



## **SWINDON BOROUGH COUNCIL**

**Municipal Year 2015/16**

**Meeting of Council on Thursday, 12 November 2015**

### **ITEM - MINUTES OF OTHER COUNCIL BODIES**

#### **SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES**

1. Minutes of meeting Monday, 12 October 2015 of Standards Committee (Pages 5 - 8)
2. Minutes of meeting Tuesday, 29 September 2015 of Audit Committee (Pages 9 - 12)

#### **SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES**

3. Minutes of meeting Monday, 14 September 2015 of Scrutiny Committee (Pages 15 - 18)
4. Minutes of meeting Monday, 12 October 2015 of Scrutiny Committee (Pages 19 - 22)
5. Minutes of meeting Thursday, 10 September 2015 of Adult's Health, Social Care and Housing Overview and Scrutiny Committee (Pages 23 - 28)
6. Minutes of meeting Wednesday, 23 September 2015 of Economy and Regeneration Overview and Scrutiny Committee (Pages 29 - 32)
7. Minutes of meeting Thursday, 3 September 2015 of Resources Overview and Scrutiny Committee (Pages 33 - 34)

8. Minutes of meeting Wednesday, 16 September 2015 of Streetsmart and Highways Overview and Scrutiny Committee (Pages 35 - 38)

### **SECTION 3 - REGULATORY COMMITTEES**

9. Minutes of meeting Tuesday, 8 September 2015 of Planning Committee (Pages 41 - 42)
10. Minutes of meeting Tuesday, 13 October 2015 of Planning Committee (Pages 43 - 44)
11. Minutes of meeting Thursday, 17 September 2015 of Licensing Committee (Pages 45 - 48)
12. Minutes of meeting Thursday, 10 September 2015 of Private Hire and Hackney Carriage Licensing Sub-Committee (Pages 49 - 50)
13. Minutes of meeting Tuesday, 22 September 2015 of Education Transport Appeals Sub-Committee (Pages 51 - 52)

### **SECTION 4 - CHILDREN SERVICES BODIES**

14. Minutes of meeting Tuesday, 6 October 2015 of Schools Forum (Pages 55 - 60)

### **SECTION 5 - POLICE, FIRE AUTHORITIES, ONE SWINDON BOARD AND TOWN TWINNING NETWORK**

15. Minutes of the meeting Thursday, 3 September 2015 of the Wiltshire Police and Crime Panel (Pages 63 - 70)
16. Minutes of the meeting Thursday, 24 September 2015 of the Wiltshire and Swindon Fire Authority (Pages 71 - 74)
17. Minutes of the meeting Monday, 12 October 2015 of the Wiltshire and Swindon Fire Authority (Pages 75 - 82)
18. Minutes of the meeting Wednesday, 30 September 2015 of the Town Twinning Network (Pages 83 - 84)

## **Section 1**

# **Special, Audit and Standards Committee Minutes**

This page is intentionally left blank

**STANDARDS COMMITTEE**

**MONDAY, 12 OCTOBER 2015**

PRESENT:- Councillors David Wood (Chair), Michael Bray, Fay Howard, Richard Hurley, Maureen Penny, Eric Shaw and Carol Shelley. Messrs Keith Strickland, Paul Morris, Trevor Davies, David Dawson, Richard Hailstone and Mike Compton.

An apology for absence was received from Councillor Vera Tomlinson.

**9. 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.

**10. Minutes**

Resolved – That the minutes of the meeting held on 6<sup>th</sup> July be confirmed and signed as a correct record.

**11. Public Question Time**

There were no public questions.

**12. 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>
8	1 and 2	15

**13. Independent Remuneration Panel on Councillors' Allowances: Membership**

The Committee received a report from the Director of Law and Democratic Services seeking members' endorsement of the appointment of a representative of the (Higher) Education Sector to serve on the Independent Remuneration Panel on Councillors' Allowances. It was noted that, under Article 9 of the Council's Constitution, the Standards Committee was responsible for approving procedures associated with the appointment of the Independent Remuneration Panel on Councillors' Allowances.

The report also provided members with an update the Committee on the current membership of the Panel.

Resolved – That the membership of the Independent Remuneration Panel on Councillors' Allowances, and the appointment of Mr. Angus (Gus) Strang, as a representative of the Education Sector on the Panel, be noted and endorsed.

#### **14. Ethical Framework Update**

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

- Dispensations.
- Code of Conduct Complaints.
- The Council's Codes and Protocols.
- The Annual Ethical Audit Self- Assessment.
- Member Training and General Training issues.
- Workshop on the role of the Independent Person.

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

(2) That, in order to facilitate the Standards Committee's consideration of the Council's Codes and Protocols, and in line with the procedure utilised for previous reviews, the Monitoring Officer consult on each of the Codes and Protocols with relevant officers, the political groups on the Council and with Parish Councils, and recommend any valid changes to the Standards Committee at its meeting in January 2016.

(3) That, further to (2) above, members of the Committee be invited to submit to the Monitoring Officer the details of any particular issues that they would wish to be considered as part of the annual review of the codes and protocols.

(4) That members' comments regarding training for members of the Education Transport Appeals Sub-Committee, in relation to legislative changes pending for the 2016/17 Academic Year, be noted.

#### **15. 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 – (1) That the Ethical Framework Compliance report be noted.

(2) That, in order to promote the whistleblowing policy amongst staff, the Monitoring Officer and the Head of Internal Audit consider the Committee's suggestion that successful outcomes of whistleblowing cases be publicised. That consideration also be given to the issue of anonymous allegations and how it might be communicated to staff that an individual putting his or her name to an allegation can present a much more powerful statement for consideration.

(3) That the Head of Internal Audit be invited to attend the next meeting of the Committee to discuss with members the issues raised in (2) above and also the possibility of providing a greater level of information in relation to the individual whistleblowing cases reported to each Standards Committee meeting.



This page is intentionally left blank



### AUDIT COMMITTEE

**TUESDAY, 29 SEPTEMBER 2015**

**PRESENT:-** Councillors Steve Weisinger (Chair), Steve Allsopp, Nick Martin, Des Moffatt, Maureen Penny and Michael Bray.

Apologies for absence were received from Councillors Oliver Donachie, Mark Edwards and Kevin Small.

#### **16. Declarations of Interest**

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

Councillors Steve Allsopp and Nick Martin made non-prejudicial declarations of interest with regard to any discussions about Thamesdown Transport, in their capacity as council-appointed representatives on the Board of that company.

#### **17. Public Question Time**

There were no public questions.

#### **18. Minutes**

Resolved - That the minutes of the meeting held on 16<sup>th</sup> June 2015 be confirmed and signed.

#### **19. Risk Management: Information Technology**

The Committee has previously determined that the Chair of Audit Committee, in conjunction with other Committee Members and the Head of Internal Audit and Corporate Risk Manager, should select particular corporate risk areas for review by the Committee, in order to provide assurance on the actions that are being taken to mitigate specific risks detailed in the corporate risk register. On this occasion, the Head of Information Technology (IT) was in attendance to report to the Committee on current and emerging strategic risks in relation to the Council's Information Governance Management and Security and on the implementation and effectiveness of the mitigating actions initiated in accordance with the corporate risk management process to respond to identified vulnerabilities.

Following his presentation of the report, the Head of IT responded to members' specific questions on the issues raised, including:

- The reasons behind the Council's decision to utilise Windows 7 as its operating platform.
- The corporate risk register entry for information governance, management and security and the failure to meet the stated target dates for the specific mitigating actions.
- The development and adoption by the Council of a standard suite of IT policies in relation to its information governance, management and security.

- Information sharing and compliance standards.
- The potential risk associated with building business services on a mature operating platform.
- The effectiveness of the current online IT training for staff, mandatory IT training and alternative techniques for the delivery of essential IT training.
- The Council's current IT service delivery model and the prioritisation of its information governance, management and security objectives.
- The arrangements in place to curtail former members' and employees' access to the Council's IT systems.

Resolved – (1) That the report be noted and that the Head of Information Technology be thanked for attending the meeting and for his full and open responses to members' questions on the Corporate Risk Register entry for Information governance, management and security.

(2) That this Committee recognises the on-going risks associated with the Council's information governance, management and security and that a further progress report on the implementation of mitigating actions to respond to identified vulnerabilities be made to the Committee in 6 to 9 months' time.

## **20. Annual Governance Statement**

Further to Minute 12, the Committee received the Annual Governance Statement (AGS) 2014/15 for approval. The AGS is the formal statement that recognises, records and publishes an authority's governance arrangements. It was noted that the draft Statement had been approved by the Committee at its meeting on 16<sup>th</sup> June 2015 and that no additional items for inclusion in the statement had been identified at that meeting or subsequently.

Resolved – That the Annual Governance Statement, appended to the report, be approved for signing by the Leader of the Council and the Chief Executive.

## **21. Annual Statement of Accounts 2014/15**

The Committee received a report introducing the Council's Annual Statement of Accounts for 2014/15 (attached to the report at Appendix 1). The Board Director Resources, with the Finance Manager, Housing, Treasury and Growth, presented the report and the key points on the Final Accounts, summarising the main items impacting on the financial statements for 2014/15 and highlighting the material audit adjustments that had been made.

Following their presentation of the report, the Board Director and Finance Manager responded to members' specific queries and observations regarding the accounts.

Resolved – (1) That the report and the Annual Statement of Accounts 2014/15 (attached at Appendix 1 to the report), together with updates provided at the meeting, be noted.

(2) That, subject to the Board Director's review of the commentary relating to Pension Liability, the Annual Statement of Accounts 2014/15 be approved.

(3) That the Board Director Resources and Mr Darren Stevens, the Council's Finance Manager, Housing, Treasury and Growth, and his team, be thanked for their hard work and diligence in compiling the Annual Statement of Accounts.

## **22. External Audit: Audit Findings for Swindon Borough Council**

The Committee received a report of the Council's External Auditors, Grant Thornton, highlighting the significant findings arising from their audit of the Council's financial statements for the year ended 31 March 2015.

Liz Cave, Engagement Lead (Grant Thornton), introduced the report, taking the Committee through the external auditors' key findings and responses in respect of matters and risks identified at the planning stage of the audit, and additional matters that arose during the course of the work, and also the adjustments to the financial statements arising from the audit work and findings in respect of internal controls. A revised version of the External Auditors' final fees charged for the audit and the provision of non-audit services, incorporating fees in relation to additional work undertaken in relation to the review of the PFI contract, was tabled at the meeting.

In particular, Ms Cave drew the Committee's attention to a potential change in the draft 2014/15 accounts of a wholly owned subsidiary of the Council, relating to the deferral of income of £3.7m and a consequent increase in loss for that Company in 2014/15 to £4.1m. It was noted that whilst this did appear to be solely an issue of the timing of which financial year the receipt should be shown in the subsidiary accounts, if the income was withdrawn from the subsidiary company's 2014/15 accounts, the amendment would result in an inconsistency in the Council's own Group Accounts. Ms Cave explained that it was the Auditors' view that the impact of this potential change on the Council's Final Group Accounts for 2014/15 was significant and that, in order to abate the risk to the Council's Group financial statements, the Council's Board Director Resources had been requested to provide an additional disclosure in the Statement of Accounts to explain the uncertainty and a specific representation to confirm that the Council would continue to support the Company in the medium term in accordance with the Company's business plans.

Ms Cave concluded her presentation by guiding members through the recommendations and proposed management responses set out in the Action Plan (attached to the report at Appendix A).

Resolved – (1) That the report be noted.

(2) That the wording of the additional disclosure to be made in the Statement of Accounts, tabled at the meeting, explaining the uncertainty of the timing issue outlined by the External Auditor in her presentation of the Audit Findings report, and the specific representation confirming the Council's continuing support of the Company in the medium term in accordance with the Company's business plans, be approved.

(3) That, subject to (2) above, the External Auditors' intention to give unqualified opinions for the year ended 31 March 2015 on the Council's financial statements and its VFM conclusion that, in all significant respects, the Council has in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, be welcomed.

## **23. Head of Internal Audit Update**

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

Committee meeting in June 2015, progress made against the Annual Internal Audit Plan and other key issues.

Resolved – (1) That the report be noted.

(2) That the recently completed “Shaw Farm Landfill” internal audit report be submitted for consideration at the meeting of the Committee to be held in November 2015.

## **Section 2**

### **Overview and Scrutiny Committee Minutes**

This page is intentionally left blank

### SCRUTINY COMMITTEE

**MONDAY, 14 SEPTEMBER 2015**

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

Councillors David Renard, Leader of the Council and Chair of Cabinet, Brian Mattock Deputy Leader of the Council, Vice-Chair of Cabinet, Cabinet Member for Adult Health and Social Care, Toby Elliott, Cabinet Member for Communities and Strategic Planning, Emma Faramarzi, Cabinet Member for Housing and Public Safety, Dale Heenan, Cabinet Member for Sustainability and transport, Russell Holland, Cabinet Member for Finance, People and Performance were in attendance.

An apology for absence was received from Councillor Robert Wright (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. Public Question Time**

No public questions were received during the meeting.

#### **18. Minutes**

**Resolved :** That the minutes of the meeting held on 10<sup>th</sup> August 2015, be confirmed and signed as a correct record, subject to Councillor Toby Elliott's name being spelt correctly in Minute 15.

#### **19. Consideration of Cabinet Decisions**

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 9<sup>th</sup> September 2015.

24. *The Vision for Swindon (Minute for Confirmation)*

Resolved – That Minute 24 of the Cabinet be noted.

25. *Budget Management 2015/16*

Councillor Russell Holland, Cabinet Member for Finance, People and Performance, responded to questions put by the Chair and Councillors Des Moffatt and Stan Pajak on the following matters:

- The preparation of a business plan for the Thamesdown Drive Speed Amelioration project and consideration for an increase in the budget to provide a credible business plan.
- The details for a school safety zone at Holy Cross School.

Resolved – That Minute 25 of the Cabinet be noted.

26. *Capital Monitoring Programme 2015/16*

Resolved – That Minute 26 of the Cabinet be noted.

27. *References from other Bodies*

Resolved – That Minute 27 of the Cabinet be noted.

It was agreed that information requested by individual members during the course of the Committee's consideration of the Cabinet decisions should be forwarded to the Committee Clerk for distribution to Scrutiny Committee members. (Appendix 1 refers)

**20. Cabinet Member Question and Answer Session - Cabinet Member for Communities and Strategic Planning**

Councillor Toby Elliott, the Cabinet Member for Communities and Strategic Planning, 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:

- Strategic Spatial Planning and development Framework Planning
- The New Eastern Villages
- Neighbourhood Planning
- Local Land Charges (inc. Building Control)
- Localities and Community Development
- Capacity Building (promoting and developing community-based alternatives to traditional public services)
- Parish and Town Councils / Community Council Engagement Strategies
- Community Strategy
- Community Engagement Strategies
- Sports Participation

At the request of the Chair, Councillor Elliott, 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 Elliott responded to members' specific questions and observations on the following topics:

- The need to engage all ward members in the forthcoming review of Swindon Borough Council's Strategic Housing Land Availability Assessment (SHLAA), which identifies smaller scale housing opportunities in the Borough.



- The reasons for the inclusion of Wiltshire Council in the commissioning of a Strategic Housing Market Assessment (SHMA) to assess housing need, type, size and tenure in the Swindon area.
- The importance of including Parish Councils and Parish Councillors in discussions about the SHMA.
- The reasons for Swindon Circles of Support targeting people aged over 65 based in social housing and their carers and not older people living in their own homes.
- The continued success of Parish Councils delivering services traditionally provided by the Council. In addition, the possibility of other service providers taking over the delivery of services where it had been demonstrated that the level of service was starting to decline.
- The involvement of Swindon Borough Council in the Swindon half marathon.
- Insurance cover issues relating to council-supervised community volunteer “clean-up” days and the need for clear advice to be provided to all Councillors.
- Assurances about infrastructure and traffic flows during the development of the New Eastern Villages, in particular the Acorn Bridge area.
- Information and update about the work of Swindon Circles of Support and the request for the Council to work with US Cities of Service members in Philadelphia to develop a blueprint for impact volunteering to support older people.
- Concerns about the ability of GP’s to meet existing demand in Swindon and the potential impact of new developments on future demand.
- The comparisons between volunteers who help with the delivery of Council services and volunteers for other organisations within Swindon and how the Councils vision for volunteers compliments and impacts other organisations.
- The delivery by some Parish Councils of services previously provided the council and the potential impact on Council staff.
- The current and future role of Parish Councils in the consideration of planning applications by the Borough Council.
- Assessing the benefits of Swindon Circles of Support

**Resolved :**

- (1) That Councillor Elliott 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 it be noted that Councillor Toby Elliott would arrange for the revised advice on insurance cover relating to council-supervised community volunteer ‘Clean-Up’ days to be circulated to all Councillors.
- (3) That, with regard to members’ concerns about the ability of GP’s to meet existing demand in Swindon, and the potential impact of new developments on future demand, it be noted that Councillor Toby Elliott would arrange for the matter to be considered by Councillor Perkins, Cabinet Member for the Economy, Regeneration and Skills.
- (4) That, with regard to the current and future role of the Parish Council in the consideration of planning applications by the Borough Council, the cabinet Member to arrange for the Head of Planning, Regulatory Services, Heritage and Libraries and the Committee Services Manager to recirculate advice to

Councillors and Parish Councils about how they are able to engage with the planning process.

- (5) That information requested by members during the course of the Committee's consideration of this item be forwarded to members via the Committee Clerk (Appendix 1 refers).

**SCRUTINY COMMITTEE**

**MONDAY, 12 OCTOBER 2015**

**PRESENT:-** Councillors Robert Wright (Chair), Oliver Donachie, Richard Hurley, Gemma McCracken, Des Moffatt, Kevin Parry, Maureen Penny, Stan Pajak, Carol Shelley and Steve Weisinger

Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, was also in attendance.

Apologies for absence were received from Councillors John Ballman, Colin Lovell, Vera Tomlinson and Chris Watts.

**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.

**22. Public Question Time**

There were no public questions.

**23. Minutes**

Resolved – (1) That the minutes of the meeting held on 14 September 2015 be confirmed and signed as a correct record.

(2) That it be noted that the Director of Law and Democratic would consult with the Cabinet Member for Communities and Strategic Planning on the matter of insurance cover for council-supervised community “Clean-Up” days in order to finalise guidance for issue to members.

(3) That, in order to address members’ concern that a number of requests for information remained outstanding, the schedule of such requests and outcomes, currently available on the Council’s website, be included as a regular agenda item for the Committee.

**24. Cabinet Member Question and Answer Session - Cabinet Member for Economy Regeneration and Skills**

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

- Economic Development
- Museums, including Steam
- Arts and Culture
- Community Heritage
- Regeneration
- FSL Ltd (client lead member)
- Strategic (non-operational) property portfolio
- Changes to the Borough’s boundaries to support economic development

- Adult Learning
- Tertiary Education
- Skills
- Specific responsibility for Lydiard Park project
- Country parks (securing sustainable uses)
- Parking services – charges, enforcement and strategy
- Community assets – libraries, community centres
- Cemeteries & Crematoria assets

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

- The Cabinet Member's view of the positive and negative aspects of the use of subsidies to maintain service provision and achieve identified outcomes.
- The extent of consultation undertaken, and proposed to be undertaken, in relation to possible changes to the Borough's boundaries to support and promote economic development.
- The Cabinet Member's view as to whether the North Star development will be successfully delivered.
- The successful local Battle of Britain commemorations and proposals for the restoration and future housing of the World War One Memorial currently situated in the Old Town Hall.
- The Cabinet Member's assessment of the data presented in the report in relation to ticket sales at Swindon's museums, galleries and theatres.
- The relocation of the Tabernacle Stones and their incorporation into the Town Centre redevelopment.
- Proposals for the future of Lydiard Park, its continued use as a community asset open to the general public free of charge and the maintenance of the existing, recognisable character of the Park.
- Services commissioned by the Council and the ability of the Scrutiny Committee to review the operation and effectiveness of such arrangements within the recognised confines of commercially sensitive information and the need to maintain client side accountability.
- The timeframe for the new road connecting the south of the New Eastern Villages to the Commonhead roundabout and the bridge over the A419 to link the New Eastern Villages to the centre of Swindon.
- The Cultural and Community Asset Change Programme and the future offer at Coate Water Park.
- The role of the Trust-appointed Director of Operations for the Museum and Art Gallery, particularly in relation to the development of Swindon's cultural offer.
- The Cabinet Member's view of the reasons for the apparent disparity between educational attainment at primary and secondary education levels in Swindon and the consequent impact on the employability of local young people Not in

Education, Employment or Training (NEET) and measures that are being taken to improve employment opportunities for these young people.

- The impact on educational attainment statistics of an identified increase in the numbers of 18 year-olds dropping out of the formal education system.
- The role of the Council, in conjunction with local colleges, to encourage students to complete courses of study.
- Local employment opportunities for young people and the responsiveness local colleges in providing courses of study that offer skills relevant to local employers.
- The correlation between the timing of New Eastern Villages development and (i) construction of the new road connecting the south of the New Eastern Villages to the Commonhead roundabout, (ii) construction of the bridge over the A419 to link the New Eastern Villages to the centre of Swindon, and (iii) the introduction of the new rapid transit system, and proposals for mitigating the impact on local highway management of the traffic that will be generated by the new development.
- The Cabinet Member's, and his supporting officers', view(s) of the feasibility of providing roads and supporting infrastructure in advance of particular development triggers.
- The role of the Joint Strategic Economic Committee, the Cabinet Member's involvement in the work of that Committee, and the availability of the agenda and minutes of meetings of the Committee.
- The Town Centre Masterplan and the Council's contract with MUSE.
- The projected timeframe for completion of the Whalebridge roundabout project.
- This suggestion in the report that a concentration of employment in large companies can provide instability in the local labour market.
- The availability of specific delivery dates for the particular "Vision" pledges that fall within the Cabinet Member's portfolio of responsibility.
- The Town Centre Masterplan and the cost to Swindon residents of providing the road infrastructure necessary to support the plan.
  - the projected costs for the possible two way section of Station Road.
- Engagement with Network Rail with a view to utilising the slip road alongside Station Road (at the back of Signal Point Block) as a route for motorists to access the Railway Station and to relieve congestion in that area.
- Parking services and the use of the surplus funds generated by Penalty Charge Notices.
- The embedding of appropriate broadband provision support infrastructure as an element of regeneration projects.

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

(2) That the Cabinet Member's agreement that, subject to the recognised confines of commercially sensitive information and the need to maintain client side accountability, future service commissioning arrangements should include a scrutiny review requirement, be noted.

(3) That information requested by members during the course of the Committee's consideration of this item be forwarded to members via the Committee Clerk (Appendix 1 refers).

This page is intentionally left blank

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

**THURSDAY, 10 SEPTEMBER 2015**

PRESENT:- Councillors Alan Bishop, Claire Ellis, Michael Bray, Steph Exell, Mary Friend, Fay Howard, Derique Montaut, Maureen Penny, Caryl Sydney-Smith, Keith Williams, Julie Wright and Robert Wright, Valarie Vaughan (Healthwatch Swindon), Rosemarie Phillips (Equalities Advisory Forum).

Apologies for absence were received from Councillor John Haines and Dr Peter Crouch, Clinical Chair of Swindon Clinical Commissioning Group.

Also Present: Councillor Brian Mattock, Kevin McNamara (Director of Strategy, Great Western Hospital), Peter Rowe (Healthwatch Swindon), Heather Mitchell (SEQOL), 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).

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

Councillor Keith Williams made a personal declaration of interest in respect of Agenda Item 7 (Empty Properties) as he was a landlord.

**13. Minutes**

Resolved - (1) That the minutes of the meeting held on 18<sup>th</sup> June 2015 be confirmed and signed as a correct record.

(2) That Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group, be requested to circulate information regarding the opening times of the pharmacy located at Carfax Street Health Centre.

**14. Public Question Time**

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

Questioner

Mrs Gillian Freeman, Swindon resident.

Questions

Mrs Freeman submitted a question regarding “shared space” at Regent Circus.

The Chair thanked Mrs Freeman for her question and responded at the meeting to the question and comments.

#### **15. Great Western Hospitals NHS Foundation Trust – Financial Recovery**

The Committee welcomed Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH) who introduced Mrs Karen Johnson, Head of Finance. Mrs Johnson gave a presentation updating the Committee on the financial position of the Trust and referred to the recovery programme being undertaken. Mr McNamara and Mrs Johnson responded to questions and comments relating to:

- Differences in pay between permanent and agency staff and its impact on permanent staff.
- Use of technology and whether the Trust had considered texting time of appointments to patients.
- The need of a culture change to ensure saving schemes as referred to 3.2 of the report were successful.
- The impact of agency staff on complex patient discharge cases.
- National shortage of nurses and actions being undertaken to recruit nurses to permanent positions.
- Differences in work arrangements between “bank”, agency and permanent staff and clarification on the increase in “bank” nurses.

Resolved: (1) That further to 3.4 of the report, the Director of Strategy, Great Western Hospital be requested to include information regarding the delivery of future projects by the Trust in the report to be submitted at the next meeting of this Committee.

(2) That the Director of Strategy, Great Western Hospital be requested to circulate information regarding agency nursing costs.

(3) That the report be noted.

#### **16. Great Western Hospitals 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, particularly the forthcoming inspection by the Care Quality Commission. He explained that a report with their findings would be available in the new year.

Following the presentation of his report, Mr McNamara, Mrs Sue Wald, Head of Commissioning, Children and Adults and Mrs Heather Mitchel, Chief Executive (SEQOL) responded to Member’s questions and comments on the following issues:

- The number of patients routinely attending the Accident and Emergency Department in place of identifying a more appropriate service location for their situation.
- The importance of promoting various locations as an alternative to the Accident and Emergency Department where patients could receive appropriate support.
- Progress made on discharging patients from hospital following the creation and implementation of care packages for patients by social workers.



- An update on the number of working hours general practitioners were being requested to undertake.
- How the increase in population and the change in Swindon's demographics affected health provision.
- Clarity on the number of patients re-admitted to the Accident and Emergency Department within a twenty eight day period.
- Actions being undertaken regarding domiciliary provision, particularly in care homes and the implementation of career progression for nurses.

Resolved: (1) That the Director of Strategy be requested to provide information regarding the number of patients re-admitted to the Accident and Emergency department within a twenty eight day period.

(2) That the report be noted.

## **17. Empty Properties**

The Head of Housing and Community Safety submitted a report updating the Committee on the Council's approach to tackling long term empty properties in the private sector.

Mr Michael Ash, Head of Housing and Community Safety, introduced Mr James Graham, Supporting People & Housing Strategy Manager, who explained that empty homes were a national issue that could adversely affect communities. He advised that the housing stock in Swindon was in good condition. However, refurbishment to some properties was required. Mr Graham referred to various ways the department assisted landlords.

Mr Ash and Mr Graham responded to Member's questions and comments on the following issues:

- Clarity on Council powers and actions being undertaken to ensure properties do not remain vacant.
- Confirmation that less than half a per cent of Council housing stock was vacant.
- The number of and reasons for compulsorily purchasing properties.
- The cost of renovating empty properties.
- Rental value across the various wards in Swindon and how work should be targeted in areas where rental properties may realise higher rental value.

Resolved: (1) That the Head of Housing and Community Safety be requested to circulate information regarding the longest period that social housing remained vacant.

(2) That the Head of Housing and Community Safety be requested to circulate information regarding the number of "void" social houses.

(3) That the report be noted.

## **18. Healthwatch Swindon**

Mr Peter Rowe, Manager of Healthwatch Swindon, presented a report updating the Committee on performance and key issues relating to Healthwatch Swindon. He referred to the challenges and achievements of the organisation and explained how the organisation worked with partners including Great Western Hospital, STEP ([Swindon Ten to Eighteen Project](#)), schools and colleges and the transgender community in Swindon.

The Committee welcomed the work and support provided by Healthwatch Swindon for the benefit of the community. Following the presentation of his report, Mr Rowe responded to members' questions regarding the significance of defining the independent NHS complaints advocacy provision of the organisation and the importance of signposting the community to the correct service provision for their needs.

Resolved: (1) That the Healthwatch Swindon Manager be requested to circulate a copy of Healthwatch Swindon's Work Plan Priorities for 2015/16.

(2) That the report be noted.

## **19. Performance for Adult's Health, Social Care and Housing**

The Head of Commissioning, Children and Adults, submitted a report on the outturn performance position for Quarter 1, 2015/16 (April to June 2015), of Children's Services. Mrs Sue Wald, Head of Commissioning, Children and Adults, highlighted changes and the achievements for the various areas. She referred to the areas covered in the report that included information on monitoring waiting times for the safeguarding process, the decrease in the number of admittances into residential homes and work being undertaken with providers to ensure people were offered the opportunity to move from Council managed services to personal budgets.

Mrs Wald and Heather Mitchell, Chief Executive (SEQOL) responded to the Committee's queries regarding the following points:

- Reasons for the high turnover of domiciliary staff.
- Financial comparison between the provision of domiciliary and residential care.
- The implementation of the Care Act and the need to support people within the community.
- An explanation that some of the headline messages within the report were not statutory indicators.
- Reasons for the decrease in the number of new clients who went on to receive an assessment of need, particularly as the number of contacts into Adult Social Care had increased over the same period as last year.
- An update on the reablement service, particularly relating to the time taken for patients to be discharged from hospital.
- Reasons for the decrease in the number of carers assessment being undertaken by Avon and Wiltshire Partnership NHS Trust.

Resolved: (1) That the Head of Commissioning, Children and Adults be requested to circulate information on the time taken for patients to be discharged from hospital.

(2) That the Head of Commissioning, Children and Adults be requested to liaise with Avon and Wiltshire Partnership NHS Trust regarding the decrease in the number of carers assessment being undertaken.

(3) That further to (2) above, the Head of Commissioning, Children and Adults, be requested to include information regarding the number of carers assessment being undertaken to a future meeting of this Committee.

(4) That the report be noted.

**20.****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 explained that no Swindon resident was seeking inpatient care out of borough and referred to the current financial position. He explained how work undertaken with the Clinical Commissioning Group resulted in a decrease in the waiting list for the memory clinic. Members noted that it was currently only four weeks between referral to assessment.

Dr Manchip and Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) responded to questions and comments from the Committee regarding the following issue:

- How partnership work between AWP and CCG could support those in the community suffering with dementia.
- Financial pressures on the drugs budget and how this would affect the overall financial budget.
- Successfully promoting training for general practitioners.
- Potential impact on local service provision provided by AWP due to proposed budgetary constraints affecting AWP in Swindon.

Resolved: (1) That, Clinical Director, Avon and Wiltshire NHS Partnership Trust be requested to include information on the partnership working with the Clinical Commissioning Group regarding dementia at the next meeting of this Committee.

(2) That the report be noted.

**21.****SEQOL Update**

The Chief Executive (SEQOL) submitted a report updating the Committee on the performance and key issues relating to SEQOL. Mrs Heather Mitchell, Chief Executive, presented the report and referred to the new model of care offered by SEQOL to support adults with learning disabilities and the "good" rating of Fessey House by the Care Quality Commission.

The Committee welcomed the report. The Chair noted that the issue of delayed discharge had not been covered in the report. Mrs Mitchell responded. Mrs Mitchell further responded to Members' questions and observations on the following issues:

- Confirmation that the Building Futures properties met standards set to support adults with learning disabilities.
- Collaborative work including monitoring of service provision being undertaken with the discharge assessment and referral team (DART).

Resolved – (1) That the Chief Executive (SEQOL), Director of Strategy, Great Western Hospital and the Head of Commissioning, Children and Adults be requested to provide information regarding delayed transfer of care to the next meeting of this Committee.

(2) That further to (1) above, the Head of Commissioning, Children and Adults be requested to lead on the provision of information requested.

(3) That the report be noted.

## **22. 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 the new Footcare Pathway. Ms May explained that this partnership working with Great Western Hospital and SEQOL supported diabetic patients who developed diabetic foot ulcers.

Ms Gill May responded to questions and comments from the Committee regarding the following issues:

- Promoting Swindon to attract general practitioners to the area.
- The need to improve engagement with staff on the MUSE development.
- Security on the MUSE development to safeguard staff.
- Controls of traffic movements to ensure ambulances were able to gain access to the Health Centre in Carfax Street.
- The need to review Swindon's infrastructure and health service provision to support migrants who may be relocated to Swindon.

Resolved – (1) That the Head of Housing and Community Safety and the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) be requested to include information regarding the impact on housing and health service provision should Swindon support migrants relocating to the area.

(2) That the report be noted.

## **23. 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 27<sup>th</sup> May and 8<sup>th</sup> July 2015.

Resolved: That the report be noted.

## **24. 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 the Head of Housing and Community Safety be requested to submit a report on the implications of overcrowding on the community's health.

(2) That the report be noted.

**ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE**

**WEDNESDAY, 23 SEPTEMBER 2015**

**PRESENT:** Councillors Emma Bushell, Wayne Crabbe, Oliver Donachie, Mary Friend, Richard Hurley, Cathy Martyn, Des Moffatt, Kevin Parry, James Robbins and Chris Watts

**ALSO PRESENT:** Councillor David Renard, Leader of the Council and Chair of Cabinet and Councillor Garry Perkins, Cabinet member for the Economy, Regeneration and Skills.

Apologies for absence were received from Councillor Joe Tray.

**38. 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.

**39. Minutes**

**Resolved:** That the minutes of the meeting held on 8<sup>th</sup> July 2015, be confirmed and signed as a correct record.

**40. Public Question Time**

No public questions were received during the meeting.

**41. Museum and Art Gallery Bid**

The Committee received an update report from Paddy Bradley, Head of Economy, Skills and Property Development about the relocation of the Swindon Museum and Art Gallery.

The Head of Economy, Skills and Property Development reported on the programme to relocate the Museum and Arts gallery from its existing site at Bath Road to a proposed new location in the Town Centre. He explained that the relocation project required capital from sources external to Swindon Borough Council and reported on the recent Heritage Lottery Fund (HLF) bid application that had proved to be unsuccessful. The Committee noted that very few bids were successful in their first attempt. The Council requested feedback from the about the original bid and the report detailed the key points of feedback received from the HLF which included the areas needing to be addressed in any future bids.

It was noted that the Council's commitment to securing a new Museum and Arts Gallery had already secured the support of local and regional business and the Gallery had gained additional donations to its collection. In addition, the national media had praised Swindon's collection of Twentieth Century art as the second best in the UK outside the Tate. The Council had started the process to submit a new bid to HLF for 2016 with a decision likely in the first quarter of 2017. In order to facilitate the new bid it was proposed that a Trust be created for the purpose, with a project

lead being employed for three years to engage in fundraising activities.

The Head of Economy, Skills and Property Development and Cabinet Members responded to a number of comments and questions from the Committee, as follows:

- The vision for the Town Centre location
- The art collection and comments about its standing amongst other UK collections
- Details about the Regeneration Reserve budget and the effect of its use on the revenue budget
- The case for relocating the Museum and Art Gallery in the Town Centre and consideration of other potential sites
- The probability of a successful second bid and the consequences of an unsuccessful bid
- Concern about the use of the existing Bath Road site once the Museum and Art Gallery is relocated to the Town Centre
- The skills and qualities required for the project lead and their ability to submit a bid
- The relocation of the Museum and Art Gallery to the Town Centre and the redevelopment of the surrounding area
- The suitability of storage space for the various museum and art collections
- The structure of the Trust
- The future funding and long term sustainability of the Museum and Art Gallery
- The barriers to addressing any gaps in the Council's current approach to future bids
- The strategic nature of the programme to relocate the facility
- The relocation of businesses to the future cultural quarter of the Town Centre
- The impact of the bid on the Mechanics Institute bid
- How to improve the current image of Swindon

**Resolved:**

1. To note the contents of the report
2. To support a second bid to the Heritage and Lottery Fund for 2016

## **42. 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 Chair reported that the report on the Eastern Villages, which was due to be considered by the Committee at this meeting, would need to be rescheduled to January 2016, as officers responsible for the project were unfortunately unable to attend this meeting.

**Resolved:** That the Work Programme 2015/16 be noted, subject to the report on the Eastern Villages being rescheduled for 27<sup>th</sup> January 2016.

**43. Date of Next Meeting**

**Resolved:** That the next meeting of the Economy and regeneration Overview and Scrutiny Committee be held at 6:00pm on 25<sup>th</sup> November 2015.

This page is intentionally left blank



**RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

**THURSDAY, 3 SEPTEMBER 2015**

PRESENT:- Councillors Steve Allsopp, Oliver Donachie, Richard Hurley, Nick Martin, Des Moffatt, Teresa Page, Kevin Small, Timothy Swinyard and Caryl Sydney-Smith.

An apology for absence was received from Councillors Mark Edwards.

**27. 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.

**28. Minutes**

Resolved – That the minutes of the meeting held on 11<sup>th</sup> June 2015, be confirmed and signed as a correct record.

**29. Public Question Time**

No public questions were received during the meeting.

**30. Financial Projection 2015-16 and Forward Look**

The Committee considered (a) a report of the Board Director, Resources setting out an overview of the Council's Financial position in respect of the current budget and future years budgets, (b) an oral presentation by the Board Director, Resources setting out the current financial position and measures to ensure the current Budget and future budgets were contained within the financial constraints facing the Council, and (c) questions to and answers received from the Board Director, Resources on his report and presentation.

Resolved – That the report and presentation by the Board Director, Resources be noted.

(2) That the Board Director, Resources be thanked for his attendance and presentation.

(3) That the Board Director, Resources be requested to submit a report to this Committee on any changes to the current Parish Council establishment or major role undertaken by Parish Councils on behalf of this Authority prior to its consideration by Council.

**31. Wichelstowe Joint Venture**

The Committee considered (a) a joint report of the Board Director, Resources and the Witchelstowe Programme Manager regarding the development of the site, (b) an oral update from the Wichelstowe Programme Director regarding the current development, and (c) questions to and answers received from the Wichelstowe Programme Director regarding her presentation.

Resolved – (1) That the report and presentation of the Wichelstowe Programme Director be noted.

(2) That the Wichelstowe Programme Director be thanked for her attendance and presentation.



**STREETSMART AND HIGHWAYS OVERVIEW AND SCRUTINY COMMITTEE**

**WEDNESDAY, 16 SEPTEMBER 2015**

PRESENT:- Councillors Junab Ali, Alan Bishop, Paul Dixon, Colin Lovell, Derique Montaut, Kevin Parry (Chair), Eric Shaw (Vice-Chair), Vera Tomlinson, Joe Tray and David Wood.

Also in attendance were Councillors Brian Ford and Des Moffatt.

No apologies for absence were received.

**6. Declarations of Interest**

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

**7. Public Question Time**

No public questions were received prior to or during the meeting.

**8. Minutes**

Resolved – That the minutes of the meeting held on 10 June 2015 be accepted as a correct record.

With reference to Minute 3, Public Question Time, Councillor Brian Ford, Cabinet Member for Streetsmart, advised the Committee that there had been a breakdown in communication between the work teams involved in repairing the damage to the railing fence at St Andrews Ridge. Councillor Ford also confirmed that an update had been provided to Mr Tenty as agreed at the meeting.

**9. Response to Parking Issues**

The Committee received a report responding to issues raised at a previous meeting held on 21 January 2015 (Minute 29, 2014/15 refers). The Committee had requested a report on a range of Parking Service items including parking patrols and contraventions, threats and assaults to staff, officers working in pairs, partnership working, service improvements available, and the sickness absence levels within the team.

Apologies were presented from the Cabinet Member for the Economy, Regeneration and Skills, who was unable to attend to present this report, and from the Parking Services Manager who was also unable to attend.

Leon Barrett, Head of Streetsmart, introduced the report in their absence and highlighted the current operational hours of the two teams within Parking Operations. He noted the threats and assaults experienced by the parking services staff in 2014 as compared to 2013, and explained why the risk mitigation method of officers working in pairs is sometimes required. Members noted that increased joint working with the Police in enforcement areas is being discussed, along with other

improvements available, such as the introduction of a mobile system, which would also improve enforcement. Mr Barrett also explained that the higher than average levels of sickness absence within the team were not unexpected given the nature of the work undertaken.

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

- The cost of sickness levels to the Council, expectations placed upon staff, and how potential abuses of the system are identified.
- Long term support measures in place for staff to assist with their returning to work.
- The recruitment process, and measures put in place to identify those who may be at risk of going on long-term sick leave such as medical surveys.
- The breakdown of figures contained within the table in paragraph 3.43 of the report, and what this means in terms of the number of people rather than percentages.
- The cost of signage within resident zones.
- The locations where the risk of threats or aggression is heightened for officers and they subsequently patrol in pairs.
- If the Body-Worn Camera System records sound as well as pictures, and the opportunity they present of officers being able to work individually rather than in pairs.
- The perception that patrols take place at certain times in certain areas to target particular groups.
- The monitoring of parking officers to ensure that tickets are not being falsely issued.
- The number of tickets issued within a year, how many of those are appealed against, and how many of those appeals are successful.
- The costs and length of time involved in introducing a mobile system which can enforce in locations where Civil Enforcement Officer enforcement is difficult.
- How to present information on the geographical location of where tickets are being issued and at what time or day without affecting the behaviour of offenders.
- The attendance of parking officers at schools during drop-off and collection times, and the allocation of resources depending in identified problem areas.
- The Committee expressed their disappointment that the Cabinet Member and report author had been unable to attend this meeting.

Resolved – To note the contents of the report.

## **10. Streetsmart Service Standards**

The Committee received a report setting out the current performance of the Streetsmart service, and the service standards and criteria applied in service delivery.

Councillor Brian Ford, Cabinet Member for Streetsmart, introduced the report and noted that the level of complaints about the service had decreased. He welcomed input from the Committee on the proposed service standards as set out in Appendix

B of the report, and highlighted that he is keen to improve the levels of publicity on the work done by the EnviroCrime Team which will assist in reducing the instances of littering and waste fly tipping.

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

- Staffing levels within the EnviroCrime Team, and the percentage of working time spent on issuing fixed penalty notices to offenders versus time spent on their other areas of work.
- The importance of educating residents on waste management within the Borough, particularly for those who may have come from another country that has a different attitude to waste disposal.
- Investigating the possibility of improving signage across the town centre to clearly show the penalty for littering as part of raising awareness.
- The work already undertaken during this municipal year to increase the supervision and inspection frequency of waste collection crews.
- The data available to support the assumption that some customers complain of missed collections when they haven't put their bin out at the correct time, or fill their bin up again immediately after collection but say it wasn't emptied in the first place.
- The possibilities with regards to redesigning bins to help alleviate problems on windy days, or alternative solutions that homeowners could be educated on.
- The restrictions placed upon waste collection vehicles, and the resultant consequences if these are not adhered to.
- The education of, and instructions given to, the waste collection crews for during their rounds, and proposals for changes to the way they operate.
- The process of dealing with improperly presented kerbside waste and the timelines involved if items are not collected on the day.
- It was agreed that a report will be brought to this Committee within six to nine months' time giving an update on the progress against proposed service improvements.
- The current trial taking place on devolving some streetsmart services to Town and Parish Councils, and future plans for other services to follow.

The Committee then received a presentation from Leon Barrett, Head of Streetsmart, regarding the proposed service standards as set out in Appendix B to the report.

During the presentation of Appendix B, the following questions and observations were made by members:

- Definitions of play area emergencies as opposed to general enquiries, and the inspection regimes involved where both the Borough and Town / Parish Council are involved.
- The cost effectiveness of maintaining trees, as opposed to the potential pay out due to an insurance claim from a householder against the Council, and the fairness of expecting home owners to pay for remedial works as a result of encroachment from a tree that is not their responsibility.
- The on-going issues of street littering around food establishments.

The Committee thanked Councillor Ford and Mr Barrett for their contribution to this meeting, and noted the improvements in this service area that have been brought about since they commenced their respective roles.

Resolved – (1) To request that the Cabinet Member for Streetsmart investigates the possibility of improving signage in the town centre showing the penalties for littering.

(2) To note the current performance of the Streetsmart service and the service standards.

## **11. Work Programme 2015-2016**

The Committee received a report of the Director of Law and Democratic Services regarding the development of its work programme for 2015-2016.

The Committee noted that the Work Programme had been populated following a review by the relevant officers of the items suggested at the last meeting.

It was proposed that a Task Group be set up to review the devolution of streetsmart services to Town and Parish Councils. Expressions of interest will be sought from members.

Resolved – That, subject to the additions to the programme as set out in these minutes, the Committee's updated work programme be noted.

## **Section 3**

# **Regulatory Committee Minutes**

This page is intentionally left blank



**PLANNING COMMITTEE**

**TUESDAY, 8 SEPTEMBER 2015**

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

Apologies for absence were received from Councillors John Ballman and Alan Bishop.

**70. Declarations of Interest**

There were no declarations of interest.

**71. Minutes**

Resolved – That the minutes of the meeting held on 11<sup>th</sup> August 2015, be confirmed and signed.

**72. Public Question Time**

There were no public questions

**73. 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;
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/OUT/14/1912	Peter Lawson	Agent
S/OUT/14/1879	Peter Lawson	Agent
	Bob Berry	Local Resident
	Stuart Leech	Stratton Parish Council
S/14/470	Carl Tager	Agent
S/15/960	Anthony Buckley	Agent
	Stuart Leech	Stratton 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/OUT/14/1912 subject to the satisfactory resolution of outstanding highway matters

and subject to the conditions set out in the Committee report, with authority to amended, add or omit conditions as necessary to control the development.

(2) That the Head of Planning, Regulatory Services, Heritage and Libraries be authorised to grant permission in respect of application numbered S/OUT/14/1879 subject to a planning obligation being entered into to provide clarity over the occupancy criteria and minimum level of care with regard to the C2 element of the scheme, the satisfactory resolution of outstanding highway matters and subject to the conditions set out in the Committee report, with authority to amended, add or omit conditions as necessary to control the development.

(3) That permission be granted in respect of application numbered S/14/470 subject to the conditions listed in the Committee report.

(4) T That permission be granted in respect of application numbered S/15/960 subject to the conditions listed in the Committee report together with an additional condition regarding the type of garage door.

**74. Development Briefs for the Former Rodbourne Farm North Allotment site at Barnfield Close, Swindon ('Site 1') and the Former Even Swindon Infant and Junior School site at Rodbourne Road , Swindon ('Site 2').**

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

Resolved – That this Committee:

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

**75. Planning Committee Start Time**

On Consideration:

Resolved – That for a trial period of the next three meetings, Planning Committee amends its start time from 6.00 pm to 5.30 pm.

**PLANNING COMMITTEE**

**TUESDAY, 13 OCTOBER 2015**

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

Apologies for absence were received from Councillors Teresa Page and Paul Baker.

**76. Declarations of Interest**

Councillors Shaw and Martyn declared personal and prejudicial interests in respect of Items no. 6 and 7 on the agenda (S/OUT/15/912 and S/OUT/15/1204 refer) and left the room during the voting and discussion thereon.

**77. Minutes**

Resolved – That the minutes of the meeting held on 8<sup>th</sup> September 2015 be confirmed and signed.

**78. Statement by Labour Party Councillors**

Following reports in the local press, attributed to Labour Group concerning planning application reference S/OUT/15/912 on the meeting's agenda, Councillor Peter Watts read out a written statement that he had not pre-determined or formed any conclusions about any of the planning applications on the agenda. All other members of the Labour Group present (Councillors Amin, J. Ballman and Exell) also confirmed the same.

**79. Public Question Time**

Kareen Boyd, Old Town, Swindon asked what would happen if Councillors had pre-determined a planning application.  
The Head of Conveyancing, Environment and Contracts responded at the meeting.

**80. 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 Crabbe in respect of applications numbered S/OUT/15/912 and S/OUT/15/1204
- (e) The comments of Councillor Heenan in respect of application numbered S/15/623
- (f) The comments of the following interested persons:

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/OUT/15/912	Chris Kennedy John McKewan Roy Brinton	Wroughton Parish Council 15 Marlborough Road 3 Oneshot Close
S/OUT/15/1204	Jeff Richards Nick Moon Chris Kennedy	Agent 5 Petter Close Wroughton Parish Council
S/15/467	Glen Godwin Chris Kennedy Gary Hodge	Agent Wroughton Parish Council 1 Kingswood Close
S/15/623	Chris Roberts Anna Cole	] 2 ½ mins each Agent ] 2 ½ mins each
S/15/1373	Aaron Thornton	Applicant

Resolved – (1) That permission be refused in respect of applications numbered S/OUT/15/912 and S/OUT/15/1204 for the reasons set out in the Committee reports

(2) That consideration of application numbered S/15/467 be deferred to allow further consultation.

(3) That the Head of Planning, Regulatory Services, Heritage and Libraries be authorised to grant permission in respect of application numbered S/15/623 subject to appropriate conditions, and in consultation with Ward Councillors.

(4) That permission be granted in respect of application numbered S/15/1373 subject to the following conditions:

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

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

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

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

3. This approval shall be in respect of drawing 46-15 Sheet 1, 46-15 Sheet 2, 46-15 Sheet 3, 46-15 Sheet 4, 46-15 Sheet 5 and 46-15 Sheet 6 received by the Local Planning Authority on 21st August 2015.

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

**LICENSING COMMITTEE**

**THURSDAY, 17 SEPTEMBER 2015**

**PRESENT:-** Councillors Junab Ali, Abdul Amin, John Ballman, Alan Bishop, Michael Bray, Oliver Donachie, Fay Howard, Derique Montaut, Eric Shaw, Kevin Small, Caryl Sydney-Smith, Vera Tomlinson (Chair) and Peter Watts.

Apologies for absence were received from Councillors John Haines and Maureen Penny.

**6. 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.

In accordance with the Code of Conduct Councillor Vera Tomlinson made a non-prejudicial declaration of interest in respect of Agenda Item 5 (Model Conditions for Dog Breeding) and Agenda Item 6 (Proposed Conditions for Dog Care) as her daughter-in-law looked after dogs and was a registered dog breeder.

In accordance with the Code of Conduct Councillor Mick Bray made a non-prejudicial declaration of interest in respect of Agenda Item 8 (Model Conditions for Catteries) as his family used Cattery facilities within the Borough.

**7. Minutes**

Resolved – That the minutes of the meeting held on 22<sup>nd</sup> May 2015, be confirmed and signed as a correct record.

**8. Public Question Time**

No public questions were received during the meeting.

**9. Taxi Fees Consultation**

The Committee received an oral update from the Council's Licensing Manager concerning (a) the current consultation exercise with Hackney Carriage Operators and Drivers regarding Taxi Fees, (b) the fee structure being consulted upon, (c) the level of fee increases being proposed, and (d) responses received to the consultation.

Resolved - (1) That the oral report of the Council's Licensing Manager be noted.

(2) That the Cabinet be recommended to undertake a review of the Taxi Fee structure on an annual basis.

**10. Model Licence Conditions for Dog Breeding**

The Council's Licensing Manager submitted a report reviewing current Licensing Conditions for Dog Breeding within the Borough and setting out proposed Model Licensing Conditions for Dog Breeding within the Borough for public consultation.

Resolved – (1) That a public consultation on proposed Model Licensing Conditions for Dog Breeding within the Borough, as set out in the Licensing Manager's report, be approved.

(2) That this Committee receive the results of the consultation, referred in in (1) above, with a view to considering the adoption of a set of Licensing Conditions for Dog Breeding within the Borough.

(3) That the Council's Licensing Manager, in consultation with the Chair, be authorised to make any necessary minor amendments to the proposed policy prior to consultation.

(In accordance with the Code of Conduct Councillor Vera Tomlinson made a non-prejudicial declaration of interest in respect of this Item 5 as her daughter-in-law was a registered dog breeder.)

## **11. Proposed Conditions for Dog Day Care**

The Council's Licensing Manager submitted a report reviewing the current Licensing Conditions for Dog Day Care within the Borough under the Animal Boarding Establishments Act 1963 and setting out proposed Model Licensing Conditions for Dog Day Care within the Borough for public consultation.

Resolved – (1) That a public consultation (including boarding establishments and other relevant organisations on the proposed conditions, set out in Appendix 2 to the Licensing Manager's report, for Dog Day Care/Crèche establishments within the Borough, be approved.

(2) That this Committee receive the results of the consultation, referred in in (1) above, with a view to a formal adoptions of revised conditions within the Borough.

(3) That the Council's Licensing Manager, in consultation with the Chair, be authorised to make any necessary minor amendments to the proposed policy prior to consultation.

(In accordance with the Code of Conduct Councillor Vera Tomlinson made a non-prejudicial declaration of interest in respect of this Item as her daughter-in-law looked after dogs.)

## **12. Model Licence Conditions for Pet Shops**

The Council's Licensing Manager submitted a report reviewing Licensing Conditions for Vending within the Borough under the Pet Animals Act 1951 and setting out proposed Model Licensing Conditions for Vending within the Borough for public consultation.

Resolved – (1) That a public consultation on proposed Model Licensing Conditions for Pet Shops within the Borough, as set out in the Licensing Manager's report, be approved.

(2) That this Committee receive the results of the consultation, referred in in (1) above, with a view to considering the adoption of a set of Licensing Conditions for Pet Shops within the Borough.

(3) That the Council's Licensing Manager, in consultation with the Chair, be authorised to make any necessary minor amendments to the proposed policy prior to consultation.

**13.**

**Model Conditions for Catteries**

The Council's Licensing Manager submitted a report reviewing the current Licensing Conditions for Catteries within the Borough under the Animal Boarding Establishments Act 1963 and setting out proposed Model Licensing Conditions for Catteries within the Borough for public consultation.

Resolved – (1) That a public consultation on the proposed conditions, set out in the Licensing Manager's report, for Catteries within the Borough, be approved.

(2) That this Committee receive the results of the consultation, referred in in (1) above, with a view to a formal adoption of a set of conditions for Catteries within the Borough.

(3) That the Council's Licensing Manger, in consultation with the Chair, be authorised to make any necessary minor amendments to the proposed policy prior to consultation.

(In accordance with the Code of Conduct Councillor Mick Bray made a non-prejudicial declaration of interest in respect of this Item 8 as his family used Cattery facilities within the Borough.)

This page is intentionally left blank



**PRIVATE HIRE AND HACKNEY CARRIAGE LICENSING SUB-COMMITTEE**

**THURSDAY, 10 SEPTEMBER 2015**

PRESENT:- Councillors Junab Ali, Derique Montaut, Eric Shaw, Caryl Sydney-Smith, Vera Tomlinson (Chair) and Peter Watts.

Apologies for absence were received from Councillors Oliver Donachie and John Haines.

**1. Appointment of Chair for the Municipal Year, 2015/16**

Resolved – That Councillor Vera Tomlinson be appointed as Chair of the Sub-Committee for the Municipal Year, 2015/16.  
(Councillor Tomlinson took the Chair.)

**2. Appointment of Vice-Chair for the Municipal Year, 2015/16**

Resolved – That Councillor Derique Montaut be appointed as Vice-Chair of the Sub-Committee for the Municipal Year 2105/16.

**3. 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.

**4. Minutes**

Resolved – That the minutes of the meeting held on 23<sup>rd</sup> October 2014, be confirmed and signed as a correct record.

**5. 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 8 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1. (Minute 7 refers.)

**6. Public Question Time**

No public questions were received during the meeting.

**7. Consideration of Revocation of Hackney Carriage Drivers Licence**

The Sub-Committee considered a report of the Council's Licensing Manager setting out a request to consider the revocation of a Hackney Carriage Drivers Licence pursuant to Section 61(2b) of the Local Government Act 1976.

Resolved – That the Hackney Carriage Drivers Licence held by driver named in the report of the Council's Licensing Manager be revoked with immediate effect under Section 61(2)(b) of the Local Government (Miscellaneous Provisions) Act 1976.



**EDUCATION TRANSPORT APPEALS SUB-COMMITTEE**

**TUESDAY, 22 SEPTEMBER 2015**

PRESENT:- Councillors Alan Bishop, Michael Bray and Peter Watts.

**16. Appointment of Chair**

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

**17. 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.

**18. Minutes**

The Minutes of the Sub-Committee held on 4<sup>th</sup> August 2015 were agreed as a correct record.

**19. Exempt Items - Exclusion of Press and Public**

Resolved – That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred 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 86 refers).

**20. Home to School Transport Appeals**

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

Resolved – (1) That, due to there being no exceptional circumstances, appeal number TA/15/178, TA/15/162, TA/15/163, TA/15/164 and TA/15/88 be refused.

(2) That, due to the exceptional circumstances outlined in the appeal, appeal number TA/15/71 be upheld and public transport be provided until the end of the academic year 2015/16.

(3) That consideration of appeal numbered TA15/161/28 be deferred in order that additional information may be sought.

This page is intentionally left blank

## **Section 4**

# **Children Services Bodies Minutes**

This page is intentionally left blank

**SCHOOLS FORUM**

**TUESDAY, 6 OCTOBER 2015**

- School Members:** Steve Colledge, Chair - Academy Headteacher  
Alison Lowe, Primary Headteacher  
Sue Banks, Secondary Headteacher  
Jackie Smith, Special Headteacher  
Lauren Costello, Academy Headteacher  
Andrew Henstridge, Academy Headteacher and Diocese of Clifton representative  
Wendy Conaghan, Academy Headteacher  
Sharon Kirwan, Academy Headteacher  
Jane Wheatley, Academy Headteacher  
Ray Williams, Primary Governor  
David Bell, Secondary Governor  
Charles Law Special Governor  
Ben Slater, ETOAS
- Non-School Members:** Kate Adams, Early Years  
Peter Smith, Trade Unions  
Ram Thiagarajah, BME  
David Francis, 16-19 Partnership
- Officers:** Ian Burbidge (Head of Finance, Schools)  
Anne Mackay (Finance Manager, Education)  
Peter Nathan (Head of Education)

Also present: Jo Morris (Early Years) and Marie Horton (School Improvement Advisor).

Apologies for absence were received from Councillor Fionuala Foley, Cabinet Member for Children's Services, Janet Urban (Primary Headteacher), Ruth Lee (Diocese of Clifton), Rhian Cockwell (Primary Headteacher) and Andrew Miller (16-19 Partnership).

**10. Minutes of Previous Meeting**

Resolved: That the minutes of the meeting held on 7<sup>th</sup> July 2015 be confirmed and signed as a correct record.

**11. 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) special resource provision funding, (b) reference to “money to follow the pupil” funding, and (c) structure of the “education other than at school” (EOTAS) budget.

### Response

In Mr Dixon-Patterson’s absence, the Chair confirmed that a written response had been provided and whilst Mr Dixon-Patterson was unhappy with the response given, further clarity on the special resource provision funding could not be provided until after the special resource provision funding task group complete their deliberations.

## **12. 2015-16 Dedicated Schools Grant Budget Position**

Ms Anne Mackay, Finance Manager, submitted a report advising Forum members on the latest projected 2015/16 Dedicated Schools Grant (DSG) retained budget position and to brief members on the projected year end position against the 2015/ 16 retained budgets based upon available information at the end of August 2015.

Mr Ian Burbidge, Head of Finance, Schools, introduced the report and commented on the changes that had taken place since the last report and in particular highlighted the current projected overspend and explained that this may affect the DSG retained budget held by the Local Authority. He referred to Table 2 of the report highlighting the high risk areas that may essentially affect the budget. Members noted Appendix A of the report which highlighted the reasons for the projected variances. In response to a query regarding the implementation of effective monitoring procedures, Mr Burbidge confirmed that the Finance department critically analysed expenditure and challenged budget managers. Members enquired if a deficit recovery plan had been implemented by the Local Authority. Mr Burbidge advised that a rectification plan would be part of the following year’s budget proposals and that an appropriate level of reserves have to be re-established. Mr Burbidge further updated members on how two, three and four year old funding would be captured, recorded and reported.

Resolved – That the Schools Forum notes:

(1) That the latest projection on the 2015-16 retained budget was an overspend of £0.738m.

(2) That the unallocated Dedicated School Grant balance would be reduced to £0.360m.

## **13. Monitoring of School Balances**

The Forum considered a report submitted by Ms Anne Mackay, Finance Manager and presented by Mr Ian Burbidge, Head of Finance, Schools, setting out the level of school balances, particularly regarding the planned use of 2014-15 surplus balances during 2015-16 and the use of 2015-16 surplus balances in 2016-17 and beyond. Mr Burbidge referred to the estimated school revenue balances expected to be held on 31st March 2016 as forecast by schools in June 2015. Mr Burbidge advised that the Finance department would be contacting a number of schools who were either using balances to support their in-year spend or their 2016/17 spending levels. Members noted that at present, maintained schools had not met the criteria to trigger implementing the fallback mechanism. Further to 6.1 of the report, members debated the principle of claw back and if the criteria should



be amended to reflect that either of the criteria could be met before the claw back mechanism was to be implemented. Members agreed that further information on how this affected schools was required before a vote would be taken.

Resolved – That the Schools Forum notes:

(1) The planned use of schools' surplus balances brought forward at 1st April 2015 and the schools' committed use of these balances in 2015/16.

(2) The surplus balances estimated to be carried forward by schools at 31st March 2016 and the value to be committed for use in 2016/17.

(3) That based on the survey forms received, twenty two schools plan to hold uncommitted balances on 31st March 2016 which exceed the target per pupil values agreed by the Schools Forum.

(4) The analysis of schools' planned use of March 2015 surplus balances in 2015/16.

(5) The indicative future balances to be held by schools at 31st March 2017 and 31st March 2018, 2015.

(6) That further information regarding the effect of the school balances claw back mechanism on schools be submitted at the next meeting of the Forum.

#### **14. Schools Financial Value Standard Returns**

Ms Anne Mackay, Finance Manager, submitted a brief report advising the Forum of the position following the submission of the Schools Financial Value Standard (SFVS) self-assessments as required by the DfE for 2014/15. Mr Ian Burbidge, Head of Finance, Schools introduced the report and referred to the requirements of SFVS assessments which non-academy schools were required to complete once a year and submit to the Local Authority, to demonstrate that they have sound financial management practice and processes in place. It was noted that the self-assessment had been completed and submitted by schools by 31<sup>st</sup> March 2015. Mr Burbidge drew attention to the two extra questions included in this years' SFVS submission.

Resolved – That the Schools Forum notes:

(1) That the Local Authority would be issuing guidance on how best to complete the SFVS return.

(2) That further to (1) above, future submissions by schools should follow this guidance.

(3) That SFVS submissions form part of the Local Authority's finance health check of schools and schools may be contacted to verify evidence in support of their assessments.

#### **15. 2015-16 Dedicated Schools Grant Budget and Forward Look to 2016-17**

The Forum considered a report by Mr Ian Burbidge, Head of Finance, Schools, with information on the latest position of the 2015/16 Dedicated Schools Grant (DSG) settlements and budget and explained that following the Forum's meeting on 7<sup>th</sup> July 2015, the report addressed (a) an update on the central equal pay liability, (b) an update on the Notional SEN changes that were introduced in April, (c) Early Years update, (d) Pupil Growth Policy, (e) feedback from the SENRAP modelling pilot, (f) an update on the Special Resource Provision (SRP) review, (g) an update on the general Special Educational Needs (SEN) strategy, (h) an update on the SEN forecasting model, (i) Trade Union Release Time, and (j) an F40 funding group update. He further advised that the report then highlighted items to be considered by members as part of the 2016/17 budget setting process.

Members noted the following points:

- Financial pressure under which the early years setting was operating in.
- Consultation being conducted by Gareth Cheal, Strategic Planning Manager, with various stakeholders to review the pupil growth policy.
- Special Educational Needs Resources and Assessment Panel (SENRAP) moderation of bandings.
- The extra School Forum meeting to be held on 1<sup>st</sup> December 2015 to review a report by the SRP (Special Resource Provision ) Review Task Group regarding special resource provision funding.
- On-going work to forecast future SEN provision in secondary schools. This had indicated future pressure over the next five years.
- Annual review of Trade Union release time and the request for members to discuss at the headteachers associations within the various sectors to enable members to vote at the next meeting of the Schools Forum.
- An update on the F40 fairer funding campaign.
- Proposals to increase the Dedicated Schools Grant reserves would be submitted at the next meeting of the Forum.

Resolved: (1) That the Schools Forum:

(1) Notes that £0.031m of central funding was being retained to meet central equal pay liabilities and that repayment proposals would be brought to a future Schools Forum for discussion.

(2) Notes the impact that the funding changes would have had on the 2014/15 notional SEN funding.

(3) Notes that where a claw-back of funding is required schools will be contacted by the Local Authority (LA).

(4) Notes the current position regarding the take up of early years' places.

(5) Notes that the budget for 2016/17 will need to be reviewed in light of the increasing numbers of students taking up early years' provision.

(6) Notes the potential impact on the number of early years places required following the Governments' announcement increasing early years' entitlement from 15 to 30 hours.

(7) Notes the contents of the letter received from the Early Years Representative.

(8) Notes the proposed time table to review the trigger funding policy to accommodate situations outside the current policy.

(9) Notes the changes to the funding applications made to the Special Educational Needs Resource and Assessment Panel (SENRAP).

(10) Agrees to the principles of universal banding model.

(11) Notes the date of the extra schools forum on the 1st December.

(12) Notes the contents of the Specialist Provision for Special Educational Needs in Swindon report.

(13) Notes the work being undertaken to model SEN secondary school requirements.

(14) Discusses the union letter with their head teacher associations so that forum can vote on this issue in January.

(15) Further to (14) above, members were requested to invite union members to their head teacher associations to discuss trade union release time.

(16) Notes the minutes of the F40 meeting with the DfE.

(17) Notes that there is a need to increase the value of the DSG reserves as part of the 2016/17 budget setting process.

(18) Notes that as part of the 2016/17 budget setting process the £500k reduction in DSG funding for 6th forms will need to be addressed.

## **16. Post 16 High Needs Funding Update**

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 and confirmed that this was less than anticipated. He further referred to the proposed 2015/16 post 16 high need bank values and supplements and members noted that this was set by central government.

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 £2.022m for 387 post 16 (excluding school sixth form) high needs students. This includes costs of 55 placements at ISPs of £0.531m and indicative allocations to FE colleges and training providers of £1.491m for 332 students.

(2) The indicative banding values for the academic year 2015/16 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.

## **17. Dates of Future Meetings**

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

- 1<sup>st</sup> December 2015, 4 p.m. in Committee Room 1.
- 12<sup>th</sup> January 2016, 4 p.m. in Committee Room 6.
- 15<sup>th</sup> March 2016, 4 p.m. in Committee Room 6.

This page is intentionally left blank

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

This page is intentionally left blank

## **WILTSHIRE POLICE AND CRIME PANEL**

---

**DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING  
HELD ON 3 SEPTEMBER 2015 AT MEETING ROOM - CITY HALL, MALTHOUSE  
LANE, SALISBURY, SP2 7TU.**

**Present:**

**Cllr Abdul Amin, Cllr Glenis Ansell, Cllr Andrew Bennett, Cllr Alan Bishop,  
Cllr Richard Britton (Chairman), Cllr Trevor Carbin, Cindy Creasy, Chris  
Henwood, Cllr Charles Howard, Cllr Peter Hutton Cllr Julian Johnson and  
Cllr Teresa Page**

**Also Present:**

Angus Macpherson – Police & Crime Commissioner  
Kieran Kilgallen – OPCC  
Chris McMullen – OPCC  
Prof Allan Johns – OPCC  
Naji Darwish - OPCC  
Emily Higson – Wiltshire Council  
Henry Powell – Wiltshire Council  
Kevin Fielding – Wiltshire Council

---

**1 Apologies for Absence**

Apologies were received from Cllr Chris Caswill.

**2 Minutes and Matters Arising**

**Decision:**

**The minutes of the meeting held on 18 June 2015 were agreed as a correct  
record and signed by the Chairman will the following amendment:**

## **Declarations of Interest**

**Cllr Trevor Carbin declared none pecuniary interests in matters relating to Custody Visits, Community Speedwatch and Licensing.**

### **3 Declarations of interest**

There were no declarations of interest.

### **4 Chairman's Announcements**

The Chairman apologised for moving the start time of the meeting in order to accommodate council business at County Hall.

### **5 Public Participation**

There was none.

### **6 New Police and Crime Plan: 2015-2017**

The Commissioner introduced the new Police and Crime Plan 2015-2017.

The Commissioner explained that the plan had now been through its consultation stage and that various changes had been made to the draft version.

It was agreed that the Panel liked the appearance and content of the new plan.

Points made by the Panel included:

- Concerns re the possible closure of Chippenham Courts.  
*a. That it was hoped that the Chippenham Courts would remain open, and that there would be proper investment in the Swindon Courts, which were now showing their age.*
- Could the level of Local Policing Teams be maintained?  
*a. Yes.*
- Concerns re Officers covering rural and edge of town areas.  
*a. Mobile/remote technology was being rolled out which meant that Officers could be deployed where they were most needed and not tethered to an office desk.*



- That the Plan made no specific mention of Army Rebasing, which would have a huge impact on certain communities within the county.

## Decision

- **That the Wiltshire Police and Crime Panel endorses the Police and Crime Plan 2015-2017.**

The Chairman thanked the Commissioner for his presentation of the plan.

## 7 Community Policing (STOP)

The Panel was given a presentation that outlined the Wiltshire Police STOP trial, a pilot that would see the Trowbridge and Warminster community areas brought under the control of one Inspector. The exercise would see all service areas of Wiltshire Police being deployed at these two areas, rather than brought in when needed.

It was hoped that the exercise would demonstrate if successful, that this leaner way of working could be rolled out across other community areas across Wiltshire.

Questions raised included:

Would more staff be based in Trowbridge and Warminster locations?

*a. Yes, more back office staff. 101/999 calls would still be covered by the Devizes control centre.*

Why six months?

*a. This would give a full rotation of shift patterns during this six month period. Trowbridge and Warminster residents would be contacted during the trial to get their feedback on whether they have noticed any changes in policing during the six month period.*

Would parish level policing carry on during the six month period.

*a. Yes.*

Would Swindon be considered for a similar trial?

*a. Yes, Swindon could be considered. It had its own local challenges, so would perhaps need a slightly different approach than Trowbridge/Warminster.*

It was agreed that the Stop trial would be put on the panel's forward work plan and re-visited in around six month to receive feedback on the trial.

## 8 Quarterly Data (Q1)- Risk / Performance / Finance / Complaints

The Commissioner introduced a report setting out his quarterly performance data – Quarter One 2014-15 (1 April to 30 June 2015).

Cindy Creasy – Co-opted Independent member - gave a short overview of the recent work of the Police Performance Review Working Group.

Points made included:

- The working group was formed in 2014 with two main purposes:
  - a) To learn about, monitor and provide constructive feedback on Wiltshire Police's internal review of its performance culture, and
  - b) To work with the Commissioner and his team to agree a performance reporting mechanism that enables the Panel to effectively monitor delivery of the Police and Crime Plan. (The Panel agreed that this mechanism should emphasise contributing to a culture of achieving positive outcomes, rather than a culture of target-chasing leading to perverse incentives).
- Interim report had been brought to the PCP, March 2015.
- A collaborative approach.

The Commissioner was thanked for inviting the working group to contribute to the performance review, and to Chris McMullin and his team for engaging with the working group. Chris McMullin thanked the working group and Henry Powell for their hard work.

The Chairman then outlined the report.

### 1.Prevent Crime and ASB

- Some increase in recorded crime.

### 2.Protect the most vulnerable in society

### 3.Put victims and witnesses at the heart of everything we do

- Outcome Rates – why below the required position?
  - a. When compared to other forces within the region, the outcome rate has a much closer distribution. Wiltshire Police outcomes are dealt with properly, victim satisfaction very important.*

#### 4. Secure, high quality, efficient and trusted services

- 85% Response rate?  
*a. Causes can be linked to busy Summer periods, no immediate units available to get to an incident, and high turnover of call centre staff, taking slightly longer to dispatch units to incidents.*

The Panel felt that the Wiltshire Police internal newsletter “Transforming Times” was a welcome and useful addition to the agenda pack.

#### Complaints Review – August 2015 to July 2015

The Panel queried the spike in the figures (June 2014), Percentage of complaint cases recorded within 10 working days.

*Prof Johns advised that this could be down to some catching up of the data.*

#### **Resolved:**

- **That the Panel receives and notes the contents of the Commissioner’s report setting out his quarterly performance data for the first quarter of 2015.**
- **Following discussion of the new report format it was agreed that the Panel would review it again after having the benefit of seeing a second quarter.**

The Chairman thanked the Commissioner for his report.

### 9 **Professional Standards Annual Report**

Prof Allan John outlined the report which covered the period April 2014-March 2015. He advised that there remains some uncertainty as to when the IPCC would publish information for all Police Forces and was therefore unable to produce fully comprehensive information on where Wiltshire Police stood nationally.

#### **Decision**

- **That the Panel receives and notes the report.**

The Chairman thanked Prof Johns for his report.

## 10 **Strategic Alliance with Avon & Somerset**

Kieran Kilgallen – Chief Executive, OPCC gave a short verbal update.

Points made included:

- That Julian Moss had been appointed as the programme lead.
- First Programme Board meeting slated for September 2015.
- The importance of getting the culture right during the early work being carried out between the two forces.
- That the process was aimed at bringing about an alliance, and not a merger.

The Chairman made the point of the importance of the Wiltshire voice being properly heard during negotiations with the Avon & Somerset force.

It was agreed that the Panel members were frustrated by the perceived lack of progress shown so far with the Alliance.

### **Decision**

- **That the Panel requests from the OPCC a written update at the December 2015 PCP meeting, with a report containing defined project areas.**

The Chairman thanked Kieran Kilgallen for his update.

## 11 **Task Group Updates**

- Police Performance Review Working Group – Noted under agenda Item No.9
- Strategic Alliance Task Group – Noted under agenda item No.11

## 12 **Innovation Fund Evaluation**

The report was noted.

## 13 **PCC Diary Report**

The report included in the agenda pack was noted.

**14 Forward Work Plan**

The Forward Work Plan was noted.

**15 Future meeting dates**

The next meeting of the Police and Crime Panel will be on Wednesday 2 December 2015 at the Swindon Borough Council Offices.

(Duration of meeting: 2.30 - 5.30 pm)

The Officer who has produced these minutes is Kevin Fielding, of Democratic Services, direct line 01249 706612, e-mail [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

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

This page is intentionally left blank

## **WILTSHIRE & SWINDON FIRE AUTHORITY**

### **MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY held at the Wiltshire FRS HQ, Manor House, Potterne, Devizes on Thursday 24 SEPTEMBER 2015**

**Present:** Cllrs C Devine (Chairman), E Clark, P Edge, Mrs M Groom, R Jones, J Knight, N Martin, C Newbury, G Payne, G Perkins, E Shaw and J Tray.

**27 Minutes of last meeting**

The minutes of the meeting of the Authority held on 11 June 2015 were confirmed and signed.

**28 Apologies**

Apologies for absence were received from Cllr Mrs B Wayman.

**29 Members' interests**

The Chairman reminded members of the need to declare any interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or by the Ethics Committee.

**30 Chairman's announcements**

- i. The Chairman thanked Mr K Strickland for agreeing to carry out the role of Clerk to the Authority for the remainder of the Authority's existence, and welcomed him to the meeting.
- ii. Members were reminded that a group photograph would be taken after the meeting.
- iii. The Chairman paid tribute to all involved in the Blue Light Services Show held at Hullavington earlier in the month. It had been a very successful, well-attended event.
- iv. Members were invited to take part in a visit to the Bournemouth and Weymouth Safety Centres on 7 October.
- v. The Chairman said it had been a pleasure to participate, with the Chairman of Dorset Fire Authority, in the formal opening of the new control centre which was now handling Dorset's emergency calls as well as the Service's.

**31 Questions from the public**

There were no questions from the public.

**32 Ethics Committee**

The minutes of the meeting of the Ethics Committee held on 26 August 2015 were received.

**33 Committee memberships: substitutions**

On considering a report by the Monitoring Officer and on hearing the views of the Chairman of the Committee,

# WILTSHIRE & SWINDON FIRE AUTHORITY

## Resolved:

- a) *To approve the Monitoring Officer's recommendation that the current practice with regard to substitutions be continued.*
- b) *To note the right of duly-constituted political groups to change their members on committees by notifying the Clerk (as the Proper Officer designated for such purposes), as per paragraph 40 of the 2002 Opinion given by Michael Supperstone QC to Southampton City Council and appended to the Monitoring Officer's report.*

### **34 Programme and Scrutiny Board**

The Acting Clerk reported that the meeting of the Board due to be held on 3 September 2015 had been cancelled because a number of the Board's members had been unable to attend. The papers for the meeting had been sent to the members, who had been invited to comment on them. No comments had been received which needed to be forwarded to the Authority for consideration.

### **35 Annual report**

The Programme & Scrutiny Board's annual report for 2014/15 was received.

### **36 Finance Review and Audit Committee**

The minutes of the meetings of the Committee held on 30 June and 15 September 2015 were received.

### **37 Protection, prevention and operational delivery**

A short visual presentation was made.

### **38 Firefighter pension scheme 2015: discretions policy**

On considering a paper by the Brigade Manager, People and Development,

## Resolved:

*To approve the discretions policy as set out in appendix A to the paper presented.*

In answer to a question, the Chairman asked that Dorset and Wiltshire Fire and Rescue Authority be made aware of members' views that the membership of that Authority's Pensions Board should include at least one Authority member.

### **39 Combination with Dorset: Update report**

A paper by the Chief Fire Officer & Chief Executive was received. Concern was expressed by some members on the pressures on staff, an issue of which the Chief Fire Officer said the senior management of the new organisation were very conscious.

### **40 Dorset and Wiltshire Fire and Rescue Authority**

The minutes of the meetings of the Dorset and Wiltshire Fire and Rescue Authority and of that Authority's Policy and Resources Committee held on 23 June and 22 July 2015 respectively, were received. Though outside the purview of this Authority, views were expressed on the size of the new Authority and on the latter's consideration of emergency response standards.



## WILTSHIRE & SWINDON FIRE AUTHORITY

**41 Networked Fire Control Services Partnership (NFCSP) and Joint Command & Control Centre (JCCC) Projects**

An oral report by the Deputy Chief Fire Officer was received.

**42 Dates of meetings**

It was agreed to change the date of the December meeting from 10 December to 9 December 2015, at 10.30 a.m.

**43 Urgent business**

The Chairman agreed to the following item being taken as urgent business on the grounds that it had arisen since the agenda had been prepared and needed to be considered before the December meeting of the Authority.

**44 Consultation paper: “Enabling closer working between the Emergency Services”**

The Chief Fire Officer & Chief Executive reported that the Government had issued a consultation paper proposing greater collaboration between the Blue Light services and, more specifically, closer working between the police and fire & rescue services. Noting that the deadline for responses to the Government was 23 October,

*Resolved:*

*To hold an extraordinary meeting of the Authority, on a date and time to be agreed by the Acting Clerk in consultation with the Chairman, to consider the consultation paper and the Authority’s response to it.*

The Chief Fire Officer & Chief Executive also drew members’ attention to a speech made by the Fire Minister following an adverse report on the culture at one particular Fire and Rescue Service. Since this matter was in the public domain, he felt members needed to be aware, though he strongly emphasised that in his view the culture described in the report bore no relationship to that in the Wiltshire Fire and Rescue Service. His remarks were endorsed by the Chairman.

This page is intentionally left blank

## **WILTSHIRE & SWINDON FIRE AUTHORITY**

### **MINUTES of an EXTRAORDINARY MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY held at the Wiltshire FRS HQ, Manor House, Potterne, Devizes on Monday 12 OCTOBER 2015**

**Present:** Cllrs C Devine (Chairman), E Clark, J Knight, N Martin, G Payne,  
G Perkins and J Tray.

**45 Minutes of last meeting**

The minutes of the meeting of the Authority held on 24 September 2015 were confirmed and signed.

**46 Apologies**

Apologies for absence were received from Cllrs P Edge, Mrs M Groom, R Jones, C Newbury, E Shaw and Mrs B Wayman.

**47 Members' interests**

The Chairman reminded members of the need to declare any interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or by the Ethics Committee.

**48 Chairman's announcements**

The Chairman informed members that it was hoped that the legal formalities in respect of the HQ accommodation for the Dorset and Wiltshire Fire and Rescue Authority would be completed in time for a formal signing later in the month.

**49 Questions from the public**

There were no questions from the public.

**50 Consultation document: "Enabling closer working between the Emergency Services"**

The meeting gave careful consideration to the Government's consultation document "Enabling closer working between the Emergency Services" and to a draft response prepared by the Chief Fire Officer & Chief Executive. After discussion, it was unanimously

*Resolved:*

- a) To approve a response on the basis of the text agreed at the meeting subject to minor editing by the Acting Clerk in consultation with the Chairman; and*
- b) To thank the Chief Fire Officer for his work in preparing a draft response.*

[Note: The Authority's response as submitted to the Government is appended to these minutes.]

**51 Urgent business**

There was no urgent business.

(Duration of meeting: 10 a.m. to 12.05 p.m.)



Response of Wiltshire & Swindon Fire Authority

Wiltshire and Swindon Fire Authority is grateful for the opportunity to respond to the consultation document entitled “Enabling closer working between the Emergency Services” and gives its views prior to merging with Dorset Fire Authority to become the Dorset and Wiltshire Fire Authority on 1<sup>st</sup> April 2016

The Authority has sought to answer each of the questions in detail and then provide a more general view under **Question 15**.

**A new duty on all three Emergency Services to collaborate with one another**

**1. How do you think this new duty would help drive collaboration between the emergency services?**

- 1.1 The Authority understands the importance of, and encourages, closer working between the Emergency Services in times of austerity and the need for greater resilience. It promotes every opportunity to enable locally determined collaboration between Emergency Services where appropriate.
- 1.2 It is pleasing to note within the consultation document that the author recognises that many Fire & Rescue Services across the UK are already working closely with the Police and Ambulance Services, both at the operational and strategic level. This is the case between Emergency Services within our area of responsibility.
- 1.3 With the work that Wiltshire Fire Authority has undertaken in pursuing a merger with Dorset Fire Authority, this Authority challenges the concept of collaboration within just Emergency Services as too narrow in scope, and would seek reassurances that any duty to collaborate with Police and Ambulance (and indeed any of the proposals put forward in this consultation) will not obstruct efforts to collaborate with others (such as NHS, the Coastguard Service and Local Authorities). From the work undertaken by this Authority, such efforts would give further capacity to produce even better outcomes, savings to the public purse, improved services and efficiencies in many cases. This has been borne out in the work which this Authority undertook when reviewing additional closer working with other Public Sector Organisations following combination with Dorset. This is particularly important when, looking to the future, deciding where the FRS positions itself on the social agenda, such as Health & Wellbeing.
- 1.4 It is recognised that the consultation document makes clear that the duty will be “broad to allow for local discretion in how it is implemented”. It will be important as to how this will be judged, as collaboration will be dealt with differently in different localities. How and who will decide if the obligations under the proposed duty are not being met? This brings us to the Localism issue, which is referred to in section 2



- 1.5 There is no mention in the consultation document as to whether it is the intention of Government to bring together the main departments responsible for Emergency Services at National Government level.
- 1.6 It is recognised that within the consultation document there is little mention or attention paid to the Ambulance Service fitting into the proposals. If this were a serious consideration it could bring greater focus on increased collaboration at Government Department level to drive efficiencies and effectiveness.

## **Strengthening accountability and governance**

### **2. Do you agree that the process set out above would provide an appropriate basis to determine whether a Police and Crime Commissioner should take on responsibility for Fire & Rescue Services?**

- 2.1 At an extraordinary meeting of this Authority held on 12 October 2015, the members present unanimously rejected the basis of the consultation document that the Fire & Rescue Service (FRS) should be governed by a Police and Crime Commissioner (PCC).
- 2.2 The Authority would strongly argue that as it is already seeing many benefits through its current collaboration with Wiltshire Police, the move to create a single employer would add little if anything. In addition, the complex issues raised by the model could take the Authority off course and use organisational capacity to create the structural change, thus reducing the public facing outcomes required.
- 2.3 This Authority strongly objects to the undemocratic proposal to allow a Police and Crime Commissioner unilaterally to make the case to take over the Fire & Rescue Service if Local Authorities and the public are not supportive of the move. This flies in the face of the Government's Localism Agenda and thus runs contrary to the Government's direction of having a locally determined approach. We do not believe any process where the final say is made at national level could be said to have been locally determined. This was clearly stated and demonstrated in the process which Wiltshire and Dorset Fire Authorities underwent when pursuing a combination.
- 2.4 Considerable effort and expense has already been undertaken by both Members and Officers between Wiltshire and Dorset in the pursuance of a combination. It is therefore fundamental that as well as identifying the benefits of the potential change (in terms of service and financial outcomes), proposals need to take account of the benefits already being secured, the impact of organisational structural change, the need for capital investment to secure change, the potential impact on the benefits from other collaborations and partnership working which may need to cease, and most significantly the effect on staff morale on the journey that some FRSs have already taken.
- 2.5 Whilst there is a strong desire across Police and Fire & Rescue Services to work more closely together, the objectives, aims and values are different and the imposition of a change rather than one evolved locally is less likely to succeed.



## **Empowering Police and Crime Commissioners to maximise opportunities for efficient, effective services**

### **3. Do you agree that the case for putting in place a single employer should be assessed using the same process as for a transfer of governance?**

- 3.1 This Authority does not agree that empowering PCCs will maximise opportunities for efficient and effective services.
- 3.2 As stated previously in section 2, this Authority does not agree that the PCC should have the ability unilaterally to decide to merge Emergency Services or create a single employer, if that is not the wish nor has the support, through consultation, of local Authorities or the public. As mentioned previously this would be contrary to the Government's Localism Agenda and thus contrary to the government's direction of having a locally determined approach.
- 3.3 This Authority recognises the importance of maintaining the distinction between operational policing and firefighting.

### **4. What benefits do you think could be achieved from empowering Police and Crime Commissioners to create a single employer for Police and Fire and rescue personnel, whilst retaining separate frontline services, where a local case has been made to do so?**

- 4.1 In regard to the above headline statement, this Authority does not agree that there would be any significant or worthwhile saving to be made in adopting a PCC model.
- 4.2 This Authority recognises the importance and drive to make efficiencies within the Public Sector. This Fire & Rescue Service has already identified and produced significant savings by collaborating and reducing senior management teams and by the streamlining of support services, as a result of the impending merger with Dorset. The future financial pressures will continue to provide sufficient incentives to achieve further savings, without a single employer model, by continuing to work in a collaborative approach with other public sector organisations.
- 4.4 It is commonly recognised that both Police and Fire Services are viewed by the public in different ways and the Authority believe it will be important to consider issues of trust and confidence in the management by the workforce given that Police and Fire operate very differently and undertake profoundly different roles. Fire Service staff are privileged in the way that they are treated and received by the public and it is fundamental that the brand of the Fire & Rescue Service is maintained for firefighters to be able to undertake their role.

### **5. Do you agree that the requirement for a chief officer to have previously held the office of constable should be removed for senior fire officers?**

- 5.1 This Authority believes there should not be a single Chief Officer over a Chief Constable and a Chief Fire Officer.

## Associated Issues

**6. How do you think the requirement for a Police and Crime Commissioner to have access to an informed, independent assessment of the operational performance of the Fire Service should best be met?**

6.1 This would be a matter for the PCC's discretion were a PCC to be responsible for the FRS.

6.2 This Authority believes that it is important to maintain an independent source of expertise, either with a reformed HMI or the current Chief Fire and Rescue Advisor model.

**7. Do you agree that where a Police and Crime Commissioner takes responsibility for a Fire & Rescue Service, the Police and Crime Panel should have its remit extended to scrutinise decision making in relation to Fire Services?**

7.1 On the basis that Combined Fire Authorities would be abolished, it is assumed PCCs would put in place appropriate governance arrangements.

**8. Do you think that where a Police and Crime Commissioner takes responsibility for a Fire & Rescue Service, the Police and Crime Panel should have its membership refreshed to include experts in fire and rescue matters?**

8.1 Yes.

**9. Do you think that where a Police and Crime Commissioner puts in place a single employer for Fire and rescue and Police services personnel, complaints and conduct matters concerning fire should be treated in the same way as complaints and conduct matters concerning the Police?**

9.1 No. Firefighters and Police Officers have very different job roles and requirements placed on them. It is important to remember that as warranted officers, operational Police are "on duty" at all times, while firefighters are not. Joint complaints and conduct procedure will be extremely difficult to design and deliver and would possibly cause friction amongst the workforce.

## Enhancing collaboration between Police and Fire and Rescue

**10. Do you agree that Police and Crime Commissioners should be represented on Fire and Rescue Authorities in areas where wider governance changes do not take place?**

10.1 This Authority would welcome the attendance of a representative of the PCC as an observer. This would be without voting rights because a representative would not be directly accountable to the public in the way members of Fire Authorities are. Equally, FRAs should be represented on Police and Crime Panels.



## **London Fire and Emergency Planning Authority**

- 11. Do you agree that the London Fire and Emergency Planning Authority should be abolished and direct responsibility for fire and rescue transferred to the Mayor of London?**

11.1 This Authority has no comment on this matter.

- 12. In the event that the London Fire and Emergency Planning Authority is abolished, how should responsibility for fire and rescue be incorporated into the mayoral structure?**

12.1 This Authority has no comment on this matter.

## **Civil Contingencies**

- 13. To what extent do you think there are implications for local resilience (preparedness, response and recovery) in areas where the Police and Crime Commissioner will have responsibility for Police and Fire ?**

13.1 This Authority would wish that the current model and membership on the Local Resilience Forum (LRF) remains the same as it is important that Fire and Police are both equally represented in their contributions to local resilience structures.

## **Local Devolution**

- 14. To what extent do you think there are implications for resilience responsibilities in areas where an elected metro mayor is also the Police and Crime Commissioner and responsible for the Fire & Rescue Service?**

14.1 This Authority has no comment on this matter.

## **Closer working between Police and Crime Commissioners and NHS ambulance trusts**

There is no question in the consultation document covering this area. Please refer to the comment in Section 1.6 of this response.

## **Other views and comments**

- 15. Are there any other views or comments that you would like to add in relation to Emergency Services collaboration that were not covered by the other questions in this consultation?**

## **General Comments**

15.1 This Authority wishes to reiterate and emphasise the considerable amount of work (covering two years to date) which has taken place, and is continuing, towards the combination with Dorset Fire Authority. The merger has wide support from stakeholders, not least the relevant Local Authorities and is based on a business case demonstrating significant financial savings. It should also be noted that this merger is supported by



current extant Government policy for large public service organisations in regard to maximising efficiency and economy. A Wiltshire and Dorset consultation exercise showed overwhelming public support for combination. Significantly, the Government acknowledged the potential gains in efficiency and effectiveness by making a £5.54m one-off grant towards the merger costs.

- 15.2 The Authority believes that this consultation document and the proposals within it are too limited in only focusing on Emergency Services and should be broadened to consider collaboration with other services (in the way this Authority has with Wiltshire Council and other bodies) such as Health, the Coastguard Service, Local Authorities etc. The Authority believes that this will surely produce greater savings and improve service delivery to communities. The issues for savings raised for Emergency Services are being achieved through, as previously stated, combination with Dorset and collaboration with other Local Authorities. It is believed that a change to the PCC model proposed in the consultation document would not bring any benefits and would be counter-productive.
- 15.3 There is a distinct difference between the roles of Police and Fire Officers. The Firefighters role, in times of distress, is to provide humanitarian assistance while Police officers have an enforcement and peacekeeping role that necessarily brings them into conflict with members of the public on occasion. Although we recognise that the consultation document makes it clear that firefighters will not be given the power of arrest and Police will not answer fire calls, there is a need for very careful consideration whether the neutrality of the Fire & Rescue Service and firefighters would be called into question if they became integrated with the Police, which would almost certainly be the case in the proposed PCC model.
- 15.4 The Authority notes that within the proposal Government funding for the two Services would be provided separately. It is not clear, however, how this would be achieved, either through two different funding streams or through a single PCC budget with spending priorities assessed for each Service. There would need to be greater clarity as to transparency, to ensure the safeguarding of these budgets to the individual organisations.
- 15.5 As stated in para.15.1 above, this Authority is currently going through a significant combination programme with Dorset Fire Authority. It is therefore important to point out that within any business case for either a governance transfer or single employer model, it will be important to consider the impact upon staff, in particular in support roles. It is fundamental for the success of the merger that both Services are seen and treated as equal partners. On most occasions within the proposed model, one Service would be significantly larger than the other and a perception of a "take over" of that organisation will be seen. This would engender a potentially negative response from the smaller organisation, which would need to be considered and mitigated. This is a complex area and appropriate expert HR and legal advice would be needed in preparing the business case and implementing the proposal. This work and complexity should not be underestimated, neither should the significant cost implications.

## **16. Do you think these proposals would have any effect on equalities issues?**

- 16.1 The Authority is unable to answer this question at this current time as a detailed Impact Assessment would need to be undertaken.

**TOWN TWINNING NETWORK**

**WEDNESDAY, 30 SEPTEMBER 2015**

**PRESENT:-** Councillor Maureen Panny (Vice Chair in the Chair), Mark Sarnowski (Swindon Torun Link), Councillor Andrew Bennett, Nazma Ramruttun (Swindon Mauritius Friendship Twinning), Councillor Junab Ali, Cristina Bennett (Swindon Ocotal Link), Councillor Teresa Page and Councillor Maureen Penny

Apologies for absence were received from Richard Pearce, Hassan Nur, Roger Gower, Mike Ide, Councillor Kevin Small, Councillor Michael Bray and Cecilia Olley

**22. Appointment of Vice-Chair**

**Resolved:**

That Councillor Maureen Penny be appointed Vice-Chair of the Town Twinning Network for the 2015/16 Municipal Year.

**23. 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.

**24. Public Question Time**

No public questions were received during the meeting.

**25. Minutes**

**Resolved:** That the minutes of the meeting held on 3<sup>rd</sup> June 2015 be confirmed and signed as a correct record.

**26. Reports from Town Twinning Associations and Links**

The Network considered (a) a report of the Director of Law and Democratic Services listing the Town Twinning Associations and Links in and around Swindon and b) the following verbal reports from those Town Twinning Associations and Links present at the meeting:

**Swindon Salzgitter Twinning Association**

In the absence of Roger Gower the Clerk reported that the Association had now received the Town Twinning Grant.

Councillor Bennett reported on the visit to Swindon by a number of Twinning Association members from Salzgitter from 18<sup>th</sup> – 25<sup>th</sup> June 2015. He explained that the programme was designed to allow for organised visits, informal gatherings and free time when hosts could entertain their guests as they wished. It was noted that the places visited were chosen as being as local to Swindon as possible.

The Network noted that a civic visit would be taking place by Swindon members to Salzgitter from 23<sup>rd</sup> – 27<sup>th</sup> October 2015.

**Swindon Torum Link**

Mark Sarnowski reported that an artist from Torun had been commissioned to design a memorial for Queens Park. The memorial would commemorate the contribution of the Polish people through the years towards the development and culture of Swindon. Mark spoke about the funding issues and explained that a book of dedication would be available for people to sign and also make a contribution towards the memorial.

**Swindon Ocotal Link (SOL)**

Cristina Bennett reported that SOL had held their last meeting on 1<sup>st</sup> September and appointed a new treasurer. Their AGM was scheduled for 5<sup>th</sup> November 2015. The annual duck race had recently been held and raised £1300. This event was followed by a BBQ. SOL would be holding a curry night to which an invitation was being extended to all members of the Network.

SOL were considering making arrangements to have a visitor from Ocotal in 2016, however this was dependant on the available finances.

**Highworth Twinning Association**

Councillor Maureen Penny reported that a tree planting ceremony would be taking place to mark the friendship between Swindon and Pontorson.

**Swindon Mauritius Friendship Link**

Nazma Ramruttun reported that she had been to Mauritius in July 2015 and met with the Mayor. She explained that the former Mayor was visiting Swindon on 12<sup>th</sup> October 2015 and would be meeting the Mayor of Swindon, the Chair of the Town Twinning Network and would be speaking at the Broadgreen Community meeting.

**Resolved:** That the Activities of the Twinning Associations and Links be noted.