:

1. That the Quarterly Economic report be noted
2. That the Economy and Regeneration and Resources Joint Working Party be asked to consider the suggestion for the introduction of electric vehicle charging points for all new homes being built in Swindon.
3. That the Cabinet Member for Economy, Regeneration and skills, Head of Economy, Skills and Property Development and Strategic Planning Policy Manager be thanked for a very interesting and informative presentation of the report.

23. Employment Land in Swindon

The Committee considered the update report of the Cabinet Member for Economy, Regeneration and Skills and the Head of Economy, Skills and Property Development on employment land in Swindon and the Council's approach to employment land through its Local Plan policies.

The Chair welcomed Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and skills, Paddy Bradley, Head of Economy, Skills and Property Development and Philip Smith, Strategic Planning Policy Manager to the meeting.

Members were reminded that the Swindon Borough Local Plan 2026 was a spatial representation of the Council's Economic Strategy and other corporate objectives with regard to employment land and employment.

The Head of Economy, Skills and Property Development spoke in detail about

employment land in the Borough, the Economic Strategy, future employment need, new employment land allocation, employment land review, existing land released to other uses and Council owned property.

Following the presentation of the report, the Cabinet Member, Head of Economy, Skills and Property Development and the Strategic Planning Policy Manager responded to members' specific questions and observations on the following:

- The need to track projected employment increases in the B-use Classes over a sustained period of time
- Concern at employment land being used for residential development and the effect on businesses
- Additional Funding from the Highways Agency to develop Junction 15, the route around the roundabout, Commonhead and the Eastern Villages
- The time and distance that people travel to work and the need to resist developers wishing to develop employment land for residential purposes
- The need to improve junction 16
- The process for determining the locations of existing and new employment land in Swindon
- The need for flexibility in determining locations for employment land to achieve the right balance
- Statistics for the density of employment across different business sectors
- The need for business to work in partnership with the town and residents

Resolved:

4. That the Employment Land in Swindon report be noted
5. That the Cabinet Member for Economy, Regeneration and skills, Head of Economy, Skills and Property Development and Strategic Planning Policy Manager be thanked for a very interesting and informative presentation of the report.

24. Work Programme - 2014/15

The Committee received the report of the Scrutiny Officer setting out details of the Committee's work programme.

Resolved:

That the work programme be noted.

25. Date of Next Meeting

Resolved:

That the next meeting of the Economy and Regeneration Overview and Scrutiny Committee be held at 5:00pm on 26th March 2015 at the Civic Offices, Swindon.

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ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 26 MARCH 2015

PRESENT:- Councillors Mary Martin (Chair), Kevin Parry, Nicky Sewell and Steve Wakefield

Apologies for absence were received from Councillors Junab Ali, Roderick Bluh, Wayne Crabbe (Vice-Chair), Mark Dempsey and Mary Friend.

26. Declarations of Interest

The Chair reminded members of the need to declare any known interests in any matters to be considered at the meeting. There were no declarations.

27. Minutes

Resolved: That the minutes of the meeting held on 25th February 2015, be confirmed and signed as a correct record.

28. Public Question Time

No public questions were received during the meeting.

29. Localities - Devolved Decision Making

The Committee received a verbal update from the Head of Localities, Community Involvement and Volunteering (HLCIV), Patrick Weir, about the devolution of budgets to localities by the Council and examples of best practice within local government.

Members were reminded of how the Locality fund was established and its aims to deliver local priorities and enable community action at a local level. The Locality Fund's three elements included (i) the Highways Improvement Fund, (ii) Streetsmart operational hours and (iii) Grassroots, Administration and Neighbourhood Grants, with Locality Chairs and Ward Members considering and prioritising suggestions from the community for works in those areas.

The HLCIV explained that members were concerned about the pace of delivery for a number of projects and that the quarterly Locality meetings did not encourage new members of the community to attend and become involved. Therefore, a report was considered by Cabinet, at its meeting held on 18th March, which set out a more focused and targeted approach to encouraging and supporting community action and changing the way Delivery and Localities teams worked in support of Cabinet, Ward Members and communities. In particular, the report highlighted measures to improve officer support in the Highways Team and the reorganisation of resources within the Localities Team.

Following the update the HLCIV responded to members' specific questions and observations on the following:

- Concern about the pace of delivery, the tracking and the priority given to agreed schemes
- The additional support role in the Highways Team and how this would aid the process
- The role of the local community and how to encourage greater participation in locality issues
- The need to sometimes synchronise the Parish and Locality budgets on specific projects

The HLCIV then referred to a number of other Councils, including Gloucestershire County Council, Sunderland City Council, The Royal Borough of Kensington and Chelsea, London Borough of Lewisham and Durham County Council and how they structured and resourced their locality teams.

The Chair thanked the HLCIV for his very interesting and informative report update.

Resolved:

That the update report from the Head of Localities, Community Involvement and Volunteering be noted.

30. Work Programme - End of year Report 2014/15

The Committee received the report of the Scrutiny Officer setting out the work undertaken by the Committee over the past municipal year.

Resolved:

That the end of year report 2014/15 be noted.

RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 13 NOVEMBER 2014

PRESENT:- Councillors Steve Allsopp, Oliver Donachie, Toby Elliott (Chair), Mary Martin, Nick Martin, Gemma McCracken and Robert Wright

Apologies for absence were received from Councillors John Ballman, Mark Edwards and Stan Pajak.

10. Minutes

Resolved – That the minutes of the meeting held on 25th September 2014 be confirmed and signed.

11. Public Question Time

There were no public questions

12. Declarations of Interest

There were no declarations of interest

13. Web replacement and digital by default

The Group Director Resources submitted a report reviewing the Council's approach to the replacement and improvement of its current website, consistent with the existing communications strategy and emerging strategy for customer service.

The Group Director and the Head of Information and Technology Services answered questions on the costs, design, timescales and implementation of the Council's approach referred to in the report.

Resolved – (1) That the report is welcomed

(2) That the Committee has concerns that the budget identified is capable of delivering the project

(3) That the Committee would like sight of a list of other Councils who were using the services listed in the report.

(4) That a further report be submitted to a future meeting of the Committee once the project has been implemented concerning (a) the design (b) the complete and on-going costs to the Council and (c) the potential savings and business benefits of the project.

14. Budget Management 2014-15 and Draft Budget 2015-16

Out of Borough The Group Director Resources submitted a report concerning the Budget proposals submitted to Cabinet on the 22nd October 2014.

Attached as Appendix One was the Cabinet report which set out the projected out-turn for 2014/15, the initial draft Budget proposals for 2015/16 and the context for the Council's Medium Term Financial Plan.

Members of the Committee asked the Group Director a series of questions

concerning the draft Budget 2015/16 and Budget management for 2014/15
Resolved – That the report and Cabinet report attached as Appendix One to the report be noted.

15. Out of Borough Placements

Councillor Wright raised concerns he had concerning the Council's long term strategy for Out of Borough placements.

Resolved – That the financial aspects of the Council's long term strategy for Out of Borough placements be submitted to a future meeting of the Committee.

RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 29 JANUARY 2015

PRESENT:- Councillors Steve Allsopp, Oliver Donachie, Mark Edwards, Toby Elliott (Chair), Nick Martin, Gemma McCracken, Stan Pajak, Keith Williams and Robert Wright

16. Minutes

Resolved – That the minutes of the meeting held on 13th November 2014 be accepted as a correct record.

17. Public Question Time

There were no public questions

18. Staff Survey

Alison Hacket provided context for her report concerning the results of the staff survey. She answered questions from members of the Committee concerning the results of the staff survey.

The Committee discussed the roles of Councillors and the ways in which staff interact with them.

The Committee discussed the behaviour of Councillors at full Council and the submitting of motions to Council.

Resolved – (1) That the report be noted

(2) That a copy of the presentation be forwarded to all Councillors for their information.

(3) That the Leader of the Council be requested to consider the methods used for staff feedback.

(4) That Corporate Board be requested to look at the percentage of staff raising trust and awareness issues

(5) That this Committee recommends that a bi-annual staff survey be undertaken, with a shorter pulse check survey in the fallow year.

(6) That this Committee recommends that all Councillors be invited to attend all-staff briefings

(7) That, in future, Officers should look at general themes contained within past surveys to see if there are any comparators.

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STREETSMART AND HIGHWAYS OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 21 JANUARY 2015

PRESENT:- Councillors Andrew Bennett, Alan Bishop, Roderick Bluh, Mary Friend, Neil Heavens, Fay Howard, Colin Lovell, Nick Martin, Derique Montaut, Kevin Parry (Chair), Eric Shaw (Deputy Chair), Timothy Swinyard, Vera Tomlinson, Joe Tray, Steve Wakefield, Peter Watts, David Wood and Robert Wright.

Also in attendance were Councillors Brian Ford, Dale Heenan and Des Moffatt.

An apology for absence was received from Councillor Abdul Amin.

26. Declarations of Interest

The Chair reminded members of the need to declare any known interests in any matter to be considered by the Committee. No interests were declared.

27. Public Question Time

The following questions were asked in accordance with Standing Order 28:

Questioner

Mr Richard Symonds, Shaw, Swindon

Questions

Mr Symonds asked a set of questions regarding: his not yet having received a response to his question regarding bus stops sited within the confines of pedestrian crossing protective zig zag lines as submitted to the last meeting; residual water not draining away along the newly resurfaced section of the Western Flyer and the safety issues this causes for pedestrians and cyclists; and who takes responsibility for the removal of building materials on a site where work has been undertaken by an external contractor.

Response

The Chair thanked Mr Symonds for his questions and comments.

Councillor Brian Ford, Cabinet Member for Streetsmart, responded at the meeting and advised that a written response would be provided as previously agreed. The Head of Highways and Transport also agreed for officers to meet with Mr Symonds at the Western Flyer to discuss the specific locations of residual water.

28. Minutes

Resolved – That the Minutes of the meeting held on 26 November 2014 be accepted as a correct record.

The Committee received a report regarding the staff absences and vacancy rates within Parking Services, and underlying issues contributing to this such as physical threats and violence towards parking enforcement officers, as requested by the Committee at its meeting on 26 November 2014.

Councillor Brian Ford, Cabinet Member for Streetsmart, presented apologies from Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, who was unable to attend to present this report, and apologies from the Parking Services Manager who was also unable to attend.

Gwillam Lloyd, Head of Highways and Transport, introduced the report and noted that there had been six reported incidents of officers being subjected to physical threats in the last twelve months, and two reported incidents the year before. Mr Lloyd also highlighted that the Service Manager has taken on temporary staff to combat the impact of vacancies, and asked members to note the violence and aggression course that all staff have to attend.

After the presentation of the report, members asked questions and made observations on the following issues:

- The rate of pay to temporary staff in comparison to the rates of pay to permanent members of staff.
- The issue of chest helmets and body cameras being worn in frontline positions and the risk assessment and cost analysis required before taking this forward as a policy.
- The possibility of Streetsmart Officers taking on the powers and responsibilities of Enforcement Officers.
- It was noted that the third recommendation in the report is ambiguous. It was agreed that this would be re-worded to show that all staff attend a course to train them in how to handle and respond to violence and aggression.
- Information missing from the report which would allow members to have an informed discussion. It was agreed that the report would be brought back to the next meeting and should include: completing a staff survey on their safety; the possibility of introducing body cameras; historical instances of where staff have left the service due to threats and stress and what the Council is doing to provide their duty of care to staff; is the effectiveness of the Action Plan being undermined because people now have to ring in to report instances and wait for an officer to attend; the conflicts and demands on the service and how they are responded to, for example when special parking is required for events; the training offered to members of frontline staff and its adequacy; and more comprehensive data to substantiate the level of any problems with sickness absence e.g. numbers of days lost, comparisons with the Council's baseline of absence figures.

Resolved – (1) To note that the historic vacancies of Parking Enforcement Officers have now been filled.

(2) To note the present zero vacancy rate of Civil Enforcement Officers.

(3) To note that all staff attend a handling of and responding to violence and aggression course and must adhere to the risk assessments for carrying out this role.

(4) To request that this report be brought back to the next meeting of this Committee containing the enhanced information as set out above.

30. Performance Dashboard

The Committee received a report presenting a monthly performance dashboard relating to services provided within the Committees remit. The report presented an overview of operational performance and is expected to be an enabler to inform future work by the Council and within the Committee's work programme.

Karen McMahon, Head of Business Services and Support, introduced the report and noted that the overall performance of the Service Centre during November and December was similar to the previous years' figures. She highlighted that there had been a reduction in contact to the Members' Hotline in December, and that there had been an increase in the number of complaints received in November compared to the previous year. Complaints are being proactively analysed to ensure that services are being improved. Members also noted that there had been a reduction in the overall complaints received for Streetsmart in November when compared to October, and that the number of complaints regarding highways has been steady. Feedback was also welcomed from members regarding the Ward Reports they have recently received.

After the presentation of the report and the performance dashboard, members asked questions and made observations on the following issues:

- The management plans in place to improve performance in those areas highlighted as having a red performance status under the Contact Centre call handling volumes, which has included appointing a dedicated trainer who is focussing on multi-skilling all of the call centre staff.
- The push within other organisations towards contact quality rather than a narrow focus on achieving targets, and comparisons with similar authorities on national issues and areas where all organisations have difficulties.
- The reporting of Streetsmart issues in parished areas that employ the use of a Parish Lengthsman.
- The avoidance of waste collection rounds during rush hour traffic and possible alternative collection routes and times to avoid traffic build up.
- It was agreed that future performance dashboards should contain more headline information to assist members in utilising the data and contributing towards more meaningful discussions, and learning points and service improvements being raised from the complaints being received.
- The uncertainty over the previous year's figures of waste and recycling complaints when looking at comparisons with this year's figures, and work being done to achieve monthly improvements and analysing current complaints in an attempt to pre-empt complaints being received.
- Possible telecom faults due to the Members Hotline being unavailable recently.
- The level of complaints being received about employee behaviour within Parking Services and the behavioural workshop being run for the staff to improve their performance.
- The management of the timelines involved with answering calls to the Careline number, and the quality of the subsequent conversations.
- The high level of calls being recorded for housing repairs, and the logging of

these onto the council's internal database.

- It was agreed that the Task Group on Green Waste would be reinstated with a request that they report back to the next meeting of this Committee.

Resolved – (1) To note the report and its appendices, with future reports to contain headline information and service level improvements.

(2) To reinstate the Green Waste Task Group and request that it reports to the next meeting of this Committee.

31. Work Programme 2014-2015

The Committee received a report of the Director of Law and Democratic Services regarding the development of its work programme for 2014/15.

Concern was expressed by members at the date of the next meeting due to its proximity to the May election. It was agreed that a potential alternative date in March would be investigated.

Resolved – (1) That the Committee's updated work programme, detailed in the report, be noted.

(2) In respect of the Road Works and Streets Works Working Group, to provide an extension of time for the provision of the final report to the next meeting of the Committee.

STREETSMART AND HIGHWAYS OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 25 MARCH 2015

PRESENT:- Councillors Abdul Amin, Andrew Bennett, Alan Bishop, Neil Heavens, Fay Howard, Colin Lovell, Derique Montaut, Kevin Parry (Chair), Timothy Swinyard, Joe Tray, Steve Wakefield and Robert Wright

Apologies for absence were received from Councillors Roderick Bluh, Mary Friend and Vera Tomlinson.

32. Declarations of Interest

The Chair reminded members of the need to declare any known interests in any matter to be considered by the Committee.

With reference to Item 5 – End of Year Report 2014-2015, Councillor Steve Wakefield declared a personal interest as the land in front of his residential property is maintained by Swindon Borough Council.

33. Public Question Time

The following questions were asked in accordance with Standing Order 28:

Questioner

Mr Paul Sunners, Chiseldon, Swindon

Questions

Mr Sunners asked if it was now time for a borough-wide initiative to respond to the ever-increasing incidence of graffiti and litter so clearly visible across the town and outlying areas, and if Swindon Borough Council has the resources to launch such an initiative. Mr Sunners also noted the graffiti on utility boxes, and suggested that the Council should be more proactive with resources and send strong messages to perpetrators.

Response

The Chair thanked Mr Sunners for his questions and comments.

Councillor Brian Ford, Cabinet Member for Streetsmart, responded at the meeting and advised that there had been a reduction in the number of complaints regarding graffiti but that there were still problems trying to deal with graffiti on private property. Councillor Ford also confirmed that officers have been tasked with cleaning up the gateways into Swindon, and prosecutions for littering will be sought. Resources are not available to be able to undertake everything that is required, but other initiatives are being encouraged. Councillor Ford also noted the on-going discussions with utility companies regarding graffiti on boxes, and asked those present to always report instances of graffiti they come across.

34.

Minutes

Resolved – That the Minutes of the meeting held on 21 January 2016 be accepted as a correct record.

35.

End of Year Report 2014-2015

The Committee received a report reviewing the work carried out over the 2014-2015 Municipal Year, which will also be included in the Annual Report for Scrutiny.

Sally Smith, Overview and Scrutiny Officers, introduced the report and noted that the Committee had successfully scrutinised issues such as Greenwaste, the Swindon Local Flood Risk Management Strategy, Customer Feedback Management, managing the Highway Asset, and Parking Staff absences and vacancy rates. With reference to the Task Groups set up by the Committee, she highlighted the report of the Un-adopted Land Task Group attached at Appendix 1 to the report, and the report of the Roadworks and Streetworks Task Group attached at Appendix 2 to the report.

With the agreement of the Committee, the report of the Un-adopted Land Task Group was considered first. Sally Smith asked members to note the aims and objectives of this Task Group who had agreed three elements on which to concentrate their review: land owned by the Borough that residents wish to purchase; land not owned by the Borough that is not being maintained; and land not owned by the Borough but is being maintained by the Borough. The Task Group had put forward four recommendations for the Committee to consider, as set out in Appendix 1.

Members then asked questions and made observations on the following issues:

- The importance of setting out in writing to residents that the Council has no obligation to maintain land not owned by it, and their obligations regarding maintenance of the land if it belongs to them.
- Problems caused by the uncertainty over who owns pieces of land, and the opportunities and savings provided by transferring ownership of Borough-owned land to private residences in perpetuity.
- Issues which arise from new housing estates being built and the odd pieces of land which require maintaining on them.
- The importance of highlighting to residents that there are some issues regarding un-adopted land that the Council would be unable to assist them with.
- Issues which can arise from residents being able to apply to build on a piece of land they do not actually own, and if they do this on un-adopted land.

The Committee then considered the report of the Roadworks and Streetworks Task Group attached at Appendix 2 to the report. Questions were asked and observations made on the following issues:

- The lack of information being passed through to the Communications Team during the recent difficulties. As they were not kept up-to-date they were unable to advise residents accordingly.
- The problems caused by utility companies liberally using emergency

- applications meaning they only give two hours' notice of any works.
- The importance of good communication when problems are caused by private contractors that behave in certain ways that are out of the Council's control.
- The usefulness of undertaking an impact assessment on behavioural changes caused by prolonged roadworks, and any unintended consequences.
- It was suggested that an advance plan of works could be held rather than short term information which may assist with preventing patterns and behaviours from developing.

Resolved – (1) To note the contents of the report.

(2) To endorse the final report and recommendations of the Un-adopted Land Task Group to the Cabinet Member for Streetsmart for further consideration and implementation.

(3) To endorse the final report and recommendations of the Roadworks and Streetworks Task Group to the Cabinet Member for Strategic Planning, Sustainability and Transport who will present a report to Cabinet on this issue.

36. Transformation update - Leisure, Libraries and Culture Change Programme

The Committee received a report providing an update on the next stage of the Leisure, Libraries and Culture Change Programme, following on from its request for an update on the libraries consultation undertaken in 2014 and the future direction for the service.

Bernie Brannan, Board Director for Service Delivery, introduced the report and highlighted that a new Asset Transformation Delivery Lead had started in post on 5 January 2015. He noted that the programme had been broadened from initially reviewing libraries to looking at culture assets and buildings, libraries, community centres and other operational assets – commercial or school assets have not been included within the scope of the programme. Members also noted that the programme will come under the remit of the Cabinet Member for Streetsmart.

After the presentation of the report, members asked questions and made observations on the following issues:

- The value provided by comparisons with other unitary authorities on net revenue budgets, and budgeted spend on culture, heritage and libraries.
- Community assets being utilised in line with locality strategies, and providing facilities dependent on local needs.
- The requirement to have some form of benchmarking to test and demonstrate that the programme is achieving best value and use of assets.
- Concerns over the long term viability of libraries, and ideas being explored to achieve a sustainable library service.
- The unquantifiable aspects of what community centres provide to residents, and how involving local councillors may help with that assessment.
- The importance of libraries in providing access to other things such as computers, but without losing the heritage that book collections provide.
- The value of focussing on assets where there will be a potential dispute regarding the best use of it.

- The different types of buildings that will be included within this programme, and how value will be placed upon what they are being used for.

Resolved – To note the contents of the report.

37. Performance Dashboard

The Committee received a report presenting a monthly performance dashboard relating to services provided within the Committees remit. The report presented an overview of operational performance and is expected to be an enabler to inform future work by the Council and within the Committee's work programme.

Karen McMahon, Head of Business Services and Support, introduced the report and noted that more service-specific content had been included within this report at the request of the Committee. She highlighted that there had been an improvement in call response times compared to the same period in 2014, and that staff training had continued which has had a positive impact on performance. Members noted that call volumes in Streetsmart are continuing to show a downward trend, whereas there had been an increase in the number of contacts to the Members Hotline. Work is being undertaken to analyse the types of requests to the Hotline and assess how they are being responded to. She also highlighted that the number of complaints received for the whole Council in January and February was 420 compared to 422 in the same period in 2014.

After the presentation of the report and the performance dashboard, members asked questions and made observations on the following issues:

- The complaints being received regarding refuse collectors dropping waste on the floor during their collections, and the resolution of these complaints.
- The possibility of reviewing the kerbside separation policy and its necessity further down the process.
- The spam emails that had been sent out during July indicating that they were from the car parking team, with confirmation being received that the Council's systems had not been comprised.
- The use of smartphone applications to report issues, with members noting the free application called 'fix my street'.
- The agreement to hold a review of recommendations made by the Committee during this municipal year, and their subsequent effect on services.

Resolved – To note the report and its appendices.

The Chair then thanked the members of the Committee, the members of the Task Groups, the Cabinet Members whose remit falls within those of this Committee, and officers for their contribution and support during this municipal year.

Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 13 JANUARY 2015

PRESENT: - Councillors Brian Ford, Abdul Amin, John Ballman, Toby Elliott (Vice-Chair), Colin Lovell (Chair), Teresa Page, Nicky Sewell, Vera Tomlinson, Peter Watts, Nick Martin, Alan Bishop, Paul Baker, Kevin Parry, Eric Shaw and Carol Shelley.

28. Declarations of Interest

Councillor Ballman made a personal and prejudicial interest in respect of application numbered S/RES/14/1289 and took no part in the voting thereon.

29. Minutes

Resolved – That the minutes of the meeting held on 9th December 2014, be confirmed and signed

30. Public Question Time

There were no public questions

31. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Director of Planning Regulatory Services Heritage and Libraries;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (f) The comments of Councillors Bluh and Watts in respect of application numbered S/14/1683
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/14/1683	Gerry Hannon	
	Colin Doubleday	
	Jane Milner-Barry	
	Rev Daphne Hardwick	Christ Church
	Helen Thorne	UCAS
	Linda Kasmaty	
	Carole Bent	Old Town
	Trevor Embling	Beringer Close
	Reginald Hardwick	6 St Margarets Road
	Linda Amis	Beringer Close
S/RES/14/1289	David Walker	Applicant
S/14/445	Paul Fell	

Resolved – (1) (a) That permission be refused in respect of application numbered S/14/1683 for the following reason:

The proposed development is situated in an inappropriate location which is in close proximity to residential properties, gardens and nearby schools and the applicant has failed to provide adequate information to demonstrate to the local planning authority that the proposal will not generate harmful emissions which might cause ill health to local residents. The proposal is therefore contrary to Saved Policy DS6 of the Swindon Borough Local Plan 2011(2006), Policies DE1 and EN7 of the emerging Swindon Borough Local Plan 2026 and therefore contrary to the NPPF

(b) That the Head of Planning, Regulatory Services, Heritage and Libraries, takes such enforcement action as deemed necessary to control unauthorised development at the site

(Councillors voting for the resolution: Ford, Eliot, Lovell, Tomlinson, Martin, Bishop, Parry, Shaw, Amin, Watts, Baker, Shelley and Sewell.
Councillors voting against the resolution: Ballman

(2) That the Head of Planning Regulatory Services Heritage and Libraries be authorised to approve the reserved matters in respect of application numbered S/RES/14/1289 following satisfactory resolution of outstanding matters relating to the internal road layout design, landscaping and the equipped play area.

(3) That permission be granted in respect of application numbered S/14/445 subject to the conditions listed in the Officer's report.

32. Development Briefs: Former Rodbourne Farm North Allotment and Former Even Swindon Infant and Junior School

The Head of Planning Regulatory Services Heritage and Libraries submitted a report seeking approval for a public consultation on the draft Development Briefs for the Former Rodbourne Farm North Allotment site at Barnfield Close, Swindon ('Site 1') and the Former Even Swindon Infant and Junior School site at Rodbourne Road , Swindon ('Site 2').

Resolved – (1) That the publication of the draft Development Briefs for public consultation purposes be approved.

(2) That the Head of Planning, Regulatory Services, Heritage and Libraries be authorised to undertake public consultation with residents and other interested groups/parties, and to report back to this Committee on the representations received with a view to formally approving the Development Briefs, with any revisions as considered necessary, for Development Management purposes.

(3) That the Head of Planning, Regulatory Services, Heritage and Libraries in consultation with the Chair of this Committee, be authorised to make minor typographical and presentational changes to the content of the documents if required.

33. Enforcement of Planning Obligation under Section 106 Agreement

dated 20th December 1995

The Director of Law and Democratic Services submitted a report seeking approval regarding the taking of enforcement action due to failure of Developers to perform outstanding planning obligation under the 'Northern Development Area' section 106 Agreement dated 20th December 1995.

Resolved – That this Committee: (1) Authorises the Director of Law and Democratic Services, in consultation with the Head of Planning Regulatory Services Heritage and Libraries to take any necessary enforcement action, including legal proceedings, either jointly or severally, against Crest Estates Limited and Haydon Development Company Limited ("the Developers") to ensure compliance with the outstanding planning obligation under the section 106 agreement dated 20th December 1995 ("the agreement").

(2) That the costs of undertaking the enforcement and legal action mentioned in (1) above be met from existing Cricklade Railway budget, the details of which are set out at paragraph 5.1 of the Director's report.

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PLANNING COMMITTEE

TUESDAY, 10 FEBRUARY 2015

PRESENT: - Councillors Brian Ford, Abdul Amin, John Ballman, Toby Elliott (Vice-Chair), Colin Lovell (Chair), Teresa Page, Nicky Sewell, Vera Tomlinson, Peter Watts, Nick Martin, Alan Bishop, Paul Baker, Kevin Parry, Eric Shaw and Carol Shelley.

34. Declarations of Interest

There were no declarations of interest

35. Minutes

Resolved – That the minutes of the meeting held on 13th January 2015 be confirmed and signed.

36. Public Question Time

There were no public questions

37. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Minute No. 44 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned

38. Development Brief: The Limes, 21 Green Road Stratton St Margaret, Swindon

The Head of Planning, Regulatory Services, Heritage and Libraries submitted a report seeking approval for the adoption of a Development Brief for The Limes 21 Green Road for Development Management purposes.

Resolved – That this Committee:

- (1) Approves the Development Brief for adoption for Development Control purposes.
- (2) Authorises the Head of Planning, Regulatory Services, Heritage and Libraries, to make minor typographical and presentational changes to the content of the document if required

39. Draft Swindon Low Carbon Local Development Orders

On consideration of (a) a report of the Head of Planning, Regulatory Services, Heritage and Libraries seeking approval to consult Local Development that would relax certain planning conditions in support of a low carbon Swindon; and (b) the comments of Mr AD Goodenough:

Resolved – That this Committee:

- (1) Notes the removal of Crouch Farm, Highworth from paragraph 2.34
- (2) Authorises the consultation on three Local Development Orders covering the following matters:
 - Micro-generation, local generation and district heating installations;
 - Hydrogen and electric car fuelling installations at petrol filling stations;
 - Sites for solar arrays and solar farms at the locations listed at paragraph 2.34 of this report; and
- (3) Authorises the Head of Planning, Regulatory Services, Heritage and Libraries to make minor drafting or typographical changes to the content of the draft LDOs and supporting documents if required prior to publication.

40. Assisted Living Housing Local Development Orders

The Head of Planning, Regulatory Services, Heritage and Libraries submitted a report seeking approval to consult on Local Development Orders that if adopted would grant planning permission upfront for three assisted living bungalow schemes in Swindon.

Resolved – That this Committee authorises:

- (1) the consultation on Local Development Orders that would grant planning permission upfront for assisted living bungalows at the three sites listed at paragraph 2.11 of the report; and
- (2) the Head of Planning, Regulatory Services, Heritage and Libraries to make minor drafting or typographical changes to the content of the LDOs prior to publication.

41. Update on the Government Changes to the Planning Practice Guidance: Impact on the application of locally adopted Planning Policy and Guidance for Affordable Housing and s106 planning obligations

The Head of Planning, Regulatory Services, Heritage and Libraries submitted an update report concerning the implications of recent changes introduced by Government on 28th November 2014 and how these changes impact on the day-to-day application of locally adopted Local Plan policies and accompanying Guidance.

Resolved – That this Committee:

- (1) Acknowledges the Council 's requirement to comply with the planning policy requirements of the Ministerial Statement 28th November 2014 (HCWS50) as invoked within the on-line Planning Practice Guidance 'PPG' in its Planning Obligations section;
- (2) Endorses the Council's approach to determining whether development constitutes 'small-scale' development as described in Paragraph 012 of the report (923b-012-20141128) of the PPG for the purposes of determining whether tariff-style planning obligations can be applied;
- (3) Endorses the Council's calculation for determining the value of the vacant building credit for the purposes of calculating the affordable housing contribution from relevant development proposals which is required to implement the vacant building credit as set out in paragraphs 021 and 022 of the report (23b-021-10141128 and 21b-022-20141128 of the PPG;
- (4) Approves the reduced threshold for small-scale development in Designated Areas and thereafter its operational use when assessing planning applications.
- (5) Delegates authority to the Head of Planning, Regulatory Services, Heritage and Libraries to make amendments to the endorsed positions in respect of affordable

housing vacant building credit and small-scale development definition in the event that future amendments are made to the legislation and/or Government Guidance in respect of either matter.

(6) Delegates authority to the Head of Planning, Regulatory Services, Heritage and Libraries to make any necessary amendments to the operation of the reduced small-scale development threshold for Designated Areas in light of changes in policy or Case Law, and in such situations, in consultation with the Cabinet Member for Strategic Planning & Sustainability determine if the lowered threshold should be switched off.

42. Update on the implications of the revised Planning Practice Guidance PPG on securing tariff- type contributions under Section 106 deed of Planning Obligation

The Head of Planning, Regulatory Services, Heritage and Libraries submitted an update report concerning the implications of recent changes introduced by Government on 28th November 2014 that place restrictions on the local authority's power to secure developer contributions from small scale residential developments. Resolved - That the Head of Planning, Regulatory Services, Heritage and Libraries, be authorised to issue without a section 106 deed of planning obligation, planning permissions for the planning applications listed at paragraph 3.5 below, which are caught by the new PPG restriction and in respect of which the planning committee has previously resolved that planning permission be granted subject to a section 106 deed of planning obligation.

43. Planning Agreements

The Director of Law and Democratic Services submitted a report concerning the current position in relation to Deeds of Planning Obligation (i.e. Section 106 Agreement or Section 106 Unilateral Undertaking) authorised by the Council in its role as local planning authority.

Resolved – That the report be noted

44. Enforcement

The Director of Law and Democratic Services submitted a report concerning the current position in relation to Planning Enforcement Action authorised by the Council in its role as local planning authority.

Resolved – That the report be noted.

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PLANNING COMMITTEE

TUESDAY, 10 MARCH 2015

PRESENT: - Councillors Brian Ford, Abdul Amin, John Ballman, Toby Elliott (Vice-Chair), Colin Lovell (Chair), Teresa Page, Vera Tomlinson, Peter Watts, Nick Martin, Alan Bishop, Kevin Parry, Eric Shaw and Carol Shelley.

Apologies for absence were received from Councillors Nicky Sewell and Paul Baker.

45. Declarations of Interest

Councillor Shelley made a personal and prejudicial interest in respect of application numbered S/OUT/14/80 and left the room during the voting thereon.

46. Minutes

Resolved – That the minutes of the meeting held on 10th February 2015, be confirmed and signed.

47. Public Question Time

There were no public questions

48. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services, Heritage and Libraries;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (f) The comments of Councillor Weisinger in respect of application numbered S/14/2117
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/OUT/14/253	Tim Partridge Mr Padgeton	Agent 14 Fitzmaurice Close
S/OUT/14/80	Les Durrant Ian Jankinson Martin Jones	DPDS Blunsdon Parish Council Local resident
S/14/2117	Rhyan Blackwell	Applicant
S/14/1424	Linda Brown	Haydon Wick Parish Council
S/14/2143	Lee Smitten	13 Ermin Street

Resolved – (1) That the Head of Planning, Regulatory Services, Heritage and Libraries be authorised to grant planning permission in respect of application numbered S/OUT/14/253 subject to the satisfactory completion of a planning obligation to secure the infrastructure contributions that are necessary to mitigate the development and subject to conditions with authority to vary the content and wording of both as appropriate and the following additional condition:

Additional Condition:

The detailed design for the A420 access hereby permitted shall have been submitted and approved in writing by the Local Planning Authority. Such access shall have been completed to the satisfaction of the Local Planning Authority prior to first use of the development hereby permitted

If by 30th April 2015, the legal agreement has not been completed and a further extension of time has not been agreed to, planning permission may be refused for the following reason:

The proposal does not comply with policies IN1 and EN2 of the Adopted Swindon Borough Local Plan 2026 (if the plan is adopted by this date) OR saved policies DS8 and ENV19 of the Swindon Borough Local Plan 2011 (if the plan is not adopted by this date), as an infrastructure package to mitigate the impact of the development has not been secured by means of a planning obligation and / or planning condition, so as to meet the infrastructure needs arising from the development.

(2) That the Head of Planning, Regulatory Services, Heritage and Libraries be authorised to grant planning permission in respect of application numbered S/OUT/14/80 subject to the completion of a S106 Planning Obligation (with the Leisure Contribution to be used within the St Andrew's Ward **to be allocated** in consultation with the Ward Members and relevant Cabinet Members, and the conditions set out in the Officers report and any additional, amended or omitted conditions as may be necessary.

(3) That Planning Permission be granted in respect of application numbered S/14/2117 subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with the requirements of Section 91 (1) of the Town & Country Planning Act 1990.

2. The development hereby permitted shall be constructed using external facing materials that match and correspond with those of the existing buildings. Such facing materials shall be retained thereafter in their approved form.

Reason: To ensure that the appearance of the development is satisfactory.

3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 or any Order amending, revoking or re-enacting that Order, no additional windows shall be formed in the side elevation (west facing elevation) at first floor level or above of the extension hereby permitted.

Reason: In the interests of residential amenity.

4. This approval shall be in respect of the Location Plan (1:1250), Block Plan (1:500) and Drawing No. 14/980/03 received by the Local Planning Authority on 16th December 2014.

Reason: To define the scope of the development hereby permitted, in accordance with section 72 of the Town and Country Planning Act 1990.

(4) That the Head of Planning, Regulatory Services, Heritage and Libraries be authorised to grant planning permission in respect of application numbered S/14/1770 upon the successful completion of a Section 106 agreement and subject to the conditions listed in the Officers report and any additional, amended or omitted conditions as may be appropriate. If the legal agreement has not been completed upon the introduction of a CIL charging scheme, the Head of Planning, Licensing, Heritage and Libraries be authorised to grant the planning application under the provisions Community Infrastructure Levy regulations as a CIL Scheme will have been adopted.

(5) That planning permission be granted in respect of application numbered S/14/1424 subject to the conditions listed in the Officers report.

(6) That planning permission be granted in respect of application numbered S/14/2143 subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with the requirements of Section 91 (1) of the Town & Country Planning Act 1990

2 Prior to first use of the access hereby permitted the boundary treatment adjacent to Cawte Mews for the first 2m from the back edge of the highway shall be no higher than 900mm and retained as such in perpetuity.

Reason: In the interests of highway safety

3 Before the development hereby approved is first brought into use, a properly consolidated and surfaced access (not loose stone or gravel) shall be constructed for a minimum of 6.0m beyond the highway boundary, details of which shall have been submitted to and approved by the Local Planning Authority.

Reason: In the interests of highway safety

4 The access hereby approved shall not be brought into use until the turning area shown on the submitted plan has been properly consolidated and surfaced to the satisfaction of the Local Planning Authority. Such turning space shall not thereafter be used for any other purpose.

Reason: In the interests of highway safety

5 Before the development hereby authorised is brought into use, details of the provision for the sustainable disposal of surface water within the site so as to prevent its discharge onto the highway, shall be submitted to and approved in writing by the Local Planning Authority, and fully implemented to the satisfaction of the Local Planning Authority.

Reason: In the interests of amenity and highway safety

6 The area allocated for 2no. parking spaces on the submitted plan shall be kept clear of obstruction, and shall not thereafter be used for any other purpose.

Reason: In the interests of amenity and highway safety

7 Access to the development shall be by means of a dropped kerb crossing.

Reason: Visual acceptance by road users to this being a private access

8 This approval is in respect of plan nos Y14-161-1; 3; 4; received 31st December 2014 and Y14- 161-2 received 6 February 2015.

Informative: In addition to this consent, the proposed development will require separate Local Highway Authority approval to the construction of the proposed permanent vehicular crossing over highway land. The Applicant is required to obtain this approval before works commence and is therefore recommended to contact Swindon

Borough Council's Street Works Management Department in this respect as soon as possible

LICENSING COMMITTEE

THURSDAY, 8 JANUARY 2015

PRESENT:- Councillor Vera Tomlinson in the Chair: Councillors Junab Ali, Abdul Amin, Andrew Bennett, Alan Bishop, Michael Bray, Oliver Donachie, John Haines, Derique Montaut, Stan Pajak, Eric Shaw, Timothy Swinyard, Steve Wakefield and Peter Watts.

An apology for absence was received from Councillor John Ballman.

19. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting.

20. Minutes

Resolved – That the minutes of the meeting held on 13th August 2014, be confirmed and signed as a correct record.

21. Public Question Time

No public questions were received during the meeting.

22. Statement of Licensing Policy

The Licensing Manager submitted a report setting out (a) a review of the Council's Licensing Policy as required under Section 5(1) of the Licensing Act 2003, and (b) a request from Wiltshire Police that the review of the Council's Licensing Policy include a policy for Cumulative Impact Zones.

Resolved – (1) That consideration of a Cumulative Impact Policy as part of the Council's Licensing Policy, be deferred in order to allow officers, in consultation with Wiltshire Police, to submit supporting evidence as to the need and scope of any Cumulative Impact Policy.

(2) That, subject to (3) below, the Statement of Licensing Policy, as set out in the report of the Licensing Manager be approved for consultation.

(3) That, further to (2) above and prior to consultation, the Head of Planning, Regulatory Services, Heritage and Libraries and the Licensing Manager, in consultation with the Chair, be authorised to amend the Statement of Licensing Policy to clarify which elements of the Policy are intended as guidance to applicants.

23. Animal Boarding Establishments

The Head of Licensing submitted a report setting out (a) responses to the public consultation on Animal Boarding Establishments, and (b) proposed licensing conditions for Animal Boarding Establishments.

Resolved – (1) That, having considered the consultation responses to the public consultation, the revised licence conditions for the Home Boarding of Dogs, as set out in Appendix 5 of the Licensing Manager's report be approved for adoption.

(2) That, further to (1) above, and subject to paragraph 3.9 of the report, the

revised conditions be applied to new applications made for the Home Boarding of Dogs and for existing licensees.

(3) That the licensee referred to in paragraph 3.9 of the report be granted grandfather rights for the duration of their licence.

(4) That the Head of Planning, Regulatory Services, Heritage and Libraries and the Licensing Manager, in consultation with the Chair, be authorised to make any typographical amendments to the proposed licensing conditions for Animal Boarding Establishments.

(Councillor Vera Tomlinson requested that her abstention in the above vote be recorded.)

LICENSING COMMITTEE

MONDAY, 16 MARCH 2015

PRESENT:- Councillors Abdul Amin, Andrew Bennett, Alan Bishop, Michael Bray, John Haines, Derique Montaut, Stan Pajak, Eric Shaw, Timothy Swinyard, Vera Tomlinson (Chair) and Peter Watts.

Apologies for absence were received from Councillors Junab Ali, John Ballman, Oliver Donachie and Steve Wakefield.

24. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting.

Councillor Andrew Bennett made a personal and non-prejudicial declaration of interest in respect of Agenda Item 5 as he was a Council appointed representative serving on the Wiltshire and Swindon Police and Crime Panel.

Councillor Abdul Amin made a personal and non-prejudicial declaration of interest in respect of Agenda Item 5 as he was a Premises Licence holder in Swindon outside of the area under consideration.

25. Minutes

Resolved – That the minutes of the meeting held on 8th January 2015, be confirmed and signed as a correct record.

26. Public Question Time

No public questions were received during the meeting.

27. Cumulative Impact Policy

The Committee considered (a) a report of the Council's Licensing Manager setting out a request received from Wiltshire Police regarding the establishment of two Cumulative Impact Areas for Licensed Premises in Swindon and setting out the process for a public consultation should the Police request be approved, (b) Minute 22(1) relating to the establishment of two Cumulative Impact Areas for Licensed Premises in Swindon, (c) a written submission tabled at the meeting from Swindon Borough Council's Public Health team supporting the police application, (d) an email received from Councillor Roderick Bluh (Ward Councillor), tabled at the meeting, opposition the establishment of two Cumulative Impact Areas for Licensed Premises, (e) a presentation by Wiltshire Police supporting the establishment of two Cumulative Impact Areas for Licensed Premises, (f) questions by Members to Police representatives regarding their application and presentations, and (g) questions to Council Officers regarding the application.

Resolved – (1) That no further action be taken at this time to advertise the establishment of two Cumulative Impact Areas for Licensed Premises in Swindon.

(2) That Wiltshire Police be thanked for attending the meeting and for their

presentation in support of their application for the establishment of two Cumulative Impact Areas for Licensed Premises in Swindon.

28. Statement of Gambling Principles - Adoption

The Committee considered a report of the Council's Licensing Officer setting out (a) representations received on the draft Statement of Gambling Principles attached as Appendix 1 to the report, and (b) the amended Statement of Gambling Principles set out in Appendix 2 to the report.

Resolved – (1) That Council be recommended to adopt the revised Statement of Gambling Principles as set out in Appendix 2 to the Licensing manager's report.

(2) That the Head of Planning, Regulatory Services, Heritage and Libraries be authorised, in consultation with the Chair of the Licensing Committee, to make any typographical changes to the Statement of Gambling Principles as may be required.

LICENSING PANEL

MONDAY, 19 JANUARY 2015

PRESENT:- Councillors Michael Bray, Vera Tomlinson and Peter Watts

15. Appointment of Chair

Resolved – That Councillor Mick Bray Chair this meeting of the Panel.
(Councillor Bray took the Chair.)

16. Minutes

Resolved – That the minutes of the meetings held on 21st November and 10th December 2014 be confirmed and signed.

17. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. No declarations were made.

18. Application for the grant of a Premises Licence in respect Cineworld Cinemas, Unit 11 Swindon Regent Circus, Victoria Road, Swindon

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application for a Premises Licence for Cineworld Cinemas, Unit 11 Swindon Regent Circus, Victoria Road, Swindon, (b) written representations from Toby Robinson and Tracy White (local residents) opposing the grant of a Premises Licence, (c) oral submissions received in support of the application from Ms Clare Johnson (Gosschalks) solicitor to the applicants and Mr Matthew Bayliss (Manager) (d) questions from Members to the applicants and answers received, and (e) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Licensing Policy.

After considering: -

1. The application for a variation of a Premises Licence; and
2. Representations and material put forward on behalf of the Police and the applicant:

And taking into account: -

1. The Secretary of State's Guidance; and
2. The Licensing Authority Licensing Statement:

And having in mind the promotion of the Licensing Objectives in particular: -

- i. The prevention of public nuisance
- ii. The prevention of crime and disorder.

The Panel determined that the application for a Premises Licence, as set out in the application, be approved subject to the conditions agreed between and applicant and the Police and set out below.

Conditions agreed between the Police and the Applicant

1. Suitable staff training is to be completed prior to an employee's first shift to prevent the sale of alcohol to already intoxicated customers. Training should be recorded, repeated and kept up to date with refresher training occurring every six months. Training records shall be kept, signed and dated by staff and management and produced to any authorised officer on request.
2. No off sales shall be made at the premises and staff shall take steps to ensure that no glasses or opened bottles are removed from the premises.
3. A refusals book shall be kept and details of any refusals due to underage or drunkenness shall be recorded identifying the member of staff who refused the sale.
4. Children under 12 shall not be admitted after 23:00 hours unless with an adult.

Reasons

1. The conditions were accepted by the Panel as they had been agreed between the Police and applicant and should minimise the impact on the amenities of local residents and minimise any potential breaches of the Licensing Objectives.
2. The Panel considered the objections submitted by two local residents but were satisfied that, given the experience of the Manager and the company both within the Borough and on nationwide basis, that the concerns raised could be mitigated.
3. The Panel when considering the objections received were mindful that there had been no objections from the Statutory Authorities.
4. The Panel noted the comments of the applicant as to the day to day operation of the business and, that the extended hours requested covered special events rather than the normal day to day hours of operation.
5. The Panel noted that there was no evidence nuisance would arise from the operation of the premises given its location and the experience of running similar cinemas across the Country and within the Borough.

Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

TUESDAY, 20 JANUARY 2015

PRESENT: -

School Members: Steve Colledge, Chair - Academy Headteacher
Janet Urban, Vice-Chair - Primary Headteacher
Rhian Cockwell, Primary Headteacher
Jackie Smith, Special Headteacher
Lauren Connor, Academy Headteacher
Wendy Conaghan, Academy Headteacher
Ben Slater, EOTAS
Sue Banks, Secondary Headteacher
Jane Wheatley, Primary Headteacher
David Bell, Secondary Governor

Non-School Members: Peter Smith, Trade Unions

Also Present: Councillor Fionuala Foley (Cabinet Member for Children's Services)
Bev Pennekett, Education Funding Agency

Apologies for absence were received from Andrew Henstridge (Primary Headteacher), Ray Williams (Primary Governor), Ruth Lee (Diocese of Clifton), Andrew Miller (16-19 Partnership), Ram Thiagarajah (BME), Sharon Kirwan (Academy Headteacher), Andrew Wild (Diocese - Bristol) and Charles Law (Special Governor).

18. Minutes of Previous Meeting

Resolved: That the minutes of the meeting held on 7th October 2014 be confirmed and signed as a correct record.

19. 2014-15 Dedicated Schools Grant Budget Position

The Head of Finance, Education, provided a report on the latest position of the 2014/15 retained Dedicated Schools Grant (DSG) budget. Ian Burbidge, Head of Finance, Education advised that the report reflected the projected year end position against the 2014/15 retained budgets based upon available information at the end of December 2014.

Mr Burbidge referred to reasons for the predicted underspend that would be carried forward as a balance to the 2015/16 budget. Mr Paddy Bradley, Head of Economy, Skills and Property Development, responded to a query regarding the potential use of the forecast underspend to top up the high needs funding.

In response to a query on the possibility of allocating the underspend during the 2014/15 financial year based on the 2014/15 pupil numbers, Mrs Bev Pennekett, Education Funding Agency, confirmed that the regulations did not permit underspends to be allocated during the current financial year and that whilst it could be used to support high need pressures, it could only be distribute within the formula.

Resolved: That the Schools Forum notes that based on the information available at the end of December 2015, an in-year underspend of £0.441m is projected against the 2014/15 retained Dedicated Schools Grant budget.

20. 2015-16 Dedicated Schools Grant Settlement and Budget

The Forum considered a report by Ian Burbidge, Head of Finance, Education seeking the Forum's approval of the Locality Authority's proposals for local formula and funding issues for 2015/16. The report also asked the Forum to consider proposals on the level of expenditure that would be allocated to Early Years, Schools, Academies, High Needs setting and centrally retained budgets and to note the impact of these decisions on individual settings.

Mr Paddy Bradley, Head of Economy, Skills and Property Development referred to the new format of presenting the Dedicated Schools Grant Settlement and Budget report and introduced Mr Ian Burbidge who guided members through key points in the report and commented on the significant applications. He commented on the Dedicated Schools Grant Settlement for 2015 comprising of Early Years, Schools and High Needs blocks and explained that the first part of the report attempted to provide information on future settlements yet to be determined. The Forum considered each recommendation in turn and voted on each element of the funding formula and proposals.

Mr Bradley, Mr Burbidge and Ms Pennekett responded to questions and observations on the following issues:

- Further to 3.16 of the report, evidence would be submitted by the Local Authority to the Minister for Schools on how SEN funding apportioned and utilised.
- Reason for the difference between Education Funding Agency and Local Authority 2014/15 funding allocation figures for academies. It was noted the profile was defined by the local formula and that some schools were adversely affected more than others.
- A modelling exercise to be undertaken determining if any actions would need to be taken prior to funding allocation.
- Confirmation that de-delegation items had to be voted on annually.
- Confirmation that maintained schools were able to vote collectively on de-delegation but academies had to vote individually.

Resolved: That, with regards to the **2015/16 Dedicated Schools Grant Settlement**, Schools Forum notes that:

(1) Swindon expects to receive a total Dedicated Schools Grant settlement of £161.003m in 2015/16.

(2) The Education Funding Agency would fund £0.510m for Uplands Post 16 places.

(3) The estimated Dedicated Schools Grant balance at the end of 2014/15 was £1.154m

(4) In total, £162.667m of Dedicated Schools Grant/ Education Funding Agency funding was available and next year's spending proposals would need to be contained within this figure.

(5) The early years block 2015/16 DSG settlement would be subject to revisions by Department for Education in light of Early Years census information in January 2016.

2015/16 Dedicated Schools Grant Funded Budget

That Schools Forum:

(6) Agrees to the proposed 2015/16 early years funding rates as shown in Table 6 of the report that will take effect from 1st April 2015.

(7) Approves a 2015/16 early years budget of £10.986m as shown in Table 6 of the report.

(8) Notes the 2015/16 mainstream school funding allocations as shown at Annex A of £122.520m, supporting 29,303 pre 16 pupils.

(9) Notes the Notional SEN funding top ups payable in 2015/16 (Shown in Annex B) at a total estimated cost of £0.350m.

(10) Notes the Individual schools average pupil led funding (shown at Annex A), which would be used by the LA to claw back funding for excluded pupils during 2015/16.

(11) Agree the following de-delegations and proposed length of agreement:

a) Free School Meal eligibility administration will be charged at £4.80 per pupil in 2015/16 and is supported until 31st March 2016.

b) Trade Union release time will be charged at £1.25 per pupil in 2015/16 and is supported until 31st March 2016.

c) Notes that further to (b) above, the Secondary Association of Swindon Headteachers voted against this resolution.

d) Nylands Campus Outreach Team would be charged at £12.33 per primary pupil in 2015/16 and was supported until 31st March 2016.

(12) Approves a total 2015/16 pupil growth budget of £0.281m, as shown at Annex C.

(13) Approves the use of £0.465m from the National Non-Domestic Rates (NNDR) reserve to reduce central equal pay liability.

(14) Agrees a total budget for Centrally Retained Services of £0.943m in 2015/16 as shown in Table 9.

(15) Notes the funding changes to Special School and Special Resourced Provision budgets as described in paragraphs 8 and 9 of the report and which have been consulted on with the High Needs Task and Finish Group as shown in the minutes attached at Annex E.

(16) Notes the proposed Special School and Special Resourced Provision budgets shown at Annex D, subject to the agreement regarding Therapy Supplements.

(17) Agrees a increase in funding by £124,075 to augment the Therapy supplement in 2015/16.

(18) Notes the impact of the Minimum Funding Guarantee on Special Schools and SRPs as shown at Annex D.

(19) Agrees to the Local Authority's proposals for High Needs Budgets as described in paragraphs 12 to 18 of this report, summarised in Table 23 and listed below:

- a) Alternative Provision
- b) Commissioned High Needs Services
- c) Post 16 High Needs Budgets
- d) Mainstream School Top Up Funding
- e) External Placements (Pre 16)
- f) High Needs Contingency
- g) Other Centrally Retained High Needs Services

(20) Notes the under allocation of Dedicated Schools Grant of £0.278m.

(21) That further to (20) above, the Head of Finance, Education be requested to submit proposals for how this funding should be allocated to the Schools Forum in March 2015.

(22) Agrees to the proposed use of £0.080m of DSG balances in 2014/15 as described in paragraph 21.2 of this report.

SWINDON CHILDREN'S TRUST BOARD

THURSDAY, 4 DECEMBER 2014

PRESENT: Liz Holmes (Chair), Councillors Michael Bray, Fionuala Foley, Cindy Matthews, Kathie Bryan (ASSSH), Valerie Johnstone (Governors), John Gilbert (Group Director), Mike Howard (LSCB), Doug Morris (Parent & Carers Advisory Group), Kate Rowe and Tanya Parkinson (Children's Centres), Steve Colledge (SASH), Cherry Jones (Acting Director, Public Health), Jenny Lewis (Barnardos), Andrew Ferguson, Dr Peter Mack (NHS Swindon / CCG).

Apologies for absence were received from Sharon Kirwan (SAPH), David Dawson (Diocese), Sue Wald (Head of Commissioning Children and Adults), Paddy Bradley (Head of Economy, Skills and Property Development and Karen Reeve (Head of Children's Social Care, Community Health and Family Services).

24. Minutes

Resolved: That the minutes of the meeting held on 11th September 2014 be confirmed and signed as a correct record.

25. Public Question Time

No public questions were asked at the meeting.

26. Wiltshire Police Youth Engagement Strategy 2014

The Chair welcomed Superintendent Marion Deegan, Head of Crime Prevention at Wiltshire Police, Inspector Mark Freeman, from Wiltshire Police Crime Prevention and Dale Colsell from Swindon Youth Offending Team to the meeting. The Board considered a report by the Wiltshire Police Crime Prevention Department detailing the Wiltshire Police Youth Engagement Strategy.

Superintendent Marion Deegan, Head of Crime Prevention at Wiltshire Police presented the report, explained the aims of the strategy, how the plan contributed to the governance structure, and how the strategy would be linked to work being undertaken by the Community Safety Partnership.

The Board welcomed the report and raised the following issues:

- The possibility of extending the list of stakeholders in the draft Youth Engagement Strategy to include the Children's Trust Board and the Local Safeguarding Children's Board and of exploring linkages between Wiltshire Police Crime Prevention Department and both Boards.
- The awareness of the direction of travel and working towards cohesion that existed amongst all stakeholders and the importance of ensuring that there was no duplication of work.
- Further to paragraph 1.3 of the Strategy, the Board noted the benefit of working in different ways and engaging other agencies, particularly the Health and Wellbeing Board, to ensure the continuation of a co-ordinated approach.

- A proposal to meet with the Secondary Association of Secondary Headteachers to elicit participation.
- The role of the Swindon Clinical Commissioning Group in the strategy.

Superintendent Deegan referred to the report as a “discussion document” and welcomed comments advising where the strategy should fit and what the “drivers” should be

Resolved: (1) That the Wiltshire Police Youth Engagement Strategy, be noted.

(2) That the Chair be requested to set up a working group to further debate the issues and questions highlighted in paragraph 2.5 of the report.

27. Disabled Children's Charter for Health and Wellbeing Boards

The Cabinet Member for Children’s Services and the Board Director Commissioning presented a joint report informing the Board on the content of the new Disabled Children’s Charter for Health and Wellbeing Boards.

Mrs Cherry Jones, Acting Director of Public Health, outlined the commitments within the Charter and referred to key areas where the needs of disabled and young people and their families were being met. She commented on the collaborative work being undertaken and outlined examples where commitments were met since the signing of the Charter.

The Board welcomed the report and Mrs Jones responded to questions regarding the ways objectives were measured and how engagement was demonstrated.

Resolved: (1) That the report on the Disabled Children’s Charter for Health and Wellbeing Boards, be noted.

(2) That the Health and Wellbeing Board’s decision to sign up to the Disabled Children’s Charter for Health and Wellbeing Boards, be supported.

(3) That the Board Director, Commissioning, be requested to provide a report in twelve months’ time demonstrating the Council’s compliance with the Charter.

(4) That, further to the decision in (3) above, the Board Director, Commissioning, be requested to update the Health and Wellbeing Board with comments from the Children’s Trust Board’s meeting in twelve months’ time on compliance by the Council with the Charter.

28. Children's Services Performance Report

The Cabinet Member for Children’s Services and the Board Director Commissioning presented a joint report updating the Board on the final outturn performance position for 2013/14 and on quarter 2 (July to September 2014) of Children’s Services.

Mr John Gilbert, Board Director, Commissioning, highlighted changes and the direction of travel for the various areas, and highlighted the continuing rise in referrals, the continuing decrease in the duration of children on child protection plans, the reduction in the adoption rates, and that the proportion of 16 to 18 year olds who were not in education, employment or training (NEET) was lower than last year’s figures.

Mr Gilbert, in response to issues raised by the Board, referred to:

- Reasons for the increase in the rate of children starting a protection plan for the second or subsequent time.
- The impact on Social Care referrals following the closure of some Children's Centres.
- Reasons for the increase in fixed term school exclusions.
- Swindon's achievement in the immunisation programme, particularly for the Human Papilloma Virus (HPV).
- Mental health services available in schools, the work being undertaken by the Child and Adolescent Mental Health Services (CAMHS), and how future health services for young people may be commissioned.

Mr Mike Howard, as Chair of the Local Safeguarding Children's Board (LSCB), extended an invitation for Board members to attend the next LSCB meeting on the 9th December 2014, where the Child and Adolescent Mental Health Services (CAMHS) were presenting a report.

Resolved: (1) That the Children's Services performance report, be noted.

(2) That the Board Director, Commissioning be requested to include children on child protection plans in the Children and Families Quality Assurance Framework for 2015/16.

29. Minutes of the Local Safeguarding Children's Board

The Cabinet Member for Children's Services and the Board Director Commissioning submitted a joint report setting out the minutes of the Local Safeguarding Children's Board (LSCB) meeting of 9th September 2014.

Mr Mike Howard, Chair, Swindon Local Safeguarding Children's Board (LSCB) commented on the report and highlighted matters of particular significance including an update on the Domestic Abuse Conference Call trails, the probation services inspection, and the LSCB's views regarding the Swindon and Wiltshire Domestic Abuse Reduction Strategy.

Resolved –That the report and minutes of the Local Safeguarding Children's Board meeting held on 9th September 2014, be noted.

30. Introduction of the Early Help Record and Plan - One year on

The Cabinet Member for Children's Services and the Board Director Commissioning presented a joint report concerning the impact of introducing the Early Help Record and Plan and the work undertaken to provide early help and support to children and young people and their families in Swindon.

Annette Peer, Early Support Manager, introduced Kathy Macdonald, Integrated Services Operations Manager and Charmaine Tarring, Manager, Families First Team and referred to work being undertaken to review, evaluate, update and embed the process. Case studies were presented reflecting the impact of the work and processes undertaken by Swindon Children, Families and Community Health for particular families in Swindon.

Resolved: That the report on the development of the Early Help Record and Plan twelve months after it was introduced, be noted.

31. Minutes of the Joint Commissioning Board (Adults & Children)

The Cabinet Member for Children's Service and the Board Director Commissioning submitted a joint report setting out the minutes of the Joint Commissioning Board (Adults and Children) meeting of 16th September 2014.

Resolved – (1) That the report and minutes of the Joint Commissioning Board (Adults and Children) meeting held on 16th September 2014, be noted.

(2) That Members of the Trust Board be requested to inform the Chair or Committee Officer if they wish further information on any item appearing in the minutes of the Joint Commissioning Board.

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 10 MARCH 2015

PRESENT:-

Group A: Mr David Burbidge (Baptist Church), Mrs Sarah Christian Denominations and Lane Cawte (United Reformed Church - Chair), Other Religions or Religious Reverend David Howell (Swindon Evangelical Denominations Alliance) and Mr Dinesh Patel (Hindu Community)

Group B: Reverend Clive Deverell, Miss Janet French and Church of England Reverend Norma McKemey

Group C: Mrs Tracy Mason, Mrs Lottie O'Brien (Vice- Teacher Organisations Chair) and Paul Sunners

Group D: Councillors Fionuala Foley and Cindy Matthews Councillors

Also in attendance: Katy Staples (SACRE Advisor), Paddy Bradley (Head of Economy, Skills and Property Development)

Apologies for absence were received from Councillor James Robbins, Ms Steph Mordin, Mrs Mel Shepherd, Mr Tony McAteer, Councillor Alan Bishop, Freddy Pound and Councillor Gemma McCracken

77. Election of Chair

Resolved: That Sarah Lane Cawte be appointed as Chair of the SACRE for the Municipal Year 2014/15.

78. Welcome from Gorse Hill Baptist Church

David Burbidge welcomed the SACRE to Gorse Hill Baptist Church and gave a brief introduction to the work of the Baptist Church.

David explained that the church was very involved in the local community and held a number of events that all sectors of society participated in. In particular these included – toddlers groups, English classes, Bangladeshi dancing, various slimming clubs, kids clubs, free community day, messy church and Easter Unwrapped.

The Chair thanked David for his informative presentation and the church's hospitality.

79. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. No Declarations were made.

80. Public Question Time

No public questions were received during the meeting.

81. Chair's Announcements

- **Letter from Gideons International**

The Chair referred to a letter from David Howlett, Chair of the Swindon Branch of Gideons International about how the Gideons could tailor their presentations to schools to fit in with the requirements for RE, Social Studies, Humanities and Health and Social Education. The SACRE did recognise that currently there was no National Curriculum for RE.

SACRE noted that Katy Staples had responded to David Howlett and arranged to meet him and would feedback any comments from this meeting to the SACRE.

- **Letter from Discovery RE / Letter from NASACRE about RE Resources**
The Chair referred to two letters received from Discovery RE and NASACRE about the use of resources to help with the teaching of RE.

The Chair reported that a representative from Discovery RE will be asked to attend the next meeting of SACRE in June 2015 to make a brief presentation about the work of Discovery RE.

- **Letter to SACREs from Lord Nash**

The Chair referred to a letter from Lord Nash, Parliamentary Under Secretary of State for Schools about the role of SACREs and the development of the Locally Agreed Syllabus and how to resource SACREs more appropriately.

Resolved:

That Katy Staples respond to Lord Nash's letter on behalf of the Swindon SACRE to include the comments of SACRE members and attaching a copy of the 2013/2014 Annual Report

- **NASACRE Response to Teaching RE Post Charlie Hebdo**

The Chair referred to a statement from NASACRE following the recent murders in France at Charlie Hebdo and Hyper Casher.

Resolved:

That the SACRE consider, at its next meeting, guidance they wish to offer schools on the sensitivity of teaching Islam in light of the above tragic events.

82. Minutes

The minutes of the meeting held on 2nd December 2014 were confirmed and signed as a correct record.

83. The Development Plan 2015-2017

The SACRE was informed by the SACRE Advisor that the Swindon SACRE Development Plan 2015-17 was due to be updated to take into account the suggested key priorities and the current context for Swindon SACRE.

The SACRE divided into groups and considered the priorities in relation to the action, person responsible, review date and cost. The SACRE then received feedback from each Group, which would be collated into a workable draft Development Plan.

Resolved:

That the SACRE Advisor collates the points raised and responses received in relation to the draft Development Plan 2015-17 and produce a workable draft document for further consideration at the next meeting in June 2015.

84. DfE Response to Consultation and Final Decisions about GCSEs

The SACRE received the Department for Education RE GCSE subject content document which had been previously been consulted on and considered by the SACRE at its meeting held on 2nd December 2014.

Resolved:

That the RE GSCE subject content document be noted.

85. Draft Swindon SACRE Annual Report 2013/14

The SACRE received its draft Annual Report, along with an updated Chair's introduction, covering the period September 2013 to August 2014.

The Annual Report set out the following areas:

- membership
- meetings held
- challenges and opportunities that lay ahead
- standards and quality of Religious Education
- examination results data
- standards and achievement quality of teaching and quality of leadership and management of RE
- managing the SACRE and partnership with the local authority and other key stakeholders
- SACRE Development – CPD offered
- Further training signposted for teachers
- the effectiveness of the Local Agreed Syllabus
- collective worship
- SACRE as a representative in a diverse community.

In considering the Report the following amendments were suggested:

- Page 1 – Chair's Introduction – typing titles in full followed by the abbreviated version in brackets
- Page 3 – Group D – Local Authority Representatives – to indicate the dates that the representatives served on SACRE
- Page 3 – Support Offices – to amend the title for Paddy Bradley to read Head of Economy and Skills
- To add some wording about the scale of the school catchment area including the number of pupils studying RE

- Page 8 – 1c – To qualify the statement
- Page 8 – to update and reorder the table at 2a SACRE Development

The SACRE was informed that the Annual Report, once finalised, would be submitted to the National Association of SACREs along with a copy to the Children's Trust Board and all schools and academies.

Resolved:

1. That the draft SACRE Annual Report be approved, subject to the amendments detailed above, and that the SACRE Advisor be authorised to finalise the report and to submit it to the National Association of SACREs (NASACRE).
2. That the draft Annual Report be forwarded to the Swindon Children's Trust Board and all schools and academies to heighten the awareness within the Council of the work of Swindon SACRE.
3. That SACRE consider the interest in studying RE in secondary schools at a future meeting.

86. SACRE and Youth Forum/Curriculum for Life

The SACRE considered a report from Paul Sunners about (i) including an item on the agenda for SACRE representative feedback and (ii) support for Swindon Youth Forum's pro-active stance in encouraging all Swindon secondary schools to ensure their curriculum reflects a 'Curriculum for Life'.

(i) Agenda item for SACRE Representation Feedback

Paul indicated that he was currently the SACRE representative on the Council's Health, Adult and Children Services Overview and Scrutiny Committee (HACS). It was noted that currently there was no standard agenda item to allow members of SACRE to provide feedback of meetings or conferences they had attended as a representative of Swindon SACRE.

The Cabinet Member for Children's Services reported that the Council were currently reviewing the governance arrangements of the Overview and Scrutiny function which included SACRE representation on HACS. It was suggested that feedback from SACRE representatives would be a standing item on the agenda, and would include reports from those who had attended conferences on behalf of Swindon SACRE, or other meetings as a Swindon SACRE representative.

(ii) Curriculum for Life

Paul suggested that the SACRE supported the Swindon Youth Forum in encouraging schools and academies to support of the Curriculum for Life.

The SACRE felt that the suggestion could only be supported where the agenda for the Curriculum for Life and the role of SACRE coincide for example in issues relating to religion and belief.

Resolved:

1. That the request for a standard agenda item to be added to future SACRE

agenda for SACRE members to report back on meetings or conferences attended as a SACRE representative be agreed.

2. That the Swindon Youth Forum be supported in its endeavour to encourage all Swindon secondary schools and academies to ensure their curriculum reflects a 'Curriculum for Life' where agenda's coincide as detailed above.

87. Charitable Bid to Secure Succession Planning in RE

The SACRE Advisor reminded SACRE of a recent bid by the Diocese of Bristol to implement a project with the aim of identifying and addressing unmet needs of RE teachers in the Swindon and surrounding area.

The SACRE noted that the bid had only been partially successful and the Diocese had secured £5,000 for this work.

The SACRE Advisor also spoke about a further joint bid with Exeter and Cornwall by the Diocese to the Jerusalem Trust for a share of £300,000 for a similar project in the Swindon area. The project was proceeding and the SACRE Advisor would report on developments at the next meeting.

Resolved:

That the comments of the SACRE Advisor be noted and that an update on developments would be reported at the next meeting.

88. Feedback from RE Teachers' Network Meetings

The SACRE Advisor explained that there had not been any RE Teachers' Network meetings. However, a Secondary meeting was planned for 5th May 2015 and Primary meeting for the week commencing 16th March 2015.

Resolved:

That the comments of the SACRE Advisor be noted

89. Date and Time of the Next Meeting

It was noted that the next meeting of SACRE would be held on 23rd June 2015, commencing at 6:00pm at a venue to be agreed.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

THURSDAY, 29 JANUARY 2015

PRESENT:- Councillors Andrew Bennett, Michael Bray and Carol Shelley (attending as a substitute for Councillor Maureen Penny).

47. Appointment of Chair

Resolved – That Councillor Andrew Bennett be appointed Chair of this meeting of the Sub-Committee.

48. Declarations of Interest

The Chair reminded members of the need to declare any known interests in any matters to be considered at the meeting.

Councillor Mick Bray declared an interest in relation to one of the Transport Appeals as he was the ward councillor; however he did not know the family making the appeal.

49. Minutes

The Minutes of the Sub-Committee held on 18 December 2014 were agreed as a correct record.

50. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 51 refers).

51. Home to School Transport Appeals

The Sub-Committee considered (a) a report of the Board Director, Commissioning setting out education transport appeals that officers could not determine under delegated authority and (b) the written submissions of parents in support of their appeals.

Resolved - (1) That, due to there being no exceptional circumstances, appeal numbers TA/15/351, TA/15/352, and TA/15/411 be refused.

(2) That, due to the exceptional circumstances outlined in the appeal, appeal number TA/14/SEN1 be upheld and private taxi expenses be provided until the end of the academic year 2014/15, and appeal number TA/15/416 be upheld and public transport costs be reimbursed until the end of the academic year 2014/15.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

TUESDAY, 10 MARCH 2015

PRESENT:- Councillors Abdul Amin, Michael Bray and Peter Watts.

52. Appointment of Chair

Resolved – That Councillor Mick Bray be appointed Chair of this meeting of the Sub-Committee.

53. Declarations of Interest

The Chairman reminded Members of the need to declare any known interests in any matters to be considered at the meeting. There were no declarations made.

54. Minutes

The Minutes of the Sub-Committee held on 29th January 2015 were agreed as a correct record.

55. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 56 refers).

56. Home to School Transport Appeals

The Sub-Committee considered (a) a report of the Board Director, Commissioning setting out education transport appeals that officers could not determine under delegated authority and (b) the written submissions of parents in support of their appeals.

Resolved: That, due to the exceptional circumstances outlined in the appeal, appeal number TA/CPJ/7000 be upheld and a contribution towards the cost of a taxi amounting to £15 per day be awarded until the end of the academic year 2014/15.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

WEDNESDAY, 25 MARCH 2015

PRESENT:- Councillors Abdul Amin, Alan Bishop and Gemma McCracken.

Apologies for absence were received from Councillors .

57. Appointment of Chair

Resolved – That Councillor Alan Bishop be appointed Chair of this meeting of the Sub-Committee.

58. Declarations of Interest

The Chairman reminded Members of the need to declare any known interests in any matters to be considered at the meeting. There were no declarations made.

59. Minutes

The Minutes of the Sub-Committee held on 10 March 2015 were agreed as a correct record.

60. Exempt Items - Exclusion of Press and Public

Resolved – That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 61 refers).

61. Home to School Transport Appeals

The Sub-Committee considered (a) a report of the Board Director, Commissioning setting out education transport appeals that officers could not determine under delegated authority and (b) the written submissions of parents in support of their appeals.

Resolved - That, due to there being no exceptional circumstances, appeal numbers TA/15/328, TA/15/377 and TA/15/164 be refused.

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Section 5
Minutes of Wiltshire Police and
Crime Panel, Fire Authority, One
Swindon Board and Town Twinning
Network

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 19 NOVEMBER 2014 AT COMMITTEE ROOM VI, CIVIC OFFICE, EUCLID ST, SWINDON SN1 2JH.

Present:

*Cllr Abdul Amin, Cllr Glenis Ansell, Cllr Richard Britton (Chairman),
Cllr Trevor Carbin, Cllr Chris Caswill, Cllr Oliver Donachie, Fielding, Chris Henwood,
Cllr Charles Howard, Cllr Peter Hutton, Cllr Julian Johnson, Kilgallen, Kyte,
Angus Macpherson, Powell and Cllr Steve Wakefield*

Also Present:

*Angus MacPherson (Police & Crime Commissioner), Kieran Kilgallen (OPCC), Prof
Allan Johns (OPCC), Chris McMullen (OPCC), Sarah Kyte (OPCC), Henry Powell
(Wiltshire Council), Kevin Fielding (Wiltshire Council) and Emily Higson (Wiltshire
Council)*

56 Apologies for Absence

Apologies were received from Cllr Andrew Bennett – Swindon Borough Council
and Cindy Creasy – Co-Opted Independent Member.

57 Minutes and matters arising

Decision:

**The minutes of the meeting held on the 4th September 2014 were agreed
as a correct record and signed by the Chairman.**

58 Declarations of interest

There were no declarations of interest.

59 Chairman's Announcements

There were none.

60 **Public Participation**

There were no issues raised under public participation.

61 **PCC Diary Report**

The PCC Diary report which set out a summary of commitments the Commissioner had undertaken since the last Police and Crime Panel meeting on the 4th September 2014 was presented to the Panel.

The Commissioner advised that:

- Community Messaging - Now live in the Malmesbury, Pewsey, Swindon West and Warminster community areas.
Swindon BC members indicated their support of Swindon BC using the system.
Members were encouraged to hear that the system fits into the Neighbourhood Watch Scheme.
- Vision Statement - The region's five PCCs (representing Avon and Somerset, Devon and Cornwall, Dorset, Gloucestershire and Wiltshire) had been pulling together a vision statement for collaborative working across the South West.
- [Police efficiency, effectiveness and legitimacy \(PEEL\)](#) inspection - There was positive initial verbal feedback, but no judgements at this stage. The national report would be out in October.
- Crime and Communications Centre - The chairman of the Police and Crime Panel, Cllr Richard Britton had visited the new Crime and Communications Centre which was opened in September.
- Lost Property - Funds arising from the Police (Property) Act 1897, by which certain proceeds of lost property sold by the police are distributed to charity, are now distributed on my behalf by the [Wiltshire Community Foundation](#). Since the arrangement began 52 grants have been made, totalling £ 145,000.
- Road Traffic Fatalities – Seventeen fatal incidents had happened in the year to date. Alcohol was not a primary cause, whilst speed did feature as a factor in many.
- Cyber crime – The Commissioner believes that his office should have a role in encouraging education on this issue. It seemed that there are at

least three distinct groups who needed to receive information: young people in school and further education; those of working age and those who have retired. He wished to see a plan to educate each group.

- The Strategic Improvement Board - At the highest level, crime continues to fall with 910 fewer crimes or a 5.3 per cent reduction in the year to date with an 88.3 per cent overall victim satisfaction level in the service provided by Wiltshire Police. Perhaps that should be expressed as 910 fewer victims? Anti-social behaviour (ASB) has fallen by 10.6 per cent in the year to the end of September. The falling trend in crime is in line with our peers and similar forces.

Resolved:

The Panel noted the PCC's diary report.

62 Report on the Commissioner's 10 Strategic Priorities

The Panel had requested at the meeting on Tuesday 26th August 2014, that they would like to see greater alignment between the PCC's priorities and the PCP's forward work programme.

The Panel requested that the OPPC identify the top four priorities from the Commissioner's immediate work plan and provide a very brief synopsis on the work involved in each.

The top four were:

- The strategic integration with Wiltshire Council and Swindon Borough Council.
Noted.
- Regional Vision for Collaboration
The Panel requested that a simple breakdown of Wiltshire Police regional collaborations be provided by the OPPC.
- The Performance Culture Review
The Panel expressed some concern about the removal of targets and the resultant problems of monitoring progress. The Panel looked forward to continuing to work with the OPCC's Performance Analyst to produce a new reporting system to replace the current Scorecard.
- Systems Thinking Review of Service Delivery.
Noted.

63 **Quarterly data (Q2) - Risk / Performance / Finance / Complaints**

The Quarterly data (Q2) report was presented to the Panel by the Commissioner.

PCC Priority Scorecard 2014/15

Cllr Caswill noted that the overall performance was again rated as only Fair, the third of four rating options. He also noted that it was being argued that this was not meaningful, as it was only the aggregation of formulaic scores, but that there was no alternative assessment offered by the Commissioner. He asked that his concern be recorded, along with his view that if the Panel and Commissioner believe the Fair grading is not a relevant judgement, there should be some other way of indicating the Commissioner's assessment of his and the Force's performance.

a. The score has been consistent, and arrived at using the criteria which was set by the Panel.

Reducing Crime and Anti-Social Behaviour (ASB)

The Panel voiced concerns that "Volunteering numbers taking part in various watch schemes" had remained a red flag.

a. Volunteers were coming on board, Police Cadet numbers were increasing across Wiltshire.

q. Are you happy with the hours contributed by Special Constables?

a. Would like to see more people becoming Specials and not just using as a stepping stone to become a regular Officer.

The Panel requested that a follow up report on Special Constables was brought to a future meeting.

Percentage of people who think that ASB is an issue in their area - *It is positive to see the perception that ASB is a local problem has reduced compared to previous surveys. This ties in with the volume of ASB incidents reducing as mentioned previously in this report.*

The Panel felt that the sample size must be meaningful to be of any relevance.

Dangerous Drug Networks (DDNs) - *At the end of quarter two, there were 15 active DDNs on the network; this was a reduction from 20 which appeared over the last few months. There are three networks considered high risk, with three of the low or medium risk networks being no longer active due to successful arrests and disruption by the Dedicated Crime Team.*

The Panel requested that the OPPC provide more information and statistics on the Dedicated Crime Team and its work.

Putting victims and witnesses first:

I commission a survey of victims of crime (based on Home Office criteria) each month to check on the quality of service that is being provided. This is done on a rolling 12-month basis to ensure that the sample size is significant.

q. Who does the Commissioner commission to run the survey?

a. *The survey is carried out by a third party.*

Driving up the standards of customer service

q. Does it really take 10 days to record a complaint?

a. *As an average, some complaints are dealt with within a shorter time scale. The Northumbria process could speed up the complaints process.*

Resolved:

The Panel noted the report.

64 Review of Restorative Justice

The Panel noted the report which provided The Police and Crime Panel with an update regarding Restorative Justice, the development of Neighbourhood Justice Panels (NJPs) and the commissioning of RJ services by the PCC.

The Panel raised concerns about the poor take up of the Restorative Justice process and felt that PCSOs could perhaps be given increased powers to do more in resolving crime in their own localities. The Commissioner advised that he would be discussing PCSO powers with the Chief Constable and would report back to the Panel how this meeting went.

Resolved:

The Panel noted the report.

65 Complaints and Conduct Matters for the period 1 May to 31 October 2014

The Panel noted the report in respect of the number of complaints and conduct matters that have been brought to the attention of a relevant office holder (the Police and Crime Commissioner or his Deputy) by the Police and Crime Panel, which had been received by the Monitoring Officer of Wiltshire Council for the period 1 May 2014 to 31 October 2014.

It was noted that no complaints and conduct matters had been brought during the period 1 May 2014 to 31 October 2014.

Resolved:

The Panel noted the report.

66 Police complaints procedure including an update on the visit to Northumbria

The Panel noted the report which sought to consolidate the discussions and answer subsequent questions raised by Members re the complaints process.

The Chairman requested that a Complaints Process matrix be drawn up for the Panel to show the number of complaints falling into broad categories such as incivility, this was agreed by the OPCC.

The Northumbria Triage of Complaints report was noted by the Panel.

Decision:

The report was noted.

67 Task Group update

The Police and Crime Panel noted the update provided. It was agreed that the Task Group would next look at "Regional Collaborations".

Resolved:

The Panel noted the report.

68 Forward Work Plan

The Panel noted the forward work plan.

69 Future meeting dates

- The next meeting of the Police and Crime Panel will be on the 15th January 2015 at Committee Room VI, Civic Office, Euclid St, Swindon SN1 2JH.

(Duration of meeting: 10.00 am - 1.20 pm)

The Officer who has produced these minutes is Kevin Fielding, of Democratic Services, direct line 01249 706612, e-mail henry.powell@wiltshire.gov.uk

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 15 JANUARY 2015 AT COMMITTEE ROOM VI, CIVIC OFFICE, EUCLID ST, SWINDON SN1 2JH.

Present:

Cllr Abdul Amin, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Trevor Carbin, Cindy Creasy, Cllr Oliver Donachie, Chris Henwood, Cllr Charles Howard, Cllr Peter Hutton and Cllr Tony Trotman (Substitute)

Also Present:

Angus Macpherson – Police & Crime Commissioner
Clive Barker – OPPC
Paul Deal – OPCC
Sarah Kyte – OPCC
Emily Higson – Wiltshire Council
Henry Powell – Wiltshire Council
Roger Bishton – Wiltshire Council

1 Apologies for Absence

Apologies were received from:-

Cllr Glenis Ansell – Wiltshire Council
Cllr Chris Caswill – Wiltshire Council
Cllr Julian Johnson - Wiltshire Council, who was substituted by Cllr Tony Trotman
Kieran Kilgallen – Chief Executive, OPCC

2 Minutes and matters arising

Resolved:

To confirm and sign as a correct record the minutes of the previous meeting held on 19 November 2014.

3 Declarations of interest

There were no declarations of interest made at the meeting.

4 Chairman's Announcements

There were no Chairman's announcements

5 Public Participation

There were no members of the public present or councillors' questions.

6 PCC Diary report

The PCC Diary report which set out a summary of commitments the Commissioner had undertaken since the last meeting of the Police and Crime Panel on 19 November 2014 was received.

The Commissioner advised that:-

- He had attended a regional meeting in Bridgwater on 12 November 2014 when updates had been received on the work of the regional programme boards, including the Regional Organised Crime Unit, Major Crime, Digital Evidence Management and Regional ICT Strategy. He also gave an update on the Community Rehabilitation Company contract which would cover the South West of England and Wales and come into effect on 1 February. He explained that the primary purpose of this contract was to assist ex offenders in finding work.
- The Community Messaging Launch had been continuing with a launch in Melksham on 13 November and in Tidworth on 14 November. It was anticipated that this exercise would be completed throughout Wiltshire by the second week in February. One of the objects of this Launch would be to re-energise Neighbourhood Watch schemes. The Commissioner stressed that there would be a focus on Community Safety. Reference was made to Neighbourhood Alert and Members were reminded that this was an online, secure community messaging system that allowed authorised administrators to log in and send messages to registered people in the community, members of Neighbourhood Watch and other schemes such as Tenant and Resident Associations, Church Groups, Community contacts and members of Business Watch, who had chosen to receive them. Messages could be sent by email, telephone or text message by a range of approved Information by providers such as the Police, Neighbourhood Watch administrators, Trading Standards and the Fire Service. Concern had been expressed that parish notices such as fete publicity and other social events could easily swamp the site and it was acknowledged that this potential danger would need to be watched.

- A meeting of the Wiltshire Criminal Justice Board (WCJB) had taken place on 26 November, the Board not having met for some time. It was now chaired by the Chief Constable and the Commissioner had been invited to become a member. Mr Robert Buckland, MP for Swindon South and a member of the National Criminal Justice Board, had been invited to join. The work of the WCJB was still being developed but its members were committed to its success.
- A telephone conference had taken place on 27 November with the Association of Police and Crime Commissioners in respect of the planned police ICT company, discussing in particular its benefits to Wiltshire. It should bring significant purchasing benefits to its members by designing contracts which would attract substantial savings and lead to the standardisation of equipment.
- An open meeting of the National Farmers' Union (NFU) had been held on 4 December at which the Commissioner had presented the initial results of the rural crime survey. The survey was a major consultation with farmers, land owners and others who either live or work in rural Wiltshire. Members of the Panel questioned why, from the list of rural crimes, there was no mention of arson. The Commissioner suggested that the reason might well be seasonal.
- The use of mobile police camera vans was being examined by officers and councillors to help combat speeding offences. The Commissioner reminded the Panel that although the fixed cameras in Wiltshire were not operational, the equipment had been left in place which in itself could well act as a deterrent. It was reported that there had been a decrease in accidents in the Swindon area since the deactivation of fixed speed cameras and on balance the Panel considered that mobile police camera vans provided a better deterrent than fixed cameras.
- The Commissioner had attended a performance of 'This Secret Life' at Churchfield Academy in Swindon on 8 December. This play, which had been performed across Swindon and Wiltshire, was performed by Sixth Sense theatre group and was a very powerful play about domestic abuse and control of a perpetrator over a young female student in her first relationship. The performance was followed by a very useful debate about the issues raised in the play. The Commissioner reported that there had been an increase in violence in the last twelve months and stressed the importance of creating a suitable atmosphere where a victim felt comfortable to report domestic violence. It was noted that there was still plenty to do to foster better education on this subject throughout the schools.
- On 11 December, the Home Secretary announced her proposed reforms to allow directly-elected PCCs to take charge of complaints against their police force. The Commissioner stated that, as elected Commissioner, he

welcomed this announcement as it was important that the public had trust in the police complaints system. Members of the Panel stressed the importance of the public knowing the outcomes following use of the complaints procedure. The Commissioner stated that the Wiltshire complaints procedure was being well used and he planned to invest funds into educating young people who were excellent at challenging procedures.

- The Neighbourhood Policing Unit would be relocating to the Civic Offices at Euclid, Street, Swindon the following week and would be opening towards the end of the month. It was reported that the former police station at Chippenham had been attracting a certain amount of anti-social behaviour but two bids had so far been received for the purchase of this site; the closing date for receipt of bids was 31 March 2015 after which a decision would have to be made on its future.

Resolved:

To note the Police & Crime Commissioner's report.

7 Budget Options and Medium Term Financial Strategy

The Commissioner gave a detailed presentation on his draft budget settlement.

He explained that in October 2014 the initial Medium Term Financial Strategy (MTFS), attached as an appendix to the report, had been produced and reviewed at the Commissioner's monitoring board. The MTFS looked at the estimated financial position of the PCC over the following three years and the impact to commission services. The Commissioner stressed that the assumptions included were superseded by actual information as it was received.

It was noted that the following Police relevant information was announced in the December settlement;

- a **5.1% cash reduction** in Police Revenue funding for 2015-16
- Additional top slicing of PCC Funding in 2015-16 of £96m (for the Innovation Fund, IPCC, HMIC, Major Programmes, contingency and other areas). Resulting in a funding reduction of £835,000 for Wiltshire PCC.
- the provision of additional council tax freeze grants for 2015-16 equivalent to a 1% tax rise for those precepting bodies which decide not to increase council tax.

- the announcement that any council tax freeze grants will be funded from the original police settlement hence reducing 'normal funding' available for distribution to PCC's in the future.
- the setting of the council tax referendum threshold level at 2%.

This resulted in the main grants received from central government reducing from £61.652m to £58.502m, a reduction of £3.150m.

The Commissioner went on to explain that he was currently considering two options surrounding the council tax, namely:

- Option A – To increase council tax by 1.9% (in the knowledge that this would be the maximum allowable before a referendum was called)
- Option B – To maintain council tax at the 2014-15 level

The Panel noted the estimated funds likely to be available to the Commissioner under each option but he pointed out that additional funds would be allocated centrally to commission victims' services and support restorative justice. Provisional funding announced for victims' services in 2015-16 was £584,000; part of this funding would now finance Wiltshire's direct contribution to the Victims' Support Charity. Provisional funding for restorative justice was £155,000 for 2015-16.

The Commissioner explained that in considering the options, he needed to focus on the long term funding position. To not increase council tax at this time would have considerable impact on his future ability to commission policing and crime services. The offer of freeze grants would reduce his future base budget and only further deplete funding available nationally for policing. He pointed out that a 1.9% increase in council tax would result in Wiltshire's Band D council tax increasing from £160.92 to £163.98, representing an increase of £3.06 per annum or 6p per week. An average increase of £3.06 per year, per household would provide the Commissioner with an additional £345,000 of local income for 2015-16. Whilst much would depend upon the outcome of the forthcoming general election, Commissioners had been advised to plan on further central reductions of 3.2% per annum.

It was noted that the Commissioner was in the process of widely consulting the public through town and parish councils, area boards and locality meetings, chambers of commerce and the farming community, the public consultation running from Tuesday 6 January to Wednesday 4 February 2015.

In answer to a question as to where savings were likely to be achieved, Clive Barker, Chief Finance Officer explained that it was hoped that some savings could be achieved through a reduction in back office staff. It was noted that savings had also been achieved by a reduction of 500 officers and also from the fleet and estate.

The Panel was informed that reported crime had been decreasing although there had been an increase in domestic violence. Furthermore, there appeared to be an increase in IT crime but a certain amount of this was not being reported. The Commissioner stressed the importance of maintaining neighbourhood policing, a reduction of which could lead to serious problems in his ability to provide for effective policing.

The Commissioner also considered that savings could be achieved by further collaboration with neighbouring forces in the South West in order to identify services and functions, such as technical services, which could be shared.

It was noted that the Chief Constable's Financial Plan included the appointments of a Special Co-ordinator and a Volunteers Co-ordinator, which were required to engage the public in helping to keep Wiltshire and Swindon safe. Clive Barker confirmed that both posts had been filled.

The Chairman referred to the restructuring of the Force at the beginning of the current financial year and the identified need for additional Inspectors on a temporary measure. Clive Barker confirmed that the number of these officers would shortly be reduced in order to achieve the necessary savings.

The Chairman also referred to the review of local policing being carried out by the Chief Constable and the need to save £800,000 from the establishment. The Commissioner stated that these savings could potentially be made from any section of the Force but recently the superintendents had been requested to identify potential savings from the middle ranks.

The Chief Constable's MTFS had identified a strategy to close the funding gaps over the following two years if a 1.9% council tax increase was agreed. However, the Panel appreciated that there were risks that these savings might not be achieved, the biggest risk being potential partnership failure as working with councils and other police forces was expected to deliver large savings.

Resolved:

To note the Commissioner's report.

8 Task Group update

The Panel received an update on the activity of the following Task Groups:-

- Volunteers and Special Constables Task Group
- Licensing Task Group
- Police Performance Review Working Group
- Regional Collaboration Task Group

Resolved:

1. To note the update on task group activity provided.
2. To note that the Panel Chairman has submitted a series of questions to the PCC asking for updates on issues raised in his response to the Final Report of the Volunteers and Special Constables Task Group.
3. To note the Final Report of the Licensing Task Group and that this has been submitted to the PCC and a response is awaited.
4. To endorse the terms of reference proposed for the Police Performance Review Working Group.
5. To defer endorsing the terms of reference proposed for the Regional Collaborations Task Group in order that the views of the PCC be obtained, a summary list of the various collaborations in which Wiltshire Police was involved still being awaited from OPCC.

9 Forward Work Plan

A document was received showing the Panel's Forward Work Programme.

Resolved:

To note the contents of the Forward Work Programme for this Panel.

10 Future meeting dates

Resolved:

To note that the next meeting of the Panel was due to be held on Tuesday 5 February 2015, in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.

(Duration of meeting: 10.30 am - 1.30 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

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WILTSHIRE POLICE AND CRIME PANEL

MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 5 FEBRUARY 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

Cllr Abdul Amin, Cllr Glenis Ansell, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Trevor Carbin, Cllr Chris Caswill, Chris Henwood, Cllr Charles Howard, Cllr Peter Hutton, Cllr Julian Johnson and Cllr Steve Wakefield

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – Chief Executive, OPCC
Clive Barker – Chief Finance Officer, OPCC
Sarah Kyte – Business Manager, OPCC

11 Apologies for Absence

An apology for absence was received from Cindy Creasy.

12 Minutes and matters arising

Resolved:

To confirm and sign as a correct record the minutes of the previous meeting held on 15 January 2015.

13 Declarations of interest

There were no declarations of interest made at the meeting.

14 Chairman's Announcements

There were no Chairman's announcements.

15 Public Participation

There were no members of the public present or councillors' questions.

16 Proposed Strategic Alliance between the Avon & Somerset and Wiltshire Police Forces

The Commissioner reported that the Chief Constable, Pat Geenty, had announced his intention to retire from his position with the Force in May 2015 in order to spend more time with his family. Mr Geenty joined Wiltshire Police in July 2009 and was appointed substantive Chief Constable of the Force in May 2012. The Commissioner went on to express his thanks for all the hard work, professionalism and total commitment to his role as Chief Constable carried out by Mr Geenty. The Commissioner would be giving consideration to the continuity plan for the Force to ensure that it was able to maintain consistency in leadership. A timeline had yet to be worked out for the appointment of a new Chief Constable and the Commissioner intended to provide an update at the next meeting.

The Commissioner went on to report that discussions had begun which would see specialist police resources and support functions in the Wiltshire and Avon & Somerset forces being shared under a new strategic alliance, or 'collaboration' as both forces sought to secure significant savings over the next five years. During the past four years each of the forces had been required to find substantial savings and, although this had not been easy, these had been achieved. It was noted that the two forces already collaborated on Brunel, a shared Major Crime Investigation Team, and Special Branch. Building on these successful foundations, the forces expected a wider collaboration would deliver a more efficient and cost effective police service for local communities.

It was anticipated that further significant savings would have to be found by 2018/19 and it was hoped that by collaborating where possible, the impact on the delivery of frontline services would be lessened.

Discussions between the Police and Crime Commissioners and Chief Constables about a strategic alliance had begun in December 2014. These discussions were still at an early stage but it had been agreed that specialist police resources, protective services as well as corporate services would be included in the alliance. It had been agreed that both forces would retain their Police and Crime Commissioners and Chief Constables, and that

neighbourhood and response policing would continue to be delivered and overseen locally.

The Commissioner stressed that this proposed strategic alliance was not a merger of the two forces and each would retain their own leadership and identity. This strategic alliance would look at how more resources, such as specialist police resources and office functions, could be shared. Local policing was of paramount importance and would continue to be delivered locally in response to communities' needs.

The Deputy Chief Constable stated that he was fully supportive of this strategic alliance with the Avon & Somerset Force, it being apparent that the current level of service could not be maintained over the next three year period without change, given the likely level of cuts to be made. He was confident that the savings that would be made following the strategic alliance would significantly help to protect the front line services. Police budgets were in a very challenging state and in the coming years this collaboration would help find the savings that both forces would need to make. The Chief Constable regarded the need for officers to be visible in the local community as a high priority and he was directing more of them to patrol either on foot or by bicycle. The public required a highly responsive service and were not really concerned with the name of the Force to which the officer belonged. There had been a number of occasions when officers had been mobilised from more than one Force to attend a particular incident.

The Commissioner further reported that Dorset and Devon & Cornwall Police Forces were working towards a similar strategic alliance but the Gloucestershire Constabulary had so far decided not to collaborate with any other force to that extent.

On behalf of the Panel, the Chairman expressed general support for the proposal but did consider that every effort should be made to ensure that local policing should be preserved as a high priority and improved. The Panel would need to measure the effectiveness of this strategic alliance and would await further regular update reports.

The PCC Diary report which set out a summary of commitments the Commissioner had undertaken since the last meeting of the Police and Crime Panel on 15 January 2015 was received.

The Commissioner advised that:-

- there were shortcomings in the care for the homeless out of normal working hours. He cited an example where one client who had been released from prison on licence and had also just been released from hospital had nowhere to go and spent a lot of time just sitting on the ground with his rucksack of possessions. He was taken to a soup kitchen which was about to close but a member of staff was willing to stay with him whilst the Crime and Communications Centre at Wiltshire Police HQ was asked for assistance. In view of the heavy rainfall, the client was taken to one of the car parks and installed, with his sleeping bag, out of the rain and wind, under an exit ramp. This was most unsatisfactory with issues for the hostels, the ambulance service, the health centre and Wiltshire Police, who did take ownership of the issue and tried their best to solve the problem. It was noted that in Swindon, Cllr Wright was co-ordinating arrangements for the homeless. The Commissioner was pleased to advise that this client had now been found accommodation in a hostel.

Resolved:

To note the Police & Crime Commissioner's report.

18 The PCC's Proposed Precept for 2015-16

The Commissioner presented a paper setting out his proposals for his precept for 2015-16.

He reminded the meeting that at the Panel's previous meeting on 15 January 2015, he had provided a detailed report setting out his reasons for his proposed precept and which also included a copy of his Medium Term Financial Strategy (MTFS); he was proposing an increase of the Band D Precept by 1.9% to £163.98, which represented a £3.06 increase from the 2014-15 Police part of the Council Tax of £160.92.

The Commissioner also reminded members that he had been carrying out a wide consultation from 6 January until 4 February 2015 with presentations being given to area boards and locality meetings during which he disclosed that there had been a significant reduction in central funding in the previous four years and had forecast that this was most likely to continue over the next three years. The central funding reduction for the total seven year period was estimated at £25m, which represented 24% of the budget. He had also consulted the public through town and parish councils, chambers of commerce and the farming community. From the responses received 86 were in favour of his proposal

whilst 35 were against. The public who attended area board meetings, tended to support an increase in precept, stating that they wished the service to be protected as much as possible and in particular, the local response teams. It was noted that all but one of the area boards consulted had been made aware of the strategic alliance proposals with Avon & Somerset Police Force during their consultation.

Cllr Andrew Bennett reported that there had been no major opposition to the proposed increase in Precept in the Swindon area during the consultation, it being regarded as inevitable.

The Commissioner stated that following this consultation he wished to maintain his proposal to increase the Band D Precept by 1.9% to £163.98, which he estimated would provide an additional £729,000 income. He also explained that a zero percent increase in the police precept was likely to produce £384,000 in government freeze grant. He stated that reserves were forecast to be £11.1M of which £3.1M represented his general reserves. The Chief Constable's operational reserves amounted to £1.1M.

Members referred to the projected savings that were likely to be accrued as a result of the proposed strategic alliance with the Avon & Somerset Police Force and enquired as to the level of savings expected. Clive Barker, Chief Finance Officer explained that it was estimated that the alliance was likely to produce a saving of about £6M but this work take a few years to work through.

However, some Members were of the opinion that, given the level of reserves and the savings anticipated following the strategic alliance with the Avon & Somerset Force that a frozen Precept at the 2014-15 level could be justified. Furthermore, the Chairman referred to the Council Tax Collection Fund Surplus and noted that £600,000 had been received, of £200,000 was over and above what was expected. The Chief Finance Officer explained that, whilst acknowledging receipt of the additional £200,000, £1M savings had still to be found in the next financial year and the expected savings from Human Resources and Finance had so far not materialised. These savings were now expected to materialise as part of the strategic alliance proposals but, as previously explained, would take several years to work through.

After further discussion,

Resolved

To approve the Police & Crime Commissioner's proposed Precept for 2015-16, which represented an increase of the Band D Precept by 1.9% to £163.98, a £3.06 increase from the 2014-15 Police part of the Council Tax of £160.92.

19 Task Group Update

The Panel received an update on the activity of the following Task Groups:-

- Volunteers and Special Constables Task Group
- Licensing Task Group
- Police Performance Review Working Group
- Regional Collaborations Task Group

Resolved:

(1) To note the update on task group activity provided.

(2) To request that regular updates be received on regional collaborations.

20 Forward Work Plan

A document was received showing the Panel's Forward Work Programme.

Resolved:

To note the contents of the Forward Work Programme for this Panel.

21 Future meeting dates

Resolved:

To note that the next meeting of the Panel was due to be held on Thursday 5 March 2015, at Monkton Park Offices, Chippenham, starting at 2.30pm.

(Duration of meeting: 10.30 am - 1.15 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

WILTSHIRE & SWINDON FIRE AUTHORITY

MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES on THURSDAY 11 DECEMBER 2014

Present : Cllrs C Devine, G Perkins, A Bennett, E Clark, R Jones MBE, J Knight,
N Martin, C Newbury, J Tray and B Wayman.

61 Minutes of the Last Meeting

The Minutes of the Meeting of 11 November 2014 were approved and signed.

62 Apologies

Apologies were received from Cllr Edge, Cllr Mrs Groom and Cllr Payne.

63 Members' Interests

The Chairman reminded members of the need to declare any interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or by the Ethics Committee. None were received.

64 Chairman's Announcements and Announcement of Urgent Business

- a) The Chairman informed the meeting that he had attended "Safe Drive Stay Alive" presentations at Tidworth and Bulford Garrisons and congratulated all those involved with the programme.
- b) The Chairman reminded the Members of the Fire Service Carol Service which would be held on Thursday 18th December at St Andrew's Church, Devizes.
- c) The Members were invited to watch a training demonstration after the meeting.

65 Questions from the Public

There were no questions from the public.

66 Minutes of the Programme & Scrutiny Board Meeting

The minutes of the Programme & Scrutiny Board meeting held on 20 November 2014 were received. In response to a question from Cllr Bennett, the DCFO informed the meeting that work was ongoing between the Environment Agency and Fire Services to assess the risks for licensed tips and to make them safer. However, they had yet to develop a project to cover unknown, unlicensed tips.

67 General Balances and Earmarked Reserves.

The Treasurer presented a paper and explained that after carrying out a risk assessment of the general balances it was concluded that there should be a minimum level of £1.5M. This money would be used for unplanned contingencies.

RESOLVED:

That the policy of maintaining a minimal level of risk assessed general balances at £1.5M be reviewed annually.

Signature.....

WILTSHIRE & SWINDON FIRE AUTHORITY

68 Minutes of the Finance Review & Audit Committee.

The Minutes of the Finance Review and Audit Committee meeting of the 29 September 2014 were received.

69 Extension to the 3tc Contract.

The Clerk presented a paper on the 3tc contract.

RESOLVED:

- a. That the contract be extended as long as necessary.*
- b. That 6 monthly monitoring reports be submitted to the FRAC.*

70 Protection, Prevention & Intervention

The members watched a short visual presentation.

71 Health & Safety Policy Statement

The Brigade Manager (Governance & Assurance) presented a report on the Health and Safety Policy Statement.

RESOLVED:

That the Health and Safety Policy Statement be approved.

72 Ethics Committee

The minutes of the Ethics Committee Meeting of 23 October 2014 was received.

RESOLVED:

That the Group Leaders nominate deputies for the Ethics Committee members for both Wiltshire and Swindon members.

73 Revised Capital Programme

The Brigade Manager (Governance & Assurance) presented a paper on the Revised Capital Programme.

RESOLVED:

- a. That the revised Capital Programme for 2014/15 of £1.610M be approved.*
- b. That the revised prudential indicators be approved.*

74 Update on Combination

The CFO gave an oral update on the Combination.

75 Consultation Update

The Brigade Manager (Governance & Assurance) presented a paper to the meeting. Several Members stated that the principal of building of a Safety Centre was sacrosanct.

RESOLVED:

That the transformation grant be used for the intended purpose as set out in the Transformational Bid submitted to the Secretary of State via DCLG.

The paper on the Combination Order and Shadow Governance Arrangements was presented.

Signature.....

WILTSHIRE & SWINDON FIRE AUTHORITY

RESOLVED:

- a. That the Dorset and Wiltshire Fire and Rescue Authority should be adopted as the name of the new Authority.
- b. That the Combined Fire and Rescue Authority should comprise 30 Members in accordance with the table set out in paragraph 10 of the paper and that a full governance review should take place by April 2018.
- c. That the Terms of Reference set out within pages 6-8 of the paper are agreed as the Terms of Reference and membership of the Shadow Board and Joint Committee, subject to
 1. the deletion of the words "will not adopt" in relation to sub paragraph 18.
 2. the addition of the words "and Dorset Fire Authority" after "the Wiltshire and Swindon Fire Authority" at sub paragraph 2.
- d. That the Joint Committee and Shadow Board will have a Membership of 12 members.
- e. That a Joint Selections Committee be established, comprising the Chairman and Vice-Chairman of COB and two other Members from each of the existing Fire Authorities with the Terms of Reference set out at page 9 of the report.
- f. That the quorum of the new Combined Authority be any 10 members.
- g.
 1. That having noted the letter dated 4 December 2014 from Penny Mordaunt MP and the briefing note from the Treasurer, the Wiltshire and Swindon Fire Authority considers that the business case for combination is financially justified and the Wiltshire and Swindon Fire Authority should continue to pursue the combination with the Dorset Fire Authority by submitting the Business Case for combination and a draft Combination Order to the Secretary of State for approval.
 2. That the Wiltshire and Swindon CFA agree to continue to pursue the equalisation of the precept to Dorset CFA's level of precept.
- h. That the Monitoring Officer be authorised, in consultation with the Chairman, Chief Fire Officer and the Clerk, to approve the final wording of the draft Combination Order and scheme to be submitted to the Secretary of State.

Cllr Edge stepped down from the COB and Cllr Mrs Groom was nominated to replace him. The members of the Joint Committee were confirmed as: Cllr Devine, Cllr Perkins, Cllr Mrs Groom, Cllr Jones MBE, Cllr Payne and Cllr Wayman.

The members of the Joint Selections Committee were confirmed as Cllr Devine, Cllr Perkins and Cllr Jones MBE.

76 Urgent Business

Following a petition from Cllr Tray, the Chairman agreed to send a non-committal letter on behalf of the CFA to the Fire Minister urging movement on discussions over the ongoing pensions dispute.

77 Date of Next Meeting

The date of the next meeting was confirmed as 12 February 2015.

(Meeting Closed 12:50)

Signature.....

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WILTSHIRE & SWINDON FIRE AUTHORITY

MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES on THURSDAY 12 FEBRUARY 2014

Present : Cllrs C Devine, A Bennett, E Clark, P Edge, Cllr Mrs Groom, R Jones MBE, J Knight, N Martin, C Newbury, J Tray and B Wayman.

78 Minutes of the Last Meeting

The Minutes of the Meeting of 11 December 2014 were approved and signed.

79 Apologies

Apologies were received from Cllr Payne and Cllr Perkins.

80 Members' Interests

The Chairman reminded members of the need to declare any interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or by the Ethics Committee. Cllr Edge declared that he was in receipt of a firefighter's pension.

81 Chairman's Announcements.

- a. The Chairman announced that following a request at the December CFA, he had sent a non-committal letter urging the Fire Minister to continue a constructive dialogue with the unions to resolve the ongoing dispute with the firefighters' pensions.
- b. The Chairman reported that he had received a number of letters from firefighters regarding concerns about the fitness and pensions. He summarised the Authority's position thus:

"We are advised that the addendum to the National Framework, issued by DCLG in December 2014 continues to provide discretion over the award of an unreduced pension in the case where a firefighter is unable to pass a fitness test through no fault of their own, is over 55, does not qualify for ill-health retirement and it is not possible to redeploy them. The Authority would evaluate the circumstances of each and every case and would consider whether Authority Initiated Early Retirement would assist economical, effective and efficient management together with the cost considerations of the proposed retirement. We have been advised that the discretion whether to pay an unreduced pension cannot be fettered and that it would be unlawful to offer a guarantee of any level of pension in advance of the circumstances arising, although the Authority can confirm that it would, at the very least, consider an Authority Initiated Early Retirement. Employees should be assured that this Authority is committed to supporting them to maintain their fitness throughout their career".

- c. The Chairman informed the meeting that the FBU had announced another period of 24 hour strike action.

82 Declarations of Urgent Business

- a. Cllr Newbury asked that the issue of substitutes for committees be discussed.
- b. The Chairman announced that precept referendum would be discussed.

83 Questions from the Public

There were no questions from the public.

Signature.....

WILTSHIRE & SWINDON FIRE AUTHORITY

84 Minutes of the Finance Review and Audit Committee

The draft minutes of the Finance Review & Audit Committee held on 18 December 2014 were received.

85 Minutes of the Programme & Scrutiny Board Meeting

The draft minutes of the Programme & Scrutiny Board meeting held on 29 January 2015 were received. In relation to Minute 40/14, the Chairman reported that it was intended to start fitness training later in the year.

86 Capital Programme 2015/16, Minimum Revenue Provision 2015/16 and Prudential Indicators.

The Treasurer presented a paper and explained that the capital programme at Annex A was for a standalone authority.

RESOLVED:

- a. To approve the Capital Programme for 2015/16.
- b. To approve the Minimum Revenue Provision Policy Statement for 2015/16, that is

“in accordance with the Local Authorities (Capital Finance & Accounting) (England)(Amendment) Regulation 2008, the Fire Authority’s policy for calculation of MRP in 2015/16 shall be the asset life (equal instalment) method for prudential borrowing.”

- c. To approve the prudential indicators in respect of the Capital Programme 2015/16.

87 Revenue Budget 2015/16 and Fire Precept.

The Treasurer outlined his paper. The Authority unanimously

RESOLVED:

- a. To approve the Net Revenue Budget 2015/16 be approved at £24,785,600 with a contribution from balances of £178,700 (Budget Requirement £24,606,900).
- b. To approve the Precept Requirement of £15,474,000
- c. That the Fire Precept Band D be set at £64.88
- d. To authorise the Brigade Manager, Governance & Assurance, to give notice of the approved precept to the appropriate billing authorities.
- e. To authorise the Brigade Manager, Governance & Assurance, to pay out of the combined fire service fund sums in respect of:
 - i. All accounts and debts due by the Authority forming the Authority’s gross revenue expenditure for 2015/16 in the approved budget and such changes may be agreed subsequently by the Authority.
 - ii. The cost of capital items including the purchase and leasing of equipment specified in the capital budget, and
 - iii. Such loans made by the Authority as may be approved.
- f. To authorise the Brigade Manager, Governance & Assurance, to borrow such sums as may be required in respect of schemes in the capital budget.

88. Protection, Prevention & Intervention

The members watched a short visual presentation with interest.

89. Staffing Committee Minutes

Signature.....

WILTSHIRE & SWINDON FIRE AUTHORITY

The Authority received the draft minutes of the Staffing Committee meeting held on 22 January 2015.

90. Pay Policy Statement 2015/16.

The Brigade Manager, People & Development presented a paper on the Pay Policy.

RESOLVED:

- a. *To approve the Pay Policy Statement 2015/16*
- b. *To ask officers to work with colleagues in Dorset Fire & Rescue Service to produce a Pay Policy Statement for 2016/17 for the new Combined Fire Authority to approve.*

91. Pensions Discretions – Local Government Pension Scheme.

The Brigade Manager, People & Development presented a paper on the LGPS Pensions' Discretions.

RESOLVED:

- a. *To approve the LGPS Discretions Policy.*
- b. *To request officers to work with colleagues in Dorset Fire & Rescue Service to produce a discretions policy for the new Combined Authority to approve.*

92. Pensions Board – Firefighter Pension Scheme

The Brigade Manager, People & Development presented a paper on the requirement for the Authority to have a Pensions Board.

RESOLVED:

To delegate the decision making for the Pensions Board to the Staffing Committee

93. Update on Combination

The CFO presented a paper updating the meeting on Combination.

94. Joint Committee.

The draft minutes of the Joint Committee Meeting held on 26 January 2015 were presented.

95. Urgent Business

- a. Referendum. Having agreed the budget for FY 15/16, the Authority recognised that there was no requirement for a referendum on increasing the precept above the proscribed limit this year. However, should the Combination with Dorset not proceed, the Authority may be forced to consider it as an option in future years.
- b. Committee Substitutes. The meeting discussed the issue of substitutes on committees

RESOLVED:

- i. *The request the political groups of the CFA to provide the Clerk with the names of up to two members from each group to act as substitutes for places allocated to them on each committee of the Wiltshire & Swindon Fire Authority.*
- ii. *To ask the Joint Committee to reconsider its view on the question of substitution.*
- iii. *To review the issue of substitutes at the AGM.*

Signature.....

WILTSHIRE & SWINDON FIRE AUTHORITY

96. Date of Next Meeting

The date of the next meeting was confirmed as 11 June 2015.

(Meeting Closed 12:20)

DRAFT

Signature.....