



SWINDON BOROUGH COUNCIL

Municipal Year 2015/16

Meeting of Council on Thursday, 24 September 2015

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Monday, 6 July 2015 of Standards Committee (Pages 5 - 6)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

2. Minutes of meeting Monday, 20 July 2015 of Scrutiny Committee (Pages 9 - 12)
3. Minutes of meeting Monday, 10 August 2015 of Scrutiny Committee (Pages 13 - 18)
4. Minutes of meeting Thursday, 18 June 2015 of Adult's Health, Social Care and Housing Overview and Scrutiny Committee (Pages 19 - 24)
5. Minutes of meeting Wednesday, 22 July 2015 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 25 - 28)
6. Minutes of meeting Wednesday, 2 September 2015 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 29 - 34)
7. Minutes of meeting Wednesday, 8 July 2015 of Economy and Regeneration Overview and Scrutiny Committee (Pages 35 - 38)

8. Minutes of meeting Thursday, 11 June 2015 of Resources Overview and Scrutiny Committee (Pages 39 - 40)

SECTION 3 - REGULATORY COMMITTEES

9. Minutes of meeting Tuesday, 14 July 2015 of Planning Committee (Pages 43 - 44)
10. Minutes of meeting Tuesday, 11 August 2015 of Planning Committee (Pages 45 - 46)
11. Minutes of meeting Tuesday, 14 July 2015 of Licensing Panel (Pages 47 - 50)
12. Minutes of meeting Friday, 21 August 2015 of Licensing Panel (Pages 51 - 52)
13. Minutes of meeting Wednesday, 2 September 2015 of Licensing Panel (Pages 53 - 56)
14. Minutes of meeting Thursday, 16 July 2015 of Education Transport Appeals Sub-Committee (Pages 57 - 58)
15. Minutes of meeting Tuesday, 4 August 2015 of Education Transport Appeals Sub-Committee (Pages 59 - 60)
16. Minutes of meeting Wednesday, 26 August 2015 of Education Transport Appeals Sub-Committee (Pages 61 - 62)

SECTION 4 - CHILDREN SERVICES BODIES

17. Minutes of meeting Tuesday, 7 July 2015 of Schools Forum (Pages 65 - 70)
18. Minutes of meeting Tuesday, 23 June 2015 of Standing Advisory Council on Religious Education (Pages 71 - 74)

SECTION 5 – POLICE, FIRE AUTHORITIES, ONE SWINDON BOARD AND TOWN TWINNING NETWORK

19. Minutes of meeting Tuesday, 23 June 2015 of One Swindon Board (Pages 77 - 78)

Section 1

Special, Audit and Standards Committee Minutes

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STANDARDS COMMITTEE

MONDAY, 6 JULY 2015

PRESENT:- Councillors David Wood (Chair), Michael Bray, Fay Howard, Richard Hurley, Teresa Page, Kevin Parry, Maureen Penny, Carol Shelley and Vera Tomlinson. Messrs Trevor Davies, Mr David Dawson, Mr Richard Hailstone and Mike Compton.

Apologies for absence were received from Councillor Eric Shaw and Messrs Paul Morris and Keith Strickland.

1. Declarations of Interest

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

No declarations of interest were made.

2. Minutes

Resolved – That the minutes of the meeting held on 2nd March be confirmed and signed as a correct record.

3. Public Question Time

There were no public questions.

4. 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>Item No.</u>	<u>Paragraph Nos.</u>	<u>Minute No.</u>
9	1 and 2	8

5. Standards Committee Annual Report 2014/15

The Committee was asked to consider its Draft Annual Report 2014/15, which document provided a record of the work of the Standards Committee for the period June 2014 to May 2015. In particular, the Committee's attention was drawn to the conclusion of the review of the Council's arrangements for dealing with Code of Conduct complaints, that the Council's current scheme was both functional and effective and that, subject to some minor amendments, it was, in fact, preferred over the revised scheme suggested by the external consultants in their review report.

Resolved – That the Draft Standards Committee Annual Report 2014/15 be agreed and that the Director of Law and Democratic Services be authorised to

finalise the document for publication on the Council's website.

6. Annual Work Programme

The Committee considered a report of the Director of Law and Democratic Services inviting the Committee to agree its Work Programme for 2015/2016.

Resolved – That the Committee's draft Work Programme for 2015/2016, as appended to the report, be agreed.

7. Ethical Update Report

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.
- The membership of the Standards Committee.
- Annual Governance Statement.
- The Council's Whistleblowing Policy
- Training – Induction Training and General Training issues.
- Councillors' Register of Interests.
- New Regulations relating to the dismissal of a statutory officer.

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

(2) That the draft Annual Governance Statement, attached to the report at Appendix 2, be approved to be signed off by the Leader and Chief Executive in September 2015.

(3) That, with regard to specific references in the draft Annual Governance Statement, the Member Development Advisory Group be invited to consider the concerns of some members about the effectiveness of member training and development, and the need to clarify the member functions and roles.

(3) That the updated version of the Council's Whistleblowing Policy, attached to the report at Appendix 3, be approved and that the updated policy be publicised through the Core Brief and Manager's Bulletin and other publications as appropriate.

(4) That the review of the Whistleblowing Policy be included in the Standards Committee's periodic review of the Council's Codes and Protocols.

(5) That members be advised of the extent to which the whistleblowing policy document, and the details of the avenues available to staff to raise concerns, are publicised amongst employees, particularly with regard to employees who are not accommodated at the civic campus or major council facilities.

(6) That the Member Development Advisory Group be asked to consider the practicalities and possibility of extending some member training events to include Parish Councils, where such training might be of benefit to Parish Councillors in fulfilling their role, particularly in relation to their interactions with the Borough Council.

8. 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.

Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 20 JULY 2015

PRESENT:- Councillors Robert Wright (Chair), John Ballman, Oliver Donachie, Richard Hurley, Colin Lovell, Gemma McCracken, Kevin Parry, Maureen Penny, Stan Pajak, Vera Tomlinson and Chris Watts

Councillors Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet, Cabinet Member for Adult Health and Social Care, Brian Ford, Cabinet Member for Streetsmart, Fionuala Foley, Cabinet Member for Children's Services, Russell Holland, Cabinet member for Finance, People and Performance, Emma Faramarzi, Cabinet Member for Housing and Public Safety and Alan Bishop were in attendance.

Apologies for absence were received from Councillors Des Moffatt and Carol Shelley.

7. 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.

8. Public Question Time

No public questions were received during the meeting.

9. Minutes

Resolved: That the minutes of the meeting held on 22nd June 2015, be confirmed and signed as a correct record.

10. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 15th July 2015.

15. *Future Special Educational Needs Provision in Swindon*

Councillor Fionuala Foley, Cabinet Member for Children's Services, responded to a question put by the Chair and Councillors Maureen Penny, Chris Watts and Stan Pajak on the following matters:

- The process for a child to have a Special Educational Needs Statement and the budget process to fund the assessment
- The locations for special needs provision
- The allocation of teaching hours for Special Needs pupils
- The criteria to be met in order to receive help for a Special Educational Needs pupil
- The Special Needs provision within Swindon and outside of Swindon
- The stakeholders and parents involved in providing feedback to develop options for the future delivery of Special Educational Needs provision in

Swindon

Resolved – That Minute 15 of the Cabinet be noted.

16. Budget Management 2015/16 and Medium Term Financial Position

Councillor Russell Holland, Cabinet Member for Finance, People and Performance, responded to a question put by the Chair and Councillor Oliver Donachie on the following matters:

- Confirmation of whether it was a company or individual who would receive the £60,000 contribution from the Council to help in developing a detailed Delivery Plan to secure further significant regeneration in Swindon Town Centre
- The inclusion of the Heritage area within the regeneration Delivery Plan
- The involvement of 'backbench' members in discussions about budgetary issues, particularly within their role on Overview and Scrutiny Committees

Resolved – That Minute 16 of the Cabinet be noted.

17. Education Transport Policy 2016/17

Councillor Fionuala Foley, Cabinet Member for Children's Services responded to questions put by the Chair and Councillors Oliver Donachie, John Ballman, Chris Watts and Gemma McCracken on the following matters:

- The reasons why the proposed Education Transport Policy 2016/17 only provided for free home to school transport to pupils up to the age of 16 when education was offered to pupils up to the age of 18
- The use of free school transport vehicles outside of school hours
- The school transport help available for 16 year olds if they had no income or family
- The number of young people not in care, with no income and no family and the role of the Council in these circumstances

Resolved –

1. That Minute 17 of the Cabinet be noted.
2. That Councillor Fionuala Foley, Cabinet Member for Children's Services to confirm national guidance in relation to age limit for the provision of free home to school transport
3. That Councillor Fionuala Foley, Cabinet Member for Children's Services to investigate the Free School transport Policies of neighbouring Local Authorities and the number of requests for Free School Transport received.
4. That the information requested at (3) above be included in the Cabinet members Q & A report to be considered by the Scrutiny Committee in January 2016.

18. A Consultation about Short Breaks for Disabled Children, Young People and their Families

Councillor Fionuala Foley, Cabinet Member for Children's Services, responded to

questions put by the Chair and Councillors Vera Tomlinson and Oliver Donachie on the following matters:

- The increase in the price that families pay for the Aiming High Short Break services and an explanation of how the increase was reached
- The projected overspend from 2016/17 by the Aiming High Service and whether the proposed charges were included in the calculation
- The changes in cost for the Aiming High Service and possible variations in requests for the service
- The availability of the Aiming High Newsletter following its change to an electronic version only

Resolved – That Minute 18 of the Cabinet be noted.

19. *Pest Control Services*

Councillor Emma Faramarzi, Cabinet Member for Housing and Public Safety, responded to questions and observations put by the Chair and Councillors Vera Tomlinson, Stan Pajak and Chris Watts on the following issues:

- The removal of the tendering process from the new arrangements for the Pest Control Services
- The Council Service dealing with public concerns in relation to issues surrounding Japanese Knot Weed
- Concerns of the public about how pests, particularly rats, are dealt with by the Council
- Response times to requests from the public over a weekend
- Response to concerns about Pests

Resolved – That Minute 19 of the Cabinet be noted.

20. *Independent Remuneration Panel Recommendation on Councillors' Allowances for 2016/17*

Councillor Brian Mattock, Deputy Leader of the Council, noted an observation by the Chair about his concerns that the allowances for Swindon Borough Councillors were lower than those in neighbouring authorities and he felt this put the Councillors in Swindon at a disadvantage

Resolved – That Minute 20 of the Cabinet be noted.

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SCRUTINY COMMITTEE

MONDAY, 10 AUGUST 2015

PRESENT:- Councillors Robert Wright (Chair), Richard Hurley, Colin Lovell, Gemma McCracken, Des Moffatt, Maureen Penny, Stan Pajak, Carol Shelley, Vera Tomlinson, Chris Watts, Ray Ballman and Alan Bishop

Councillor Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet, Cabinet Member for Adult Health and Social Care, and Councillor Dale Heenan, Cabinet Member for Sustainability and Transport, were in attendance.

Apologies for absence were received from Councillors John Ballman and Kevin Parry

11. 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 Ray Ballman made a non-prejudicial declaration of interest in respect of the Committee's consideration, at agenda item no. 5, of matters pertaining to SEQOL, in her capacity as a non-voting Director of that organisation.

12. Public Question Time

There were no public questions.

13. Minutes

Resolved – (1) That the minutes of the meeting held on 20th July, 2015, be confirmed and signed as a correct record.

(2) That the response of the Director of Law and Democratic Services to matters raised by Councillor Maureen Penny on the issue of insurance cover for council-supervised community volunteer "clean-up" days, and the intention that revised guidance should be issued to members shortly, following clarification of the requisite insurance conditions, be noted.

14. Cabinet Member Question and Answer Session - Cabinet Member for Health and Adult Social care

Councillor Brian Mattock, the Deputy Leader of the Council and Vice Chair of Cabinet and Cabinet Member for Health and Adult Social Care, was in attendance and presented a detailed report summarising progress and performance in respect of each of the following service areas within his portfolio of responsibility:

- Adult Services (older people, people with a learning disability, physical disabilities, and mental health);
- Adult Voluntary Sector Contracts;
- Implementation of Care Act 2014;
- Adult Local Safeguarding Board;
- Public Health – Adults;

- Supported Housing;
- Learning Disability Partnership Board;
- Maintaining links between the Council and partner organisations in the Health Services;
- SEQOL Client Lead Member;
- Health Improvement;
- Sexual Health;
- Specific Strategic Projects (Wichelstowe).

At the request of the Chair, Councillor Mattock, in his presentation of the report, commented specifically on those elements within his portfolio which he 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 he 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 his presentation of the report, Councillor Mattock responded to members' specific questions and observations on the following topics:

- The vetting of adverts featured on the "MyCare MySupport" advice and information website and legal responsibility for the legitimacy of those adverts.
- The reasons behind the significant increase in the number of allegations of abuse made to the Local Safeguarding Adults Board and the validation of the suggestion that this is more to do with improved awareness, reporting and recording than socio-economic factors.
- The levels of support offered by the Swindon Advice and Support Centre during its first year of operation.
- The significant numbers of people using the Citizen's Advice Bureau for advice on debt and finance issues and the resultant claims for additional benefits.
- The Harbour Project and the impact of increasing numbers of asylum seekers and refugees on Adult Social Care and other services.
- The participation of General Practices in supporting the Swindon Dementia Strategy and the delivery of dementia services in Swindon.
- The composition, terms of reference and agreed objectives of the Dementia Steering Group.
- Housing and Adult Social Care joint solutions and the retention the housing allocation function within the Council's housing services' function.
 - The distinction to be made between the responsibility for meeting the cost of providing dementia care services for individuals and the cost of meeting and managing the housing need of each particular service user.
- The Council's work with its health partners and providers of residential and domiciliary care to reduce the delayed discharges from hospital and future objectives for reducing delayed discharges.
- The complex health support problems of individuals and the implications of these support issues for discharge to Adult Social Care.
 - The additional capacity allocated by the Council to SEQOL to expedite requests for service and care packages in order to facilitate quicker hospital discharges.

- The Cabinet Member's assessment of the ability of Adult Social Care to respond to any increase in the demand for services as a result of, and proposed increase in, the numbers of asylum seekers entering the country.
- The adult physical activity data in the appendices to the report and the availability of comparative data for children.
- The "Get Swindon Active Strategy 2015-20" and the possibility of promoting the strategy via the Localities.
- The details of the key priority for 2015/16 of "reshaping and development of supported housing options for older people, those with learning disabilities and young people, so people are able to live locally with appropriate support and improved access to employment".
 - The Cabinet Member's assessment of the action required to fully achieve this objective and the numbers of service users likely to be directly affected by reshaping in the current year.
- Adult Safeguarding and the LGA report that 150 cases of adult abuse are being reported every day.
- The on-going issue with the provision of the Memory Clinic Service in Swindon and the current waiting list for that service.
- The availability of health checks for people with learning disabilities.
- Support for the Learning Disability Partnership Board in co-ordinating the Joint Health and Social Care Self-Assessment Framework.
- Hospital discharges and the availability of data relating to planned operations and re-admissions.
- The pre-planning of hospital stays and care packages in order to reduce the number of delayed discharges.
 - The "shift" of resource allocation from acute hospital operation to preventative action.
 - The benefits of enhancing the Better Care Fund and the integration of health and adult social care services.
 - Swindon specific initiatives in support of preventative action.
 - "Circles of Support" provided for individual service users via the Localities Team.
- The Mental Capacity Act and the use of only registered service providers.
- The status of proposed supported housing schemes.
- The timeframe for the registration of carers.
- Additional supporting information that the Cabinet Member might consider including in his next progress report to the Committee.

Resolved – (1) That Councillor Mattock be thanked for attending the meeting to present this performance report and for his 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.

(Councillor Carol Shelley made a non-prejudicial interest regarding discussion about the Citizens Advice Bureau, in her capacity as a volunteer at the organisation.)

15. Cabinet Member Question and Answer Session - Cabinet Member for Sustainability and Transport

Councillor Dale Heenan, Cabinet Member for Sustainability and Transport, was in attendance and presented a detailed report summarising progress and performance in respect of each of the following service areas within his portfolio of responsibility:

- Sustainability;
- Strategic Transport Network;
- Public Transport (including Concessionary Fares, Specialist Transport, Council Transport and Fleet Management);
- Traffic and Transport Forward Planning (including Local Transport Plan and Implementation of Local Transport Plan);
- Strategic Highways & Maintenance Works;
- Strategic Flood and Water Management.
- Strategic Spatial Planning and Development Framework Planning and Libraries *(for the period up to May 2015 only)*

The Committee noted that the report included a brief narrative on significant achievements in planning in the period between the Cabinet Member's last Scrutiny Q and A in December 2014 and the amendment to Cabinet Member portfolio responsibilities in May 2015, at which time the portfolio responsibility transferred to Councillor Toby Elliot.

At the request of the Chair, Councillor Heenan, in his presentation of the report, commented specifically on those elements within his portfolio that he 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 he 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 his presentation of the report, Councillor Heenan responded to members' specific questions and observations on the following issues raised in the presentation and also in the accompanying report:

- The allocation of highways capital funding to the Localities for taking forward local priority schemes.
- The role of Localities in influencing and prioritising planned works programmes.
- The sources and utilisation of income derived from solar park developments.
- Bridge assessments and opportunities to improve direct footway links between North and South Swindon.
- The Cheney Manor Flood Mitigation scheme and the sub-contracting arrangements utilised in relation to traffic management during the period of the works.
 - The detrimental impact for road users and residents of the associated temporary traffic management scheme.
- The Council's Asset Management Strategy and the effective management of the local highway asset and available financial resources.
- The Regent Circus Development pedestrian crossing points.
- The cycling strategy and the feasibility of allowing dual use of footpaths by pedestrians and cyclists.

- Passenger transportation and the exploration of alternative means to the diesel engine powered bus.
- The disruption to traffic movements last winter as a result of road works, with particular reference being made to the works carried out to the Stratton railway bridge, and the likelihood of further utilities works affecting the bridge in the coming months.
- The condition of primary footways network and the effective application of the limited financial resource available for requisite maintenance works.
- The Council's unsuccessful application for funding from the Local Highways Management Fund and the criteria applied to applications.
- The Thamesdown Drive extension and measures to resolve the Greenbridge "bridge" problem.
- The closure of Fleming Way and implementation of the "two way Station Road plan".
- The potential for damage being caused to the highway infrastructure and properties in the Railway Village due to buses routed through the Railway Village.
- The feasibility and potential for voluntary public contribution (via a fare increase) towards maintaining non-viable commercial bus services.

Resolved – (1) That Councillor Heenan be thanked for attending the meeting to present this performance report and for his 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.

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**ADULT'S HEALTH, SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY
COMMITTEE**

THURSDAY, 18 JUNE 2015

PRESENT:- Councillors Alan Bishop, Michael Bray, Steph Exell, Mary Friend, John Haines, Fay Howard, Derique Montaut, Maureen Penny, Caryl Sydney-Smith, Keith Williams, Julie Wright and Robert Wright.

Apologies for absence were received from Councillors Claire Ellis.

Also Present: Councillor Brian Mattock, Kevin McNamara (Director of Strategy, Great Western Hospital), Peter Rowe (Healthwatch Swindon), Gill May (Executive Nurse at NHS Swindon Clinical Commissioning Group), Cherry Jones (Director of Public Health), Sue Wald Head of Commissioning, Children and Adults), Dr Simon Manchip (Clinical Director, Avon and Wiltshire NHS Partnership Trust's).

1. Appointment of Vice Chair

Resolved - That Councillor Caryl Sydney-Smith be Vice-Chair of the Adult's Health, Social Care and Housing Overview and Scrutiny Committee for the 2015-16 Municipal Year.

2. Declaration of Interest

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

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

3. Public Question Time

No public questions were submitted for this meeting.

4. Appointment of Co-optees

The Committee considered a report by the Director of Law & Democratic Services regarding the appointment of (a) Mr Peter Rowe (Healthwatch Swindon) as a co-opted representative for the remainder of the Municipal Year 2015-16 and (b) Rosemarie Phillips as the co-opted representative of the Equalities Advisory Forum.

Resolved: (1) That the appointment of Mr Peter Rowe as the Healthwatch Swindon representative to the Committee for the remainder of the Municipal year 2015-16 be confirmed.

(2) That the appointment of Rosemarie Phillips as the Equalities Advisory Forum representative to the Committee for the remainder of the Municipal year 2015-16 be confirmed.

(3) That the Head of Education be requested to seek nominations for co-optees from Colleges in Swindon.

(4) That a representative from the Harbour Project for Swindon Refugee and Asylum seekers team be invited to co-opt onto the Committee.

5. Performance for Adult's Health, Social Care and Housing

The Head of Commissioning, Children and Adults submitted a report updating the Committee on performance and key issues relating to commissioning and performance of Health Service providers. Mrs Sue Wald, Head of Commissioning, Children and Adults, advised the Committee that the report had been structured to highlight the strengths and challenges of the work to be undertaken. She referred to the areas covered in the report that included carer assessments, transfer of care and the introduction of a new phone number for all safeguarding enquiries.

Mrs Sue Wald, Head of Commissioning, Children and Adults responded to the Committee's queries regarding the following points:

- Reasons for the disparity between Swindon's improved local indicator relating to carers assessment review and the national average.
- Reasons for the delayed transfers of care locally versus Swindon's comparison nationally and whether cases were monitored.
- The process of transferring people from their own homes to care facilities and the impact of this on patients and their families.
- Clarity on the level of service received by mental health clients in comparison with other recipients.
- Clarification sought on whether service provision for mental health patients was driven by understanding of their own needs or from assessments by trained staff/ carers.
- Clarification of delayed transfer of care statistics regarding single or multiple delays affecting individual or multiple appointment patients.
- The effects due to budgetary constraints on Adult Social Care provision.
- The recruitment of staff following the introduction of the safeguarding single point of contact.
- Explanation of the national target for Social Care Indicator D40.

Resolved – (1) That the report be noted.

(2) That the Head of Commissioning, Children and Adults, be requested to include information on timescales and the associated challenges relating to transfer of care patients.

6. NHS Swindon Clinical Commissioning Group

The Head of Communications and Engagement, NHS Swindon, Clinical Commissioning Group submitted a report updating the Committee on the performance and key issues relating to the service.

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) introduced the report and explained that the CCG was a clinically led organisation, commissioning health care services for Swindon and Shrivenham residents. She referred to progress made by MUSE Development to develop a new building to commission services in the town centre, how active engagement with patients helped commission transport for single patients and their families to attend radiotherapy sessions at Oxford University Hospitals, strengthening of

Primary Care Services through the Prime Minister Challenge Wave 2 funding and the financial contribution made to the Prospect Hospice to support people within their homes.

Ms Gill May, Mrs Cherry Jones, Director of Public Health and Mr Kevin McNamara, Director of Strategy, Great Western Hospital, responded to questions and comments from the Committee regarding the following issues:

- Reasons for the delay in establishing radiotherapy support provision in Swindon.
- Clarification on ancillary work to be undertaken by Muse Development with architects to address issues at Kimmerfields Court, including making car parking more secure.
- The 24 hour pharmaceutical provision within the new development in the town centre.
- The restructure of service provision by general practitioners.
- Service provision at Great Western Hospital, particularly relating to rheumatology, dermatology and ophthalmology.
- End of life care and how patient's rights and wishes were protected.
- Ways to facilitate return of hospital equipment on loan to patients.
- The recruitment and training of community navigators.
- Measuring performance of community navigators.
- Difference between work undertaken by Health Ambassadors and Community Navigators.

Resolved – (1) That the Executive Nurse be requested to circulate information regarding 24 hour pharmaceutical provision within the new development.

(2) That the Executive Nurse be requested to circulate information regarding ways to return hospital equipment.

(3) That the Executive Nurse be requested to circulate information regarding general practitioners surgery opening hours following the restructure of services.

(4) That the report be noted.

7. Great Western Hospital 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.

Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), presented the report and highlighted matters of significance. He referred to the financial position at the hospital and explained work being undertaken to review the situation. A short term recovery plan is being developed together with a long term (five year) plan to improve the financial position and these include a review of processes. He explained that one of the contributory factors to the present financial position was the increase in the number of patients and the Capacity Development Programme, More Space to Care, is designed to help increase ambulatory capacity to improve patient flow and manage demand.

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

- Clarity on reasons for the financial deficit and the impact this has on service delivery.

- The definition and interpretation of “quality of service”.
- An explanation of the future plans to reduce spending.
- Contingency plans for increased hospital attendance during the winter season.
- Review of recruitment for non-clinical posts.
- The predicted dip in service provision expected over the summer period had not yet developed, resulting in staff still feeling under pressure. Engagement was underway with staff to reduce the effect of this situation.
- Work being undertaken with the Clinical Commissioning Group to return patients as soon as appropriate to their own homes.

Resolved: (1) That the Director of Strategy, Great Western Hospital be requested to circulate information regarding capacity and specialist services within ambulatory care at the next meeting of this Committee.

(2) That the Director of Strategy, Great Western Hospital be requested to circulate information regarding statistical data on the medical quality of service provision at Great Western Hospital.

(3) That the report be noted.

8. 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. Dr Simon Manchip, Clinical Director, introduced the report and referred to the challenges in the provision of beds for mental health patients nationally. He explained that departments were now fully staffed and patients were seen on the day of referral. The Committee noted the pressures that prevented some general practitioners from fully engaging with AWP. Dr Manchip responded to Members' questions and observations regarding pressures to provide beds for mental patients regionally.

Resolved: (1) That the report be noted.

(2) That the Clinical Director be requested to meet the Chair of the Committee to discuss issues being faced by the Avon and Wiltshire NHS Partnership Trust affecting mental patients in Swindon.

(3) That further to (2) above, information relating to the meeting be circulated to all members before the next meeting of the Committee in September 2015.

(4) That the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) be requested to include information regarding the work of the CCG with the Avon and Wiltshire NHS Partnership Trust at the next meeting of this Committee.

9. Consideration of Health and Wellbeing Board Recommendations

Ms Cherry Jones, Director of Public Health, submitted a report on the recommendations and issues arising from the meetings of the Health and Wellbeing Board held on 7th January and 11th March 2015.

Resolved: That the report be noted.

10. Work Programme 2015/16

The Committee considered a report by the Director of Law and Democratic Services on the results of the work programme consultation and the suggested priorities for the work for the Municipal Year, 2015/16.

Resolved – (1) That all those contributing areas for consideration under this

Committee's Work Programme for the Municipal Year, 2015/16, be thanked.

(2) That the Head of Housing be requested to provide an update on the challenges and achievements of the department to include work being undertaken to tackle health inequality.

(3) That the Committee Officer be asked to circulate the proposed Task Groups list to all members and stakeholders.

(4) Further to (3) above, Members be requested to advise the Committee Officer on which task groups they wish to volunteer to serve on.

11. Dates of Future Meetings

Meetings of the Committee for the remainder of the Municipal Year 2015/16 are scheduled as follows:

- Thursday, 10th September 2015 at 6.00 p.m. in Committee Room 6.
- Thursday, 17th December 2015 at 6.00 p.m. in Committee Room 6.
- Thursday, 11th February 2016 at 6.00 p.m. in Committee Room 6.
- Thursday, 24th March 2016 at 6.00 p.m. in Committee Room 6.

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**CHILDREN'S HEALTH, SOCIAL CARE AND EDUCATION OVERVIEW AND
SCRUTINY COMMITTEE**

WEDNESDAY, 22 JULY 2015

PRESENT:- Councillors Gemma McCracken (Chair), Michael Bray, Fionuala Foley, John Haines, Cathy Martyn, , Teresa Page, Maureen Penny, James Robbins, Eric Shaw, Carol Shelley, Nadine Watts, Steve Weisinger and Julie Wright, Paul Sunners (Standing Advisory Council for Religious Education, Pete Rowe (Healthwatch), Steve Colledge (Swindon Association of Secondary Headteachers), Steve Henderson (Equalities Advisory Forum).

Apologies for absence were received from David Dawson (Catholic Diocese), Mary Cosker (Healthwatch), Alison Paul (Swindon Association of Special School Headteachers).

Also Present: Councillor Fionuala Foley, Cabinet Member for Children's Services.

1. Appointment of Vice-Chair

Resolved – That Councillor Maureen Penny be Vice-Chair of this Committee for the Municipal Year 2015/16.

2. Declaration of Interest

Councillor James Robbins declared a personal and non-prejudicial interest as he was a Foster Carer.

Councillors Julie Wright, Nadine Watts, Maureen Penny, Gemma McCracken, Carol Shelley and Paul Sunners declared personal and non-prejudicial interests as they were school governors.

3. Public Question Time

No public questions were submitted for this meeting.

4. Appointment of Co-optees

The Director of Law and Democratic Services submitted a report concerning the appointment of co-optees to the Children's Health, Social Care and Education Overview and Scrutiny Committee for the Municipal Year 2015/16.

Resolved – (1) That this Committee confirms the appointment of the following representatives:

- (a) David Dawson as the Catholic Church Diocese representative.
- (b) The appointment of a Church of England Diocese representative as and when nominations were received.
- (c) The appointment of 2 Parent Governor Representatives as and when nominations were received.

(2) That the appointment of the following non-voting representatives be confirmed:

- (a) Alison Paul (Swindon Association of Special School Headteachers).
- (b) Simon Cowley (Swindon Association of Primary Headteachers).
- (c) Steve Colledge (Swindon Association of Secondary Headteachers).
- (d) Steve Henderson (Equalities Advisory Forum).
- (e) Mary Cosker (Swindon Healthwatch).
- (f) Paul Sunners (Standing Advisory Council for Religious Education).

5. Children's Services Performance Report

The Board Director, Commissioning, submitted a report providing this Committee with an update on performance and key issues relating to commissioning and performance of Children's Services.

A key purpose of Children's Health, Social Care and Education Overview & Scrutiny Committee was to hold Commissioners of Children's Health and Social Care Services to account.

Any Commissioner of Children's Health and Social Care Services in Swindon was required to provide information on the planning and provision of children's health and social care services within the Borough and consult with the Committee on any planned substantial changes or developments to service provision.

The Committee noted members corporate parenting responsibilities, work undertaken regarding looked after children and the areas of expertise that could be offered by the Corporate Parenting Board. They further discussed the importance of building better relationships with academies.

Resolved – That the next quarter performance report include information on:

- (1) Fixed term exclusions by Ward.
- (2) Children in out of borough placements.
- (3) The percentage of children dropping out of education/employment.
- (4) Further to (3) above, actions being taken to address this.
- (5) The number of children home schooled that are in the Special Educational Needs and Disability (SEND).
- (6) Further to (5) above, information process broken down by Ward.
- (7) Further to (5) above, actions being taken to support this group.
- (8) Any increase or decrease in sexual health problems.

6. Work Programme 2015/16

The Director of Law and Democratic Services submitted a report concerning a work programme that details the activities that this Committee will be undertaking during the forthcoming Municipal Year.

The work programme details the various topics and issues that each Committee intends to look into during the coming year, with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies/bodies to consider.

Resolved – (1) That the work programme, as set out in the Appendix to the report be agreed, subject to the following amendments:

"Mind the Gap" is moved from December to September 2015.

"Youth Offending Team" is moved from April 2016 to December 2015.

(2) That representatives from Primary and Secondary Schools be invited to attend the February 2016 concerning the School's curriculum.

(3) That the Clinical Commissioning Group submit a report to the April 2016 meeting concerning commissioning and health services.

(4) That members be requested to submit questions for a Q&A session with the Cabinet Member for Children's Services at the Scrutiny Meeting to be held on 21st March 2016.

(5) That the minutes of the Health and Well Being Board be submitted to this Committee.

(6) That Councillors, Members and stakeholders submitting areas for consideration under this Committee's Work Programme for the Municipal Year, 2015/16, be thanked.

(7) That, the Committee Officer be requested to circulate an invitation to all members and stakeholders requesting they volunteer to serve on the Special Educational Needs and Disability (SEND) Task Group.

7. Dates of Future Meetings

Meetings of the Committee are scheduled for the remainder of 2015/16 as follows:

Wednesday, 2nd September 2015 at 6.00 p.m. in Committee Room 6.
Theme of Meeting: Health.

Wednesday, 2nd December 2015 at 6.00 p.m. in Committee Room 6.
Theme of Meeting: Safeguarding/ Child Protection.

Wednesday, 3rd February 2016 at 6.00 p.m. in Committee Room 6.
Theme of Meeting: Education.

Wednesday, 13th April 2016 at 6.00 p.m. in Committee Room 6.
Theme of Meeting: School Place Planning.

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CHILDREN'S HEALTH, SOCIAL CARE AND EDUCATION OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 2 SEPTEMBER 2015

PRESENT:- Councillors Gemma McCracken (Chair), Maureen Penny (Vice-Chair), Alan Bishop, Cathy Martyn, Teresa Page, James Robbins, Eric Shaw, Carol Shelley, Nadine Watts, Steve Weisinger and Julie Wright.

Co-opted Representatives: Paul Sunners (Standing Advisory Council for Religious Education), Mary Cosker (Healthwatch) and Steve Henderson (Equalities Advisory Forum).

Apologies for absence were received from Councillors Mike Bray and John Haines, David Dawson (Catholic Diocese), Steve Colledge (Swindon Association of Secondary Headteachers), Alison Paul (Swindon Association of Special Schools Headteachers), Simon Cowley (Swindon Association of Primary Headteachers).

Also Present: Councillor Fionuala Foley, Cabinet Member for Children's Services.

8. Declarations of Interest

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

Councillor James Robbins declared a personal and non-prejudicial interest as he was a Foster Carer.

Councillor Cathy Martyn declared a personal and non-prejudicial interest as her child received Child and Adolescent Mental Health Services.

Councillors Gemma McCracken, Maureen Penny, Julie Wright, Nadine Watts, Carol Shelley and James Robbins declared personal and non-prejudicial interests as they were school governors.

9. Minutes

Resolved: That, subject to the amendment of Minute 2 to reflect that Councillor Martyn declared a personal and non-prejudicial interest in respect of Agenda item 5 as her child received Child and Adolescent Mental Health Services, the minutes of the meeting held on 22nd July 2015 be confirmed and signed as a correct record.

10. Public Question Time

No public questions were asked in accordance with Standing Order 28.

The Chair welcomed, Mr Paul Dobson, Project Manager, STEP ([Swindon Ten to Eighteen Project](#)) and Miss Ellie James, the elected Member of the Youth Parliament to the meeting. Mr Paul Dobson referred to the contents of the report on the performance and key issues relating to youth participation, the Thought Tank, and the progress made by Members of the Youth Parliament (MYP). He advised that a new participation officer had been recruited who would continue to facilitate work with schools and youth organisations.

Miss Ellie James referred to the campaigns undertaken nationally by Youth Parliament, particularly, mental health services where a better understanding of common mental health issues at schools was needed together with raising awareness of how young people were able to access support. Following the introduction of the report, the Committee were invited to watch “Mental Health Drama: Not Just A Diagnosis” and “Self-harm Drama – Remote Control – First light” on YouTube. Miss James referred to the importance of promoting “Make your Mark” at schools and explained that ballot papers would be circulated to schools in the autumn.

The representatives, Sue Wald, Head of Commissioning, Children and Adults, Peter Nathan, Head of Education, Cherry Jones, Director of Public Health and Claire Smith, Commissioner, Voluntary Sector, responded at the meeting to the following issues:

- Progress made following meetings with the Police Crime Commissioner regarding the production and circulation of a survey within schools to gather student’s views on crime and education.
- Progress made regarding the Curriculum for Life and how schools engaged in the campaign.
- Where and how the YouTube films viewed at the meeting were being promoted.
- Clarity on the responses within the Swindon Children and Young People Mental Health Questionnaire report highlighting that 35% of children and young people waited over a year before feeling able to seek help from professionals.
- Confirmation that the Swindon Children and Young People Mental Health Questionnaire had been completed by children and young people living in Swindon.
- Detailed background on how the YouTube films were created and produced.
- Clarity on how the “Living Wage” subject was addressed in the “Make your Mark” survey conducted in 2014.
- Ensuring completion of Diversity Impact Assessments in the report reflecting progress made.
- An update regarding proposed wider engagement with schools.
- Clarity on future work to be undertaken resulting from the Swindon Children and Young People’s Mental Health Questionnaire.
- Demographics of Youth Parliament and Youth Forum members.
- Confirmation that results of the Personal, Social and Health Education (PSHE) survey were to be submitted at the Committee’s meeting on 13th April 2016.

Resolved – (1) That the updates on progress of the Youth Forum, Thought Tank and the Youth Parliament, be noted.

(2) That the Committee endorses and expresses its support for the work undertaken by the Youth Forum, Thought Tank and the Members of Youth Parliament.

(3) That, further to (2) above, the wider youth participation agenda across Swindon, be supported.

(4) That the Contracts and Participation Manager be requested to circulate to the members of this Committee information regarding “Make your Mark”.

(5) That the Contracts and Participation Manager be requested to submit a progress report on work of the Members of Youth Parliament, Youth Forum and Thought Tank to the Committee’s meeting on 13th April 2016.

(6) That the Project Manager, (STEP) be requested to circulate copies of “Mental Health Drama: Not Just A Diagnosis” and “Self-harm Drama – Remote Control – First light” to those Committee members who were school governors.

12. Children's Health

The Head of Commissioning, Children and Adults submitted a report providing an update on the performance and key issues relating to Children and Families Health Commissioning. Mrs Sue Wald, Head of Commissioning, Children and Adults, introduced the report and explained that it encompassed work commissioned with a range of providers and that Mrs Louise Campion, Principal Officer, Health and Wellbeing and Dr Wendy Woodhouse, Oxford Health, were in attendance to elaborate on areas covered in the report.

Members noted that the report had been structured to highlight the improvements that had been made, areas where further work would be undertaken and areas where further actions would be required to improve provision of services within each service area. Mrs Wald explained that Swindon Borough Council was one of the few local authorities that provided health visiting and school nursing services as part of the Early Help Team and that recruitment of further health visitors was being conducted.

Mrs Sue Wald, Mrs Cherry Jones, Mrs Louise Campion and Dr Wendy Woodhouse responded to the Committee’s questions and comments in respect of the following points:

- Explanation on the type of traded services provision to schools and colleges by Targeted Mental Health Services (TaMHS) and how these would be promoted and implemented during this scholastic year.
- Reasons for the low antenatal contacts being delivered in Quarter 1 of 2015/16 and actions being undertaken to address this.
- An explanation that whilst there was provision for Child and Adolescent Mental Health Services (CaMHS) in schools, children and young people could decide where they wanted to receive mental health support. Members noted that the school environment might not be best suited for pupils to receive support.
- How the use of technology helped children and young people access CaMHS and actions being undertaken to promote the use of technology.
- The support with and promotion of technology offered to parents of children and young people with mental health issues.
- The number and demographics of children and young people who self-harm and actions being undertaken by a range of agencies to help them.
- Ways of promoting websites that promote well-being and offer support to

- children and young people with mental health concerns.
- Tackling obesity through the promotion of healthy eating. This support was delivered by a range of providers including health visitors, children and family centres and schools.
- The waiting time from referral to delivery of targeted mental health services. Members noted that patients were screened within twenty four hours and cases were prioritised according to the need of the patients. Members further noted the increase in the number and complexity of CaMHS cases.
- Importance of promoting available support for children and young people with mental health through the Personal, Social and Health Education (PSHE) programme.

Resolved: That the report be noted.

13. Great Western Hospitals NHS Foundation Trust Update

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

Resolved: (1) That the report be noted.

(2) That members of the Committee be requested to submit any questions to the Committee Officer for circulation to the Head of Strategy, Great Western Hospital NHS Foundation Trust for a response.

14. NHS Swindon Clinical Commissioning Group

The Committee received a report submitted by the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) providing an update on the performance and key issues relating to the service.

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), introduced the report and explained that the CCG was a clinically led organisation, commissioning health care services with NHS England for Swindon and Shrivenham residents. She explained that the Committee and Operational groups supported primary care particularly general practitioners and healthcare professionals. Work was being undertaken to review the quality and experience of service provision.

Ms Gill May referred to progress made by MUSE Development to develop a new building to commission services in the Swindon Town Centre, Moredon and Old Town walk-in centres. She referred to collaborative work with Great Western Hospital regarding a review of service provision and accessibility to services for children and young people. Members noted that this work would see a reduction in the number of children attending the Hospital's Accident and Emergency department as they would be able to access service more locally. Ms May commented on work being undertaken through the Prime Minister's Challenge Wave 2 funding.

Ms Gill May and Mrs Cherry Jones, Director of Public Health, responded to questions and comments regarding the following issues:

- Sharing of information between schools and Great Western Hospital relating to appointments for children with complex health needs to ensure their academic achievement was not negatively impacted.

- How Education Welfare Officers could be better utilised as a conduit between schools and the Hospital to support children and young people.
 - Impact on delivery due to shortages of general practitioners and healthcare professionals. Members noted there was a national shortage of healthcare professionals and Ms May referred to the work being undertaken with partners to address this.
 - Support to be offered to alcohol and drug dependent vulnerable people regularly found in the area of the Carfax Street Medical Centre to prevent patient harassment and provide staff and patient security.
 - Need of improvement in communication regarding appointment availability between the Urgent Care Clinic and doctor's surgeries.
- Resolved: That the report be noted.

15. Healthwatch Swindon

Mr Peter Rowe, Manager of Healthwatch Swindon, presented a report updating on performance and key issues relating to Healthwatch Swindon. He referred to the role of Swindon Healthwatch in supporting and engaging children and young people in Swindon and how scrutiny and support of commissioners and providers of services was undertaken. He commented on the work undertaken by volunteers within the community.

Following the presentation of his report, Mr Rowe responded to members' questions regarding the following issues:

- Reasons for the reduction in the number of volunteers.
- Creating opportunities for young people in Years 5 and 6 to become health ambassadors through partnerships with schools,

Resolved: That the report be noted..

16. Consideration of Health and Wellbeing Board Recommendations

The Committee considered the Health and Wellbeing Board minutes of 27th May and 8th July 2015. The Chair advised that these had been submitted for the Committee's information.

Resolved: That the minutes of the meetings of the Health and Wellbeing Board on 27th May and 8th July 2015, be noted.

(2) That the Director of Public Health be requested to provide statistical data regarding the age of people detained into Police custody under Section 136 of the Mental Health Act.

17. Work Programme 2015/16

The Director of Law and Democratic Services submitted a report concerning a work programme detailing the activities that the Committee would be undertaking during the forthcoming Municipal Year, with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies/bodies to consider.

Resolved – That the report be noted.

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ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 8 JULY 2015

PRESENT:- Councillors Oliver Donachie (Chair), Wayne Crabbe (Vice-Chair), Emma Bushell, Mary Friend, Richard Hurley, Cathy Martyn, Des Moffatt, Kevin Parry, James Robbins, Joe Tray and Chris Watts

ALSO PRESENT: Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Skills, Councillor Toby Elliott, Cabinet member for Communities and Strategic Planning

31. Appointment of Vice-Chair

Resolved:

That Councillor Wayne Crabbe be appointed Vice-Chair of the Economy and Regeneration Overview and Scrutiny Committee for the 2015/16 Municipal Year.

32. 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.

33. Minutes

Resolved: That the minutes of the meeting held on 26th March, 2015, be confirmed and signed as a correct record.

34. Public Question Time

No public questions were received during the meeting.

35. Swindon 175 Committee

The Committee received an update report from Ian Surtees, Income Generation Manager, Museums and Heritage about the activities under development for the celebrations of Swindon's 175 years since the birth of the Swindon Railway Works and the formation of New Swindon in 1841.

The Committee were reminded of the history of the railway in Swindon and the major impact it had on the growth of the town. The Income Generation Manager spoke about the arrangements for the celebrations and in particular the relocation of two iconic steam locomotives – King George V and City of Truro. It was noted that agreement had been reached in principle with the National Railway Museum in York for their relocation to Swindon on a medium to long term basis. The locomotives would become the centre piece of the museums new displays. The project was being driven by STEAM Museum and supported by many partners. In addition to the relocation of the locomotives, many other projects were in development including a retail element (books, pens, watches, '00' gauge models), and replica Swindon

Works 'Hooter', School materials, history talks and art and photography exhibitions were amongst many other projects.

The Income Generation Manager responded to members' specific questions and observations on the following topics:

- The Project Team and business partners working together to make the Swindon 175 a successful event. The business partners meetings were always open to Councillors with an interest in helping with the arrangements
- The relocation of the locomotives, access to the STEAM building and use of Section 106 funding to pay for the transportation costs, with a potential for sharing transportation costs with another Council on-route to Swindon
- Work with commercial partners on promoting events, merchandising and complimentary products
- The use of the original Swindon Works Hooter and the use and placement of the replica Swindon Works Hooter, possibly at the UTC or the STEAM building
- The marketing strategy, the rebranding of existing events, encouraging the involvement of Trade Unions in the project taking into account their historical connection with the railways, projected increase in visitor numbers and the overall impact on Swindon
- The need for an overall project co-ordinator to manage the project to its conclusion
- Invitations to members of the Royal Household to attend the celebrations during 2016, in particular Prince George

The Chair thanked Ian Surtees and Alan Greer for their very informative presentation and wished them well with all the arrangements being made for the celebrations.

Resolved

1. That the report be noted
2. That the Overview and Scrutiny Committee supports
 - a. An invitation to the Royal Household to attend the celebrations in 2016, in particular Prince George and his family
 - b. Consideration being given to the relocation of the replica Swindon Works Hooter at the UTC or the STEAM building
 - c. the following Councillors involvement with the preparations for the Swindon 175 celebrations:
 - i. Councillor Crabbe
 - ii. Councillor Hurley
 - iii. Councillor Bushell
 - iv. Councillor Robbins

36. Work Programme 2015/16

The Committee received the report of the Committee Officer setting out details of the Committee's work programme for 2015/16.

The Committee considered the proposed Work Programme and suggested a number of additions as detailed below:

- Devolution in Local Government – To consider devolution options available to Swindon Borough Council and to assess their value
- EU Referendum – To consider the current Economic Strategy alongside information about Swindon businesses import/export data in relation to Swindon Borough Councils preparedness for the in-out referendum on Britain's membership of the European Union. . It was noted that as the Referendum approaches, many think-tanks are likely to produce reports estimating the impact of the decision either way.

Resolved –

1. That the Work Programme be noted
2. That the following items be added to the Work Programme –
 - a. Devolution in Local Government – scheduled for 25th November 2015;
 - b. EU Referendum –scheduled for 27th January 2015

37. Date of Next Meeting

Resolved: That the next meeting of the Economy and Regeneration Overview and Scrutiny Committee be held at 6:00pm on 23rd September 2015.

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RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 11 JUNE 2015

PRESENT:- Councillors Oliver Donachie, Mark Edwards, Russell Holland, Richard Hurley (Chair), Teresa Page, Kevin Small, Timothy Swinyard and Caryl Sydney-Smith

Apologies for absence were received from Councillors Nick Martin and Des Moffatt.

23. Appointment of Vice-Chair

Resolved – That Councillor Oliver Donachie be appointed Vice-Chair for the Municipal Year 2015/16

24. Minutes

Resolved – That the minutes of the meeting held on 19th March 2015 be confirmed and signed.

25. Public Question Time

There were no public questions

26. Work Programme 2015/16

On consideration of a report of the Director Law and Democratic Services concerning this Committee's work programme for the Municipal Year 2015/16:

Resolved – That this Committee's Work Programme for the Municipal Year 2015/16 be as follows:

September 2015

Wichelstowe

Financial Strategy/Change Programme

October 2015

Customer experience of new website

Broadband

November 2015

Embed Performance Management

January 2016

Capital Spending Programme

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Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 14 JULY 2015

PRESENT: - Councillors Abdul Amin, John Ballman, Colin Lovell (Chair), Teresa Page, Vera Tomlinson, Nick Martin, Alan Bishop, Paul Baker, Kevin Parry, Eric Shaw, Cathy Martyn, Stan Pajak, Timothy Swinyard and Steph Exell.

Apologies for absence were received from Councillors Peter Watts.

60. Declarations of Interest

There were no declarations of interest

61. Minutes

Resolved – That the minutes of the meeting held on 9th June 2015, be confirmed and signed.

62. Public Question Time

There were no public questions

63. 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;
- (d) The comments of Councillor Allsopp in respect of application numbered S/15/337
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/15/337	Rob O'Carroll	Agent
	Robert Webb	2 Bideford Close

Resolved – (1) That permission to develop be granted in respect of application numbered S/15/337 subject to the conditions set out in the Committee report and subject to condition no. 9 being amended to read 21:00 hrs.

64. Proposed Removal of "deemed consent" to display advertising on telephone kiosks in Swindon Town Centre

The Head of Planning, Regulatory Services, Heritage and Libraries submitted a report seeking the Committee's approval to apply to the Secretary of State's Direction

to remove deemed consent to display advertising on telephone kiosks in Swindon Town Centre.

Resolved – That this Committee authorises the Head of Planning, Regulatory Services, Heritage and Libraries in consultation with the Director of Law and Democratic Services to apply to the Secretary of State to remove deemed consent for advertisements using a Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007

PLANNING COMMITTEE

TUESDAY, 11 AUGUST 2015

PRESENT: - Councillors Abdul Amin, John Ballman, Colin Lovell (Chair), Teresa Page, Vera Tomlinson, Peter Watts, Alan Bishop, Eric Shaw, Cathy Martyn, Stan Pajak, Timothy Swinyard and Steph Exell.

Apologies for absence were received from Councillors Paul Baker.

65. Declarations of Interest

There were no declarations of interest

66. Minutes

Resolved – That the minutes of the meeting held on 14th July 2015 be confirmed and signed.

67. Public Question Time

Sue Birley, Wanborough, Swindon asked a seires of questions concerning discontinuance orders at Redlands Farm.

The Head of Planning, Regulatory Services, Heritage and Libraries responded at the meeting and undertook to provide a written reply to the questions.

68. 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;
- (d) The comments of Councillor Moffatt in respect of application numbered S/15/846
- (e) Representations received after the publication of the agenda from No 9 Turnpike, Blunsdon and on behalf of Persimmon Homes (Wessex) Ltd / Primegate properties (Kingsdown) Ltd. in respect of application numbered S/14/2100
- (f) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/14/2100	Chris Roberts Mike Compton	Agent Blunsdon Parish Council
S/15/216	Bob Keech	Agent
S/15/498	Rob O'Carroll Christopher Rawlings Adelade Dudman	Agent Chiseldon Parish Council Chiseldon Parish Council

S/15/499

Rob O'Carroll
Christopher Rawlings
Adelaide Dudman

Agent
Chiseldon Parish Council
Chiseldon Parish Council

Resolved – (1) That the Head of Planning, Regulatory Services, Heritage and Libraries be authorised to grant permission in respect of application numbered S/14/2100 subject to the resolution of the outstanding matters and subject to the Conditions set out in the report with authority to alter, omit or add conditions as appropriate

(2) That permission be granted in respect of applications numbered S/15/216, S/15/498 and S/15/499 subject to the conditions listed in the Committee reports.

(3) That permission be granted in respect of application numbered S/15/846 subject to the conditions listed in the report and the addition of a condition that restricts the use of the property to a single dwelling as defined by the Town and Country Planning (Use Classes) Order 1987 and for no other purpose.

Additional Condition

Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987 (as amended) and the Town and Country Planning (Permitted Development)(England) Order 2015 (as amended) the property shall not be used for any purpose other than as a single dwelling house being a use falling within class C3 of the Town and Country Planning (Use Classes) Order 1987 (as amended).

Reason: To prevent a change of use of the property to use as a house in multiple occupation (being a use falling within class C4 of the above Use Classes Order 1987) without obtaining planning permission which is likely to have an adverse impact upon the amenity of the area in which it is located. The Local Planning Authority considers that such a proposal should require a planning application to be submitted for proper consideration of its likely adverse impact.

69. Swindon Residential Design Guide Draft Supplementary Planning Document (SPD)

The Head of Planning, Regulatory Services, Heritage and Libraries submitted a report updating the Committee on the preparation of the Swindon Residential Design Guide Draft Supplementary Planning Document (SPD) in accordance with Policy DE1 (High Quality Design) of the newly adopted Swindon Borough Local Plan 2026 and seeking approval from the Committee for public consultation on the draft SPD.

Resolved – That this Committee:

(1) Approves the consultation Swindon Residential Design Guide Draft Supplementary Planning Document in order that it be made available for public consultation as soon as possible, in accordance with the arrangements set out in paragraph 8.1 of the report; and

(2) Authorises the Head of Planning, Regulatory Services, Heritage and Libraries and the Director of Law and Democratic Services to make minor changes to the content of the document, if required, prior to draft publication in consultation with the Chair of this Committee and the Cabinet Member for Strategic Planning, as appropriate, and to take all necessary steps to carry out the public consultation.

LICENSING PANEL

TUESDAY, 14 JULY 2015

PRESENT:- Councillors Abdul Amin, Alan Bishop and Vera Tomlinson

11. Appointment of Chair

Resolved – That Councillor Alan Bishop Chair this meeting of the Panel.
(Councillor Bishop took the Chair.)

12. Minutes

Resolved – That the minutes of the meetings held on 21st and 27th May 2015 be confirmed and signed.

13. 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.

14. Application for the Grant of a Premises Licence in respect of 36 Trevello Road, Swindon, SN1 7BZ

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application for a Premises Licence for 36 Trevello Road, Swindon, SN1 7BZ, (b) written representations from Mrs Elizabeth Bridges (local resident) opposing the application, (c) written representations from the applicant supporting her application for a Premises Licence, (d) a written submission supporting the application received from Councillor Nadine Watts (Ward Councillor), (e) oral submissions opposing the application received from Mr and Mrs Bridges (local residents), (f) questions from Members to the objectors and answers received, and (g) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

The Council's Licensing Officer advised the Panel that the applicant, Miss Karenjit Samra, was unable to attend the hearing as she was currently working at a family shop in Sheffield in order to broaden her experience.

The written submission from the applicant in support of her application can be broadly summarised as follows:

- The application was for a convenience store with alcohol as part of the operation.
- She had completed the personal licence accredited qualification and held a personal licence.
- Her family had run licensed stores for a number of years and she was conversant with her responsibilities as a licence holder and proprietor of a store.
- All staff would be trained in a Challenge 25 Policy which would be operated at the store and to use a refusals book which would be maintained and available for inspection at the store.

- CCTV would be operated at the store and youth congregations at the site would not be permitted.
- Although she preferred to be able to sell alcohol from 06:00 to 00:00 midnight daily she would offer the hours of 07:00 to 23:00 daily for the sale of alcohol. The hours specified were intended to allow customers to buy alcohol with their shopping throughout the day and in order to allow for the success of the store.
- The purpose of the store was to offer a wide range of products and that the sale of alcohol was a primary part of the sales strategy.

In response to questions relating to the application the Council's Licensing Officer confirmed that:

- The applicant had experience working in Licensed Premises.
- Officers had no knowledge of problems occurring at stores owned by the applicant's family.
- The store had residential properties to both sides. There were additional residential properties being constructed over the road.
- Whilst the applicant, Miss Karenjit Samra, was currently working in Sheffield at a family store, it was her intention to move back to Swindon to manage the store at 36 Trevello Road.
- The hours of operation requested by the applicant were not unique in Swindon.

Points and issues raised by objectors included but were not limited to the following:

- The hours of operation requested were not appropriate for a store adjoining residential properties on both sides.
- The hours of operation requested would be detrimental to local residents and the objector confirmed that she could, for instance, go to bed at 10:00 pm because of her work commitments.
- The sale of alcohol at the premises could lead to drunken behaviour in a residential area.
- The applicants had witnessed that the grant of a licence to sell alcohol had led to Crime and Disorder issues in other areas.
- The grant of a licence to sell alcohol could lead to underage drinking and the congregation of groups of youths around the shop.
- There was a Waitrose supermarket in close proximity from which alcohol could be purchased.
- If a licence to sell alcohol were granted it should be for fewer hours.

In response to questions asked by the Panel the objectors confirmed that:

- They understood that the application before Members was solely related to the sale of alcohol.
- The hours of opening for the store was a planning issue.

Resolved – That, having listened to and carefully considered (a) all of the evidence and submissions put forward by the applicant and objectors, (b) a submission from Councillors Nadine Watts (Ward Councillor) in support of the application, (c) the Licensing Objectives, (d) the Licensing Act, (e) the Council's

Licensing Statement, and (f) Licensing case law, the Panel determined:

That the application for the grant of a Premises licence for 36 Trevello Road be approved subject to:

1. The opening hours for the sale of alcohol shall be 07:00 until 23:00 hours Monday to Sunday.

Reason:

1. The Panel took account of the written representations of the objectors and the oral arguments received at the meeting. The Panel carefully considered the representations of those who opposed the application and the written submissions of the applicant and the conditions offered by the applicant and felt that these would minimise the impact on the amenities of local residents and uphold the Licensing Objectives.

2. The Panel considered the objections submitted by local residents but were satisfied that, given the experience of the applicant 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 accepted the applicant's offer to amend the hours of operation for the sale of alcohol and determined that these hours of 07:00 to 23:00 daily reflected the location of a convenience store with domestic properties directly adjacent to and surrounding it.

5. The Panel noted that there were conditions in place to minimise the impact on the amenities of local residents with the revised hours and that there was no evidence nuisance would arise from the application as amended.

2. The conditions offered by the applicant be attached to the Premises Licence namely:

(i) The premises shall operate a Challenge 25 Policy. All staff shall be trained in this policy and a refusals and incident book shall be kept for inspection by any authorised officer at any time.

(ii) CCTV shall be installed within the premises and shall operate at all times the premises is trading. The CCTV shall be retained for a minimum of 30 days and shall be made available to any authorised officer on request.

(iii) All staff shall receive training in respect of Challenge 25 and refusals and incident recording. This training shall be recorded and kept available for inspection from any authorised officer. There shall be refresher training for all staff every 6 months and the training records of this refresher training shall also be available to an authorised officer on request.

(iv) All purchases shall be made from reputable wholesale/cash and carry businesses and copies of all invoices shall be available for inspection at the

premises.

(v) A management policy shall be in place and available for inspection by any authorised officer.

(vi) There shall be signage requesting all customers to respect neighbours when leaving and to request customers leave in a quiet and orderly manner.

Reason

The conditions were offered by the applicant as part of the application and the Panel felt that they were appropriate and proportionate and would help protect the amenities of local residents and to assist in upholding the Licensing Objectives.

3. An additional condition be attached to the Premises Licence requiring the prominent placement of signage setting out the permitted hours of sale of alcohol be located adjacent to alcohol for sale within the store.

Reason

To assist the management in the maintenance of the Licensing Objectives and in the operation of the conditions appended to the Premises Licence.

The Chair requested that officers remind both parties that they have the right of appeal to the Magistrates Court and that an application for any such appeal should be made within 21 days of the receipt of this decision notice incorporating the reasons for the Panel's decision.

LICENSING PANEL

FRIDAY, 21 AUGUST 2015

PRESENT:- Councillors John Ballman, Michael Bray and Vera Tomlinson.

15. Appointment of Chair

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

16. 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.

17. Exempt Items - Exclusion of Press and Public

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 Item 5 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 5. (Minute 18 refers.)

18. Application for Personal Licence

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application for a Personal Licence which had been contested by Wiltshire Police, (b) written representations from Wiltshire Police opposing the application, (c) oral representations in support of the objection to the grant of a Personal Licence from Ms Jacqueline Gallimore (Acting Licensing Manager Wiltshire Police), (d) oral submissions in support of the application from the applicant, (e) questions from Members to the Police representative and applicant and answers received, and (f) the Licensing Act 2003, the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

Resolved – That the application for a Personal Licence by the person named in the report be approved and a Personal Licence be granted to the applicant.

Reasons

1. The Panel noted that, when submitted, the objection received from Wiltshire Police, based upon current convictions was valid. However, at the date of the hearing all relevant convictions were deemed spent in accordance with the Rehabilitation of Offenders Act 1974. Under section 114 of the Licensing Act 2003 evidence relating to a relevant offence must be disregarded if it is spent under the Rehabilitation of Offenders Act 1974 and therefore Members took no account of this evidence.

2. The Panel further had regard to Section 120 of the Licensing Act and determined that the applicant met the four relevant criteria at the time of the hearing and under section 120(2) must therefore grant the application.

The Chair reminded both parties that they had the right of appeal to the Magistrates Court and that an application for any such appeal should be made within 21 days of the receipt of the decision notice incorporating the reasons for the Panel's decision.

LICENSING PANEL

WEDNESDAY, 2 SEPTEMBER 2015

PRESENT:- Councillors Abdul Amin, Mick Bray and Vera Tomlinson.

An apology for absence was received from Councillor John Ballman.

19. Appointment of Chair

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

20. Minutes

Resolved – That the minutes of the meetings held on 23rd June and 14th July 2015 be confirmed and signed.

21. 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.

22. Application to vary the Premises Licence in respect of the Old Town Bowl, The Quarries, Old Town, Swindon

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application to vary the Premises Licence in respect of the Old Town Bowl, The Quarries, Old Town, Swindon SN1 4EN, (b) written representations from Ms S Austen (local resident) opposing the application, (c) written representations from the applicant supporting the application for a Premises Licence, (d) oral submissions supporting the application, (e) questions from Members to the applicants and answers received, and (f) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

The Council's Licensing Officer introduced the report noting:

- The application to vary the Premises Licence before Members was one of six licences operating at the venue.
- The variation sought an increase from one to four events per year at the venue.
- The variation sought to remove condition 9 of Annexe 2 of the licence (this referred to noise levels and time of operation).
- The variation of hours from a finishing time of 20:00 hours to 21:00 was not a matter for consideration at the hearing. This part of the application for a variation had been granted under delegated authority as no representations had been made opposing it.
- The only relevant representation in respect of the variation was appended at page 51 of the agenda papers pack.
- An alternative condition in respect of noise nuisance had been offered by the

applicants for consideration.

- Although noise complaints had been received in respect of events at the Old Town Bowl there were none involving events organised by the applicants at this venue.
- Noise levels were monitored and controlled by the applicants at the event last year.

The written submission opposing the application can be broadly summarised as follows:

- That the sound limit restriction at the nearest noise sensitive house should not be removed.
- Noise, at nearby properties, even with windows and doors closed can suffer unacceptable noise levels arising from events at the Old Town Bowl.

The oral submission in support of the application can be broadly summarised as follows:

- The Reggie garden event was started and remained a family event and an event for the local community.
- The event has been running for three years.
- The decibel levels attached to the Premises Licence were lower than other events held at the Old Town Bowl and the organisers felt that this restriction didn't allow them to offer the most satisfactory experience as possible to those attending.
- That when the events were held at the Arts Centre there were four per year with a decibel level of 65dB(LAeq) which had not caused problems for local residents.
- The 65dB(LAeq) level sought was in accordance with the Chartered Institute of Environmental Health Noise Council Code of Practice on Environmental Noise at Concerts.
- The organisers were keen to avoid any undue impact on local residents and had changed the design for the covering area to cover 30 metres and had lowered the sound system by 1½ metres to help avoid potential issues.
- The representation referred to film screening evenings and the organisers confirmed that these took place under a different Premises Licence and that they had no involvement with these.
- There had been no complaints received in respect of Reggie Garden Events.
- The organisers were content to leaflet local residents setting out details of events together with contact details for a responsible person. Should they receive telephone calls regarding noise levels they would deal with these on the day as the organisers didn't wish to upset local residents.

The following responses were received in respect of questions put to the organisers by Members of the Panel:

- The nearest residential property was approximately 80 metres from the stage at the Reggie Bowl.
- That originally 65dB(LAeq) had been suggested for the Premises Licence but this was removed from the application after discussions with a Council officer.

- There was not a cut out for sound if noise levels exceeded the permitted levels; this would be reduced manually via the sound mixing desk.
- Sound levels would be monitored throughout the day by the property line of the nearest residential property and assessed together with changes to atmospheric conditions.
- The applicants indicated that they would offer, as a condition, a upper noise limit of 65dB(LAeq) (measured at the property line of the nearest residential property) with an annual review undertaken on conjunction with the Council's Licensing Manager.

Resolved - That, having considered the evidence and representations before it the Panel determined that, subject to conditions set out below, the Premises Licence held by Old Town Bowl, The Quarries, Old Town Swindon held by the Reggie Bowl be amended as follows:

(1) That condition 9 of Annexe 2 of the Licence be amended to read "The control limits set at a mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed 65dB(LAeq) over a fifteen minute period between 09:00 hours and 21:00 hours."

Reasons

(i) The Panel having regard for the amenities of local residents determined that an upper noise limit of 65dB(LAeq) at any noise sensitive premises should prevent a breach of the prevention of public nuisance Licensing Objective.

(ii) The Panel carefully considered the representations of those who opposed the application and the written submissions of the applicant and the conditions offered by the applicant and felt that these would minimise the impact on the amenities of local residents and uphold the Licensing Objectives.

(iii) The Panel noted that the representation before it referred to Cinema Evenings at the Old Town Bowl. Whilst accepting that this representation could, in the broader sense, cover other activities at the location also had regard to the fact that there had previously been no noise complaints to the Council's Environmental Health team in respect of the applicant's or their Reggie Bowl event.

(iv) The Panel when considering the representation received was mindful that there had been no objections from the Statutory Authorities and the caselaw in respect of this scenario.

(2) That the Premises Licence held by the applicant be amended to permit up to four events per calendar year.

Reason

(i) The Panel noted that there were no representations opposing the grant of the additional three event days on the Premises Licence.

Additional Conditions

(1) That noise levels shall be monitored hourly to ensure that the Music Noise Level

shall not at any noise sensitive premises exceed 65dB(LAeq) at the nearest sensitive premises. A written record of the monitoring shall be kept for six months and shall include the name of the person undertaking the monitoring and the noise levels recorded.

Reason

- (i) To prevent breaches of the prevention of public nuisance Licensing Objective.
- (2) That a copy of the monitoring records shall be made available during and/or after the event to any authorised officer.

Reason

- (i) To prevent breaches of the prevention of public nuisance Licensing Objective and to ensure compliance with the conditions set out on the Premises Licence.
- (3) That no later than three days prior to the event the organisers shall distribute to all residential premises in the vicinity a leaflet setting out the date, time and nature of the event together with a contact telephone number of a competent person responsible for noise control. The contact telephone number shall remain active during the event.

Reason

- (i) To assist the Premises Licence Holder in ensuring the Premises Licence conditions and Licensing Objectives are upheld.

The Chair requested that officers remind both parties that they have the right of appeal to the Magistrates Court against this decision and that an application for any such appeal should be made within 21 days of the receipt of this decision notice incorporating the reasons for the Panel's decision.

EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

THURSDAY, 16 JULY 2015

PRESENT:- Councillors Paul Baker, Michael Bray and Gemma McCracken.

67. Appointment of Chair

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

68. 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.

69. Minutes

The Minutes of the Sub-Committee held on 20 April 2015 were agreed as a correct record.

70. 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 71 refers).

71. 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 the exceptional circumstances as noted by the Sub-Committee, appeal number TA/15/AD1 be upheld and a taxi or minibus plus escort be provided until the end of the academic term in February 2016.

(2) That, due to there being no exceptional circumstances, appeal numbers TA/15/461 and TA/14/393 be refused.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

TUESDAY, 4 AUGUST 2015

PRESENT: Councillors Alan Bishop, Michael Bray and Teresa Page.

72. Appointment of Chair

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

73. 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.

74. Minutes

The Minutes of the Sub-Committee held on 16 July 2015 were agreed as a correct record.

75. 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 76 refers).

76. 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 noted by the Sub-Committee, appeal number TA/2015/58 be refused.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

WEDNESDAY, 26 AUGUST 2015

PRESENT:- Councillors Bishop, Michael Bray and Chris Watts.

77. Appointment of Chair

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

78. 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.

79. Minutes

Resolved: That the Minutes of the Sub-Committee held on 4th August 2015 be confirmed and signed as a correct record.

80. 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 81 refers).

81. 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 the exceptional circumstances outlined in the appeal, appeal numbers TA/15/85 and TA/15/83 be upheld and support in the form of petrol expenses be provided until the end of the academic year 2015/16.

(2) That, due to the exceptional circumstances outlined in the appeal, appeal number TA/15/90 be upheld and public transport be provided until the end of the academic year 2016/17.

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

TUESDAY, 7 JULY 2015

PRESENT: -

School Members: Steve Colledge, Chair - Academy Headteacher
Janet Urban, Vice-Chair - Primary Headteacher
Ray Williams, Primary Governor
Jackie Smith, Special Headteacher
Lauren Connor, Academy Headteacher
Wendy Conaghan, Academy Headteacher
Ben Slater, EOTAS

Non-School Members: Peter Smith, Trade Unions
Ram Thiagarajah, BME

Officers: Ian Burbidge (Head of Finance, Schools)
Anne Mackay (Finance Manager, Education)
Peter Nathan (Head of Education)

Councillor Fionuala Foley, Cabinet Member for Children's Services, was also in attendance.

Apologies for absence were received from Sharon Kirwan (Swindon Association of Secondary Headteachers), Charles Law (Special Governor), Rhian Cockwell (Primary Headteacher) and Andrew Miller (16-19 Partnership).

1. Minutes of Previous Meeting

Resolved: That the minutes of the meeting held on 17th March 2015 be confirmed and signed as a correct record.

2. Public Question Time

The following question was asked in accordance with standing Order 28 –

Questioner

Alastair Dixon-Patterson, Lydiard Park Academy.

Question

Mr Dixon-Patterson asked a series of questions relating to the (a) reflection of responses to public questions in the minutes, (b) reference to recording of Special Educational Needs top up funding in the minutes, (c) work undertaken to ensure variances in funding and expenditure were reflected in budgets, (d) contingencies in place and effect on budgets due to Specialist Resource Provision units being opened by the Borough in the future.

Response

The Chair thanked Mr Dixon-Patterson for his questions and advised that a written response had been provided and circulated at the meeting. The Chair, Mr Ian

Burbidge, Head of Finance, Schools, and Mr Peter Nathan, Head of Education responded at the meeting to the questions and comments.

3. Final Dedicated Schools Grant Outturn 2014-15

Mr Ian Burbidge, Head of Finance, Schools, presented a report regarding the final position of the 2014/15 retained Dedicated Schools Grant (DSG) budget following closure of the Local Authorities 2014/15 final accounts. The report provided information on the final spend against the 2014/15 centrally retained budget including commentaries on those areas of the budget where forecast figures proved to be inaccurate.

Mr Burbidge referred to the Direct Funding of High Needs Places recouped by the Education Funding Agency (EFA) and the funding retained of the equal pay liability that had been added to the DSG.

Resolved: That the School Forum notes:

(1) The reduction of the DSG by the EFA for Direct Funding of High Need Places for Post 16 Pupils.

(2) The final outturn on the 2014/15 centrally retained DSG budget was an in year overspend of £0.109m.

(3) The £0.500m equal pay liability was still outstanding

(4) That after taking account of the brought forward balance, in-year underspend and allocations of funding previously agreed by the Schools Forum, the total DSG balance available for redistribution as at 31st March 2015 was £1.098m.

4. Actual 2014-15 Year End School Balances

The Forum considered a report by Mr Ian Burbidge, Head of Finance, Schools, regarding the final position on 31st March 2015 school revenue balances compared with the estimated position as forecast by schools in December 2014.

Mr Burbidge talked members through the report, commenting on the various items and highlighting the decisions required by the Forum. He referred to the Schools Forum meeting in January 2012 where members agreed the criteria for a revised scheme to monitor and manage school balances. Mr Burbidge explained the reasons why four schools were forecasting a “Red” rating and referred to the reasons submitted by the schools for variances in their budgets. In response to a question relating to actions to be undertaken due to positive revenue budget positions held by schools, Mr Burbidge explained that this would be included in a report to be submitted at the next Forum’s meeting in October 2015.

Resolved: That the Schools Forum notes that:

(1) Just over half, 23 of 42 (55%) of schools final year end reported balances were close to the estimates provided in December as measured by the thresholds agreed by Schools Forum.

(2) 15 of 42 (36%) of schools were reasonably accurate in forecasting their year end balances

(3) Only 4 of 42 (10%) schools have reported significant variances between their final and December estimates of their projected year end balances – commentaries on these schools are provided.

(4) Final school balances (adjusted to exclude in-year Academy conversions) are forecast to be £4.6m which is 30% higher, than the December estimates of £3.6million.

(5) The Special Resource Provision (SRP) Unit for one maintained school started the year in a deficit position and one maintained school and two SRP units were in deficit at the 31st March 2015.

(6) That further to (5) above, the maintained school was being supported by the Local Authority as it worked to balance its budget over the next three years.

(7) The Local Authority would present further information on the planned use of school balances to the October 2015 Schools Forum meeting.

5. 2015-16 Dedicated School Grant Retained Budget Position

Mr Ian Burbidge, Head of Finance, Schools, submitted a report regarding the latest projected 2015/16 Dedicated Schools Grant (DSG) retained budget position. He advised that as at the end of May 2015, there was a projected overspend of £0.201m against the retained DSG budget and explained that Appendix A of the report indicate reasons for the projected variances and commentaries on all high risk areas. In response to a query regarding the allocation of DSG money, Mr Burbidge advised that it would be prudent to retain funding at present.

Resolved: That the Schools Forum notes that the latest projection on the 2015-16 retained budget was an overspend of £0.201m.

6. 2015-16 Dedicated Schools Grant Budget

The Forum considered a report by Mr Ian Burbidge, Head of Finance, Schools, updating members on various unresolved budget issues that arose at the Schools Forum meeting on 17th March 2015. Mr Burbidge advised that the report addressed (a) changes to the Dedicated Schools Grant Allocation, (b) reference to Mainstream School Budgets, (c) a change to the overall budget requirement relating to Pupil Growth Funding and (d) changes to various High Need commissioned provisions. He further advised that the report then highlighted items to be considered by members as part of the 2016/17 budget setting process.

Mr Burbidge, Head of Finance, Schools and Mr Peter Nathan, Head of Education, responded to questions and comments regarding the following issues:

- The recruitment of an Early Years Engagement Officer to promote Early Years take-up.
- Effects on PDI outreach provision due to differences in funding between maintained schools and academies,
- Confirmation that moderation on banding systems within specialists' settings would be undertaken and how the system would benefit from a review of current timescales of reviews by the Special Education Needs team.

Resolved: (1) That the Schools Forum:

(1) Notes that due to the changes in the EFA funding, £0.500m equal pay liability remains outstanding and this will result in an increase in central costs of £0.031m.

(2) That further to (1) above, the Head of Finance be requested to circulate information relating to interest to be paid before the next meeting of the Forum.

(3) Notes the current position regarding Early Year's income and expenditure based on the current projection of take up.

(4) Agrees to the proposal to recruit an engagement officer and to purchase an application portal to link with the Council's existing IT systems.

(5) Notes the current position with regard to former non-recoupment academies.

- (6) Notes the proposals to review the trigger funding policy to accommodate situations outside the current policy.
- (7) Notes the proposal to start a consultation on a 6th form provision at Crowdy's Special School.
- (8) Notes that £0.018m will be paid to Uplands Special School to maintain the current 138 places.
- (9) Notes the changes to the Ridgeway HI Unit coming into effect on 1st September 2015.
- (10) Notes the changes to the Ruskin ASC Unit.
- (11) Notes the issues regarding the Nyland Campus Outreach Team (NCOT) service being caused by 6 academies choosing not to buy back the service.
- (12) Notes the changes to the funding applications made to the Special Educational Needs Resource and Assessment Panel (SENRAP).
- (13) That the Head of Education be requested to liaise with the Special Education Needs team regarding a review of timescales in moderating banding systems within special education needs settings.
- (14) Agrees the proposals to use £0.030m of the exclusions income to support reintegration.
- (15) Notes that there will be a further adjustment to Secondary School Basic Per Pupil Entitlement (BPPE) rates in 2016/17 to reflect the increase in place funding at the Education Other Than at School Service (EOTAS).
- (16) Agrees to the creation of a Student Resource Package (SRP) Funding Review Task Group to review SRP funding and provide funding recommendations for the 2016/17 financial year.
- (17) Further to (16) above, notes the suggested task group membership as referred to Appendix 1 of the report and would include Jackie Smith, Special Headteacher, Wendy Conaghan, Academy Headteacher, Steve Colledge, Chair and Academy Headteacher and Kate Adams, Early Years representative.
- (18) That further to (16) above, agree the terms of reference as referred to in Appendix 1 of the report.
- (19) That further to (16 above), an additional meeting of the Forum be set up in December 2015 to review a report by the Task Group.

7. Post 16 High Needs Funding Update Report

The Head of Finance, Education, presented a report updating the Forum on the level of funding available and proposes indicative funding allocations to providers for the 2015/16 financial year. Mr Ian Burbidge, Head of Finance, Education referred to the number of pupils accessing this provision, how the number of placements taken up at Further Education Colleges would be higher than previous years and why the Local Authority's request to increase the place numbers for exceptional circumstances was rejected by the Education Funding Agency (EFA). Members noted that the EFA had agreed to provide element 3 funding for 252 pupils. Mr Burbidge made reference to Table 1 in the report, reflecting planned placements for 2015/16.

Resolved: That this Forum notes that:

- (1) The latest projected 2015/16 financial year costs arising from the LA new funding responsibilities for Post 16 High Needs Students is estimated at £2.019m for an estimated 386 FTE post 16 (excluding school sixth form) high needs students. This includes costs of 48 FTE placements at ISPs of £0.579m and indicative allocations to FE colleges and training providers of £1.439m for 338 students.

(2) That indicative banding values for the academic year 2015 have reduced since 2014/15 academic year to fit within the available funding envelope as a result of a significant projected increase in student numbers.

8. Any Other Business

To enable out-turn figures to be determined, members agreed that discussions relating to pay liability be deferred to another meeting of the Forum.

9. Dates of Future Meetings

The Schools Forum is scheduled to meet on the following dates:

- 6th October 2015, 4 p.m. in Committee Room 6.
- 12th January 2016, 4 p.m. in Committee Room 6.
- 15th March 2016, 4 p.m. in Committee Room 6.

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 23 JUNE 2015

PRESENT:-

Group A: Mrs Sarah Lane Cawte (Chair), Mr David
Christian Denominations and Burbidge (Baptist Church), Mr M S Khan (Muslim
Other Religions or Religious Community) and Mr Dinesh Patel (Hindu
Denominations Community)

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

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

Group D: Councillors Fionuala Foley, Carol Shelley and
Councillors Gemma McCracken

Also in attendance: Katy Staples (SACRE Advisor), Sarah Foulkes
(School Improvement Adviser), Peter Nathan
(Head of Education) and Natalie Dent (RE Co-
ordinator, Haydonleigh Primary School)

Apologies for absence were received from Reverend Clive Deverell, Mr Gurchoran Singh Lyal, Councillor James Robbins, Ms Steph Mundin, Mrs Penny Summers, Mrs Mandy Sandleton, Mrs Mel Shepherd, Ms Catherine Lomax, Paul Sunners, Reverend David Howell, Mr Tony McAteer, Councillor Alan Bishop and Freddy Pound

90. Appointment of Chair and Vice-Chair for the Municipal Year 2015/16

Resolved:

1. That Sarah Lane Cawte be appointed as Chair of the SACRE for the municipal Year 2015/16.
2. That Lottie O'Brien be appointed as Vice-Chair of the SACRE for the municipal Year 2015/16.

91. Welcome from Haydonleigh Primary School

The Chair welcomed the SACRE to Haydonleigh Primary School and explained that she was a Governor at the School.

The Chair introduced Natalie Dent, who co-ordinated RE throughout the school. Natalie spoke about her experiences and challenges as a new Primary School lead for RE. In particular an audit of RE teaching within the school, arranging release time to undertake the co-ordinating role, leading staff meetings and discussion in relation to RE, monitoring children's expectations and the use of Teaching Assistants to deliver RE in classrooms.

The Chair thanked Natalie for her informative presentation.

92. Proposed Appointment of Co-Opted Representative

The Chair welcomed Fidelma Meehan, representative of the Baha'i community. The Chair suggested that SACRE consider appointing Fidelma as a co-opted member to broaden the scope and knowledge base of SACRE.

Resolved: That Fidelma Meehan, Baha'i community be appointed as a co-opted member of SACRE.

93. 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.

94. Public Question Time

No public questions were received during the meeting.

95. Chair's Announcements

- **Letter from the SACRE Advisor to Lord Nash and his response**
The Chair referred to a letter from the SACRE Advisor to Lord Nash about the role of SACREs in promoting the teaching of Religious Education. The SACRE noted the letter and the response received from James Brazil from the Ministerial Correspondence Team on behalf of Lord Nash.
- **A New Settlement: Religion and Belief in Schools**
The Chair referred to a report from Charles Clarke and Linda Woodhead about religion and belief in schools. The SACRE were encouraged to examine the report, which contained a lot of information about SACRE's and their future and it was agreed that there would be further discussion about this document at the next meeting.
- **RE and EBacc**
The Chair reported on a recent speech from Nick Gibb MP setting out the government's plans to reinforce the importance of a core academic curriculum for all pupils. It was agreed that the SACRE would note further developments in respect of the place of RE.
- **Children's Health, Social Care and Education Overview and Scrutiny Committee**
The SACRE were informed that they had previously nominated a co-opted representative to attend the Health, Adult and Children's Overview and Scrutiny Committee. This Committee had now been replaced by the Children's Health, Social Care and Education Overview and Scrutiny Committee and Adult's Health, Social Care and Education Overview and Scrutiny Committee.

The SACRE were asked to nominate a representative to attend the next

meeting of the Children's Health, Social Care and Education Overview and Scrutiny Committee scheduled for 22nd July 2015.

Resolved: That the Director of Law and Democratic Services contact SACRE members to assess interest in attending meetings of the above Overview and Scrutiny Committee as a co-opted representative of SACRE.

96. Minutes

Resolved : That the minutes of the meeting held on 10th March 2015, be confirmed and signed as a correct record.

97. Discovery RE

The SACRE received a presentation from Jan Lever, Director of Discovery RE on the work undertaken by Discovery RE.

Jan told the SACRE that Discovery RE provided an *enquiry-based approach to Religious Education that consistently delivers excellent learning outcomes*.

Jan gave an overview of a typical lesson for Year 6 pupils and explained that Discovery RE was a comprehensive set of detailed medium-term planning for Religious Education for the whole primary school from Foundation to Year 6. It contained enquiry-based modules on Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism. Christianity was taught in every year group, with Christmas and Easter given fresh treatment each year, developing children's learning in a progressive way.

SACRE were informed that up to 15 schools in Swindon were using Discovery RE to help with the teaching of RE. It was noted that once a school had purchased Discovery RE updates were free.

Jan left the SACRE with a copy of the Discovery RE folder which was available through the Chair, for members to examine.

The Chair thanked Jan for a very thorough overview of the work of Discovery RE.

Resolved: That Jan Lever be thanked for her presentation and the work of Discovery RE be noted.

98. Preparation for the Agreed Syllabus Conference

The SACRE considered a report of the SACRE Advisor setting out details of how the Agreed Syllabus should be reviewed.

The SACRE Advisor highlighted the proposed procedure and timetable for the review and explained that the new Syllabus should be complete and ready for use in schools by September 2016. The review would include an analysis of the current Agreed Syllabus in relation to national, regional and local developments, consultation, and development of appropriate materials for Swindon. Once the appropriate approvals had been achieved the new materials would be uploaded to a suitable website with publicity and training for teachers.

Resolved:

1. That the proposed procedure and timetable for the review of the Agreed Syllabus be agreed.
2. That the Chair and SACRE Advisor meet with Peter Nathan, Head of Education to discuss securing appropriate extra funding for the Agreed Syllabus Review and launch.
3. That the SACRE Chair to discuss with Peter Nathan, Head of Education the most appropriate ways to publicise the Agreed Syllabus and a launch training event.

99. Feedback from RE Teachers' Network Meetings

The SACRE Advisor reported on the recent Secondary and Primary RE Teachers' Network meetings held since the last SACRE meeting.

The SACRE noted that seven schools attended the Secondary meeting which considered life beyond levels and an increase in the allocation of time to RE. Ten school representatives attended the Primary meeting which considered core beliefs of Judaism and Sikhism.

SACRE expressed a concern about the low attendance at the Primary Network meetings and felt it was an issue that needed to be examined further.

Resolved:

1. That the comments of the SACRE Advisor be noted.
2. That the SACRE Advisor considers the timing of the term 5 and 6 Network meetings to ensure a greater attendance by teachers

100. Date and Time of the Next Meeting

It was noted that the next meeting of the SACRE would be held on 20th October 2015, commencing at 6.00pm. Following the meeting the Rev McKemey offered the use of the Community Centre at Christ Church, Cricklade Street, Old Town, Swindon, SN1 3HB.

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

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Note of Meeting

ONE SWINDON LEADERSHIP BOARD

TUESDAY, 23 JUNE 2015

Present: Councillors Stan Pajak, Toby Elliott and Russell Holland.
Gavin Jones, Carmel Burton, Sue Wald and Sam Mowbray (Swindon Borough Council), Angus McPherson (Wiltshire Police), Dave Potts (VAS), Heather Mitchell (SEQOL), Ian Jeary and Simon Routh Jones (Wiltshire Fire and Rescue), Jill Annal (DWP), Jennifer Green (GWH), Nicky Alberry (Business West), Nicki Millin (CCG)

Apologies: Councillors David Renard, Brian Mattock and Jim Grant
Cherry Jones and John Gilbert (Swindon Borough Council), John Popowicz (Wiltshire Fire and Rescue), Karen Johnson (GWH), and Michelle Howard (SEQOL).

1.	Welcome and Introduction	
	Gavin Jones welcomed everyone to the meeting	
2.	Swindon Place Vision	
	<p>Gavin Jones gave a presentation on a Place Vision for Swindon outlining the following areas:</p> <ul style="list-style-type: none"> • Swindon's strengths and weaknesses • A granular look at Swindon • Projects underway which could benefit the local economy • Local business turnover in 2013/14 • Swindon's growth areas including Wichelstowe and the Eastern Villages • In terms of investment. Swindon's economic growth is likely to be hindered if consumer perceptions are not improved • Why we need a Vision for Swindon • Engagement with Partners • A timetable for engagement and implementation <p>He commented that the Vision will effectively guide Swindon's priorities for making Swindon a better place.</p> <p>The Board discussed the Vision statement for Swindon and the Council's four corporate priorities and felt that the Vision should be presented to the Health and Well-being Board.</p>	
3.	Swindon 175	
	Gavin Jones gave a presentation on Swindon 175 which will mark 175 years of Swindon'. He advised that a core working party would be established and	

	outlined events and exhibitions and other projects in development. He alerted Board members to a request to be circulated which would request Board members to consent to using One Swindon funding for a temporary project manager. He asked Board members to consider how their service could be involved in the celebrations.	
4.	Fire Service Presentation on Working with Troubled Families	
	<p>Ian Jeary gave a presentation on the Swindon Salamander Project, first started in 2007 which had successfully completed 50 courses with 900 families.</p> <p>Swindon Salamander Project is a 5 day fire fighting course which uses the discipline and technical skills of the fire fighter and is based on some of the principles of personal development, mentoring skills, team and individual challenges and a structured daily schedule.</p> <p>The Project creates a positive climate for learning and provides an excellent opportunity for families to work and learn together. This is a unique feature of the Swindon approach.</p>	
5.	Business Case Updates - Examples of One Swindon Work	
	Riana Taylor gave a presentation and a case study on the 5-Wards Project at Broadgreen Community Centre which targeted short sentence prolific re-offenders.	
6.	New Radiotherapy Centre	
	<p>Jennifer Green outlined changes to services for patients in Swindon, which aim to improve access to radiotherapy for cancer patients.</p> <p>She advised that building for the new centre starts in November 2015 to be completed by August 2017. £2.9m needs to be raised to purchase 2 Linear Accelerators to be housed in the new Radiotherapy Centre.</p>	
7.	Police and Crime Plan	
	Angus Macpherson gave a presentation on the updated Police and Crime Plan. He advised the Plan had been streamlined into 4 priorities and had been agreed by the Police and Crime Panel. He invited comments to be submitted by the end of July 2015.	