



SWINDON BOROUGH COUNCIL

Municipal Year 2015/16

Meeting of Council on Thursday, 14 April 2016

ITEM - MINUTES OF OTHER COUNCIL BODIES

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1. Minutes of meeting Monday, 15 February 2016 of Special Committee (Pages 7 - 8)
2. Minutes of meeting Monday, 25 January 2016 of Standards Committee (Pages 9 - 12)
3. Minutes of meeting Monday, 14 March 2016 of Standards Committee (Pages 13 - 14)
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SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

5. Minutes of meeting Monday, 11 January 2016 of Scrutiny Committee (Pages 21 - 24)
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8. Minutes of meeting Thursday, 17 December 2015 of Adult's Health, Social Care and Housing Overview and Scrutiny Committee (Pages 41 - 44)
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10. Minutes of meeting Wednesday, 3 February 2016 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 51 - 56)
11. Minutes of meeting Wednesday, 27 January 2016 of Economy and Regeneration Overview and Scrutiny Committee (Pages 57 - 60)
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SECTION 4 - CHILDREN SERVICES BODIES

24. Minutes of meeting Tuesday, 12 January 2016 of Schools Forum (Pages 111 - 114)
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- 26.** Minutes of the meeting Wednesday, 2 December 2015 of the Wiltshire Police and Crime Panel (Pages 123 - 128)
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- 28.** Minutes of the meeting Thursday, 4 February 2016 of the Wiltshire Police and Crime Panel (Pages 135 - 146)
- 29.** Minutes of the meeting Thursday, 3 March 2016 of the Wiltshire Police and Crime Panel (Pages 147 - 152)
- 30.** Minutes of the meeting Friday, 12 February 2016 of the Shadow Dorset and Wiltshire Fire and Rescue Authority (Pages 153 - 158)
- 31.** Minutes of the meeting Tuesday, 26 January 2016 of the One Swindon Board (Pages 159 - 164)
- 32.** Minutes of the meeting Wednesday, 16 December 2015 of the Town Twinning Network (Pages 165 - 166)

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Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

MONDAY, 15 FEBRUARY 2016

PRESENT:- Councillors David Renard (Chair), Junab Ali, Brian Ford, Jim Grant, Dale Heenan, Brian Mattock (Vice-Chair), Des Moffatt, Stan Pajak, Garry Perkins, Kevin Small and Russell Holland.

An apology for absence was received from Councillor Fionuala Foley.

17. Declarations of Interest

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

18. Minutes

Resolved –That the minutes of the meeting held on 18th December 2015 be confirmed and signed as a correct record.

19. Public Question Time

No public questions were asked under Standing Order 28.

20. Common Farm Solar Scheme and Thamesdown Transport Limited - Governance Arrangements

The Committee considered a joint report of the Leader of the Council and the Director of Law and Democratic Services regarding (a) the proposed governance arrangements for the Community Investment Company (CIC) to be utilised as an investment vehicle for the solar development on council-owned land at Common Farm, and (b) the appointment of Mr Michael Bawden as a Director of Thamesdown Transport Limited, following the resignation of Councillor Dale Heenan.

In relation to the governance arrangements of the Common Farm Solar CIC, members commented on the importance of ensuring and maintaining elected member involvement in the process. Accordingly, the Committee was of a view that whilst the proposed appointment of Council Officers as Directors were acceptable in the interim, this should be subject to the Cabinet Member being advised of Board decisions, and that it would wish to see elected members comprising the majority of those appointed as Directors of the CIC at the Annual Council meeting in May 2016.

Members also remarked on the precise role of the CIC and had some concerns that this investment vehicle might be utilised to promote investment in other schemes. The Committee was assured by the officers that the CIC, the subject of the report, would operate solely in relation to the proposed solar development on council-owned land at Common Farm.

Resolved – (1) That, the proposed governance arrangements for the Common Farm Solar Scheme Community Interest Company (CIC), as set out in the report to the Cabinet meeting held on 10th February 2016 (Appendix 1), be endorsed.

(2) That, at the Annual Council meeting on 20th May 2016, Council review the governance arrangements for the Common Farm Solar scheme CIC, with a view to nominating two members and one officer as Directors of the CIC.

(3) That, for the remainder of the 2015/16 Municipal Year, until Annual Council meeting on 20th May, 2016, the following Council officers be appointed as Directors of the CIC:

- Samantha Mowbray (Head of Head of Performance, People and Engagement)
- Patrick Weir (Head of Localities, Community Involvement and Volunteering)
- Paul Smith (Head of Technical Finance Resources - Finance).

(4) That the Cabinet Member for Communities and Strategic Planning be advised of Board decisions in relation to the orderly running of the Company and the maintenance of key contracts, for the period to the Annual Council Meeting on 20th May 2016.

(5) That it be noted that the CIC would be an investment vehicle solely for community ownership of solar power production facilities on council-owned land at Common Farm.

(6) That Stephen Taylor, the Council's Director of Law and Democratic Services, be authorised to act as the company secretary of the CIC.

(7) That the resignation of Councillor Dale Heenan as a Director of Thamesdown Transport Limited be noted and that Mr Michael Bawden be appointed as a Director of Thamesdown Transport Limited for the remainder of the 2015/16 Municipal Year.

STANDARDS COMMITTEE

MONDAY, 25 JANUARY 2016

PRESENT:- Councillor David Wood (Chair), Councillors Michael Bray, Richard Hurley, Teresa Page, Eric Shaw and Vera Tomlinson.
Messrs Keith Strickland, Paul Morris, Trevor Davies, Richard Hailstone and Mike Compton.

Apologies for absence were received from Councillors Fay Howard and Maureen Penny and Mr David Dawson.

16. 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.

17. Minutes

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

18. Public Question Time

There were no public questions.

19. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the 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	23

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

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

At the invitation of the Chair, the Leader of the Council addressed the meeting on his view of the efficacy of the Council's ethical framework and its embedding within the organisation as an easily recognised platform for member behaviours when representing the Authority. He emphasised the importance of the framework in establishing the standards for the manner in which members carried out their various duties and responsibilities and as the means by which public confidence and trust in the work of the Council can be promoted and maintained. The Leader recognised the role played by the Standards Committee and the Monitoring Officer in supporting the ethical framework and congratulated members on their hard work and diligence in promoting and maintaining the highest standards of conduct by councillors and co-opted members. It was his view that the Council had, in place, a suite of relevant and effective practices to address all eventualities and that the Standards Committee had exhibited a level of commitment to the function that not only promoted best practice and the upholding of standards but had shown its diligence in making recommendations to Council when it considered standards of conduct and behaviour needed to be reviewed and where the level of commitment necessary to resolve these difficulties should be enhanced.

The Interim Chief Executive endorsed the Leader of the Council's viewpoint, adding that the Council, as part of its ongoing performance management regime, and in relation to the promotion of expected behaviours and values, placed a high level of importance on extending this ethical foundation into its external service contracts and ensuring its contracted service providers comply with the Council's ethical standards.

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

- Trends evidenced in feedback from staff surveys and whether continuing austerity and fiscal challenges were having an identifiable effect on staff morale and motivation.
- The accessibility of the Chief Executive by staff, particularly through social media platforms and other informal methods of communication.
 - The Council's recognition of social media as a valid means of communication and the protocols around such social media usage.
- The officers' code of conduct and the effectiveness of that ethical framework in establishing standards for workplace behaviour and personal conduct.
- The challenge of ensuring that corporate ethics are maintained in relation to the use by members and officers of a greater diversity of social media platforms and other informal communications options.
- The Leader of the Council's view of the strength of member/officer relationships in progressing corporate objectives and priorities and whether continuing austerity measures and the fiscal pressures faced by the Council on a daily basis had led to any significant straining of those relationships.
- The members' planning code of good practice and issues that had been raised by members.
- The future of the localities' team, its focus going forward and options for enhancing the Council's engagement with the wider public.
- The noticeable increase in the number of Parish Councillor Code of Conduct complaints and possible implications for ethical training provision for Parish Councils.

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

21. Ethical Framework Update

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

- Dispensations.
- Code of Conduct Complaints.
- Member Training.
- Effectiveness of training and development following a reference from the Member Development Advisory Group.
- Whistleblowing – the launch of the NSPCC helpline.
- Promotion of the Council's Whistleblowing Policy.
- CIPFA – Online guidance on ethical standards for public service providers.
- The workshop on the role of the Independent Person.

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

(2) That Minute 7 of the Member Development Advisory Group (MDAG), responding to the Committee's concerns regarding the effectiveness of member training and development and the need to clarify the member functions and roles, be noted.

(3) That the MDAGs proposal to introduce feedback forms for delegates attending training sessions and to review of the analysis of that feedback, be welcomed and that the MDAG training session feedback analysis be submitted to this Committee for consideration.

(4) That it be noted that it was the MDAGs intention to consider member training requirements in relation to the Council's changing perspective from service delivery to contract management and, specifically, the new role of members and the particular skill sets they would require to allow them to best respond to that changed functionality.

(5) That the launch of the NSPCC national whistleblowing helpline for employees wishing to raise concerns about a child at risk of abuse be noted and that the Monitoring Officer be authorised to update the Council's own whistleblowing policy to include the helpline contact telephone number once this is available, and details of the new OFSTED guidance on whistleblowing.

(6) That members' comments regarding a possible gap in member training provision, relating to the specific skills required to effectively chair meetings of the Council's Licensing Panel, be noted and that the Monitoring Officer discuss this issue further with the Member Training Support Officer and the Clerk to the Licensing Panel.

22. Review of Council Codes and Protocols

Further to Minute 14(3) and (4), the Committee received a report of the Director of Law and Democratic Services inviting members to review the following Codes and Protocols.

- Members' Code of Conduct.
- Officers' Code of Conduct.
- Monitoring Officer Protocol.

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

It was noted that, in accordance with the Committee's instruction, a consultation process on the codes and protocols had been undertaken with:

- Members of the Standards Committee.
- All Parish Councils.
- The Political Groups on the Council (via the Political Assistants and Councillor Stan Pajak (on behalf of the Liberal Democrat Group)).
- Board Directors and Heads of Service.

It was further noted that no submissions had been received in response to the consultation exercise undertaken in relation to the Council's Codes and Protocols which the Committee took as positive affirmation as to the working of the various Codes and Protocols and the previous annual reviews.

Resolved – That the Council's current Codes and Protocols, as submitted to this meeting, be approved for inclusion in the Council's Constitution for 2016/17.

23. Ethical Compliance Report

The Committee considered a report of the Director of Law and Democratic Services regarding the outcome of various ethical framework compliance matters, including the details of Whistleblowing cases, 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. The Head of Internal Audit introduced the section of the report relating to whistleblowing cases and members noted the enhanced level of information provided.

Resolved – (1) That the Ethical Framework Compliance report be noted.
(2) That the enhanced level of information provided in this report in relation to whistleblowing cases, as requested by members previously, be accepted.

STANDARDS COMMITTEE

MONDAY, 14 MARCH 2016

PRESENT:- Councillor Michael Bray, Councillor Fay Howard, Councillor Teresa Page, Councillor Maureen Penny, Councillor Eric Shaw, Councillor Carol Shelley, Councillor Vera Tomlinson, Councillor David Wood (Chair), Mr Keith Strickland, Mr Trevor Davies, Mr David Dawson, Mr Richard Hailstone and Mike Compton.

24. 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.

25. Minutes

Resolved – That the minutes of the meeting held on 25th January 2016 be confirmed and signed as a correct record.

26. Public Question Time

There were no public questions.

27. Exempt Items - Exclusion of Press and Public

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

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

28. Ethical Framework Update

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

- Dispensations.
- Code of Conduct Complaints.
- Member Training.
- The effective chairing of Licensing Panels.
- The effectiveness of changes made to the Council's arrangements for dealing with Code of Conduct complaints following review.

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

(2) That, further to Minute 21(6), it be agreed that chairing skills training continues to

be offered to members in its current form and that particular issues relating to the chairing of Licensing Panels be addressed by means of a secondary, "follow-on" training session, specifically tailored to meet the needs of the Licensing function. (3) That the officers' view, that the revisions made to the arrangements for dealing with Code of Conduct complaints have been successful in addressing particular issues identified by the Standards Committee, be endorsed and that it be agreed that no further revision of the arrangements is required at this time. That the arrangements for dealing with Code of Conduct complaints be again reviewed by the Committee in 12 months' time, as part of its 2016/17 work programme.

29. Ethical Compliance Report

The Committee considered a report of the Director of Law and Democratic Services on ethical framework compliance matters. It was noted that, since the last meeting of the Committee, no whistleblowing cases or complaints of breaches of the member/officer relations protocol or the Member Code of Conduct had been received. The Director of Law and Democratic Services did, however, advise of the receipt of an, as yet, unregistered Code of Conduct complaint, the details of which were the subject of an ongoing dialogue between the Monitoring Officer and the complainant and on which matter the Committee's endorsement was sought on the measures being taken by the Monitoring Officer to resolve the particular issues preventing the matter being satisfactorily progressed and/or resolved.

Resolved – (1) That the Ethical Framework Compliance report be noted. (2) That, with regard to the unregistered Code of Conduct complaint, the complainant be advised that, having consulted the Standards Committee, unless the complainant can provide the necessary supporting information to allow the complaint to be progressed before the end of March 2016, the Monitoring Officer be authorised to confirm the complaint to be outside the scope of the Code of Conduct arrangements and that no further will be taken in respect of the complaint.

AUDIT COMMITTEE

TUESDAY, 23 FEBRUARY 2016

PRESENT:- Councillors Steve Weisinger (Chair), Steve Allsopp, Oliver Donachie, Mark Edwards, Nick Martin, Des Moffatt, Maureen Penny and Kevin Small.

32. Declarations of Interest

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

Councillor Donachie made a non-prejudicial declaration of interest in respect of items on the agenda relating to Public Power Solution, in his capacity as Non-Executive Director of that organisation.

33. Public Question Time

There were no public questions.

34. Minutes

Resolved – (1) That the minutes of the meeting held on 17^h November 2015 be confirmed and signed.

(2) That, further to Minute 30(ii)(2), the officers seek to obtain for members the information previously requested regarding levels of written off expenses.

35. Corporate Risk Management Update

The Committee received the Annual Summary Report on Risk Management activity within the Council. The report included the latest Corporate Risk Summary for the Committee's inspection and provided members with an update on progress in relation to the implementation of the new framework for Corporate Risk Management and the embedding of the Risk Management Strategy across the Council.

The Head of People, Performance and Engagement introduced the report, advising of the establishment of the risk management team and the appointment of a Risk and Performance Officer and, in particular, the work done to streamline the Risk Management processes and to integrate and align these with the Council's performance management arrangements.

The Corporate Planning Lead took members through the detail of the report, expanding on the main key risk areas identified in the Corporate Risk Summary, attached to the report at Appendix 1, and the respective causes, impacts and planned actions to reduce likelihood for each area of risk. Members' views were sought on the functionality of the newly-adopted corporate risk summary format.

Following the presentation of the report, the Head of People, Performance and Engagement and the Chief Executive responded to members' specific questions on

related issues, including.

- The revised corporate risk summary format.
- Organisational sustainability and the capacity to maintain services.
- The summary's assessment of major unplanned expenditure as "low risk".
- Governance and the summary assessment of potential impacts due to contraventions of legislative and statutory obligations.
- The summary information relating to possible causes of Highways and Transport risks.
- The measurability of summary plans to mitigate key risks.
- IT support, business continuity planning and the mitigation of IT related business continuity risks.
- The ability of the Committee to consider specific service and Pillar risk areas.
- The summary's identification of ownership of key risk areas.
- Financial and organisational resilience and the mitigation of reputational risk resulting from a generalised view of business affairs across the local government sector.

Resolved – (1) That the report be noted and its conclusions around the effectiveness of the Council's Risk Management, Internal Control and overall assurance framework be endorsed.

(2) That the officers be thanked for attending the meeting and for their full and open responses to members' questions and observations on the Council's Corporate Risk Strategy and specific issues relating to the key risk areas identified in the Corporate Risk Summary.

36. Internal Audit report - Brindley Close (Lessons Learnt)

The Committee received the Internal Audit "Lessons Learnt Review", carried out in relation to the waste fire on Council owned land at Brindley Close, which was leased to Averies Recycling (Swindon) Ltd. It was noted that the audit was carried out as a consultancy review to look at lessons learnt and therefore had no overall audit opinion attached.

The Head of Internal Audit introduced the report, taking the Committee through the key findings of the review and, with the Board Director, Service Delivery, and Head of Property Assets, responded to members' questions and observations the Management response to the various recommendations set out in the Action Plan annexed to the report.

- The position and liability of the Council as the "landlord of last resort" in respect of waste, landfill and waste transfer sites on council-owned land.
- The role and function of the Council in providing sites under licence for business operations that involve "non-conforming uses" and the enforcement of licence conditions.
- The suggested lease terms and conditions for inclusion in waste operator lease agreements and the ability of the Council to require appropriate insurance cover in respect of the "non-conforming" uses.
- The feasibility of introducing a monitoring and inspection schedule, in conjunction with the Environment Agency, in respect of all non-conforming use licences issued by the Council.

Resolved – That the report be noted and that the Committee receive a further report reviewing issues pertaining to the licencing, monitoring and inspection of the operation of waste sites in nine months' time.

37. Internal Audit report - Licensing

Further to Minute 28, the Committee received a report on the outcome of the Internal Audit Review of the effectiveness of the Licensing (Taxi and Private Hire) income and reconciliation process.

The Council's Licensing Manager was in attendance to introduce the report and provide an update on the effectiveness of process changes made in relation to the specific audit recommendations regarding:

- The Analysis and reconciliation of income.
- The segregation in duties between the collection of income and administration of the applications.

Following the update, the Licensing Manager responded to members' questions on the issues raised, particularly members' concerns at the apparently limited progress in responding to the initial audit recommendations.

Resolved – (1) That the report, and the management response to the specific audit review recommendations, be noted.

(2) That a further review report be submitted to the Committee in the latter part of the next Municipal Year, following the implementation of all the requisite IT support systems.

38. External Audit Reports

- (i) Certification Work for Swindon Borough Council for the year ended 31 March 2015

Chris Hackett (Grant Thornton) presented a report regarding the certification of claims and returns submitted by the Council. The report also provided a summary of the External Auditors' assessment of the Council's management arrangements in respect of the certification process and highlighted significant matters in relation to each of four claims and returns that were certified for the Financial Year 2014/15.

Resolved – That the report be noted.

- (ii) Audit Committee Update

Chris Hackett (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at 23rd February 2016, in respect of the delivery of their audit responsibilities. The report also included a summary of key emerging national issues and developments that might be of interest to the Committee.

Resolved – That the report and supporting papers be noted.

39. Public Sector Internal Audit Standards - External Assessment

The Committee received a report of the Head of Internal Audit on the requirement of

the Public Sector Internal Audit Standards for an external assessment of internal audit. It was noted that this assessment had to be conducted at least once every five years by a qualified, independent reviewer external to the organisation. Members were invited to consider the proposed arrangement for that external assessment.

Resolved – That the report be noted and that the terms of reference for the external assessment of internal audit be approved.

40. Head of Internal Audit Update

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in November 2015, progress made against the Annual Internal Audit Plan 2015/16 and Internal Audit business, staffing and resource issues, including the successful bid for DCLG monies for counter fraud work.

Resolved – That the report be noted.

(Councillor Mark Edwards made a non-prejudicial declaration of interest in respect of matters in this report relating to Isambard School, in his capacity as a Governor of that school.)

Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 11 JANUARY 2016

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

Councillors David Renard (Leader of the Council), Brian Mattock (Deputy Leader of the Council and Cabinet Member for Adult Health and Social Care) and Steve Weisinger

43. 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.

44. Public Question Time

No public questions were received during the meeting.

45. Minutes

Resolved – That the minutes of the meeting held on 14th December 2015, be confirmed and signed as a correct record.

46. Budget Setting Process - 2016-17

The Committee received a report of the Director of Law and Democratic Services, providing members with the opportunity to better understand the strategic context and framing for the direction of travel of the organisation to deliver the Vision for Swindon over the next four years. This was within the expected financial context, and the particular processes the Council had adopted to ensure a balanced budget for 2016-17 and a sustainable financial position moving forward.

At the Chair's request the Committee also had copies of the Budget Diversity Impact Assessments (DIA's), which were circulated at the meeting. Members raised concerns about the lack of time to adequately digest the information contained in the DIA's, but agreed to proceed with this part of the meeting as they accepted that written responses could be given where the answers were not readily available.

The Chair welcomed David Renard, Leader of the Council and Chair of Cabinet, and the Board Director Resources to the meeting who responded to the following observations and questions from the Scrutiny Committee:

- The effect on the Council of using the New Homes Bonus as a source of base budget funding
- The level of New Homes Bonus to be used for base budget funding in 2016/17

- The future use and ownership issues of community assets for example Sure Start children's centres and the need to inform ward councillors of any alterations to leases.
- The consultation exercise undertaken in relation to those vulnerable groups that utilised children's centres and the need to scrutinise the outcomes.
- The role of inflation within the forecast funding position for the Council between 2016 and 2020.
- The support being offered to vulnerable families who find it difficult to access support and funding.
- The percentage of vulnerable families with children not using existing children's centres.
- The commitment to deliver highway projects already approved and committed through the Localities Fund by 31st March 2016 and the return of unallocated Localities Highway Fund to the Highways Capital Programme by 31st March 2016.
- Questions about the new approach and arrangements for Community Grants.
- Support for an increase of a further 2% in Council tax to fund shortfalls in social care budgets.
- The need to identify alternative options for increasing and decreasing proposed Council tax levels.
- The need to maximise capital receipts from the disposal of Council assets and securing revenue income streams through taking a more pro-active role in local development initiatives.
- Concerns in relation to the predicted funding gap and the potential to reduce this gap through the realisation of new income streams.
- The training and support that would be offered to Parish Council staff following the transfer of services from the Council to ensure they understood the technicalities of the services and had the business support to manage these in the future.
- The financial consequences for this Council of Parish Councils not agreeing to the transfer of certain services and how the shortfall in transfers would be managed.
- The perceived discrepancies between the relationship of the number of new Band D equivalent properties and the forecast for the Council's Council Tax Base growth.
- Concern about the potentially fractured delivery of services by Parish Councils.
- The number of adult health assessments being carried out and the potential effect on Council budgets.

The Committee also considered a motion put by Councillor Moffatt inviting the Leader of the Council to seek the Government's views as to how the Council should maintain its statutory duties taking into account the current and future budgetary pressures. The motion was not passed; however the Leader of the Council explained that this was a discussion being held by the Local Government Association (LGA) and he would endeavour to provide feedback to the Scrutiny Committee from the LGA discussions.

The Chair thanked the Leader of the Council for attending the meeting in the absence of the Cabinet Member for Finance, People and Performance, and also the

Director of Resources and Director of Commissioning, and for their full and open responses to members questions and observations on the issues raised.

Resolved –

- (1) That the Budget Position Update report be noted.
- (2) That the Cabinet be recommended to consider the following comments in relation to the Budget setting process 2016/17:
 - a. That recognition of the new health demand change from acute to prevention to facilitate budget saving initiatives be continued.
 - b. That Swindon's economic development, the Council's savings proposals and the identification of new forms of revenue streams be supported.
 - c. That highway projects already approved and committed through the Localities Fund by 31st March 2016 be ring-fenced.
 - d. That the Director of Law and Democratic Services include the review of the delegation of Locality Community Grants within the future review of the Scheme of Delegation to keep current funding in 2016.

47. Cabinet Member Question and Answer Session - Cabinet Member for Finance, People and Performance

The Chair reported that this item had been withdrawn from the agenda as the Cabinet Member was not available to attend the meeting due to another commitment.

Resolved - That the Cabinet Member Question and Answer Session – Cabinet Member for Finance, People and Performance be deferred until the Scrutiny Meeting on 21st March 2015.

48. Averies Task Group - Interim Report

Further to Minute 55 (2014/15), the Committee received the Interim report of its Task Group established to review the Local Resilience Forum's (LRF) independent, multi-agency debrief of the Averies Fire Incident. The Committee was invited to consider the report, including the findings and recommendations.

Councillor Maureen Penny, Chair of the Task Group, presented the report and explained that the Task Group met on 3 occasions to receive evidence from 18 witnesses. A further 5 meetings were held to consider the evidence and prepare the interim report. The Committee noted that the Task Group decided to issue an interim report based on the review of the LRF debrief report, whilst the review of the circumstances that led up to the incident would be included in the final report. The final report would be produced following the conclusion of the prosecution of the operators of the Marshgate site by the Environment Agency (EA).

Councillor Penny spoke in detail about the Task Group's interim findings and recommendations and explained that officers would be asked to take action on the interim recommendations and report back to the Task Group once further information was available.

Councillor Penny along with the other members of the Task Group (Councillors Bob Wright – Vice-Chair, Colin Lovell, Steve Weisinger and Des Moffatt) responded to the following observations and questions from the Scrutiny Committee and also a member of the public, invited to speak by the Chair:

- The number of Health and Safety Inspections undertaken at the Marshgate site by the EA over the last 2 years.
- Concern about the ability of the operator to distinguish the different types of waste received on site.
- The monitoring of air quality in the vicinity of the site over the period of the event and possible repercussions in relation to residents future health issues.
- The sorting of waste material from skips on site and the disposal of waste in the most appropriate way.
- Queries about the landfill tax.
- Determination of the source of the fire.
- The status of Averies Recycling and whether the company was still operating.
- The existence of an insurance policy to cover such incidents at waste recycling sites and possible financial gain for operators following a fire.
- The cost of the incident to Swindon Borough Council.

Councillor Penny thanked the Task Group members and officers for their hard work and contributions in the production of the interim report.

Resolved –

- (1) That the findings and recommendations of the Averies Task Group's interim report be supported.
- (2) That it be noted that the Averies Task Group would prepare and submit a final report, to include consideration of the circumstances that led up to the incident, once the criminal proceedings instituted by the EA against the operator of the Marshgate site had been concluded.
- (3) That Councillors Maureen Penny, Chair of the Task Group, Bob Wright – Vice-Chair, Colin Lovell, Steve Weisinger and Des Moffatt be thanked for their hard work in the preparation and production of a very comprehensive and informative Interim Report.
- (4) That the Director of Law and Democratic Services forward the comments about the Local Resilience Forum debrief report contained in the interim report to the Local Resilience Forum.

49. Status of responses to public questions and member requests for action and/or information

The Committee received an updated report advising on the status of outstanding issues and member requests for information.

Resolved - That the report on the status outstanding issues and member requests for information be noted.

SCRUTINY COMMITTEE

MONDAY, 15 FEBRUARY 2016

PRESENT:- Councillors Robert Wright (Chair), John Ballman, Richard Hurley, Colin Lovell, Gemma McCracken, Des Moffatt, Kevin Parry, Stan Pajak, Oliver Donachie, Maureen Penny, Chris Watts, Nick Martin and Derique Montaut

Councillors David Renard, Leader of the Council and Chair of Cabinet, Emma Faramarzi, Cabinet Member for Housing and Public Safety, Fionuala Foley, Cabinet Member for Children's Services, Dale Heenan, Cabinet Member for Sustainability and Transport, Russell Holland, Cabinet Member for Finance, People and Performance, Mary Martin, Cabinet Member for Corporate, Customer and Digital Services, and Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills.

Apologies for absence were received from Councillors Carol Shelley and Vera Tomlinson.

50. 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 Brian Mattock made a personal declaration in respect of Cabinet's consideration of agenda item no. 5 ("SEQOL contract") in that his daughter is a social worker employed by SEQOL.

51. Public Question Time

Mr Roy Worman asked a number of questions regarding the financing of services in Parished and Non-Parished areas of Swindon. Councillor Russell Holland Cabinet Member for Finance People and Performance, and Board Director Resources responded to Mr. Worman's questions at the meeting.

52. Minutes

Resolved – That the minutes of the meeting held on 11th January 2016, be confirmed and signed as a correct record.

53. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 10th February 2016.

57. SEQOL contract

Councillor Brian Mattock, Cabinet Member for Adult Health and Social Care, responded to questions put by the Chair and Councillors Moffatt Chris Watts Maureen Penny John Ballman and Gemma McCracken on the following matters:

- The pressure that the continuing and growing demand for adult social care places on the effective delivery of other services and the significant savings that have been achieved through the provision of semi-supported housing units.
- The Better Care Fund and the shift in service provision from expenditure on acute services to support for preventative services and independent living.
- The in-house provision of a front-line social workers service.
- Potential redundancy costs associated with the proposal and the financial liabilities that prevented the Council being considered as the service provider.
- The maintaining of the children's emergency duty service and the future shaping of the service
- The reduced public health budget and the joint approach of Public Health and Adult Social Care, including the combination of resources, to facilitate the continued provision of preventative health services and to ensure the wellbeing of local residents.
- The continuing work with SEQOL to reshape remaining services that do not easily fit into the preferred model of an integrated acute and community health service.

Resolved – That Minute 57 of the Cabinet be noted.

58. Securing a Sustainable Future for Swindon's Cultural Assets, Libraries and Community Services

Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, responded to questions put by the Chair and Councillors Derique Montaut Chris Watts and Des Moffatt on the following matters:

- The proposed level of reduction to be achieved in the libraries service budget by 2020.
- The implications of proposed budget reductions for individual library facilities and the arrangements for disseminating that specific information to ward Councillors.
- The outcome of the consultancy report on the library service, that document's informing of the development of the draft Libraries and Community Services strategy and its availability for consideration by members.
- Use of the Central Library and options for a sustainable of a borough-wide library service.
- The shared community usage of library facilities.
- The key library data (in the report to cabinet) and the comparison of cost per unit loaned in relation to the cost of providing the lending service at each

facility.

- The total annual cost in 2014/15 for library services, the level of service savings to be achieved by 2020 and the emerging model for libraries and community-based services.
- The correlation between non-professionally managed library facilities and the effectiveness of the service on offer at those facilities.
- The availability of data on the footfall within library facilities, where such visit is for a secondary, community service provided at the facility.
- The usage data presented in the cabinet report relating to the Walcot library.

Resolved – That Minute 58 of the Cabinet be noted.

59. Budget 2016/17 and Beyond (Minute for Confirmation)

Councillor Russell Holland, Cabinet Member for Finance, People and Performance, with Councillor Brian Mattock, Cabinet Member for Adult Health and Social Care and Councillor Dale Heenan, Cabinet Member for Sustainability and Transport, responded to questions put by the Chair and Councillors Des Moffatt, Chris Watts and Stan Pajak on the following matters:

- Savings anticipated as a result of the proposed Parishes change programme and the calculation and application of the Special Expenses Rate as part of the Council tax setting process.
- The Council's commitment to paying all staff at or above the national living wage in 2016/17.
- The 2% Council Tax precept for Adult Social Care (ASC) and the implications for new and enhanced service provision via the precept of the application of the National Living Wage for carers.
- The future funding of bus services and the review of social transport provision.
- Revenue estimates in relation to the enforcement of the public service protection order.
- The potential to use the Government's additional one-off transitional grant funding to
 - carry out essential maintenance to council-owned assets, particularly properties in Theatre Square, to facilitate future community uses.
 - Tackle the ongoing issue of car parking on landscaped areas, including the recovery of some green areas to increase car parking provision.

Resolved – That Minute 59 of the Cabinet be noted.

60. Capital Programme 2016/17 (Minute for Confirmation)

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

- The funding required to refurbish and position a mobile classroom at Westrop Primary School.
- The revenue impact of the Children's Services capital spending schemes detailed in paragraph 8 of the report.
- The Cabinet review of the Bruce Street Bridges works and the opportunity for Scrutiny to be involved in that review.

Resolved – That Minute 60 of the Cabinet be noted.

61. Housing Revenue Account - Rents and Charges 2016/17 (Minute for Confirmation)

Councillor Emma Faramarzi, Cabinet Member for Housing and Public Safety, responded to questions put by the Chair on the following matter:

- The investment of Right to Buy income in new build programmes and the feasibility of utilising this income for the purchase of properties for adaptation to social housing.

Resolved – That Minute 61 of the Cabinet be noted.

62. School Place Planning Update 2016

In the absence of the Cabinet Member for Children's Services, Councillor David Renard, the Leader of the Council, responded to questions put by the Chair and Councillors Des Moffatt and Gemma McCracken on the following matters:

- The future use of the educational facility in Ferndale Road.
- The requirement for new school bids to include nursery care provision and proposed measures to encourage existing schools to introduce such provision.
- The free school option, utilising Government funding, as the Council's preference in moving forward in meeting requirements for additional school places.

Resolved – That Minute 62 of the Cabinet be noted.

63. School Admission Arrangements 2017-18

Resolved – That Minute 63 of the Cabinet be noted.

64. Swindon Pay Policy Statement 2016 (Minute for Confirmation)

Resolved – That Minute 64 of the Cabinet be noted.

65. Measuring the Success of the Vision

Resolved – That Minute 65 of the Cabinet be noted.

66. Superfast Broadband

Councillor Mary Martin, Cabinet Member for Corporate, Customer and Digital Services, responded to questions put by the Chair and Councillors Oliver Donachie Chris Watts Des Moffatt and Stan Pajak on the following matters:

- BT's current position regarding the commercial viability of upgrading areas of North Swindon to broadband speeds.
- The Council's certification of the UKBN solution as fit for purpose and the external experts responsible for the detailed technical assessment of the solution.
- The Cabinet Member's view of the likelihood that the demand in parts of the urban area would be sufficient to require UKBN to install fibre optic cables in order to achieve the required superfast speeds to all households.
- The option of providing a fibre optic distribution that households could choose to pay to have their property connected to.
- The potential negative implications of a significant take up of the UKBN service.
- The contract penalty for non-delivery a 24Mb per second service
- The impact on the optimum technical solution and viability of the UKBN proposal of the recent refusal of planning permission for several telecommunications masts.
- The validity of comments attributed to BT Openreach in the local press regarding a fibre optic solution in North Swindon.
- The validity of the Local MP's views on the most appropriate broadband solution for Swindon.

Resolved – That Minute 66 of the Cabinet be noted.

67. Wichelstowe Joint Venture

Resolved – That Minute 67 of the Cabinet be noted.

68. Community Investment in solar developments on Council land

Councillor Dale Heenan, Cabinet Member for Sustainability and Transport, responded to questions put by the Chair and Councillors Maureen Penny and

Gemma McCracken on the following matters:

- The permeability of the ground beneath solar panels and the concern expressed by some residents of the potential that this might enhance instances of surface water flooding.
- Swindon investors in solar development and the legal position that they could not be afforded priority over other, non-Swindon investors.
- The utilisation of profits from community investment schemes to fund the proposed solar sound barrier scheme.
- The feasibility of the Newburn Crescent site being utilised for a solar development scheme.

Resolved – That Minute 68 of the Cabinet be noted.

69. References from Other Council Bodies - Streetsmart Overview and Scrutiny Committee / Health and Wellbeing Board

Resolved – That Minute 69 of the Cabinet be noted.

70. Devolution - Moving Forward

Resolved – That Minute 70 of the Cabinet be noted.

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

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

- Allocations and Advice Services
- Empty Homes
- Estate and Tenancy Management
- Housing Enabling and Strategic Services
- Homeline Services
- Homelessness
- Housing Right to Buy/Sales Services
- Neighbourhood Wardens
- Private Sector Housing Renovation Grants

- Repair and Improvements to Council Housing Stock
- Sheltered Accommodation
- Police Authority/Police and Crime Commissioner liaison
- Community Safety Partnership including young offenders and reducing anti-social behaviour
- Environmental and Public Protection Services (including Licensing)
- Gypsies, Travellers and Unauthorised Encampments
- Reducing Drugs, Alcohol and Substance Abuse
- Control Room Operations

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

Following her presentation of the report, Councillor Faramarzi responded to Members' specific questions and observations on the following topics:

- The role, promotion and work of the Event Safety Advisory Group.
- Charges for work undertaken in respect of food safety through inspection, advice and support.
- The use of the Council's out of hours service in reducing service requests relating to noise nuisance.
- The targeting of areas with reported issues involving "Door Step" crime and the activities of Rogue Traders through the heightening of resident awareness.
- The involvement of Trading Standards Officers in events tackling online and credit card fraud.
- The possible review by Government of Licensing Houses in Multiple Occupation.
- Officer work to improve the conditions of Houses in Multiple Occupation.
- Officer involvement in planning applications for Houses in Multiple Occupation.
- Core issues that led individuals to live in Houses in Multiple Occupation.
- The Council's continued involvement in the Buy with Confidence Scheme.
- Council action against sub-standard landlords.
- The renting of garages as residential accommodation.
- Council action to educate shop owners to prevent the sale of inappropriate or unsafe age restricted products.
- Issues relating to waiting lists for Council properties.
- Bidders understanding of tenancies and their conditions.
- Reasons for offers of housing accommodation being rejected by bidders.
- The turnaround times for bringing void Council properties back into use.

- Staffing changes within the Council's Public Protection Team.
- Legislation to ensure rented housing is safe to occupy and how Council Officers respond to reports of potentially unsafe accommodation.

Resolved – (1) That Councillor Emma Faramarzi be thanked for attending the meeting to present her performance report and for her full and open responses to Members' questions and observations on the issues raised.

(2) That the information requested by Members during the course of the Committee's consideration of this item be forwarded to Members via the Committee Officer.

55. Status of Requests for Action and/or Information

The Committee received a report advising on the status of outstanding issues and member requests for information.

Resolved – (1) That the report on the status of outstanding issues and member requests for information, including the information included in the update tabled at the meeting, be noted.

(2) That it be noted that following a meeting between the Board Director, Children's Services and OFSTED the Council's decision not to include elected Members on the Swindon Fostering Panel had been approved.

SCRUTINY COMMITTEE

MONDAY, 21 MARCH 2016

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

Councillor Russell Holland, Cabinet Member for Finance, Councillor Fionuala Foley, the Cabinet Member for Children's Services and Councillor Steph Exell were in attendance.

Apologies for absence were received from Councillors Stan Pajak and Oliver Donachie.

56. Declarations of Interest

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

(1) The following declarations of interest were made in respect of Agenda Item 7 - the Cabinet Member for Children's Services question and answer session:

- Councillor Maureen Penny made a personal declaration of interest in her capacity as Chair of Governors of Southfield Junior School.
- Councillor Carol Shelley made a personal declaration of interest in her capacity as a school Governor of Gorse Hill School and Swindon Academy.
- Councillor Kevin Parry made a personal declaration of interest in his capacity as a school Governor of Covingham Park Primary School and Nythe Primary School.

(2) Councillor Exell made a personal declaration of interest with regard to the Committee's consideration of Cabinet Minute 81 - Regionalising Adoption Agencies in her capacity as a user of adoption services.

57. Public Question Time

Mr Paul Exell, a local resident, asked a number of questions about the future of post-adoption services, any reduction in post adoption services outside of therapy, the impact of regionalisation and consultation with adoptive families.

The Chair thanked Mr Exell for his questions which were answered by Councillor Fionuala Foley at the meeting.

58. Minutes

Resolved – That the minutes of the meeting held on 15th February 2016, be confirmed and signed as a correct record, subject to the reference to Councillor

Martin at Minute 54, paragraph 3 being removed and replaced with Councillor Faramarzi.

59. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 16th March 2016.

74. *Update on Fire Combination and Fire-Police Collaboration*

Councillor Brian Mattock, Deputy Leader of the Council, Vice-Chair of the Cabinet and Cabinet Member for Adult Health and Social Care responded to questions put by the Chair about the expected response times for incidents in Swindon following the formation of the new Dorset & Wiltshire Fire and Rescue Service.

Resolved – That Minute 74 of the Cabinet be noted.

75. *Free Schools Update*

Councillor Fionuala Foley, Cabinet Member for Children's Services, responded to questions put by the Chair, Councillors Carol Shelley and Des Moffatt on the following matters:

- The applications for primary free schools and their capacity to meet current and future needs.
- The ability to raise standards for those schools not achieving national performance targets.
- Concern about the number of free school applications whilst there were current issues relating to (i) the need to improve a number of secondary school exam results and (ii) school spaces.

Resolved – That Minute 75 of the Cabinet be noted.

76. *Budget Management 2015/16*

Resolved – That Minute 76 of the Cabinet be noted.

77. *Capital Programme Monitoring 3rd Quarter 2015/16*

Councillor Russell Holland, Cabinet Member for Finance, People and Performance, responded to questions put by the Chair about the effects of the changes to the Disabled Facilities Grant for 2016/17 and the removal of the Adult Social Care Capital grant.

Resolved – That Minute 77 of the Cabinet be noted.

78. *Treasury Strategy Statement 2016/17(Minute for Confirmation)*

Resolved – That Minute 78 of the Cabinet be noted.

79. Future of Swindon Borough Council Operated Nurseries

Councillor Fionuala Foley, Cabinet Member for Children's Services, responded to questions put by the Chair on the following matters:

- The availability of local nurseries for parents unable to access transport links.
- Budget savings and investment required to maintain the Children's Nursery to an acceptable standard.

Resolved – That Minute 79 of the Cabinet be noted.

80. Swindon Cycling Framework

Councillor Dale Heenan, Cabinet Member for Sustainability and Transport, responded to questions put by the Chair and Councillors Des Moffatt and Maureen Penny on the following matters:

- The challenges of cycling from the outlying areas of Swindon to the Town Centre.
- Concern about the lack of cycle paths in the rural areas of Swindon.
- The small number of responses received to the Cycling Framework Consultation compared to the number of cyclists in Swindon.
- The future plans for the development of a programme to connect schools to the cycle network.

Resolved – That Minute 80 of the Cabinet be noted.

81. Regionalising Adoption Agencies

Councillor Fionuala Foley, Cabinet Member for Children's Services, responded to questions put by the Chair and Councillors Des Moffatt, Carol Shelley, Chris Watts, Steph Exell and Vera Tomlinson on the following matters:

- The governance arrangements for the new Regional Adoption Agency.
- Swindon Borough Council representation on the new Regional Adoption Agency.
- The support offered to guardians post adoption.
- Current practices and the requirement for change to Regional Adoption Agencies.
- The impact of regionalisation on the speed of the adoption process.
- The corporate management process and the responsibility for decision making.
- The transition process from the current operation of adoption services to the operation of the Regional Adoption Agency.
- The performance ratings of individual Adoption Agencies in the South East or the South West to help inform the Council's decision as to which operating model to align itself with.
- Maintaining the current high standards of delivery of the adoption service in the future.
- The need for more detailed analysis of each agency to be included in the

report.

Resolved – That Minute 81 of the Cabinet be noted.

82. Regulation of Investigatory Powers Act 2000

Councillor Brian Mattock, Deputy Leader of the Council, Vice-Chair of the Cabinet and Cabinet Member for Adult Health and Social Care responded to questions put by the Chair and Councillors Des Moffatt and Chris Watts on the following matters:

- The surveillance activities undertaken by the Council in accordance with the Regulation of Investigatory Powers Act 200 with particular reference to dog fouling.
- Fly tipping issues and the measures in place to tackle residents' concerns.
- The procedural advice offered by the Council to individuals about how they can be represented at interviews with Council Enforcement Officers.

Resolved – That Minute 82 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.

60. Cabinet Member Question and Answer Session - Cabinet Member for Children's Services

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

- Children and Family Services
- Education and Schools
- Children and Young People's Partnership Board and Children's Trust Board
- Early Years Development
- Fostering and Adoption Services
- Music Services
- Plas Pencelli Outdoor Education Centre
- Play Services
- Youth Offending Team
- Youth Services
- Troubled Families
- Governor Support Services

Before considering the report, Councillor Foley invited the Committee to watch a LIFE Programme DVD. The Committee were informed that the Council had worked with a social enterprise, Participle, to design the Life Programme to support families living with complex needs. Participle produced the film to support this work which showed the daily challenges that families live with and the changes that services would need to make to support the families effectively.

At the request of the Chair, Councillor Foley, supported by her officer team, responded to members' specific questions and observations on the following topics:

- The recruitment of local foster carers.
- The challenges being faced by secondary schools when comparing the outcomes/assessments between Key Stage 2/3 and Key Stage 4.
- The process of using pupil premium payments to raise the attainment of disadvantaged pupils and close the gap between them and their peers.
- The potential impact on Swindon schools of pupils attending schools outside of the Borough.
- The drive to improve standards and measure progress to enable all schools to provide equal opportunities for all pupils.
- Concern about the progress being made with post 16 education.
- The number of pupils with both a statement of special educational needs and an Education, Health and Care Plan.
- The absence rate of pupils with both a statement of special educational needs and an Education, Health and Care Plan.
- Fixed Term Exclusions and the measures in place to tackle the high rates experienced in Swindon.
- The number of students attending 6th Form Colleges.
- Concerns about the financial consequences and impact on budgets in relation to the large number of pupils in Swindon receiving education other than at school.
- Examples of a healthy diet provided to pupils by schools catering suppliers.
- The young people receiving help from the Swindon Sexual and Reproductive Health Strategy and the possibility of raising the age for receiving help to 17.

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

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

61. Cabinet Member Question and Answer Session - Cabinet Member for Finance, People and Performance

Councillor Russell Holland, Cabinet Member for Finance, was in attendance and the Committee considered a detailed report summarising progress and performance in respect of each of the following service areas within his portfolio of responsibility:

- Financial Management (Revenue and Capital Programme).
- Finance Management Overview.
- Preparing Future Year's Budget and Medium Term Financial Plan.
- Procurement.
- Human Resources, Personnel & Trade Union Relations (including Staff Nursery)
- Schools HR
- Revenue and Benefits Services.
- The Council's Demand Management Agenda including Stronger Together
- Corporate Performance Management

- Risk Management; and
- Developing welfare and benefits policy.

At the request of the Chair, Councillor Holland responded to members' specific questions and observations on the following matters.

- The need to consider all possible options for the future delivery of the Libraries Service including outsourcing.
- The role of the Town Twinning Network and associated budget.
- Reporting on the Council's gender pay gap on an annual basis from 2017.
- The new procurement processes and updating of procedures rules.
- The number of families affected by the reduction in the Benefit Cap of £20,000 per annum and the impact on other Council services and the assistance offered.
- The promotion and availability of emergency assistance to those on low incomes and in crisis.
- The necessary improvements required to the procedures for processing refugees once they become citizens and the potential for additional financial hardships.
- The possibility of the Committee considering the Council's Risk Register at a future meeting.
- The Performance Dashboard and its role in policy development and scrutiny.

Resolved – (1) That Councillor Holland 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 the information requested by Members during the course of the Committee's consideration of this item be forwarded to Members via the Committee Officer.

62. Possible Changes to the Council's Overview and Scrutiny Functions

The Chair referred to a report considered by the Corporate Governance Working Group at their meeting held on 13th March 2016. The report set out the current approach to Cabinet decision-making and the role played by the Scrutiny Committee and the Overview and Scrutiny committees in that process and seeking members' views on possible changes to this process, as suggested by the Chair of the Scrutiny Committee following his own investigation of scrutiny practices utilised by other local authorities.

The Committee noted that the Chair of the Scrutiny Committee was proposing the introduction of "pre-scrutiny" arrangements and that the proposal would be considered at a further meeting of the CGRWG to be held in advance of the next Full Council meeting.

63. Status of Requests for Action and/or Information

The Committee received an updated report advising on the status of outstanding issues and member requests for information.

Resolved - That the report on the status outstanding issues and member requests for information be noted.

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

THURSDAY, 17 DECEMBER 2015

PRESENT:- Councillors Alan Bishop, Steph Exell, Mary Friend, John Haines, Fay Howard, Derique Montaut, Maureen Penny, Caryl Sydney-Smith, Julie Wright and Robert Wright, Valarie Vaughan (Healthwatch Swindon).

Apologies for absence were received from Councillors Keith Williams, Claire Ellis and Rosemarie Phillips (Equalities Advisory Forum).

Also Present: Councillor Brian Mattock, Kevin McNamara (Director of Strategy, Great Western Hospital), Lorraine Austin (Great Western Hospital), 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 Peter Crouch, Clinical Chair of Swindon Clinical Commissioning Group.

25. 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.

26. Public Question Time

No public questions were submitted for this meeting.

27. Minutes

Resolved - That the minutes of the meeting held on 18th June 2015 be confirmed and signed as a correct record.

28. Delayed Discharge of Care

The Head of Commissioning, Children and Adults, the Chief Executive (SEQOL), the Chief Executive of the Great Western Hospital (GWH) NHS Foundation Trust and the Head of Communications and Engagement, NHS Swindon, Clinical Commissioning Group submitted a joint report to provide the Committee with (a) a greater understanding of the reasons for the high numbers of Delayed Transfer of Care incidents (b) to provide the context and assurances to the Committee that Commissioners and Providers across Health and Social Care were working together to reduce the number of patients who were delayed in their discharge from hospital and Intermediate Care.

Mrs Sue Wald, Head of Commissioning, Children and Adults introduced Lorraine Austen, Programme Director for Community Integration, and gave a presentation regarding the position in relation to delays in transfers of care and the

management of patients medically fit for discharge or transfer.

Following the presentation, Mrs Sue Wald, Head of Commissioning, Children and Adults, Ms Heather Mitchell, Chief Executive (SEQOL), Mr Kevin McNamara, Director of Strategy Great Western Hospital (GWH) NHS Foundation Trust and Gill May, Head of Communications and Engagement, NHS Swindon, Clinical Commissioning Group responded at the meeting to the following issues raised by Committee Members:

- Great Western Hospital position in relation to delays in transfers of care as compared to other Trusts.
- Clarity on how members of the public were informed of transfer of care processes. Members noted the work by Avon and Wiltshire Partnership NHS Trust with care homes
- Clarity on whether the (intervention was personalised) and if numbers of patients admitted to hospital were monitored to track re-admittance levels.
- How primary care supported patients with long term conditions.
- Reasons for funding Older People care packages through an underspend in learning disability care packages.
- Clarify who bears the cost of transfer of care delays.
- The importance of support provision for carers.
- Recognition of impact in delays to patient transfers.
- An update on pharmacy opening hours at Great Western Hospital.
- Effect on patients if seven day week ambulatory care provision by all agencies was implemented.

Resolved: (1) That the Head of Commissioning, Children and Adults be requested to circulate the Local Government Association article regarding delayed discharge of care.

(2) That the Chief Executive (SEQOL), the Director of Strategy, Great Western Hospital (GWH) NHS Foundation Trust and the Head of Communications and Engagement, NHS Swindon, Clinical Commissioning Group be requested to provide an update on delayed discharge of care at the next meeting of the Committee.

29. Swindon Local Account for 2014/15

The Head of Commissioning, Children and Adults submitted a report on the performance and key issues relating to commissioning and performance across adult social care for 2014/15. Mrs Sue Wald, Head of Commissioning, Children and Adults introduced the report and explained that the Local Account highlighted how Adult Social Care Service were performing to improve people's lives and referred to the challenges faced by the department. Mrs Wald commented on the Carer Centre that offered support to those carers with relations in hospital.

Mrs Sue Wald responded to the Committee's questions and comments in respect of the following points

- The challenges of ensuring sufficient members were available to the Learning Disability Partnership Board to provide resources to service the Board.
- Explanation on how Swindon was implementing recommendations from the Francis Report.
- Details of the complex intervention and treatment offered to patients.

Resolved: That the report be noted.

30.

SEQOL Update

The Chief Executive (SEQOL) submitted a report updating the Committee on the performance and key issues relating to SEQOL. Ms Heather Mitchell, Chief Executive referred to work being undertaken with commissioners and providers on preventative treatment of pressure ulcers.

Following the presentation of her report, Ms Mitchell responded to questions and comments on the following issues:

- Information regarding alternative actions available for the prevention of pressure ulcers.
- Support for autistic children to ensure their needs are understood to prevent referral to probation services. The need not be progressed through probation services.
- Improvement of IT systems to enable better communication across all service providers.

Resolved: That the report be noted.

31.

Avon & Wiltshire Partnership NHS Trust

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

Resolved: (1) That the report be noted.

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

32.

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 presented the report and highlighted matters of significance. He referred to the Care Quality Commission (CQC) Inspection and referred to the Quality Summit that would be undertaken in January 2016 where CQC's feedback would be discussed with key stakeholders. He referred to the financial plans being implemented with Monitor, their regulator.

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

- An update on the Brighter Futures' Radiotherapy Appeal. The Chair offered the Committee's support in this venture.
- Reference to Dr Foster's Intelligence in Healthcare Guide and how Hospital Standardised Mortality Ratios (HSMRs) were calculated.
- An update on staff recruitment.
- Clarification of the financial position of the Great Western Hospital (GWH).
- An update on the establishment of the radiotherapy unit in Swindon.

Resolved: (1) That the report be noted.

(2) That the Director of Strategy, Great Western Hospital (GWH) NHS Foundation Trust together with the Clinical Director, Avon and Wiltshire Partnership NHS Trust be requested to provide information regarding Hospital Standardised Mortality Ratios at the next meeting of this Committee in February 2016.

33. NHS Swindon Clinical Commissioning Group

The Executive Director, Swindon Clinical Commissioning Group (CCG), submitted a report updating the Committee on the performance and key issues relating to the service. Dr Peter Crouch, Executive Director of Commissioning at NHS Swindon Clinical Commissioning Group introduced Ms Gill May, Executive Nurse and referred to the pressures outlined in the report, particularly the need to confirm sites for the provision of primary medical services and the recruitment and retention of staff. The Committee noted that Swindon CCG had started a 5 to 10 year planning process in consultation with stakeholders and providers.

Dr Crouch and Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) responded to questions and comments from the Committee regarding how resources were targeted where most needed and the actions being undertaken for the recruitment and retention of doctors.

Resolved: That the report be noted.

(2) That the Executive Director, Swindon Clinical Commissioning Group be requested to include an update on diabetes in his report at the next meeting of this Committee in February 2016.

34. Consideration of Health and Wellbeing Board Recommendations

The Chair referred to the Health and Wellbeing Board minutes of 21st October 2015 and advised that these had been submitted for the Committee's information.

Resolved: That the minutes of the Health and Wellbeing Board meeting held on 21st October 2015, be noted.

35. Work Programme 2015/16

The Committee received a report from the Director of Law and Democratic Services detailing its updated work programme for the Municipal Year 2015/16.

Resolved – That the Committee Officer be requested to update the work programme as agreed.

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

THURSDAY, 11 FEBRUARY 2016

PRESENT:- Councillors Maureen Penny (Chair), Alan Bishop, Claire Ellis, Steph Exell, John Haines, Fay Howard, Derique Montaut, , Caryl Sydney-Smith, Keith Williams, Julie Wright and Robert Wright and Rosemarie Phillips (Equalities Advisory Forum).

An apology for absence was received from Councillor Mary Friend.

Also present: Angela Plummer (Strategic Commissioner, Adults), Gill May (Executive Nurse at NHS Swindon Clinical Commissioning Group), Dr Peter Crouch (Clinical Chair of Swindon Clinical Commissioning Group), Dr Simon Manchip (Clinical Director, Avon and Wiltshire NHS Partnership Trust), Kevin McNamara (Director of Strategy, Great Western Hospital), Adrian Griffiths (Interim Chief Operating Officer, Great Western Hospital), Heather Mitchell (SEQOL), Cherry Jones (Director of Public Health), Ursa Alad (Housing and Adult Social Care Programme Manager) and Michael Ash (Head of Housing and Community Safety).

36. Declarations of Interest

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

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

37. Public Question Time

No public questions were asked or submitted for this meeting.

38. Minutes

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

39. Quality Summit: Great Western Hospitals NHS Foundation Trust

Councillor Caryl Sydney-Smith had represented the Committee at the Quality Summit held by the Great Western Hospitals NHS Foundation Trust on 18th January 2016 at Great Western Hospital. She updated the Committee on points raised during the Summit, referring to key findings presented by the Inspection Team and commenting on proposed actions to address key issues identified in the Inspection Report.

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), gave a presentation updating the Committee on the implementation of the Francis Report recommendations in Swindon. She explained that the Francis Report followed an extensive inquiry into failings at Mid0Staffordshire NHS Foundation Trust. Ms May explained that the report had 290 recommendations and she referred to the impact of the Report, highlighting key changes, particularly the need for wide system change, the importance of taking responsibility for own actions and recognising that transparency was essential.

Following the presentation, Ms May and Mr Kevin McNamara, Strategy Director, Great Western Hospital, responded to members' and representatives' questions and comments on the following issues:

- The dialogue undertaken with Lyn Hill-Tout, the former Chief Executive at Stafford Hospital, regarding actions undertaken by various Trusts following the publication of the Francis Report.
- The actions being undertaken by Swindon following the publication of the Francis Report, particularly regarding the requisite cultural changes.
- Measures taken by the Trust to protect whistleblowers. Members noted that all providers had a Whistleblowing Policy and that Great Western Hospital had updated their policy following the Francis Report.
- Confirmation of the standardised mortality ratio at Great Western Hospital.
- Confirmation of responsibilities and reporting chains now clearly defined. Ms May highlighted safeguarding as an example and advised how this was the responsibility of everyone and Members noted that through contract management, together with the Care Quality Commission, it was the Clinical Commissioning Groups' responsibility to ensure staff awareness and understanding at all levels.

Resolved – (1) That Ms May's presentation on the key recommendations of the Francis report be noted and that health providers' responses to those recommendations, be welcomed.

(2) That the Director of Strategy, Great Western Hospital, be requested to circulate standardised mortality figures for Great Western Hospital as compared to the Mid Staffordshire Trusts' data.

The Executive Nurse, Clinical Commissioning Group, the Interim Head of Adult Social Care, the Chief Executive (SEQOL) and the Chief Executive of the Great Western Hospital (GWH) NHS Foundation Trust submitted a joint report providing an update on progress made to address Delayed Transfer of Care. Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) presented the report and commented on the validation process of data and its monthly submission to NHS England. Ms May referred to the Local Government Association (LGA) visit to review service provision in Swindon and to the implementation of the Delayed Transfer of Care Programme.

Members noted that following the visit, the LGA provided a report that included 32 recommendations. Ms May advised that the report referred to a project initiation programme regarding discharge of care, consisting of seven work streams, intended to reduce instances of delayed discharges and facilitate the delivery of

effective and timely social care services. Following the presentation of the report, Ms May and Mrs Angela Plummer, Strategic Commissioner, Adults, responded to members' and representatives' questions and comments on the following issues:

- The time taken to undergo a social work assessment.
- Clarification on what would be included within an outcome based contract for the re-commissioning of domiciliary care.
- Pressure on hospital admissions and how commissioned services helped decrease hospital admittance.
- Confirmation on the roles of community navigators and locality teams following the re-commissioning of domiciliary care.
- The agreement of work streams by commissioners and providers.
- How Avon and Wiltshire Partnership will be affected by the re-commissioning of domiciliary care.
- The reasons for the instance and timing of cancelled care packages.
- How patients not meeting the Delayed Transfer of Care criteria were being supported.

Resolved – (1) That the report be noted.

(2) That the Executive Nurse, Clinical Commissioning Group, be requested to circulate information regarding the number of hospital admissions.

(3) That the Chief Executive (SEQOL), the Director of Strategy, Great Western Hospital), the Interim Director, Adult Social Care and the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) be requested to submit an update to the next meeting of this Committee, particularly to include information regarding reasons for the delays in discharging non domiciliary patients.

42. Health Inequalities Through Housing

The Head of Housing and Community Safety submitted a report updating the Committee on the work being undertaken in Housing and Public Protection to tackle health inequalities.

Mr Michael Ash, Head of Housing and Community Safety referred to the housing direction and focus set out in the Housing Strategy 2015-16 relating to the wellbeing of Swindon's residents. He explained that housing standards in Swindon were better than the national average and that Swindon invested in the structure and fabric of buildings. Mrs Ursa Alad, Housing and Adult Social Care Programme Manager referred to the achievements over the past year and future challenges. These included the launch of fortnightly meetings between the Housing Panel and Adult Social Care. Members noted the work being undertaken to improve standards for housing occupants.

Following the presentation of the report, Mr Ash and Miss Alad responded to members' and representatives' questions and comments on the following issues:

- The actions being taken to address rogue landlords.
- The actions being taken to support those living in multi occupancy properties.
- How the proposed Housing and Planning Bill will help the Local Authority in dealing with rogue landlords and those living in multi occupancy properties.
- The improvement of standards in public sector housing.
- The feasibility of community navigators providing information for targeted support.

Resolved – That the report be noted.

(2) That the Chief Executive (SEQOL) be requested to liaise with the Head of

Housing and Community Safety and the Interim Director, Adult Social Care regarding the role of SEQOL employees and the involvement of community navigators in supporting the local community.

43. Performance for Adults Health, Social Care and Housing

The Interim Director of Adult Social Care submitted a report on the performance and key issues relating to commissioning and performance across adult social care. Mrs Angela Plummer, Strategic Commissioner Adults, introduced the report and explained that the Local Account highlighted how Adult Social Care Service were performing to improve people's lives and referred to the challenges faced by the department. Mrs Plummer explained that it highlighted the success and challenges within Adult Social Care. She responded to questions and comments regarding the following issues:

- The definition of a carer's assessment, what it covered and the process to initiate an assessment.
- The reasons for the increase in safeguarding assessments.
- Self-neglect and personal choices and the promotion of safeguarding services in Swindon.
- The number of safeguarding referrals received and whether these were received from different agencies relating to the same individual.
- The issues with recruiting staff into the social care profession whilst ensuring they had the right skills sets.
- The importance of recruiting social work staff as staff shortages may affect services.
- Obtaining positive results from the expenditure committed to domiciliary care. Members noted that there was an increase in the level of care provided.

Resolved – That the report be noted.

(2) That the Interim Director of Adult Social Care be requested to include an update on safeguarding at the next meeting of the Committee.

(3) That the Interim Director of Adult Social Care be requested to circulate the number of safeguarding referrals before the next meeting of the Committee.

(4) That the Interim Director of Adult Social Care be requested to include factors affecting delayed transfer of care and domiciliary care at a future meeting of this Committee.

44. 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. He referred to the Care Quality Commission inspection, the effect of the junior's doctors' industrial action on patients at Great Western Hospital and the Patient Safety Award won by the Trust for its work on tackling sepsis. Mr McNamara updated the Committee regarding the approval from NHS England to build a new radiotherapy unit on the Great Western Hospital site.

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

- The recruitment of Band 4 nurses and nursing assistants.
- The effects of the junior doctor's industrial action on Great Western

Hospital's workforce.

- The siting of the new radiotherapy unit and how this will affect car parking at Great Western Hospital.

Resolved – That the report be noted.

(2) That the Director of Strategy, Great Western Hospital be requested to circulate details regarding the number of Band 4 nurses and nursing assistants undergoing training at present before the next meeting of the Committee.

45.

SEQOL

The Chief Executive (SEQOL) submitted a report updating the Committee on the performance and key issues relating to SEQOL. Ms Heather Mitchell, Chief Executive, SEQOL, referred to the Care Quality Commission inspection of Whitbourne House and work being undertaken with general practitioners to provide extended primary care services. She advised that neighbourhood teams would be created by the end of March 2016. In response to a query regarding localities teams, Ms Mitchell elaborated on the work being undertaken with localities team members, community navigators and volunteers.

Resolved – (1) That the report be noted.

(2) That the Chief Executive (SEQOL) be requested to circulate a copy of the Whitbourne House work programme before the next meeting of the Committee.

46.

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 highlighted matters of significance including the Trust's funds, a change of leadership at the Trust and the waiting time for patients' assessment to be undertaken. Members noted that refurbishment work had commenced at the Applewood adult inpatient unit.

Dr Manchip and Dr Peter Crouch, Clinical Chair of Swindon Clinical Commissioning Group responded to questions and comments from the Committee regarding the following issue:

- The collaborative work within the Intensive Team Ward to address the increase in workload.
- The reasons for the high turnover of senior management staff at Board level.
- The role of general practitioners in prescribing dementia medication, monitoring patients and how this will impact local practices.
- The delegation of funding to Primary Care and how this would be allocated to the various services.
- Payment received from out of borough for using Swindon's facilities.

Resolved – That the report be noted.

(2) That the Chair, on behalf of the Committee, be requested to write to NHS England regarding the amount of funding being delegated to Primary Care and how seeking information on how this was intended to be allocated to services.

47.

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 9th December 2015. Ms Jones informed the Committee that Care Forum would be the new provider for the Healthwatch Swindon agenda.

Resolved – (1) That the report be noted.

(2) That the Director of Public Health be requested to circulate information regarding the new provider for the Healthwatch Swindon agenda.

48. Dementia Task Group Update

Councillor Robert Wright updated Members of the Committee on the work that had been undertaken by the Dementia Care Pathway Task Group to date. He thanked members of the Task Group and professionals for their contributions and referred to the discussions undertaken relating to funding and on working arrangements between all stakeholders for the benefit of patients. Councillor Wright explained that the group had met dementia patients. He further advised that the group were reviewing two specific strands relating to the twelve point Swindon Dementia Strategy and public health education, particularly regarding diet. Members noted the work being undertaken to make Swindon a Dementia Friendly town.

Resolved – That the work being undertaken by the Dementia Care Pathway Task Group be noted.

49. Learning Disabilities Transition Pathway Task Group Update

The Committee received a verbal update from Councillor Caryl Sydney-Smith on the work being undertaken by the Learning Disabilities Transition Pathway Task Group. Councillor Sydney-Smith explained that the Task Group was reviewing ways on how to make training and further education more accessible to young people to help them seek employment. She also referred to the visits at the Open Door Centre where Task Group members spoke with young people with learning difficulties and to Uplands School where the views of teachers, staff and pupils were sought.

Resolved – That progress made by the Learning Disabilities Transition Pathway Task Group, be noted.

50. Work Programme Update

The Director of Law and Democratic Services submitted a report on the Committee's work programme for the current Municipal year, detailing the activities that the Committee had undertaken, and would be undertaking, during the course of the year, with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies/bodies to consider.

Resolved – That the report be noted.

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

WEDNESDAY, 3 FEBRUARY 2016

PRESENT:- Councillors Gemma McCracken (Chair), Maureen Penny, Caryl Sydney-Smith, John Haines, Cathy Martyn, Teresa Page, Eric Shaw, Carol Shelley, Nadine Watts, Steve Weisinger and Julie Wright, Paul Sunners (Standing Advisory Council for Religious Education), Alison Paul (Swindon Association of Special Schools Headteachers), Liz Townend (Bristol Diocese), Steve Henderson (Equalities Advisory Forum), Claire Smith (Participation Manager), Paul Dobson (Project Manager, Swindon Ten to Eighteen Project), Wilf Steenbergen (Members of the Youth Parliament),

Apologies for absence were received from Councillors Michael Bray and James Robbins, David Dawson (Catholic Diocese), Kevin McNamara (Great Western Hospital), Dr Wendy Wodhouse (Oxford Health NHS Foundation Trust), Jo Garton (Swindon Association of Primary Headteachers), Jo Osario (Healthwatch), Kim West (Governor), Valerie Johnstone (Governor), Ellie James (Members of the Youth Parliament), Jo Garton (Swindon Association of Primary Headteachers).

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

24. Declarations of Interest

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

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

25. Public Question Time

No public questions were asked or submitted for this meeting.

26. Minutes

Resolved: That the minutes of the meeting held on 2nd December 2015 be confirmed and signed as a correct record.

**27. Member of Youth Parliament - Report on Achievements and
Performance 2014 - 2016**

The Chair welcomed Mr Paul Dobson, Project Manager, STEP (Swindon Ten to Eighteen Project), and Mr Wilf Steenbergen, elected Member of the Youth Parliament to the Committee meeting.

Mr Dobson referred to the contents of the report submitted by the Interim Head, Children's Services and Interim Director, Adult Social Care updating the

Committee on work undertaken by the Youth Parliament. He explained that present elected members had come to the end of their two year term of office and elections would be taking place later in the year.

The representatives responded at the meeting to the following issues:

- The success of the anti-bullying campaign and how work undertaken would be cascaded to primary schools.
- How the “Education and Achievement” video clip would be available for schools to use during Personal, Social, Health and Economic (PSHE) lessons.
- The work of the Education Strategy Board in improving educational outcomes and standards.
- Importance of student motivation to help them achieve educational outcomes and how this was reflected within the Education Strategy Board work.
- School’s participation in Youth Parliament work.
- Confirmation that the next Youth Parliament election was to be held on 23rd February 2016.

Resolved: (1) That the Committee expresses its continued support for the work of the Youth Parliament

(2) That it be noted that the new Members of Youth Parliament would be announced at a results evening to be held 5.00pm, 23rd February 2016 at the Civic Offices.

(3) That Miss Ellie James, the elected Member of the Youth Parliament and her deputy, Mr Wilf Steenbergen, be thanked for their contributions.

(4) That the report be noted.

28. Children's Safeguarding Update

The Interim Director of Children’s Services and the Interim Director of Children’s Services submitted a joint report providing an update on work being undertaken regarding Child Sexual Exploitation, Female Genital Mutilation, Honour Based Violence, Domestic Abuse and the Multi-Agency Safeguarding Hub.

Mr Michael Ash, Head of Housing and Community Safety introduced Mrs Fiona Francis, Quality Assurance and Review Service Manager and explained that the report set out progress and challenges for the various areas. Members noted the commissioning of a new Domestic Abuse Strategy and the creation of the Local Safeguarding Children’s Board Child Sexual Exploitation (CSE) Action plan enabling better targeting of resources. Mr Michael Ash expressed his concerns regarding the increase in domestic abuse due to better recording of incidents and referred to the work being undertaken by the Multi-Agency Safeguarding Hub (MASH). Mrs Fiona Francis referred to the creation of a new Child Sexual Exploitation Team and to the multi-agency guidance and procedures organised by Local Safeguarding Board to raise awareness on Female Genitalia Mutilation.

Following the presentation of their report, Mr Michael Ash and Mrs Fiona Francis, responded to questions and comments on the following:

- Gender breakdown of domestic abuse cases.
- Frequency of the Multi Agency Risk Assessment Conferences (MARAC) and on the availability of on-line information.

- Reasons for the reduction of domestic abuse cases reported by schools. Members noted that the recording mechanisms had changed and cases were still being recorded.
- Clarity on whether there were enough safe locations for victims of domestic abuse to meet demand.
- Clarity on provision made for transgender and gay victims of domestic abuse. Members noted that an Outreach Service commissioned from the Refuge Centre provided emotional support for all victims of domestic abuse.
- Ensuring that Health Schools Co-Ordinators and teaching staff were trained to discuss the topics presented in the report during PSHE lessons.
- Ways of engaging young people seeking assistance from the Child and Adolescent MENTAL Health Services.
- The collation of feedback from victims and how this shaped future work.

Resolved – (1) That the Head of Housing and Community Safety be requested to set up a training session for Committee Members regarding the Domestic Abuse Strategy.

(2) That the Interim Director of Children's Services be requested to liaise with Alison Paul (Swindon Association of Special Schools Headteachers) regarding the number of domestic abuse cases reported by schools.

(3) That the Interim Director of Children's Services be requested to circulate the Council's Child Sexual Exploitation Action Plan before the next meeting of this Committee.

(4) That future reports contain a list of acronyms used.

(5) That the report be noted.

29. Restorative Youth Services Work Programme 2015/16

The Interim Director of Children's Services and the Interim Director of Children's Services submitted a joint report on the Restorative Youth Service Work Programme for 2015/16 for information and approval.

Mr Matt Bywater, Service Manager, Restorative Youth Services (RYS), referred to the submission and approval of the Plan by the Youth Justice Board (YJB), the Youth Offending Team Management Board and the Health and Wellbeing Board. He referred to the appendices in the report reflecting the post inspection action plan following a full joint inspection undertaken by Her Majesty's Inspectorate of Probation. Mr Bywater explained that the inspection comprised of a number of stakeholders including the Police, Probation Services, Ofsted, Care Quality Commission, Children Services and Health Services. He commented on the value of using the Red / Amber / Green system to record service performance and target achievement to easily identify issues.

The Committee welcomed the report and Mr Bywater, Mr Michael Ash, Head of Housing and Community Safety and Mrs Karen Reeve, Interim Director of Children's Services responded to questions put by members regarding the following points:

- Clarity on the level of attendance and on the type of activities undertaken by the Youth Offending Team Management Board.
- The level of training undertaken by the Youth Offending Team Management Board.
- Further to 3.7 of the report, how funding had been utilised by the youth counselling service 'On Trak'.

- Confirmation that actions on the plan were not part of a tick box exercise and the “so what” factor had been considered.
- Confirmation that performance reports were presented to the Youth Offending Team Management Board quarterly.
- Challenges faced by Restorative Youth Services.
- Update on the restorative justice practices and protocols.
- Clarity on the definition of “unpaid work”.

Resolved – (1) That the Service Manager, Restorative Youth Services be requested to circulate a sample of the performance report submitted to the Youth Offending Team Management Board before the next meeting of the Committee.

(2) That the Service Manager, Restorative Youth Services be requested to submit an update on the Restorative Youth Service Work Programme for 2015/16 at a future meeting of this Committee.

(3) Further to (2) above, the report to include challenges and achievements of the Restorative Youth Services.

(4) That further to (2) above, the Service Manager, Restorative Youth Services be requested present a DVD relating to restorative justice at a future meeting of this Committee.

(5) That the report be noted.

30. Children's Services Performance Report

The Interim Director of Children’s Services and the Interim Director of Children’s Services submitted a joint report on the outturn performance position for Quarter 2, 2015/16 (July to September 2015) of Children’s Services.

Mrs Sue Wald, Interim Director, Adult Social Care, introduced the report and explained that the first part referred to the challenges faced by the department, including the continued increase in referrals. Mrs Wald commented on service achievements, particularly the continual placement of the majority of children locally, enabling them to maintain contact with their families.

Mrs Sue Wald and Mrs Karen Reeve, Interim Director of Children’s Services responded to the Committee’s questions and comments in respect of the following points:

- Clarification regarding the process of fixed term and permanent exclusions of pupils by academy schools.
- Reasons for the increase in referrals and actions being undertaken to address this.
- Reasons for the increase in early help records and actions being undertaken to address this.
- Actions being undertaken to address the increase in number of young people Not in Education, Employment or training (NEET).
- The time taken to undertake assessments of 15 to 17 year old young people.
- Update on the recruitment of social workers.
- Reason for the increase in fixed term exclusions in primary schools.
- Bed blocking - Confirmation that children were not affected by his process.
- Explanation that the increase in the population of Swindon did not impact on data presented.

Resolved: (1) That, the Committee extends an invitation to representatives

from Academy Headteachers to attend a future meeting of this Committee with an update on work being undertaken to ensure that young people in the borough were provided with the best schooling and education.

(2) That the Interim Director of Children's Services be requested to include information regarding fixed term exclusions in primary schools in a report to be submitted at a future meeting of this Committee.

(3) That the Interim Director of Children's Services be requested to submit an update on work undertaken regarding Female Genital Mutilation at a future meeting of this Committee.

(4) That the Children's Services performance report, be noted.

31. Special Educational Needs and Disabilities (SEND) Reform Task Group Update

Mr Paul Sunners, the Chair of the SEND Reform Task Group, reported on the progress of the Task Group to date. He referred to the importance of member's attendance and collaboration, and to the discussions held at the meetings. He thanked officers for the work being undertaken. The Chair thanked Mr Sunners and the task group for their work and requested members contacted Paul Sunners if they would like to be part of the Task Group.

Resolved – That progress made by the SEND Task group, be noted.

32. Work Programme 2015/16

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

Resolved – (1) That, at a future meeting of this Committee, the Head of Education be requested to submit a report regarding working being undertaken by the Education Strategy Board and how this work impacted on young people in Swindon.

(2) That the Head of Education be requested to submit an education and performance report at a future meeting of this Committee.

(3) That the Interim Director of Children's Services be requested to circulate the Department For Education link regarding Swindon School's Performance.

(4) That the report be noted.

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ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 27 JANUARY 2016

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

49. 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 Kevin Parry made a non prejudicial declaration of interest in respect of Agenda Item No. 5 in his capacity as an employee of Honda referred to during consideration of the report.

50. Minutes

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

51. Public Question Time

No public questions were received during the meeting.

52. EU Referendum

The Committee received a report and presentation from Paddy Bradley, Head of Economy, Skills and Property Development and Trudy Godfrey, Interim Strategic Commissioner, Growth and Regeneration about the Swindon Economic Strategy and the EU Referendum.

The Head of Economy, Skills and Property Development explained that the report considered how Britain's membership of the European Union (EU) might impact upon the Swindon Economic Strategy 2012-16 by examining import and export flows between the UK and EU by sector. The Swindon Economic Strategy would be revised during 2016 and extended to cover the timeframe 2016-2036, giving the Council an opportunity to consider how EU membership was likely to influence national and local economic growth rates.

The Head of Economy, Skills and Property Development and the Interim Strategic Commissioner, Growth and Regeneration responded to a number of comments and questions from the Committee, as follows:

- The timescale of the referendum and how this could affect businesses in Swindon.
- The formal exit mechanisms in place if the UK decides to withdraw from the EU, the length of time this would take and the influence that the UK would have during withdrawal negotiations with existing member states.
- The effect of a UK withdrawal from the EU and the EU funds received, including the European Structural Investment Fund and support for Small and

Medium size Enterprises.

- The UK export markets and comparisons between those inside and outside of the EU.
- The differences between the UK as a net contributor to the EU and the EU payments to the UK.
- The impact of bi-lateral trade agreements with EU countries.
- The effect of leaving the EU on jobs in Swindon and the difficulty in achieving the forecast 20,000 jobs growth target in the Economic Strategy 2012-26.
- Concern about the current uncertainty of the outcome of the EU Referendum, its influence on inward investment to the UK, particularly Swindon and potential impact on EU businesses relocating to the UK.
- The importance of opening conversations with companies in Swindon through the work being undertaken in reviewing the Economic Strategy.
- The process for reshaping the Economic Strategy and the impact of the EU Referendum.
- The work by Forward Swindon to secure continued inward investment in Swindon.
- Possible need to review EU legislation in the UK and the direct impact on procurement within Swindon Borough Council, in the event of the UK withdrawing from the EU.
- The need for Officers to prepare for the possibility of the UK staying in or withdrawing from the EU, by December 2016.
- The need to consider the road infrastructure in Swindon.

Resolved :

- (1) That the Cabinet Member for Economy and regeneration, in collaboration with the Head of Economy, Skills and Property Development takes European Union membership and the views of the Economy and Regeneration Overview and Scrutiny Committee into account when reviewing the Swindon Economic Strategy 2016-2026 by December 2016. In particular,
 - a. The Committee recognise the opportunities and difficulties that arise from being in the EU and withdrawing from the EU, but are concerned about the uncertainty of businesses and inward investment due to the referendum.
- (2) That the Director of Law and Democratic Services be asked to report on the impact to Swindon Borough Council procurement processes in the event of the UK withdrawing from the EU.
- (3) That the Head of Economy, Skills and Property Development write to the Department for Communities and Local Government about the impact of the UK withdrawing from the EU on local government grants already in place.
- (4) That the Head of Economy, Skills and Property Development prepare an update on the Economic Strategy and impact of the EU Referendum at a future meeting of the Overview and Scrutiny Committee.
- (5) That the Resources Overview and Scrutiny Committee be asked to consider the effects on the Council's contractual relations following a potential withdrawal of the EU by the UK.
- (6) That the infrastructure of the town be considered at a future meeting of the Committee.

53. 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.

Resolved:

- (1) That the Work Programme 2015/16 be noted.
- (2) That consideration of the town wide infrastructure be added to the Work Programme for 2016/17.
- (3) That background information in relation to the Eastern Villages be circulated in advance of the agenda for the next meeting of the Committee

54. Date of Next Meeting

To note that the date of the next meeting is scheduled for 6:00pm on Wednesday, 9th March 2016.

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RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 14 JANUARY 2016

PRESENT:- Councillors Richard Hurley (Chair), Steve Allsopp, Oliver Donachie, Mark Edwards, Des Moffatt and Caryl Sydney-Smith

Apologies for absence were received from Councillors Nick Martin and Timothy Swinyard.

32. Minutes

Resolved – That the minutes of the meeting held on 3rd September 2015 be confirmed and signed.

33. Public Question Time

There were no public questions

34. 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.

35. Website and Digital Approach

The Board Director Resources submitted a report setting out the landscape for developing digital services in Swindon, following implementation of a new Council website in September 2015.

Gavin Calthrop, the Council's Head of Communications and Insight Resources gave a brief presentation concerning the development of the Council's new website. He commented that the IT department had worked in partnership with the communications team to deliver a new web platform to support the new Council website which went live in September 2015.

Mr Calthrop advised that the new platform allows the Council to control the design and implementation of further improvements to the website using in-house skills and capacity, thereby ensuring that the Council has the flexibility to respond to changing customer expectations.

It was noted that the immediate priority for the new website was to migrate all existing content from the old site to the new platform. All content would then be refined in line with best practice guidelines to provide the best possible customer experience.

It was noted that the new site had already significantly enhanced the user experience, even at this early stage with the following key improvements:

- Responsive design that enables the site to be fully accessible on all mobile

- devices
- Improved search functionality
- Simplified navigation and focus on key tasks based on research and evidence about what customers use the site for
- Improved forms and transactions in some areas

Karen McMahon the Council's Head of Business Services & Support Resources - Customer & Business Services gave a brief presentation concerning the Council's improved Customer Services function. Ms McMahon referred to a reduction in customer contact through traditional channels and commented that using the new web platform and end to end digital processes would enable the Council to manage down demand and still continue to provide a good customer experience across all interaction channels.

She referred to the changing face of customer services with a new "doc drop" service and the improved contact centre with a Police counter service.

Resolved – (1) That the report be noted and the improved service provision outlined by the officers in their presentation of the report be welcomed.

(2) That members be provided with copies of the website statistics referred to by the officers in their presentation of the report.

36. Performance Management

Sam Mowbray, the Head of Performance, People and Engagement submitted a report setting out the progress made on the development of the Council's Performance Framework, which will be the vehicle for Members, residents and stakeholders to measure the success of the Council's Vision, Priorities and Pledges.

The Committee noted that, in accepting the Vision for Swindon at the full Council meeting in September 2015, alongside the four council priorities and 30 key pledges, there was a commitment by the Leader of the Council to bring forward a performance system which would allow Members and residents to monitor performance against these priorities and pledges in order to ascertain whether adequate and sufficient progress is being made towards the delivery of the Vision for Swindon. In response to that commitment, Ms Mowbray commented that numerous performance measures and targets had been developed by lead officers and relevant Cabinet Members to help the Council to identify whether it is being successful in the delivery of the Council priorities between now and the end of 2020. A spreadsheet was tabled at the meeting identifying the proposed measures and targets, along with baseline and benchmark data where such existed.

She commented that numerous performance measures and targets have been developed by lead officers and the relevant Cabinet members to help the Council to identify whether it is being successful in the delivery of the Council priorities between now and the end of 2020. She tabled a spreadsheet showing the measures and targets, along with baseline and benchmark data where it exists.

Ms Mowbray advised that it was intended that these measures and targets should be agreed by Cabinet at its next meeting, in February 2016, and that they would be the basis Council's Performance Framework from now until the end of 2020. It was noted that some targets may be met by that date and replaced with new measures and targets as appropriate and that others are longer-term.

Resolved – That the report, and, in particular, the measures and targets planned to form the basis of the Council's Performance Framework to 2020, including the use of the online performance tool, demonstrated at the meeting and forming the basis of the Council's Performance Framework, be noted.

37. Capital Planning

The Board Director Resources submitted a report setting out an overview of the capital planning and delivery arrangements for the Council's capital projects.

Mr Paul Smith, the Council's Head of Technical Finance gave a brief presentation setting out in more detail the processes for capital planning and delivery and identifying areas of particular risk including procurement approvals, robust cost estimates, the level of budget contingencies, resourcing projects, publication of budget finance, "scope-creep" and the relationship between borrowing and revenue budgets.

It was noted that the Council had an on-going capital programme with a total budget in the region of £120m, funded through a mixture of capital grant, capital receipts, revenue contributions, S106 contributions and borrowing and that, despite falling resources, the capital programme was still substantial and many of the projects are highly significant in terms of delivering the Council's aims.

The Committee was advised that the Government awarded capital grant on an annual basis for schools and highways work, and provided indicative funding for future years, and that notification of this was usually received by the Council around Christmas time each year. It was noted that any schemes funded from the Council's own borrowing have a revenue budget impact in terms of the resulting debt charges.
Resolved – That the report, and the additional detail provided in the officer's presentation of the report, be noted.

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**SAFER AND STRONGER COMMUNITIES OVERVIEW AND SCRUTINY
COMMITTEE**

MONDAY, 17 MARCH 2014

PRESENT:- Councillors Brian Ford (Chair), Robert Wright, Abdul Amin, Mary Friend, John Haines, Ann Richards, Joe Tray, Julie Wright, Andrew Bennett, Neil Heavens, Vera Tomlinson, Oliver Donachie and Richard Hurley

Apologies for absence were received from Councillor Peter Heaton-Jones.

122. Minutes

Resolved - That the minutes of the meeting held on 27th January 2014 be confirmed and signed.

123. Declarations of Interest

With respect to Agenda Item No. 5 (Fire Authority Question and Answer Session), Councillor Bob Wright made a non-personal and non-prejudicial interest as he is a member of the Swindon and Wiltshire Fire Panel.

With respect to Agenda Item no. 6 (Wiltshire Police Question and Answer Session), Councillor Andrew Bennett made a non-personal and non-prejudicial interest as he is a member of the Swindon and Wiltshire Crime Panel.

124. Public Question Time

There were no public questions

125. Fire Authority Question and Answer Session

The Chair advised the Committee that, unfortunately, representatives from Wiltshire Fire and Rescue Service were not able to attend the meeting to take part in a question and answer session. The Committee expressed its disappointment that no-one from Wiltshire Fire and Rescue Service was able to attend the meeting.

John Aldridge, Deputy Chief Fire Officer, submitted a report detailing the core functions of Fire and Rescue Authorities under the Fire and Rescue Act 2004: (a) Fire Safety (b) Fire-fighting (c) Road Traffic Accidents and (d) emergencies.

The report set out the strategic aims and the Wiltshire Fire and Rescue Service Vision: *“to continue to provide an excellent community safety and response service working with our partners to deliver services by being in the heart of the community, for the community”*

The report provided a summary of the activities delivered by Wiltshire Fire and Rescue Service to the community of Swindon working with (a) Children, Young People, the long term unemployed and Families First (b) Vulnerable People (c) Business Community Activities (d) Operational Activities (e) Community Engagement and (f) Partnership Working.

Councillors Bennett and Wright gave a brief presentation concerning the work of the regional Fire Authority and the proposed merger with the Dorset Fire Authority.

Councillor Tray recounted his own personal experiences during his career working with the Fire Authority.

126. Wiltshire Police Question and Answer Session

Representatives from Wiltshire Police attended the meeting and provided an update on current Police operations and statistics relating to crime, non-violent crime, assault and domestic abuse.

Members of the Committee put questions to representatives from Wiltshire Police on the following areas:

- Lack of referrals from Wiltshire Police to the Neighbourhood Justice Panels
- A reduction in the number of Neighbourhood Justice Panels held.
- Police operations in the Broad Street area of Swindon
- Event parking at the County Ground, County Road Swindon
- Members of staff witnessing suicides and suicide attempts.
- Police “1st contact” skills with members of the public following a reported incident
- Priority traffic routes accessing and egressing the outlying villages around Swindon
- The reporting of issues to Wiltshire Police by Councillors on the Safer and Stronger Overview and Scrutiny Committee in the ward areas they represent.
- The vandalism and destruction of play parks within Swindon
- Operation Harness
- CCTV cameras in the Town Centre.
- The lack of CCTV security cameras in the Penhill area of Swindon
- Neighbourhood Watch schemes

127. Neighbourhood Justice Panels

The Committee watched a DVD “The Wolf Within” which provided examples of restorative justice.

Resolved – (1) That all Council Departments that deal with low-level offending consider making referrals to Neighbourhood Justice Panels

(2) That this Committee records its thanks and congratulations to Phil Thomas and Simon Evans for the work, innovation and progress made in successfully introducing and delivering the Neighbourhood Justice Panel programme.

(3) That Neighbourhood Justice Panel training be tailored to assist Parish Councils, Councillors, Localities and others in best delivering the Neighbourhood Justice Panel programme.

(4) That the Police and Crime Commissioners Panel be encouraged to make the continuation of Neighbourhood Justice Panels a priority.

As this was the last meeting of the Committee, the Chair signed the minutes following the meeting

Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 12 JANUARY 2016

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

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

94. Declarations of Interest

There were no declarations of interest

95. Minutes

Resolved – That the minutes of the meeting held on 8th December 2015, be confirmed and signed.

96. Public Question Time

There were no public questions

97. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments of Councillor Friend in respect of application numbered S/15/1585
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/15/1585	Chris Beaver	Agent
	Mr Nipin	58 Millgrove Street
	Alison Ellis	12 River Green
S/15/1687	Michael Fowler	Agent
	Alistair Kidson-Trigg	Applicant

Resolved – (1) That permission be refused in respect of application numbered S/15/1585 for the following reasons:

The development by reason of its bulk, massing and siting would have an overbearing and adverse impact upon the outlook enjoyed by the nearest dwellings, to the detriment of the residential amenities of the occupiers of those properties. The

proposal is contrary to policy DE1 of the Swindon Local Plan 2015 (2026) and the NPPF.

(2) The Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/15/1687 subject to appropriate conditions.

98. Marlborough park S106 agreement

The Head of Planning, Regulatory Services and Heritage submitted a report seeking approval of this Committee to enter into a supplemental legal agreement with the landowners/ developers of the land known as Marlborough Park (Former Wakefield House off Pipers Way) ("the Development Site").

Resolved – That the Director of Law & Democratic Services, in consultation with the Head of Planning, Regulatory Services and Heritage, and the Board Director, Resources, be authorised to enter into a supplemental legal agreement with the landowners/developers, in respect of Development Site, as detailed under paragraph as set out in the report.

99. Protocol for Dealing with Planning and Related Applications

On consideration of (a) a report of the Head of Planning, Regulatory Services and Heritage seeking this Committee's approval of an updated and consolidated consultation protocol for the dealing with planning and related applications, and (b) a slightly amended consultation protocol circulated and tabled at the meeting

Resolved – That this Committee:

(1) Notes that the majority of comments are received electronically and agrees to discontinue notification (other than by electronic means) to those persons who have made representations of the decision as this will be available via the planning pages of the Councils web site. (Paragraph 6.2 of the report refers).

(2) Approves the procedures set out in consultation protocol tabled at the meeting and set out below for the purpose of consultation on planning and related applications ("consultation protocol")

(3) Agrees that the consultation protocol be circulated to all Borough Councillors and Parish and Town Councils for information.

(4) Agrees that the Council's Statement of Community Involvement in Planning be amended at the next review to reflect these changes

(5) Authorises the Head of Planning, Regulatory Services and Heritage to publish the protocol in the planning pages of the Councils Web site,, and

(6) Authorises the Head of Planning, Regulatory Services and Heritage to make any minor or typographical changes as may be necessary

Swindon Borough Council

Protocol for Dealing with Planning and Related Applications

Approved by the Planning Committee on 12th January 2016

1. Introduction

This protocol was considered and approved by the Planning Committee at its meeting on 12th January 2016

2. The legal position

2.1 The requirements for publicising planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015. The Planning Authority is required to publicise a planning or related application once it has been validated.

2.2 In accord with legislation in most cases, a 21 day period is given in which responses must be made. The application details are published online and are accessed via the planning pages of the council's web site. Once the consultation period has ended, the web site reflects this, and comments are no longer able to be submitted on-line.

2.3 There are also statutory publicity requirements for certain categories of development, which include the posting of site notices and publishing details in the public notices section of a newspaper, for example, proposals affecting a listed building and conservation area and major development.

3. Use of IT / electronic media

3.1 The Government encourages the use of electronic media and the legislation reflects this by allowing consultation to take place in this format. The department takes advantage of IT and notifies most statutory and internal consultees by email. Similarly Parish and Town Councils are notified in this way.

3.2 Applicants are encouraged to submit their applications and documents / drawings electronically via the Planning Portal.

3.3 When an application is made electronically the planning authority may correspond with the applicant in this manner.

3.4 The Public Access System where the application details are viewed through the Council's web pages.

4. Consultation with neighbours

4.1 In addition to the relevant statutory consultees, adjoining properties are required to be consulted and given an opportunity to comment on planning applications. Swindon Borough Council carries out this requirement by notifying the neighbouring properties, i.e. those premises that adjoin the application site. This is done by sending a card to the properties concerned, informing them of the proposal and providing information as to where the details about the application can be inspected and the date by which any comments must be made. All post is sent out via 2nd class mail except in exceptional circumstances where first class mail may be used.

4.2 The application details are published online and are accessed via the planning pages of the Council's web site. A period of 21 days is given in which responses must be made. When the consultation period has ended, the web site reflects this, and comments are no longer able to be submitted on-line.

5. General Consultation Principles

5.1 Notifications are sent to neighbouring occupiers whose properties adjoin an application site, whether or not they are residential neighbours.

5.2 In the case of a side extension to a house, those properties situated either side and to the front and rear will be notified. In the case of a rear house extension, only

those to the side and rear will be notified. Similar principles will apply to a front only extension. Some developments that may have wider / off site impacts may be subject to broader consultation, including the use of site notices.

6. Consultation following receipt of revised details / amended plans

6.1 A proportion of the applications dealt with are subject to revisions. It is generally regarded as good practice by most planning authorities, including this Council to undertake further consultation in cases where the impact of the revision is deemed to justify re-consultation. Where so deemed appropriate, notification takes the form of a card, as with the original consultation. However, a lesser timescale of 14 days is allowed for responses.

6.2 In each case a judgment has to be made whether further consultation is necessary and if so whether it should be a 'wholesale' exercise or be proportionate to the impact of the revisions. The following are examples where revisions would not normally lead to a further round of consultation being carried out:

- ☐ The revisions mitigate, address or overcome objections.
- ☐ The revisions reduce the scale or impact of a scheme to which no comments have been received.
- ☐ The revisions amend part of a scheme where no additional impact arises and upon which no concerns have been raised.

6.3 When it is deemed appropriate that a revised consultation exercise takes place, the notifications will be limited to:

- ☐ Those properties that are adjacent to the location of the amended proposals.
- ☐ Those properties directly affected by the location of the amended proposals.
- ☐ Those who have written in already and expressed concerns at the matters being amended – unless their stated concerns have been addressed

7. Consultation with Swindon Borough Councillors

7.1 Members are made aware of applications through the weekly list of applications that appears in the Members bulletin, published each week and either emailed or posted to every Councillor. Where members request the weekly list as a stand-alone document, separate to the Bulletin, it is either emailed or posted to them as they may prefer upon request.

7.2 Ward Councillors are only notified by a card where re-consultation takes place following amendments to an application. This is because the amendments would not appear in the weekly list, which only report applications received and determined.

7.3 From time to time, Councillors are formally notified of new applications by receiving a card similar to that sent to neighbours. Although there is no requirement to do this, it does occur where the case officer is of the view that that a proposal may be locally controversial or is a type of development that Ward Members have expressed an interest in and therefore special attention should be drawn to it.

8. Consultation with Parish and Town Councils

8.1 The process of notifying Parish and Town Councils follows closely that for notifying neighbours, described above. . They are notified of applications within their area and are given 21 days to respond and 14 days when notified of revised plans.

8.2 The procedure is also contained in the Swindon Borough Parish and Town Council Charter 2015, agreed by the Parish and Town Councils, and the Swindon Area Committee of the Wiltshire Association of Local Councils in January 2015.

8.3 The Charter also confirms the ability of Parish and Town councils to request that applications be determined by the planning committee rather than by officers under delegated powers. This echoes the relevant clause in the Councils scheme of delegation but does require reasons to be given for the request as to why a particular application is considered to raise significant planning issues or is locally controversial.

8.4 Parish and Town Councils are consulted using electronic media

9. Consultation on applications for the approval of Reserved matters following grant of Outline permission

9.1 For applications that follow the grant of outline permission, we notify only those immediately affected by the details of the reserved matters, i.e. mostly housing developments, rather than those further afield who whilst not agreeing with a development, will not be directly affected by the details e.g. layout and house types.

9.2 Reserved matters applications that meet the definition of 'major' development e.g. 10 houses or more are published in the local newspaper and a notice is displayed on the site. This is in addition to notifying affected 'neighbours'.

9.3 Similar principles would be applied to applications for full planning permission where the principle of the development has been established by the grant of planning permission and a revised application proposes changes to the scheme, e.g. changes to a housing development to alter the layout / house types.

10. Larger sites

The neighbour notification procedure described above requires all those properties adjoining the application site to be notified of the proposal. There are instances where this should be re-assessed and a more proportionate approach taken. For example there might be a proposal for a bike shelter within a large commercial complex or a school campus, where the application site might include the whole grounds. To avoid unnecessarily consulting a number of neighbours who may be a significant distance away and will not be affected by the proposal a judgment will be made to ensure a proportionate consultation exercise is undertaken so that only those properties likely to be affected will be notified. Of course, a site visit might suggest otherwise and additional / wider notifications can / will be sent out.

11. Certificates of Lawfulness

There is no formal requirement for a local planning authority to undertake any consultation upon receipt of this type of application. This is because they must be considered on the basis of fact rather than on the planning merit or desirability of the development. In clear cut cases, no neighbour consultation would be expected to be undertaken. However, there may be instances where the local planning authority may find it helpful to seek additional evidence from neighbours. In such cases there is nothing to preclude the local planning authority from seeking the views of local residents or any other interested parties to assist its deliberations.

12. Telecommunications

Applications for planning permission or prior approval for Masts and paraphernalia associated with telecommunications including those by mobile phone and broadband operators can be controversial. Acknowledging this, all properties, including schools, within a 100m Radius of the site are to be notified when applications are received.

13. Reporting comments received.

13.1 All comments / representations received are assessed and taken into account in the determination of applications. These are set out by the officer in the application

report and commented upon / addressed as appropriate in reaching the recommendation / decision.

13.2 Where an application is determined by the planning committee, those making representations will be sent a card informing them of the meeting details to enable them to speak or be present at the meeting of the planning committee.

13.3 There are often instances where objectors / supporters of a scheme produce a standard letter / email that is copied by many individuals and submitted in opposition or support of a development. Each letter is logged as an individual comment and each person will be notified of the decision and if applicable the date the planning committee meeting at which the application that the application will be considered at.

14. Petitions

The local planning authority will continue to treat petitions that relate to a planning application as a single representation. When received, the petition will be logged as a comment from a single individual and this will be attributed to the author of any accompanying note or in the absence of any details identifying the originator of the petition, it will be attributed to the top signature on the first or top page. This protocol is confirmed and explained in the planning pages of the Council's website

15. Determining applications

Applications are determined either by the planning committee or by Officers authorised under the Council's Scheme of Delegation. This is re-affirmed by Council each year as part of the constitution; the details of which are:

An application will be determined under delegated powers unless

a) The Head of Planning, Regulatory Services and Heritage determined that it should be determined by the planning committee;

b) A member has requested in writing within 28 days of the date of validation that the application be considered by the planning committee;

c) A parish Council request within 21 days of notification the planning committee considers the application because it raised significant planning issues or is locally controversial.

16. Late representations

Applications dealt with by the Planning Committee

16.1 Representations received after the publication the agenda and up to the start of the meeting will not normally be circulated. The committee will be informed that additional representations have been received but the detail will only be reported where they raise new points or significantly add to those reported in the committee papers. If the comments are received very late, members may be advised that there has been insufficient time to assess or consider the information.

16.2 With regard to request for material to be circulated at the meeting, the Members Planning Code of Good Practice advocates against allowing documents to be circulated at Committee meetings which have not previously been submitted to the Committee as all parties may not have had time to react to the submissions and officers may not be able to provide considered advice on the material. A recent case law - R (Joicey) v. Northumberland County Council [2015] indicates that the Court is likely to quash a decision where new materials have not been made available to the public at least five clear days before the relevant meeting, in breach of section 100D of the Local Government Act 1972. The objectors were said to have not had adequate time to prepare and respond in that particular case.

Applications dealt with under Officers' Delegated Authority

16.3 Representations received after the close of the formal consultation period will be considered, provided that the case officer is aware of them before the relevant application report has been written. Representations received after this time will be

taken into account by the Officer determining the application provided that he/she is aware of their existence prior to the application being decided. Decided in this case means that the decision has been authorised (signed off)

17. Non Material and Minor Material amendments

17.1 Recent changes introduced flexibility into the planning regime to allow applicants to amend their schemes in a less onerous way than by making a planning application. The options available include applications for a non-material amendment and a minor material amendment, each of which has a different procedure.

17.2 The approach to use will depend on the particular circumstances of each. Similarly, the appropriateness of the extent of any consultation will have to be considered on a case by case basis.

18. Site visits by the Planning Committee

Individual members of the committee can, prior to a meeting, visit the site under their own volition with or without the appropriate Planning Officer if they consider it necessary.

19. Conditions on planning permissions

Most planning permissions are subject to conditions which are discharged by Planning Officers under Delegated Authority. Occasionally, there will be exceptional circumstances where members may wish to be made aware of such details and may for example request that Officers discharge a condition in conjunction and the agreement the Ward Councillors. Similarly the discharge of some conditions may require that technical or specialist input is sought.

20. Appeals

When an appeal is received, all those previously notified of and commented on the related application are required to be informed that an appeal has been lodged. Any comments they wish to make must be sent direct to the planning inspectorate who administer the process. The exception is in respect of 'householder' appeals where there is no further opportunity to comment.

21. Permitted Development / Prior approvals

21.1 Informal requests for a decision on whether a proposal constitutes permitted development are no longer accepted. Such requests can be made via an application for a certificate of lawfulness. However, as members will be aware the scope of permitted development rights have recently been extended and relaxed.

21.2 The relaxation has in many instances introduced a formal but limited consultation requirement, default approval where no representations have been made and also sets out the limited extent of matters that can be taken into account. For example, where larger 6m and 8m long house extensions are proposed, only the immediate neighbours are notified and if they do not object within 21 days, permission is deemed to have been granted. Members and Parish Councils are unable to have any part in this process. The local planning authority is required to determine such applications so as to comply with and be in accord with the relevant regulations.

22. Local Development Orders

A number of Local Development Orders (LDOs) have been made by the Council in the last 5 years, including those covering house extensions, development at employment locations, low carbon energy and an area based order for Victoria Road. Each LDO specifies the consultation that will be necessary. This is less than what is required for formal applications because a wider consultation exercise would have been undertaken prior to the making of the LDO.

23. Other Matters

From time to time the department is contacted by persons who have requested (insisted) that they be formally notified of an application of which they have

knowledge of by being sent a card. They are of course already aware of the application, which is the rationale for notifying, but have not been formally consulted. This is most likely because they live a little further away from a site than would trigger a notification. In such cases it is not appropriate to agree to their request as they clearly know about the development and are not prejudiced or precluded from commenting. This would extend the consultation period for a further 21 days which may not be desirable or reasonable. Criticism could also be levelled at the Council for not informing others in a similar position. Such interested persons will be advised to comment on the application as this would trigger and ensure further notifications about the application will be sent to them as it progresses.

24. Notification of the decision

Those that have made representations in respect of an application are not subsequently informed of the outcome of the determination of the application. This is because they would have been informed via the 'consultation card' that the details of the outcome would be available on the planning pages of the Council's website.

25. Privacy statement / How personal information will be used

25.1 The Planning department receives a significant amount of correspondence on applications, much of which is required to be made available and published so that it can be viewed on-line. There is a requirement to ensure that sensitive information is not made available electronically, including contact details and signatures. Such details are redacted.

25.2 A privacy statement is published to ensure that those persons who make comments will know what will happen to the information they give us.

26. Pre application consultation

26.1 The Council encourages all applicants, developers and landowners to discuss their proposals with Borough Councillors (Ward Members) and the local community before submitting planning applications. However, the legislation as currently drafted does not make this mandatory. There may be instances where a developer wishes to carry out pre – application discussions about a potential scheme with the local planning authority that they do not want to be made public, even when these discussions include selected Statutory Consultations. The local planning authority will only comply with such a confidentiality request, in so far as its duty under the Freedom of Information Act and the Environmental Information Regulations permits. The developer will be urged to share details of the proposed scheme with the community at the earliest opportunity.

27. Conclusion

Whilst this protocol will cover most situations and applications, there will always be the occasional proposal that will require special treatment or wider consultation. In such cases the local planning authority will continue to adopt a cautious approach of undertaking more, rather than less consultation.

PLANNING COMMITTEE

TUESDAY, 9 FEBRUARY 2016

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

An apology for absence was received from Councillor Eric Shaw.

100. 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.

101. Minutes

Resolved – That the minutes of the meeting held on 12th January 2016, be confirmed and signed as a correct record.

102. Public Question Time

No public questions were received during the meeting.

103. Determination of Planning and Related Applications

The Committee considered: -

- (a) Prior Notification Applications for the erection of 15 metre high monopole, equipment cabinets and associated works;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) A presentation by the Cabinet Member for Corporate, Customer and Digital Services on the proposed Wi-Fi provision in North Swindon;
- (e) The comments of Councillor Emma Faramarzi in respect of applications numbered S/16/0012, S/16/0014, S/16/0018 and S0027;
- (f) The comments of Councillor Toby Elliot in respect of applications numbered S/16/0012, S/16/0014 and S0027;
- (g) The comments of Councillor Mary Friend in respect of applications S/16/0018 and S/16/0019;
- (i) The comments of Councillor Oliver Donachie in respect of application S/16/0012;
- (h) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/16/0012	Graham Currier Harriet Maltby Damon Bower	Applicant (UKBN) Flat 9, 50 Queens Drive Haydon Wick Parish Council

S/16/0014	Graham Currier Damon Bower	Applicant (UKBN) Haydon Wick Parish Council
S/16/0027	Graham Currier Vinray Munro Samantha Wathen Damon Bower	Applicant (UKBN) 22 Piernix Close 1 Kopernik Road Haydon Wick Parish Council
S/16/0018	Graham Currier	Applicant (UKBN)
S/16/0019	Graham Currier Steve Hall	Applicant (UKBN) Local Resident

Resolved – (1) That Prior Approval be required and refused in respect of Application S/16/0012 for the following reason:

1. The proposed telecommunication installation by reason of its height and appearance as viewed in context to its siting within a high density and formally laid out residential area will have an adverse impact upon the character, appearance and wider enjoyment of the area by forming a prominent and intrusive addition to the streetscene. Furthermore, the amenities of nearby neighbouring dwellings would be unacceptably harmed by the proximity of the development which cannot be outweighed by the public benefit the infrastructure would otherwise bring to the wider community. As such the proposal is an unacceptable form of development in terms of its siting and appearance contrary to the material considerations of National Planning Policy Framework (2012) and policies IN3 and DE1 of the Swindon Borough Local Plan 2016 (2105).

(2) That Prior Approval be required and refused in respect of Application S/16/0014 for the following reason:

1. The proposed telecommunication installation by reason of its height and appearance as viewed in context to its siting within a high density and formally laid out residential area will have an adverse impact upon the character, appearance and wider enjoyment of the area by forming a prominent and intrusive addition to the streetscene. Furthermore, the amenities of nearby neighbouring dwellings would be unacceptably harmed by the proximity of the development which cannot be outweighed by the public benefit the infrastructure would otherwise bring to the wider community. As such the proposal is an unacceptable form of development in terms of its siting and appearance contrary to the material considerations of National Planning Policy Framework (2012) and policies IN3 and DE1 of the Swindon Borough Local Plan 2016 (2105).

(3) That Prior Approval be required and refused in respect of Application S/16/0027 for the following reason:

1. The proposed telecommunication installation by reason of its height and appearance as viewed in context to its siting within a high density and formally laid out residential area will have an adverse impact upon the character, appearance and wider enjoyment of the area by forming a prominent and intrusive addition to the streetscene. Furthermore, the amenities of nearby neighbouring dwellings would be

unacceptably harmed by the proximity of the development which cannot be outweighed by the public benefit the infrastructure would otherwise bring to the wider community. As such the proposal is an unacceptable form of development in terms of its siting and appearance contrary to the material considerations of National Planning Policy Framework (2012) and policies IN3 and DE1 of the Swindon Borough Local Plan 2016 (2105).

(4) That Prior Approval be required and refused in respect of Application S/16/0018 for the following reason:

1. The proposed telecommunication installation by reason of its height and appearance as viewed in context to its siting within a high density and formally laid out residential area will have an adverse impact upon the character, appearance and wider enjoyment of the area by forming a prominent and intrusive addition to the streetscene. Furthermore, the amenities of nearby neighbouring dwellings would be unacceptably harmed by the proximity of the development which cannot be outweighed by the public benefit the infrastructure would otherwise bring to the wider community. As such the proposal is an unacceptable form of development in terms of its siting and appearance contrary to the material considerations of National Planning Policy Framework (2012) and policies IN3 and DE1 of the Swindon Borough Local Plan 2016 (2105).

(5) That Prior Approval be required and refused in respect of Application S/16/0019 for the following reason:

1. The proposed telecommunication installation by reason of its height and appearance as viewed in context to its siting within a high density and formally laid out residential area will have an adverse impact upon the character, appearance and wider enjoyment of the area by forming a prominent and intrusive addition to the streetscene. Furthermore, the amenities of nearby neighbouring dwellings would be unacceptably harmed by the proximity of the development which cannot be outweighed by the public benefit the infrastructure would otherwise bring to the wider community. As such the proposal is an unacceptable form of development in terms of its siting and appearance contrary to the material considerations of National Planning

(6) That it be noted that Application Numbered S/15/2005 had been withdrawn by the applicant.

104. Local Plan Principle of High Quality Design

The Head of Planning, Regulatory Services and Heritage submitted a report on Local Plan Principle of High Quality Design which drew attention to (a) the need to give due regard to the Local Plan high quality design principle, (b) ensuring that the scale of development is managed in apposite way through the planning system to deliver new neighbourhoods promoting healthy, safe, inclusive and attractive communities respecting, conserving and enhancing the natural built and historic environment, and (c) ensuring developments on individual sites do not result in separate, insular residential neighbourhoods but achieve connectivity to each other and existing developments.

Resolved – That the report and its contents be noted for the purpose of highlighting the need for consistency in decision-making in Planning on the principle of high quality design enshrined in the Council's Local Plan.

PLANNING COMMITTEE

TUESDAY, 8 MARCH 2016

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

105. Declarations of Interest

The Chair asked Councillors to declare any interests in respect of the applications on the agenda. No such declarations were made.

106. Minutes

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

107. Public Question Time

Jo Heaven, a trader at Swindon's tented market asked a series of questions concerning the imminent closure of Swindon's tented market, and the offer made to traders of shops in the town centre as replacements for their pitches in the market. Councillors Toby Elliot and Nick Martin, supported by the Council's Head of Planning, Regulatory Services and Heritage and the Service Manager, Development Management responded to Ms Heaven's questions at the meeting.

108. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) The views of interested persons set out in the reports circulated with the Committee Agenda;
- (d) The comments of Councillors Nadine Watts and Claire Ellis in respect of application numbered S/15/1885.
- (e) The comments of Councillor Keith Williams in respect of application numbered S/RES/15/1280.
- (f) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/15/1885	Mark Leigh Smith	Applicant
	Colin Doubleday	Pipers Area Residents Association
	Jane Milner-Barry	45 St Margaret's Road
	Mr Powell	Local resident
	Alan Howell	7 House Gardens

S/15/1942	Mark Coxwell James Purvis	Agent Owner of premises
S/15/2105	Stephen Gamper	Agent
S/LBC/15/2106	Stephen Gamper	Agent
S/15/1447	Mark McDermott Emma Hutchins Louise Marsh	Applicant Applicant Kingsdown Lane

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to grant planning permission in respect of application numbered S/15/1885 upon the completion of a planning obligation to ensure tenants of the property do not own or use cars and subject to the conditions set out in the report with the removal of the condition relating to personal permission.

(2) That the reserved matters be approved in respect of application numbered S/RES/15/1280

(3) That permission be granted in respect of application numbered S/15/1942 subject to the conditions listed in the Committee report.

(4) That, in respect of applications numbered S/15/2105 and S/LBC/15/2106; (a) the applications be deferred to enable further negotiations and investigations to take place, (b) in the event that officers' concerns are satisfactorily addressed, the Head of Planning, Regulatory Services and Heritage be authorised to grant planning permission and listed building consent in respect of the applications subject to appropriate conditions and (c) in the event that agreement cannot be reached the applications be brought back to a future meeting of this Committee for determination.

(5) That permission be granted in respect of application numbered S/15/1447 subject to the conditions listed in the Committee report.

109. New Eastern Villages Planning Obligations Draft Supplementary Planning Document (SPD)

On consideration of a report of the Head of Planning, Regulatory Services and Heritage (a) updating the Committee on the preparation of the New Eastern Villages (NEV) Planning Obligations Draft Supplementary Planning Document (dSPD) and (b) seeking the Committee's approval for public consultation on the dSPD, and the accompanying update to the Infrastructure Delivery Plan (IDP) as it relates to the NEV and (c) the comments of Councillors Bennett and Elliot:

Resolved – (1) That: a six week period be agreed for public consultation for the NEV Planning Obligations dSPD (attached at Appendix 1 to the report), and the accompanying update to the Infrastructure Delivery Plan (IDP) as relates to the NEV (attached at Appendix 2 to the report) to be commenced as soon as is reasonably practical and, in accordance with the arrangements set out in paragraph 2.12 of the report.

(2) That the Head of Planning, Regulatory Services and Heritage, in consultation with the Director of Law and Democratic Services be authorised to make

minor changes to the content of the documents referred to in (1) above, if required, prior to carrying out the public consultation.

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LICENSING COMMITTEE

WEDNESDAY, 30 DECEMBER 2015

(CONTINUATION OF THE MEETING ADJOURNED FROM 15TH DECEMBER 2015)

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

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

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.

In accordance with the Code of Conduct Councillor Mick Bray made a non prejudicial declaration of interest in respect of Agenda Item No. 4 as he used catteries situated with the Borough (Minute 25 refers).

In accordance with the Code of Conduct Councillor Vera Tomlinson made a non prejudicial declaration of interest in respect of Agenda Item No. 5 as her Daughter-in Law as involved with Dog Breeding (Minute 26 refers).

24. Public Question Time

Mr Owen (Cattery Owner) asked the Committee to consider the request from officers that his business inherit grandfather rights due to the he could not comply with the new regulations without substantially reducing the number of cats he could board. The Chair indicated that his comments would be considered as part of discussions during consideration of the agenda item.

25. Model Licence Conditions for Catteries

The Council's Licensing Manager submitted a report setting out responses to the Council's consultation on Model Cattery Licence conditions and setting out proposed Model Cattery Licence conditions for catteries within the Borough.

Resolved – (1) That the model licensing conditions for catteries within the Borough, as set out in appendix 1 to the Licensing Officers report, be approved subject to:

(a) the minimum area for up to 4 cats, as set out in paragraph A3.1 be amended to read 1.9 metres;

(b) the minimum area for up to 4 cats, as set out in paragraph A4.6 being approved by the Chair in consultation with the Council's Licensing Manager and the Director of Law and Democratic Services;

(c) grandfather rights being granted to the owner of "Chimneys Cattery" in line with paragraph 3.11 of the Licensing Officer's report;

(d) paragraph A5 Fire and other emergencies being amended to include a requirement for safety certificates in respect of gas or oil boilers.

(2) That, further to (1)(b) above, the Council's Licensing Officer write to

Members of the Licensing Committee advising them of the agreed condition approved by the Chair in consultation with the Council's Licensing Manager and the Director of Law and Democratic Services.

(3) That the Council's Licensing Officer write to Members of the Licensing Committee informing them should the current proprietors of Chimneys Cattery carry out necessary refurbishment works to comply with adopted conditions.

(4) That the revised Model Licensing Conditions for Catteries within the Borough be applied to all new applications for Catteries within the Borough, together with all existing catteries with the exception of Chimneys Cattery, which further to (1)(c) above, be exempted through the grant of grandfather rights.

(In accordance with the Code of Conduct Councillor Mick Bray made a non prejudicial declaration of interest in respect of this item as he used catteries situated with the Borough.)

26. Proposed Conditions for Dog Day Care

The Council's Licensing Manager submitted a report setting out responses to the Council's consultation on Model Dog Day Care Licence conditions and setting out proposed Model Dog Day Care Licence conditions within the Borough.

Resolved – (1) That the model licensing conditions for dog day care within the Borough subject to:

(a) Paragraph 3.15 of the Licensing Manager's report being amended to read:

"In section 5.8.1 to add: This should include practical experience of caring for dogs other than their own as well as a qualification in animal behaviour and first aid."

(b) Paragraph 3 of Appendix 1 (page 61 of the agenda papers) being amended to read: "The dictionary definition of 'board' means the provision of meals, with or without lodgings. Therefore, where a day care or 'crèche' is providing food and water for animals they are effectively providing board and are, to that end, a Boarding Establishment and would require a licence. However, if food and water were not provided the premises **shall** still require a licence if the primary function is to board animals. A lack of food and/or water might constitute a welfare matter."

(c) paragraph 5.10 of the policy "Fire and other emergencies" being amended to include a requirement for safety certificates in respect of gas or oil boilers.

(2) That the revised conditions for Dog Day Care, as amended, be applied to any new applications made for dog day care centers within the Borough as set out in paragraphs 3.13 to 3.18 of the Licensing Officer's report.

(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 as involved with Dog Breeding.)

27. Model Licence Conditions for Pet Shops

The Council's Licensing Manager submitted a report setting out responses to the Council's consultation on Model Conditions for Pet Shops and setting out proposed Licence conditions for Pet Shops within the Borough.

Resolved – (1) That subject to, the Guidance "Puppies do not discriminate in where they toilet and this maintains a clean environment. A cleaning schedule or SOP should be provided" being amended and approved by the Chair, Council's Licensing Officer and Director of Law and Democratic Services, the licence conditions for Pet Shops, as set out in the Licensing Officer's report be approved

and adopted.

(2) That the revised conditions for Pet shops be applied to existing pets within the Borough together with any new applications approved the Council.

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LICENSING COMMITTEE

WEDNESDAY, 13 JANUARY 2016

PRESENT:- Councillors Junab Ali, Abdul Amin, John Ballman, Oliver Donachie, John Haines, Derique Montaut, Maureen Penny, Eric Shaw, Caryl Sydney-Smith, Vera Tomlinson (Chair) and Peter Watts.

Apologies for absence were received from Councillors Alan Bishop, Michael Bray, Fay Howard and Kevin Small.

Councillor Bob Wright attended the meeting in respect of Agenda Items 5 and 6.

28. Declarations of Interest

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

In accordance with the Code of Conduct Councillor Abdul Amin made a non prejudicial declaration of interest in respect of Agenda Items No. 5 and 6 as he was a Licensee within the Borough (Minutes 31 and 32 refer).

In accordance with the Code of Conduct Councillor Vera Tomlinson made a non prejudicial declaration of interest in respect of Agenda Item No. 7 as her daughter-in-law was involved with dog breeding (minute 33 refers).

29. Minutes

Resolved – That, subject to the amendment of Councillor Eric Shaw's attendance details, the minutes of the meetings held on 15th December 2015, be confirmed and signed as a correct record.

30. Public Question Time

No public questions were received during the meeting.

31. Statement of Licensing Policy

The Licensing Committee considered (a) a report of the Council's Licensing Manager setting out (i) the requirements under Section 5(1) of the Licensing Act 2003 for Licensing Authorities to update and publish their Statement of Licensing Policies every five years, (ii) a draft Statement of Licensing Policy which the Committee approved for consultation, (c) written responses to the consultation exercise received from Wiltshire Police, the Council's Trading Standards team and Pubwatch Swindon, (d) an oral update by the Council's Licensing Manager in respect of representations received from Public Health, and (e) a revised Statement of Licensing Policy incorporating proposed changes following consideration of representations received.

Resolved – (1) That, subject to (a) Policy CD3 of the Statement of Licensing Policy being amended to include the following "On New Year's Eve there is an expectation that the door supervisors will be provided to the same level as required

by the licence or additionally on a risk assessed basis as agreed in writing with the Licensing Authority”, (b) Policy PCH1 of the Statement of Licensing Policy being amended to read “Where there is an element of gambling on the premises”, and (c) in Policy PN4 paragraph (b) being deleted and replaced by paragraph (c) the Statement of Licensing Policy, be approved.

(2) That, subject to (1) above, Council be recommended to approve and adopt the Statement of Licensing Policy.

(In accordance with the Code of Conduct Councillor Abdul Amin made a non prejudicial declaration of interest in respect of this item as he was a Licensee within the Borough.)

32. Cumulative Impact Policy

The Committee considered (a) a report of the Council’s Licensing Manager setting out a proposal to introduce a Cumulative Impact Policy in respect of on and off licensed premises around the Broadgreen Area, (b) supporting information previously submitted by Wiltshire Police to the Committee on 16th March 2015 (Minute 27 2014/15 refers), (c) the views of Councillor Bob Wright (Ward Councillor) in support of the introduction of a Cumulative Impact Policy in respect of on and off licensed premises around the Broadgreen Area, (d) additional comments in support of the introduction of a Cumulative Impact Policy from Wiltshire Police, and (e) responses to questions from Members of the Committee.

Resolved – (1) That the Committee notes the evidence provided within the previous application by Wiltshire Police, albeit a much reduced area of concern, and agrees that it is sufficiently robust to enable a Cumulative Impact Policy to be drafted for public consultation with interested bodies including statutory bodies, licensees and the business community and that the draft policy be submitted to this Committee for consideration prior to the commencement of any consultation process.

(2) That, further to (1) above, approval be given to the draft policy considerations, set out in paragraph 3.7 of the Licensing Manager’s report, as the basis for the content and direction of the draft policy.

(In accordance with the Code of Conduct Councillor Abdul Amin made a non prejudicial declaration of interest in respect of this item as he was a Licensee within the Borough.)

33. Model Licence Conditions for Dog Breeding Establishments

The Council’s Licensing Manager submitted a report setting out responses to the Council’s consultation on Model Dog Breeding Licence conditions and setting out proposed Model Dog Breeding Licence conditions within the Borough.

Resolved – That the Model Dog Breeding Licence conditions, as set out in Appendix 1 of the report of the Council’s Licensing Manager, be approved and adopted.

(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 was involved with dog breeding.)

LICENSING COMMITTEE

THURSDAY, 4 FEBRUARY 2016

PRESENT:- Councillors Junab Ali, Abdul Amin, John Ballman, Alan Bishop, Oliver Donachie, John Haines, Fay Howard, Derique Montaut, Kevin Small, Caryl Sydney-Smith, Vera Tomlinson and Peter Watts.

Apologies for absence were received from Councillors Michael Bray, Maureen Penny and Eric Shaw.

34. 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.

35. Minutes

Resolved – That the minutes of the meetings held on 30th December 2015 and 13th January 2016 be confirmed and signed as a correct record.

36. Public Question Time

No public questions were received during the meeting.

37. Model Licence Conditions for Dog Day Care Centres

The Committee considered a report of the Council's Licensing Manager setting out possible exemptions to the licence conditions for dog day care "crèches" under the Animal Boarding Establishments Act 1963.

Resolved – (1) That the report be noted.

(2) That the exemptions set out in paragraph 3.17 of the Licensing Manager's report be approved.

(3) That the Council's Licensing Manager, in consultation with the Chair of the Licensing Committee, be authorised to determine similar exemptions to those set out in (2) above, on a case by case basis.

38. Cumulative Impact Policy - Draft for Consultation

The Committee considered (a) a report of the Council's Licensing Manager setting out a draft Cumulative Impact Policy for the Broad Green area, (b) the views of Wiltshire Police in support of the introduction of a Cumulative Impact Policy for the Broad Green area.

Resolved – (1) That, subject to the exemption "Restaurants where alcohol is only served with a meal" being amended to read "Restaurants where alcohol is only served for consumption on the premises with a meal", the draft Cumulative Impact Policy for the Broad Green area, as set out in Appendix 2 of the report of the Council's Licensing Manager be approved as the basis for a consultation in accordance with Section 5(3) of the Licensing Act 2003.

(2) That, further to (1) above, it be agreed that the consultation shall include Premises Licence holders, businesses, Statutory Bodies and community

representatives and that the draft policy shall cover the spatial area considered by the Licensing Committee at its meeting held on 13th January 2016.

(3) That, further to (1) above, it be agreed that the consultation exercise shall include focused questions regarding the principle of the Cumulative Impact area, whether the evidence supports its designation, the extent of the area and any potential limitations that should apply.

39. Consideration to Review the Hackney Carriage Tariff'

The Committee considered a report of the Council's Licensing Officer setting out requests from the Swindon Hackney Carriage Trade seeking an increase in the maximum scale of fares for licensed Hackney Carriage Operators within the Borough, and (b) the views of Mr. Keith Radway (Swindon Black Cabs) and Mr Andrew Lucas in support of their submitted applications.

Resolved – That the consideration of the applications submitted to the Committee to increase the maximum scale of fares be deferred pending the receipt of a report from the Council's Licensing Officer reviewing the applications and setting out a proposed alternative scale of fares for Members' consideration.

40. Introduction of a Licensing Regime for Sex Entertainment Establishments

That with the agreement of the Committee this report was withdrawn.

LICENSING PANEL

WEDNESDAY, 13 JANUARY 2016

PRESENT:- Councillors Alan Bishop, Vera Tomlinson and Peter Watts

An apology for absence was received from Councillors Abdul Amin.

23. Appointment of Chair

Resolved – That Councillor Vera Tomlinson be Chair of this Panel meeting.
(Councillor Tomlinson took the Chair.)

24. Minutes

Resolved – That the minutes of the meeting held on 21st August and 2nd September 2015, be confirmed and signed as a correct record.

25. 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.

26. Application for the grant of a Premises Licence in respect of Wawel, 18 - 19 Fleet Street, Swindon SN1 1RQ

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application for a Premises Licence in respect of Wawel, 18-19 Fleet Street, Swindon, (b) written representations from a local business opposing the grant of a Premises Licence, (c) a petition opposing the grant of a Premises Licence, (d) a written submission in support of the application received from Coulson Read Lewis (Solicitors to the applicant) (e) oral submissions supporting the grant of a licence received from Mr Coulson (Solicitor to applicant) and Miss Kinga Grygo (applicant), (g) questions from Members to the applicants and answers received, and (h) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Licensing Policy.

The Council's Licensing Manager introduced the report noting:

- That an objection had been received from a local business to the grant of a Premises Licence.
- That a 56 signature petition had been received opposing the grant of a Premises Licence although when contacted 8 people had said they did not sign it.
- The hours of operation sought were 08:00 – 22:00 daily.
- The premises had previously been a bar and had been vacant since 2010.
- Conditions to be placed upon the Premises Licence had been agreed with Wiltshire Police (page 53 of the agenda papers).
- Planning permission would be required for a change of use for the premises although this was not a material consideration in respect of the application

before the Panel.

Members sought clarification from the Council's Licensing Officer in respect of:

- The conditions agreed with Wiltshire Police.
- The use of an agent's details as part of the application.
- The receipt of a Personal Licence by the applicant who would be the Designated Premises Supervisor.
- The layout of the shop as detailed in the map submitted with the papers.

In the absence of any objectors the Panel noted the written objection and the petition.

Points raised by the respondents included but were not limited to the following:

- That the case for the application was set out in the position statement provided for the Panel which the Members were invited to consider.
- Mr Razi who would be involved in running the premises had held a personal licence for eight years. There were therefore two personal licence holders running the business.
- There was a comprehensive training package for staff which included the operation of a Challenge 25 policy.
- There was CCTV monitoring of the premises.
- The applicants had co-operated with the police to produce workable and effective conditions for the premises.
- The premises which had been empty for five years and the applicants had spent around £200,000 on their renovation.
- The application for a Premises Licence had been driven in response to customer requests.
- The application met the requirement of the Licensing Act and Swindon's own Licensing Statement.

Questions to the applicants and responses in respect of:

- Staffing levels in operation.
- Staff Training and refresher training.

Resolved – That after considering:

1. The application for a Premises Licence for Wawel, 18-19 Fleet Street, Swindon made by the Licensee; and
2. Written representations and material put forward by Objectors;

And taking into account: -

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

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

- i. The prevention of crime and disorder;

ii. The prevention of public nuisance

The Panel has determined the following: -

1. The permitted hours for the sale of alcohol be:
Monday to Sunday 08:00 until 22:00.
2. That the conditions agreed by the applicant and set out in the report of the Council's Licensing Manager should be applied to the licence.

Reasons

1. The Panel was satisfied that the conditions proposed by the applicant and agreed by Wiltshire Police would minimise the impact on the amenities of local residents and uphold the Licensing Objectives.
2. The Panel carefully considered the written representations of those who opposed the application and the written and oral submissions of the applicant and were mindful that there had been no objections from the Statutory Authorities.
3. The Panel noted that there was no evidence that nuisance would arise from the operation of the premises.

The Chair reminded both parties that they had a right of appeal to the Magistrates' Court against the determination of this panel. Such an appeal must be commenced within 21 days of receipt of the written determination including reasons.

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LICENSING PANEL

FRIDAY, 15 JANUARY 2016

PRESENT:- Councillors Derique Montaut, Eric Shaw and Vera Tomlinson.

Apologies for absence were received from Councillors .

27. Appointment of Chair

Resolved – That Councillor Derique Montaut Chair this meeting of the Panel.
(Councillor Montaut took the Chair.)

28. 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.

29. Application for the grant of a Premises Licence in respect of Unit 4, 1-8 Manchester Road, Swindon together with a copy of each relevant representation made and supporting documents

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application for a Premises Licence in respect of Unit 4, 1-8 Manchester Road, Swindon, (b) written representations from a local resident opposing the grant of a Premises Licence, (c) oral representations in support of his written objection received from Mr Robert Wedge (local resident), (d) the comments of Councillor Bob Wright on the alcohol related problems facing the local community, (d) a petition against the grant of a licence, tabled at the meeting with the agreement of the applicant's representative, (e) the application for a Premises Licence, (f) oral submissions supporting the grant of a licence received from a representative of the applicant, (g) questions from Members to the applicants and answers received, and (h) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Licensing Policy.

The Council's Licensing Manager introduced the report noting:

- The application was for a new Premises Licence.
- One objection to the grant of a licence had been received from a local resident.
- The options available to the Panel in determining the application.
- That the conditions requested by Wiltshire Police and set out on pages 38 and 39 of the agenda paper had been agreed orally by the applicant.

The oral submissions in support of written submissions opposing the application can be broadly summarised as follows:

- The proliferation of premises selling alcohol in the area in recent years.
- The adverse effect of the number of outlets selling alcohol and the rise of anti-social behaviour in the locality that could be linked to alcohol.

Questions and answers to the objector in respect of:

- The problems being experienced by local residents.

Points and issues raised by the respondents including but not limited to the following:

- That the premises had been operating for 10 months without any complaints,
- That the future viability of the premises was linked to the grant of a Premises Licence.
- That the alcoholic products to be sold would be primarily Polish to meet local demand.

Questions to the applicant's representative in respect of:

- Confirmation that the applicant had formally accepted a 09:00 commencement time for the sale of alcohol, as proposed by Wiltshire Police.
- The importance of adhering to the steps to promote the Licensing Objectives set out within the application.
- The operation of a Challenge 25 Policy.

Resolved – That after considering: -

1. The application for a Premises Licence for Unit 4 1-8 Manchester Road, Swindon made by the Licensee; and
2. Written representations and material put forward by an Objector;

And taking into account: -

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

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

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

The Panel has determined to grant the licence as follows: -

1. The permitted hours for the sale of alcohol be:
Monday to Sunday 09:00 until 22:00.
2. That the conditions proposed by Wiltshire Police and agreed by the representative of the applicant set out in the report of the Council's Licensing Manager should be applied to the licence.

Reasons

1. The Panel was satisfied that the conditions proposed Wiltshire Police, and agreed by the applicant (confirmed by the applicant's representative) would minimise the impact on the amenities of local residents and uphold the Licensing Objectives.
2. The Panel carefully considered the written and oral representations of those who opposed the application and the written and oral submissions of the applicant and were mindful that there had been no objections from the Statutory Authorities.

3. The Panel noted that whilst acknowledging current issues within the locality there was no evidence further nuisance would arise from the operation of the premises.

The Chair reminded both parties that they had a right of appeal to the Magistrates' Court against the determination of this panel. Such an appeal must be commenced within 21 days of receipt of the written determination including reasons.

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LICENSING PANEL

FRIDAY, 15 JANUARY 2016

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

30. Appointment of Chair

Resolved – That Councillor Mick Bray chair this meeting of the Licensing Panel.

(Councillor Bray took the Chair.)

31. 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.

32. Application for the grant of a Premises Licence in respect of Playfootball Ltd, Upham Road, Swindon

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application for a Premises Licence by Playfootball Limited, Upham Road, Swindon, (b) written representations from local residents opposing the grant of a Premises Licence, (c) a slide presentation by the Council's Licensing Manager showing pictures of the site and pedestrian access to the site, (d) oral submissions against the grant of a Licence by Councillors Steve Allsopp, Abdul Amin and Emma Bushell (Ward Councillors), (e) oral submissions against the grant of a licence received from Mr Adrian Crafer, Mr David Edwards and Mrs Susan York (local residents), (f) oral submissions received in support of the application from Mr Steve Bennett and Mr Mark Thompson (Playfootball Limited) (g) questions from Members to the applicants and answers received, and (h) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Licensing Policy.

The Council's Licensing Manager introduced the report noting:

- The application was for a new Premises Licence.
- The options available to the Panel in determining the application.
- That the application excluded regulated entertainment.
- That objections to the grant of a licence had been received from six local residents based upon the Prevention of Public Nuisance, the Protection of Children from Harm and the Prevention of Crime and Disorder Licensing Objectives.
- Conditions offered by the applicant and set out on pages 26 and 29 of the agenda papers.
- A slide show clarifying the vehicle and pedestrian accesses to the site and proposed car parking area.
- Revisions to the application arising from Planning and Highways input.
- That the applicant was for on sales only.

The oral submissions in support of written submissions opposing the application can be broadly summarised as follows:

- That the site is close to residential properties and little information has been provided as to how the applicant would minimise disruption to a settled community.
- That the application should be seen in the context of it being situated within a school site.
- That the Churchfields School catchment included a number of social priority areas and vulnerable families.
- The high level of alcohol related problems involving young people within the Borough.
- Advice of the Chief Medical Officer regarding the benefits of alcohol free childhoods.
- That one of the lounge sponsors was Marathon Bet which was likely to advertise on site which might influence young people.
- Discrepancies between the application for Planning Permission and that seeking a Premises Licence.
- The removal from the plans of a cellar to lock alcohol away in when the bar was closed.
- Control over the booking of pitches and participants onsite.
- The extent that the playfootball plan relied upon receipts from bar sales.
- The promotion of live television matches in attracting customers in an area that is not serviced by public houses.
- The potential for away fans to use the facility when Swindon Town Football Club is playing homes matches.
- The training of bar and door staff on their duties under the Licensing Act.
- The training requirements needed to cope with the particular issue of young people having free access to the site.
- Security of the site whilst children are using the football pitches and shared facilities situated within the building.
- That school related activities go on until 6:00pm whilst the application seeks a 4:00pm start time for the sale of alcohol.
- How staff will deal with casual drinkers using the facility during the day.
- The effect of people dispersing from the site and the potential for public nuisance to local residential properties.
- How adults using the pitches or building would be monitored whilst children were using the facility.
- Noise arising from the use of the club.
- Whether checks have been undertaken to confirm there are no legal restrictions preventing trading on the site as local houses have such restrictions.
- Whether a sub-contractor would operate the site and who would be responsible for maintaining the license conditions and the maintenance of the Licensing Objectives.
- That the public house previously servicing the area had been demolished due to troubles associated with it and whether new premises would suffer the same alcohol related problems.
- Parking problems surrounding the site and whether these would be increased should a Premises Licence be granted.
- That due to its locality the proposed club could attract a lot of drinkers

attending Swindon Town Football Club matches which could create problems on site and for local residents.

- That different plans and information had been submitted during the applications for Planning Permission and a Premises Licence.
- That the facilities provided a real risk to vulnerable children.
- Why staff CRB checks were not proposed given the extended use of the football pitches by the school.
- The health benefits of high energy and non-alcoholic drinks given the sporting nature of the club and its use by school children.
- The real fear locally of alcohol related vandalism in the general vicinity of the facility.
- The use of glass drinking receptacles.
- Training for door staff and their role in preventing individuals leaving the licensing premises with alcoholic drinks.
- The lack of co-operation regarding the proposed development from the school head with local residents.
- The lack of information on measures to prevent proxy sales for schools children.

Councillor Vera Tomlinson asked Mr Edwards about his submission relating to different plans being submitted for the Planning and Licensing applications.

Points and issues raised by the respondents including but not limited to the following:

- That the main changes to the application were associated with a reduction in the hours of operation of the facility and for the sale of alcohol.
- The proposals had been advertised on the company website and the concerns of the objectors had been considered.
- The footprint of the pavilion had been reduced by 70% from 270 square metres to 160 square metres in response to the concerns of local residents.
- The removal of the proposed cellar was linked to the reduction of the size of the facility and the subsequent anticipated reduction of alcohol sales resulting from fewer people being on the premises at any given time. Alcohol would be securely locked away in fridges and under counter units when the bar was shut.
- Compliance of the Licensing Objectives would be promoted through training which would be kept under constant review. In addition to this the maintenance of the Licensing Objectives would be supported through the use of a challenge 25 policy, use of CCTV and there being no deliveries or disposal of bottles into outside bins after 10:00 pm.
- There would be clear signage relating to sales of alcohol and an instant reporting system.
- There would be no cheap alcohol promotions.
- There would be log books for sale refusals.
- Part of the lease agreement with the school required DBS checks for staff.
- The school fully supported the application.
- No children under 16 would be allowed in the building after 9:00pm unless accompanied by an adult.
- During times the pitches were used by the school access to the bar would be prevented by barriers.

- Sales of alcohol would not be made whilst the school was using the facility or before 11:00am on other days.
- Other sports facilities were licensed, not only nationally but locally (for instance the Bowls Club and the Cricket Club).
- The company ran other facilities locally and nationally that community and schools used regularly.
- There had been no complaints received in respect of other facilities managed and run by Playfootball nationally.
- Playfootball had experience in operating facilities in areas traditionally considered tough.
- The facility brought huge benefits to the school.

Questions to the applicants and responses in respect of:

- The security of the storage of alcohol during the hours the bar was closed.
- Measures to prevent school children accessing the bar area whilst pitches and associated facilities were being used by the school.
- The operators experience in operating licensed facilities used by both the public and schools.
- The hours of operation being requested as part of the Premises Licence.
- An offer by the applicant to offer a condition preventing the sale of alcohol until 5:00pm on days the pitches were being used by the school.
- Measures to prevent children accessing the bar from the terrace area.
- The layout of the building and measures available to seal off the bar area when it wasn't in use including shutters.
- The operation of a Challenge 25 Policy and training to be undertaken by staff to prevent underage and proxy sales.
- The benefits that the school would accrue from the building and operation of the facility.
- The management of drinking up time at the end of the evening and measures to prevent alcohol being taken off site at any time during the operation of the bar.
- How the Designated Premises Supervisor could be expected to adequately supervise the premises if he/she were not based in Swindon.
- Food sales at the site and how these affected the business plan.
- The use of regulated door staff.
- The capacity of the bar area.
- Facilities with the building that were available to users of the pitch and how these would be managed.
- The use of pitches at weekends by children and/or the school and how this would affect the operation of bar facilities.
- The financing of a traffic regulation order (this being a planning issue and would not be considered as part of the Panel's deliberations).
- Confirmation that there would be no off sales from the premises.
- Access to disabled toilet facilities whilst the shutter was down to prevent access to the bar area.
- The applicants' comments regarding the possible use of Temporary Event Notices to hold regulated entertainment.
- The role of Playfootball's betting partner on site and measures to prevent children accessing this facility.
- The reason for a 100 vehicle car park if the bar facility capacity was 60

people.

Resolved - That after considering:

The application for a Premises Licence for Playfootball, Upham Road, Swindon made by the Licensee; and the evidence before it put forward by both the applicant and objectors

And taking into account: -

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

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

- i. The prevention of crime and disorder;
- ii. The prevention of public nuisance
- iii. The prevention of Children from Harm

The Panel determined that a Premises Licence be granted based upon the application and conditions offered by the applicant subject to the additional conditions set out below: -

1. The permitted hours for the sale of alcohol be:
Monday to Friday 17:00 until 22:00 during term time on days the school is open for educational purposes.

During weekends and on days the school is closed for school holidays the permitted hours for the sale of alcohol shall be 11:00 until 22:00.
2. That the Playfootball Licensing Objectives policy shall be put in place and adhered to subject to the following amendments:
(i) 1(d) shall be amended to read: "Alcohol shall be stored in a locked and secure manner at closing time".
(ii) 2(b) shall be amended to read: "The use of Polycarbonate cups shall be risk assessed. Should the use of Polycarbonate cups be deemed appropriate bottles will be decanted by staff prior to the customer receiving the drink."
3. No regulated entertainment shall be permitted at the premises.
4. A written risk assessment on the use of door staff and 2(ii) above and shall be submitted to Wiltshire Police and Swindon's Licensing Authority within 21 days of the grant of a Premises Licence. All Door Staff used shall be SIA Approved. The Risk Assessment shall include the use of Door Staff on all match days where Swindon Town Football Club are playing home matches.

Reasons

1. To ensure the promotion of the Licensing Objectives.
2. The conditions as amended were accepted by the Panel as they had been agreed between the Licensing Authority and applicant and should minimise the impact on the amenities of local residents and minimise any potential breaches of

the Licensing Objectives.

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

4. The Panel when considering the objections received were mindful that there had been no objections from the Statutory Authorities.

5. The Panel noted the comments of the applicant as to the operation of the bar which would not be open during school term time when the school is open.

6. The Panel noted that there was no evidence nuisance would arise from the operation of the premises given the experience of running similar facilities across the country.

7. The additional conditions were placed upon the Licence to assist management with the maintenance of the Licensing Objectives and having regard to the maintenance of the amenities of local residents.

8. The Panel accepted the applicant's offer to amend the hours of bar operation for the sale Monday to Friday 17:00 until 22:00 during term time on days the school is open for educational purposes and during weekends and on days the school is closed for school holidays the permitted hours for the sale of alcohol shall be 11:00 until 22:00 and determined that these hours reflected the joint use of the pitches and associated facilities being shared with a school.

9. The Panel noted that whilst Mr Bennett oversaw the establishment of the facility he would be based in Swindon, thereafter the manager appointed would be based in Swindon.

The Chair reminded both parties that they had a right of appeal to the Magistrates' Court against the determination of this panel. Such an appeal must be commenced within 21 days of receipt of the written determination including reasons.

(In accordance with the Code of Conduct, Councillors Vera Tomlinson and Peter Watts made a non-prejudicial declaration of interest as they had served on the Planning Committee determining the Playfootball application. Both Councillor Vera Tomlinson and Councillor Peter Watts confirmed that there was no predetermination of the Licensing Application which would be determined solely under the Licensing Act Provisions.)

CHIEF OFFICER APPOINTMENTS SUB-COMMITTEE

FRIDAY, 29 JANUARY 2016

PRESENT:- Councillor David Renard, Councillor Steve Allsopp, Councillor Jim Grant, Councillor Brian Mattock, Councillor Des Moffatt, Councillor Mary Martin and Councillor Keith Williams.

1. Appointment of Chair.

Resolved – That Councillor David Renard be Chair for this meeting of the Chief Officer Appointments Sub-Committee.

2. Declarations of Interest

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

3. Minutes.

Resolved – That the minutes of the meeting held on 26th February 2015 be confirmed.

4. Exempt Items - Exclusion of Press and Public.

Resolved – That, in accordance with Section 100A (4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in Agenda Item No. 5 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 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 5 refers.)

5. Appointment of Chief Executive.

The Committee considered the outcome of interviews with several candidates for the post of Chief Executive. The Committee felt that there had been a very high quality field of candidates and members expressed their thanks to the various panels which had supported the Chief Executive assessment centre. The Committee was grateful for the time and effort of those involved in the assessment centre and wished to record their thanks in the minutes of the meeting.

Resolved – That, subject to the agreement of the Council, Mr. John Gilbert be appointed to the post of Chief Executive and Head of Paid Service for Swindon Borough Council.

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

TUESDAY, 12 JANUARY 2016

PRESENT: -

School Members: Steve Colledge, Chair - Academy Headteacher
Wendy Conaghan, Academy Headteacher
Rhian Cockwell, Primary Headteacher
Janet Urban, Primary Headteacher
Jane Wheatley, Primary Headteacher
Andrew Henstridge, Primary Headteacher
Alison Lowe, Primary Headteacher
Susan Banks, Secondary Headteacher
Jackie Smith, Special Headteacher
David Bell, Secondary Governor
Ray Williams, Primary Governor
Charles Law, Special Governor
Ben Slater, EOTAS
Kate Adams, Early Years

Non-School Members: Peter Smith, Trade Unions
Officers: Peter Nathan, Head of Education
Ian Burbidge, Head of Finance, Schools
Anne Mackay, Finance Manager – Education

Also Present: Councillor Fionuala Foley (Cabinet Member for Children's Services)

Apologies for absence were received from Ruth Lee (Diocese of Clifton), Andrew Miller (16-19 Partnership), Ram Thiagarajah (BME), Sharon Kirwan (Academy Headteacher) and Lauren Costello (Academy Headteacher).

21. Minutes of Previous Meeting

Resolved: That the minutes of the meeting held on 1st December 2015 be confirmed and signed as a correct record.

22. 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 (a) clarity on the amount of Dedicated School Grant carried forward at the end of the financial year, (b) the amount of £387,000 of funding received by the Local Authority used for High Needs funding and the impact on the current deficit, (c) central budget funding, (d) whether

proposed funding changes were to be viewed as permanent, (e) reference to proposed balance of funding options submitted at 5.9 in Agenda Item 4 of the report, (f) reference to the Tuition and Exclusions budgets.

Response

The Chair thanked Mr Dixon-Patterson for his questions. The Chair, Mr Peter Nathan, Head of Education, Mr Ian Burbidge, Head of Finance and Mrs Anne Mackay, Finance Manager, Education responded at the meeting.

Members agreed that public questions were to be submitted in writing at least 24 hours prior to a meeting to enable officers to provide a detailed response.

23. 2015-16 Dedicated Schools Grant Budget Position

Mr Ian Burbidge, Head of Finance, Schools, presented a report setting out the latest position of the 2015-16 Dedicated Schools Grant (DSG) budget.

Mr Burbidge advised that based on information at the end of November 2015, an overspend of £0.858m was projected against the retained DSG Budget for the current financial year. He drew attention to the change in forecasting following the Special Resource Provision peer to peer banding moderation process and an increase in placements commissioned in September and October 2015.

Members discussed the banding and top-up funding for Special Schools and Special Resourced Provision (SRP) and noted that banding allocations had been mobile over the past five years, making budgeting difficult. The Chair referred to communication sent out by the Finance Department to all Headteachers on the 5th January 2016 advising of the bandings review to address the deficit.

Resolved: That the Schools Forum notes:

(1) That the latest projection on the 2015-16 retained budget was an overspend of £0.858m.

(2) That the unallocated Dedicated School Grant balance would be reduced to £0.240m.

24. 2016-17 Dedicated Schools Grant Settlement and Budget

The Forum considered a report by Mr Ian Burbidge, Head of Finance, Schools, updating the Forum on the 2016-17 Dedicated Schools Grant (DSG) settlement, including (a) estimates of the level of expenditure to be allocated to Early Years, Schools, Academies High Needs settings and centrally retained budgets, (b) the submission of the Authority Proforma Toolkit to the Education Funding Agency, enabling main stream budgets to be calculated, (c) expenditure proposals for all High Needs block funded items including High Needs students in Mainstream schools, Special schools, Special Resourced Provisions, Alternative Provision, Post-16 and Further Education, Independent and Non-Maintained Special Schools and Other Local Authority Commissioned High Needs, (d) submission of the Section 251 Budget Statement to the Education Funding Agency by end of March 2016.

Mr Burbidge, Head of Finance, Schools, explained that a census was being undertaken to determine future numbers of Early Years pupils and referred to the predicted increase in pupil numbers for 2016. He advised that the Pupil Premium

for Early Years would be based on the census figures for January 2016 and 2017. Members noted that funding for the schools block Dedicated Schools Grant (DSG) had increased. Mr Burbidge referred to the increase in pressure as DSG funding for 2 year olds had remained unchanged by the Department for Education. Mr Burbidge continued to guide members through key points in the report commenting on the most significant implications.

Mr Peter Nathan, Head of Education, Mr Burbidge and Mrs Anne Mackay, Finance Manager, Education responded to the following points:

- Work being undertaken to increase the number of Early Years pupils placement take up.
- The increase in the number of High Needs places required in Swindon and how this would affect DSG.
- How options to provide the balance of DSG funding presented in 5.9 of the report would affect each school setting. Forum Members noted that due to the unknown factors that may affect figures presented in 5.9 and the brief consultation period, the Swindon Association of Secondary Headteachers (SASH) was unable to support the options presented in the report.
- The Education Support Grant - the need to submit representations to the Education Funding Agency for financial support following the proposal to reduce the level of funding next year and in subsequent years.
- Clarity on how High Need Bandings had been determined.
- Confirmation that following meetings with School Forum representatives, the Local Authority was in a position to review High Needs banding to address the deficit in the High Needs budget.
- Explanation of Minimum Funding Guarantee (MFG) and its effect on schools and their budgets.
- Clarity on the makeup of Central Overheads and how EOTAS's (Education Other Than At School) extra payment to Traded Services effected the DSG.
- Confirmation that Early Years was not entitled to utilise school subscriptions and licenses set up for schools by the Department for Education.
- Confirmation that future discussions would need to be undertaken regarding re-modelling Special Resource Provision.

Resolved: That with regard to **Dedicated Schools Grant Settlement 2016/17**, School Forum notes:

- (1) Swindon expects to receive a total DSG settlement of £163.550m in 2016/17.
- (2) The estimated DSG balance at the end of 2015/16 was £0.240m.
- (3) The Early Years block 2016/17 DSG settlement will be subject to revisions by DfE in light of Early Years census information in January 2016 and 2017.
- (4) Further to (3) above, the final settlement will not be confirmed until July 2017.

Early Years Expenditure Proposals 2016/17

- (5) That Schools Forum agrees the proposed 2016/17 Early Years funding rates as shown in Table 7, which will take effect from 1st April 2016.
- (6) That Schools Forum agrees a 2016/17 Early Years budget of £11.636m as shown in Table 7.
- (7) That Schools Forum notes the anticipated overall Early Years budget for 2016/17.

Schools' Budgets 2016/17

(8) That Schools Forum declines the options offered by the Local Authority to balance the DSG funding as presented in 5.9 of the report. Schools Forum members noted that they wished to make a "political" point regarding the relatively low level of funding allocated to Swindon by central government and this was not a criticism of the local authority.

(9) That representation be made to the Education Funding Agency regarding the need to review funding for pupils in Swindon be submitted by the Chair of the Schools Forum together with the Chairs of the Swindon Association of Primary Headteachers, Swindon Association of Secondary Headteachers and Association of Swindon Special Schools Headteachers.

(10) That Schools Forum notes the Notional Special Educational Needs funding top ups payable in 2016/17 at a total estimated cost of £0.400m.

(11) That Schools Forum notes Individual Schools Average Pupil Led funding be reported to the March 2016 meeting of this Forum, which will be used by the Local Authority to claw back funding for excluded pupils during 2016/17.

(12) That School Forum agrees the following de-delegations and proposed length of agreement, each phase of maintained school agreeing for their sector:

- Free School Meal eligibility administration will be charged at £4.80 per pupil in 2016/17 for primary and secondary sectors and was supported until 31st March 2017.
- Trade Union release time will be charged at £1.25 per pupil in 2016/17 and was supported by primary and secondary sectors until 31st March 2017.
- Nylands Campus Outreach Team will be charged at £12.33 per primary pupil in 2016/17 and was supported by primary and secondary sectors until 31st March 2017.

Central Expenditure Proposals 2016/17

(13) That School Forum agrees a total 2016/17 pupil growth budget of £0.616m.

(14) That Schools Forum agrees a total budget for Centrally Retained Services of £1.015m in 2016/17 as shown in Table 12.

(15) That Schools Forum notes the overall budget before the reductions required to balance the budget for 2016/17 as shown in Table 12.

Special Schools and Special Resource Provision Expenditure and Minimum Funding Guarantee

(16) That Schools Forum notes the place funding budget for 2016/17 of £7.704m.

(17) That Schools Forum notes the top-up funding budget for 2016/17 of £8.763m.

(18) That Schools Forum notes that the Minimum Funding Guarantee budget for specialist settings will be £72k for 2016/17.

(19) That following receipt of funding information from the Education Funding Agency, the Head of Finance, Schools be requested to circulate revised Dedicated Schools Grant Settlement and Budget data by end of January 2016.

(20) That School Forum representatives meet with the Head of Education and the Head of Finance Schools regarding re-modelling Special Resource Provision by end of January 2016.

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 20 OCTOBER 2015

PRESENT:-

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

Group B: Reverend Clive Deverell, Miss Janet French and Church of England Ms Steph Mundin

Group C: Paul Sunners
Teacher Organisations

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

Also in attendance: Katy Staples (SACRE Advisor), Peter Nathan (Head of Education), Sarah Foulkes (School Improvement Adviser) Fidelma Meehan (Baha'i Community) and Freddy Pound (Swindon Humanists)

Apologies for absence were received from Councillor James Robbins, Reverend Norma McKemey, Mrs Tracy Mason, Mrs Lottie O'Brien, Mrs Mel Shepherd, Ms Catherine Lomax, Mr M S Khan, Mr Tony McAteer and Councillor Alan Bishop

101. 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.

102. Public Question Time

No public questions were received during the meeting.

103. Chair's Announcements

- **Religious Education and British Values – Issue and Opportunities and Resources**

The Chair referred to a Religious Education and British Values booklet that had recently been published by RE Today. The booklet addressed some of the issues and opportunities arising from the requirement to promote British Values. This included policy ideas, guidance, HMI requirements review and high quality lesson ideas for pupils in every key stage.

SACRE members were encouraged to highlight the importance of the booklet and its contents to their schools.

- **Discovery RE Folder**

SACRE members were reminded that the Chair had a copy of the Discovery RE folder, which was available for any member to examine if they wished.

- **A New Settlement: Religion and Belief in Schools**

The Chair referred to a report from Charles Clarke and Linda Woodhead about religion and belief in schools. SACRE were encouraged to examine the report, which contained information about the future of SACRE's. The SACRE agreed that the report would be considered further at their next meeting.

104. Minutes

Resolved: That the minutes of the meeting held on 20th October 2015, be confirmed and signed as a correct record.

105. School to School Support

The SACRE received a report from Steph Mundin about the help she offered schools through school to school support and the reasons why this is an effective model for RE support in Swindon.

Steph, in response to a number of questions, explained that RE Co-ordinators from other schools are referred to her by the SACRE Advisor. In general the RE Co-ordinators sought help, advice and experience in a number of specific areas, some of which include planning units of work, curriculum delivery, observing lessons and sharing resource ideas etc. Steph spoke about the process used when supporting schools and the benefits of that support both for her and the RE Co-ordinator being supported.

The Chair thanked Steph for her very informative presentation.

106. SACRE Membership

The SACRE received an update report from the Director of Law and Democratic Services about the current SACRE membership. The SACRE also received training presentation slides produced by NASACRE, which responded to the following four questions:

- What is a SACRE?
- How is it composed?
- What is its role? and
- What are the Local Authority's responsibilities?

The Director spoke about the composition of the Swindon SACRE and the 4 representative Groups that made up its membership. He explained that the SACRE Constitution indicated that Groups A (Christian Denominations and other religions or religious denominations), B (Church of England) and C (Teacher Associations) held office for a four year period, whilst Group D (Local Authority) members were

appointed annually by Swindon Council.

The SACRE noted that Group A was representative of the top six religions in Swindon following the 2011 Census on Religious Belief. They were informed that there were a number of vacancies for Groups A, B and C and that the four year period for appointments to these Groups was due to be renewed. In light of this advice and the need to fill Group vacancies, the SACRE suggested that advice be sought from the Council's legal department about extending the timescale for renewing SACRE memberships for Groups A, B and C until June 2016, once the Council elections had taken place and Local Authority members had been appointed to Group D.

The SACRE then split into groups and considered a couple of activities about 'what makes an effective SACRE' and 'what makes a good SACRE member'. Members then discussed their responses to the activities. The Chair encouraged members to think about and reflect upon their contribution to the Swindon SACRE.

Resolved: That the Director of Law and Democratic Services seek advice about extending the timescale for renewing SACRE memberships for Groups A, B and C until June 2016 and reports further at the next meeting.

107. Website Update

The SACRE received an update report from Freddy Pound about the Swindon SACRE website.

Freddy explained that the SACRE Website was available but it required content from SACRE members. The SACRE Advisor suggested that the following documents and information would make the website a useful resource and engage the community:

- The Agreed Syllabus
- Time to Breathe document
- Profile of SACRE members
- CPD of Worship
- Reviews of useful resources
- SACRE Advisor's bi-annual newsletter
- Frequently asked questions
- Contact directory
- Contact forms

Resolved:

1. That SACRE members forward the information detailed above to Freddy Pound for inclusion in the Swindon SACRE website by January 2016.
2. The Freddy Pound provide an update on progress at the next meeting.

108. The Agreed Syllabus Review

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

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

Prior to the meeting SACRE members had the opportunity to view a short survey about the Agreed Syllabus which the SACRE Advisor was proposing to circulate to all Swindon schools during the early part of November 2015. The survey results would be considered at the next meeting.

Resolved:

1. That the proposed procedure and timetable for the review of the Agreed Syllabus be agreed.
2. That a Steering Group be established with the following membership:
 - Sarah Lane Cawte – Group A
 - Steph Mundin – Group B
 - Janet French – Group B
 - Rev'd Clive Deverell – Group B
3. That the results of the Agreed Syllabus survey of schools in Swindon be considered at the next meeting.
4. That the SACRE be encouraged to reflect on the NASACRE document about Agreed Syllabus Conferences.

109. Learn Teach Lead RE - Update

The SACRE received an update from the SACRE Advisor about a Learn Teach Lead RE (LTLRE) project in the Taunton to Swindon area.

The SACRE were informed that the project aimed to support all teachers of RE irrespective of their experience or qualifications through practical support at hub meetings and the opportunity to participate in projects that developed their teaching skills and the learning experiences of those they teach. A successful project was running in the Devon / Cornwall area and this project would seek to replicate that model for the Taunton / Swindon area. The project would identify unmet needs in relation to the teaching of RE and support the development of the project to improve the quality of teaching and learning outcomes and leadership.

It was noted that the project was in its early stages of development and that Ed Pawson had been appointed as Project Director. He would have overall responsibility for the identification and support of training needs for teachers of RE across the primary and secondary phase for the area, including Swindon. The project would work alongside the support currently offered to Swindon schools.

The SACRE acknowledged that teachers in Swindon were a large resource that suffered from a lack of RE experience and knowledge and this project would aim to respond to this need.

Resolved:

1. That the SACRE supports the establishment and future development of the LTLRE project in the Swindon area.
2. That Ed Pawson be invited to a future meeting of SACRE to speak about the work of LTLRE.
3. That the SACRE Advisor provides a regular update on the development of the project.

110. CPD Offered and Feedback from Teachers Network Meetings

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

The SACRE noted that a smaller number of schools attended the Secondary meeting as there was an issue with the meeting date. However, the meeting was very productive and they considered what an assessment was like at primary, secondary and KS3 and the use of materials for the sanctity of life. Ellen McCarthy led the session for the Primary meeting where they considered and discussed the strategies for being a subject leader and how to make RE lively.

111. Feedback from SACRE Representatives

The SACRE confirmed the appointment of Paul Sunners as their representative on the Swindon Borough Council's Children's Health, Social Care and Education Overview and Scrutiny Committee.

Paul reported on the meetings of the Overview and Scrutiny Committee held on 22nd July and 2nd September, 2015. He highlighted the main issues discussed at the meetings that were of concern for the SACRE.

The Chair thanked Paul for his report.

112. Date and Time of the Next Meeting

It was noted that the next meeting of the SACRE would be held on 22nd March 2016, commencing at 6:00pm. The SACRE Advisor would be contacting Isambard Community School RE Department about hosting the meeting.

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

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 2 DECEMBER 2015 AT ROOM 1, CIVIC OFFICE, EUCLID ST, SWINDON SN1 2JH.

Present:

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

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPPC
Clive Barker - OPPC
Ryan Hartley – 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:

Robin Townsend – Associate Director, Wiltshire Council and Chris Henwood –
Independent member, Wiltshire Police and Crime Panel.

2 Minutes and matters arising

Decision:

- **The minutes of the meeting held on 3 September 2015 were agreed as a correct record and signed by the Chairman.**

3 Declarations of interest

There were no declarations of interest.

4 Chairman's Announcements

Political make up of Wiltshire Council -The Chairman advised that due to a recent change in the political make up of Wiltshire Council members the panel would gain a conservative member and lose a liberal democrat member.

Tone from the Top – The Chairman advised that Emily Higson would be preparing a summary of the recommendations, an informal meeting could then be arranged for the panel to discuss these recommendations and the Panel's performance generally.

5 Public Participation

There was none.

6 Comprehensive Spending Review

Clive Barker – Chief Finance Officer, Office of the Police and Crime Commissioner gave a brief summary of the impacts of the CSR on police funding.

Points made included:

- That Wiltshire Police were one of the lowest funded forces in the country, which meant that it was vital that its funds were spent effectively.
- That the CSR was better for Wiltshire than expected but there were concerns over possible top sliced cuts in the future.
- Issues with National Insurance contributions meant that Wiltshire Police would have to pay higher contributions which would impact on its budget.

The Chairman thanked Clive Barker for his summary.

7 Quarterly data (Q2) - Risk / Performance / Finance / Complaints

The Commissioner introduced a report setting out his quarterly performance data – Quarter Two 2015-16 (1 April to 30 September 2015).

Points made included:

- Encouraging victims to report crime.
- More partnership working with Wiltshire Council and Swindon Borough Council.
- A force that was effective and value for money.
- That Wiltshire Police were looking at a major step change to the way that crime was recorded.

The report was reviewed in detail.

1.Prevent Crime and ASB

- Recorded crime within England and Wales increased by 4.5%. 34 forces are recording more crime than the previous year.
- Recorded crime within Wiltshire had increased by 2.4%. This equates to 768 crimes with a total of 33,397 recorded.

2.Protect the most vulnerable in society

- That around four instances per month were occurring of people with mental health issues having to be housed in police custody (cells) for their own safety.
- Excellent work being carried out at the Multi Agency Service Hub (MASH).

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

- That the resolution rate at the end of the second quarter was 21.8 per cent. This remains significantly below the average of our peer group.
- That the force was looking to increase the number of victims supported by the Horizon project.
- That of the trials listed during the second quarter 2015/16 49 per cent were cracked or ineffective. This was frustrating, with too many trials scheduled and not enough time to conduct them.

Concerns were again raised over the future of Chippeham magistrates court, the Chairman requested that the Commissioner adds the Wiltshire Police and Crime Panel's concerns when making any representations on this issue.

4. Secure, high quality, efficient and trusted services

- That the volume of complaints recorded remains relatively stable and within expected levels.
- Wiltshire Police was one of six forces within the MSF group that had seen a fall in the number of complaint cases recorded when compared to the previous year.
- In early September 2015 there were in excess of 300 complaint cases still showing as either 'live', 'sub judice' or 'in appeal process'. Professional Standards Department (PSD) investigating officers were tasked to concentrate on the oldest cases to clear the backlog. By mid-October the volume of cases that were 'live', 'sub judice' or 'in appeal process' was reduced to 158 cases.

Wiltshire & Swindon Police and Crime Commissioner (OPCC) Risk Register 2015-16

The Risk Register was noted.

The Chairman thanked the Commissioner for his report.

8 **Complaints and Conduct Matters - 1 May to 31 October 2015**

The report was noted, the Chairman made the point that the new report format was working well.

It was agreed that Kieran Kilgallen would pull together a report which would summarise any Wiltshire Police racial complaints/incidents.

9 **Strategic Alliance with Avon & Somerset**

Kieran Kilgallen gave an update on the Strategic Alliance between Wiltshire and Avon and Somerset Police constabularies.

Points made included:

- That Avon & Somerset Police were recruiting for a new Chief Constable and that Angus Macpherson would be sitting on the recruitment panel for this appointment.
- That the Avon & Somerset and Wiltshire forces were now looking at which business cases should be brought forward in the process.

The Chairman made the point that the Wiltshire Police and Crime Panel were keen to initiate involvement with Avon & Somerset and be involved in future discussions, it was agreed that Kieran Kilgallen would discuss this with Avon & Somerset.

The Chairman thanked Kieran Kilgallen for his update.

10 **Task Group Updates**

PCC Commissioning Strategy Task Group

It was agreed that a task group would be formed to support the Commissioner in the development of a commissioning strategy, by:

- acting as a 'critical friend'
- providing an external perspective
- ensuring the Strategy supports the objectives of the Police and Crime Plan

The membership was agreed as:

- Cllr Andrew Bennett
- Cllr Richard Britton
- Cindy Creasy

Call Centre Task Group

There was a short discussion, it was felt that a task group could perhaps look at any potential for local authority involvement in dealing with some 101 calls etc.

It was agreed further discussion would be needed.

11 **STOP progress update**

Kieran Kilgallen advised:

- That the pilot would be evaluated during February 2016, and would then be rolled out county wide from June 2016 onwards.

- That the benefits were that recorded incidents could now go through the police system in a more timely manner, cutting down officer involvement and wasted time and resources.
- Scope for PCSOs to get more involved in the day to day police work, although specialist staff were still a very much a part of the incident process.

It was agreed that Kieran Kilgallen would give a further up date at the March 2016 meeting.

The Chairman thanked Kieran Kilgallen for his update.

12 **PCC Diary report**

The report was noted.

That the Portishead firing range was now operational.

The Chairman invited the panel members to visit the Devizes call centre.

13 **Forward Work Plan**

The Forward Work Plan was noted.

14 **Future meeting dates**

The next meeting of the Police and Crime Panel will be on Wednesday 13 January 2016 at Monkton Park, Chippenham.

(Duration of meeting: 10.30 am - 1.50 pm)

The Officer who has produced these minutes is Kevin Fielding of Democratic Services, direct line 01225 713990, e-mail emily.higson@wiltshire.gov.uk

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WILTSHIRE POLICE AND CRIME PANEL

**DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING
HELD ON 13 JANUARY 2016 AT COMMITTEE ROOM B - COUNCIL OFFICES,
MONKTON PARK, CHIPPENHAM SN15 1ER.**

Present

**Cllr Abdul Amin, Cllr Glenis Ansell, Cllr Andrew Bennett, Cllr Richard Britton
(Chairman), Cllr Trevor Carbin, Cllr Chris Caswill, 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 – OPPC
Clive Barker - OPPC
Naji Darwish - OPCC
Emily Higson – Wiltshire Council
Henry Powell – Wiltshire Council
Kevin Fielding – Wiltshire Council**

1 Apologies for Absence

Apologies were received from Cllr Teresa Page and Cllr Alan Bishop – Swindon Borough Council.

2 Declarations of interest

There were no declarations of interest.

3 Chairman's Announcements

There were no Chairman's Announcements.

4 Public Participation

There was no public participation.

5 Strategic alliance with Avon & Somerset

The Commissioner gave a verbal update on progress made since the previous PCP meeting on the 2 December 2015.

Points made included:

- That Avon & Somerset Police had appointed a substantive Chief Constable.
- That there had been little movement to report due to the Christmas and New Year break.
- That the next alliance meeting would be held when the new Avon & Somerset Chief Constable was in post and up to speed.
- That Avon & Somerset had given the green light for the Panel to start discussions with Julian Moss.

Concerns were raised by the Panel on the public perception of the alliance and the mixed messages that were coming from the Chief Constable of Wiltshire Police and the Wiltshire Police and Crime Commissioner.

It was agreed that the Alliance/Merger would be added to the PCP Forward Work Plan, giving Panels members the opportunity to stay in the loop on this important issue.

That the New substantive Avon & Somerset Chief Constable would be invited to submit a report to the PCP setting out his views on the short and long term direction of travel for the alliance.

The Chairman thanked the Commissioner for his update.

6 PCC Budget for 2016/17

The Commissioner and Clive Barker outlined the PCC's Draft Budget Settlement for 2016/17.

Points made included:

Crime and Public Confidence

- Crime increased by 12% from December 2014 to November 2015.
- 7th lowest crime rate nationally with 50.7 crimes per 1,000 population.
- Public confidence measured by the OPCC Survey in 2015 is 83.7%, and had been consistently high since 2012.

- Victim satisfaction to October 2015 is 84.3% which is around the national average.

A good HMIC Assessment of Wiltshire Police

- Performance is regularly assessed by Her Majesty's Inspector of Constabulary. Overall Wiltshire Police are rated as "good".
- Our constabulary remains one of the best in the country.

Central Funding Announcement

- This years provisional settlement shows central funding reduce from £63.7m to £63.4m, a £0.3m reduction.
- This will be the fifth straight year of central funding reductions.
- Whilst this reduction is lower than previous years the loss of £0.3m with cost pressures (national wage agreement £0.8m, national pensions change impact on national insurance £2.0m) will result in significant savings still being required.

What is the budget?

- A £3.12 increase in Council Tax will give a budget of £105.695m compared to £103.956m for the current year. This would lead to a funding gap of £2.6m for policing in Wiltshire.
- The Commissioner was committed to investing additional income from council tax in local policing.

How about the long term?

- The Chancellor's Autumn Statement promised a cash neutral position for policing however no detail per force is available. With no council tax increases the funding gap against the national average would grow. With small council tax increases the resources available for local policing are better protected.

The Panel were assured by the Commissioner that local money would be spent on local policing.

The Chairman requested that the Commissioner gave a further Budget update at the February PCP meeting.

The Chairman thanked the Commissioner and Clive Barker for their update.

7 Task Group Updates

Strategic Alliance Task Group

The Chairman advised the Panel that Chris Henwood was unable to take further part in this task group, therefore a volunteer was sought to work with Cllr Glenis Ansell, Cllr Richard Britton and Cllr Julian Johnson.

The task group's first meeting was to be arranged.

PCC Commissioning Strategy Task Group

This task group was formed at the PCP's November meeting to support the Commissioner in the development of a commissioning strategy.

The group would hold its first meeting immediately after the full PCP meeting.

The membership was as follows:

Cllr Andrew Bennett

Cllr Richard Britton

Cindy Creasy

Call Centre Task Group

It was agreed that Emily Higson would facilitate a meeting of the two authorities to gauge whether there was an appetite to take things further. Naji Darwish would act as the OPCC representative.

8 PCC Diary report

The Diary report was noted.

9 Forward Work Plan

The Forward Work Plan was noted.

10 Future Meeting Dates

- Thursday 4 February 2016 – County Hall, Trowbridge
- Thursday 3 March 2016 – Corn Exchange, Devizes

- Thursday 16 June 2016 - Corn Exchange, Devizes
- Thursday 1 September 2016 – City Hall, Salisbury

(Duration of meeting: 10.00 am - 12.00 pm)

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

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WILTSHIRE POLICE AND CRIME PANEL

**DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING
HELD ON 4 FEBRUARY 2016 AT KENNET ROOM - COUNTY HALL,
TROWBRIDGE BA14 8JN.**

Present:

**Cllr Abdul Amin, Cllr Andrew Bennett, Alan Bishop, Cllr Richard Britton
(Chairman), Cllr Trevor Carbin, Cindy Creasy, Chris Henwood,
Cllr Charles Howard, Cllr Peter Hutton, Cllr Julian Johnson and Cllr Jeff Osborn
(Substitute)**

Also Present:

**Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPCC
Clive Barker – OPCC
Carolyn Filmore - OPCC
Emily Higson – Wiltshire Council
Kevin Fielding – Wiltshire Council**

1 Apologies for Absence

Apologies were received from Cllr Chris Caswill. Cllr Jeff Osborn attended the meeting as substitute for Cllr Caswill.

2 Minutes and matters arising

Decision:

- **The minutes of the meetings held on Wednesday 2 December 2015 and Wednesday 13 January 2016 were signed as the correct records.**

3 Declarations of interest

There were no declarations of interest.

4 Chairman's Announcements

That the Panel would take agenda item No.12 - Review of PCP Good Practice as a separate item of business after the meeting had closed.

5 Public Participation

There was no public participation.

6 Formal consideration of the proposed PCC precept for 2016-17

The Commissioner gave the Panel a brief update on his precept consultation. The Panel were then given the opportunity to vote on the Commissioner's proposed Council Tax precept for the year 2016-17.

Points made by the Commissioner included:

- That in January 2016 the Panel received a paper which disclosed the thinking surrounding the 2016-17 budget. This paper, which also included a copy of his Medium Term Financial Strategy (MTFS), reported that the Commissioner was minded to increase the Police part of the Band D Precept by 1.9% to £167.10, a £3.12 increase from the 2015-16 Police part of the Council Tax of £163.98.
- At the January meeting the Panel was also informed of a presentation that the Commissioner and representatives of the OPCC would be giving to area boards and locality meetings, which would be part of the consultation strategy. This disclosed that initially savings of between £2m and £3m would still be required in 2016-17 with the increase.

Consultation

The profile of the decision was raised by having a consultation strategy. The strategy was to involve as much of the community as possible. The strategy included;

- Press releases identifying the proposal and highlighting to the public how they can make their views heard via the PCC's website.

- Contacting Councillors and MP's asking for their views on behalf of the people they serve.
- Writing to the Business Community, via a number of forums, to obtain views.
- Presenting the proposal to Area Boards and Locality meetings.

Recommendation

After carrying out the necessary consultation the Commissioner was minded to set a precept of £41.160m. This would require council tax to be set on all property bands based on £167.10 for a Band D property. This represents a £3.12 (1.9%) increase on the 2015-16 level.

Questions raised included:

Had the Commissioner had any discussions with Wiltshire Council and Swindon Borough Council members about the proposed precept increase?

a. Yes, at both Area Board and Locality meetings.

Had the Commissioner had any discussions with interested parties in the voluntary sector?

a. Yes, many discussions had taken place.

Decision

- **That the Wiltshire Police and Crime Panel agrees that the Wiltshire Police and Crime Commissioner sets a precept of £41.160m.**
- **That this would require council tax to be set on all property bands based on £167.10 for a Band D property.**
- **That this represents a £3.12 (1.9%) increase on the 2015-16 level.**

The Chairman thanked the Commissioner for his presentation and report.

7 Hate Crime

Kieran Kilgallen outlined a report which sought to provide the Police and Crime Panel with insight into the 47% increase in racially/religiously aggravated offences that were reported in the quarter two performance report.

The report looked to address whether the increase is a concern and if so what action was being taken to address it and secondly, was there a specific issue in respect of Islamophobia.

Points made included:

- The increase in the volume of racially/religiously aggravated offences was statistically significant and the causation factor behind this is the improvement in recording processes.
- As the parent groups of VAP and Public Order increase, in the proportions of which are racially/religiously aggravated had increased with the same proportion.
- The increase was predominantly driven by an increase in occurrences of public fear, alarm and distress, which accounts for two thirds of this crime group and is in line with the overall increase seen in Public Order offences.
- Harassment had a lesser part to play in the increase and was reflective of increases seen in harassment which sat within the violence without injury crime group; however volumes for this crime type are small (13 offences between Oct 14 and Sept 15).
- Racially/religiously aggravated criminal damage offences had increased from 22 to 46; however this was attributed to a series of graffiti tagging in one sector area which solely accounts for this increase.

Islamophobia

- The number of incidences reported to police across England and Wales had increased by nearly a fifth. There were 52,528 such offences in 2014/15 – an increase of 18% compared with the previous year.
- More than 80% were classed as race hate crimes.
- Analysis of the Crime survey indicated that Muslims were more likely than people from other faith groups to be targeted in religiously motivated crime.
- There was a spike in Islamophobic hate crime following the terrorist attack in Paris in November.
- Most victims of the UK hate crimes were Muslim girls and women aged from 14 to 45 in traditional Islamic dress (tell mama helpline).

- Government had promised more would be done to tackle Islamophobic crime, announcing in the autumn that such crimes were to be recorded as a separate category for the first time.
- The force records 11 racially/religiously aggravated offences per week on average. The volume of islamophobia offences reported in the last year was minimal.
- There have been no spikes following the events in Paris on 13th November 2015.
- That Wiltshire Police takes the issues of Hate Crime and Islamophobia very seriously.
- The need to make the point to the Muslim community that the Police are on their side.

The Chairman thanked Kieran Kilgallen for the report.

8 **Victim Support Service (Horizon)**

Pam Gough - Policy & Community Area/Locality Lead, OPCC gave an update on Horizon, the Police-led victim and witness care unit.

The Horizon Victim and Witness Care unit was jointly funded by the PCC and Wiltshire Police. Horizon supports the local delivery of the National Code of Practice for Victims of Crime (VCOP) which was updated in November 2015.

Points made by Pam Gough included:

- Referrals into Horizon from May – October 2015 were 1053. This equates to an average of 175 each month. During the same time period there were 13,161 personal crimes recorded in Wiltshire. This equates to 8% of personal crime referred to Horizon. This is considerably lower than the estimated 25%-30% projection during the planning phase.
- One of the reasons for the lower numbers is because it was decided that Horizon would not initially contact victims of domestic abuse because of the complex risk factors involved in those cases. This has now been reviewed.
- Team members have found that the majority of victims appreciate being contacted by the team and need no additional support beyond the first or a follow up 'phone call.

- In the 6 month period, Horizon referred 186 victims to Victim Support, equating to approximately 5-8 referrals per week. Victim Support can provide practical and emotional support to victims, and visit them at home if necessary. Victim support staff sit within the Horizon unit on a rota basis to enable closer working relationships.
- Horizon also works alongside officers to keep victims updated on the progress of their case, and can task neighbourhood policing teams to re-visit vulnerable victims.
- Horizon coordinate victims and witnesses on approximately 850-900 court cases at all times. This involved between 9000-10000 non-civilian/civilian victims and witnesses.
- Support for victims and witnesses was essential in helping individuals to cope with, and recover from the impact of crime, and in helping them to take part in criminal justice processes.
- Horizon was currently funded by both the OPCC and Wiltshire Police. The Police Witness Care budget was retained within the unit. Additional cost is met by the Police £100k and the OPCC £125k per year.
- A workshop led by Business Improvement was held in December to identify the performance reports required to evidence what the team is achieving.
- The process for referring victims of sexual offences to the Sexual Assault Referral Centre (SARC) has improved. Prior to Horizon, not all sexual offence victims were informed and given the opportunity of support from the SARC.
- Horizon now ensures every victim of any sexual offence was given the opportunity to be referred to the SARC. This was one of the most significant impacts Horizon had made on the quality of service provided to victims.

Next Steps

- Continue to provide the *new* Horizon staff with experience on the coordination and needs of court victims and witnesses, especially on large/complex cases, and align expertise with former WCU colleagues.
- Report on the number of referrals from Horizon to SARC. There appears to be peaks/troughs in cases.

- Continue to research support services available to victims with specialised needs.
- Continue to gather feedback from victims on their experience of support provided.
- From January 2016 standard risk domestic abuse victims in Wiltshire are being contacted by Horizon. A process had been designed in consultation with Wiltshire Council, Wiltshire Police and the specialist DA support service SPLITZ. Victims are contacted to raise awareness of support available and individuals can be referred to SPLITZ with their consent. This process would be regularly reviewed and results shared with partners in Swindon.
- We are currently reviewing support for victims of Fraud and working with the national Action Fraud team and local officers to see how Horizon can best support local victims.
- Prior to April 2015 a high proportion of victims referred to victim support were victims of Burglary. Burglary was not a crime included in the VCOP 'enhanced services' category. We are reviewing whether all victims of burglary should be referred to Horizon.
- It is recognised that some of the most vulnerable victims reporting to the Police are victims of anti-social behaviour. Further work was required to understand how Horizon could support ASB victims.
- We are reviewing how the Horizon unit will support the delivery of the STOP project in local community support for victims.
- The Strategic Alliance with Avon and Somerset (ASC) was playing a key role in shaping the way in which the Force would operate in future. ASC's 'Lighthouse' is similar to Horizon and staff have met with their counterparts in Lighthouse to understand what work they do and join up on processes.
- Review the imminent Niche upgrade and identify whether this improves the way in which the data could be analysed in relation to VCOP and Horizon performance.
- Positive feedback had been received from users.

The Chairman thanked Pam Gough for her update.

9 **Strategic Alliance with Avon & Somerset**

Kieran Kilgallen gave a brief verbal update on progress made since the previous PCP meeting on the 13 January 2016.

Points made included:

- That there had been little movement to report due to the Christmas and New Year break.
- That a date had now been set for the Panel to start discussions with Julian Moss.
- That the Chief Constable of Wiltshire Police would be attending the 3 March 2016 PCP meeting.

The Chairman thanked Kieran Kilgallen for his update.

10 **Task Group Updates**

i. Strategic Alliance Task Group

- Formed in June, a suggested meeting date had now been received for the task group's first meeting with programme lead, Temporary ACC Julian Moss, and would confirm with task group members shortly.

ii. PCC Commissioning Task Group

- The group had held its first meeting and was joined by Naji Darwish from the OPCC's office.

Key discussion points included:

Intentions of the Strategy:

- Some levers exist within the current arrangements to direct spend towards PC Plan priorities and hold deliverers to account, but the PCC would like more to be embedded in the new Commissioning Strategy.
- The Strategy was also intended as a tool through which the Commissioner could demonstrate the rationale applied to his commissioning decisions. It would also provide a framework against which such decisions should be taken.

- The Strategy was about making direct link with the Plan, providing performance monitoring arrangements and sanctions should objectives not be delivered.
- The Strategy potentially also forms part of a gradual, national shift towards Chief Constables being accountable democratically (via the Commissioner).
- VCS need a clear sense of the strategic direction locally, which involves the PCC, so they can direct their efforts appropriately.
- There was a PCC ambition to move away from grant funding everything and also annual funding/planning of initiatives to a more long-term approach.

Members' comments:

- Members suggested the Commissioning Strategy needs to:
 - capture the PCC's commissioning role in non-operational policing
 - help the shift towards the Commissioner commissioning the Chief Constable's policing service in a more itemised way.
- Question of whether the Strategy could effectively encompass the four different service areas outlined in the diagram (i.e. Efficient and effective police service for Wiltshire, Regional Collaborations, PCC Commissioning services, Support Services).
- Question of whether community policing should be commissioned entirely separately from the remainder of the Police Service, or merely itemised within the PCC's commissioning of the main Policing Service.
- Question of whether the Strategy would be of use to the Commissioner when deciding whether to sign up to regional collaborations.
- Potential characteristics of a Commissioning Strategy:
 - How does the service commissioned link to the PC Plan?
 - Can we set meaningful targets and monitor the delivery of that service?
 - Are there sanctions through which the deliverer can be held to account?
- Conclusion: The Strategy would include principles that initially would apply much more to things directly commissioned by the PCC alone, but may increasingly apply to other areas such as the Police Service.

Next steps:

- Naji Darwish would prepare a draft Strategy for circulation to the task group by email and discussion at a second meeting scheduled for 2 March.

11 PCC Diary report

The PCC Diary report was noted.

12 Forward Work Plan

The Forward Work Plan was noted.

13 Future meeting dates

Future meeting dates:

- Thursday 3 March 2016 – Corn Exchange, Devizes.
- Thursday 16 June 2016 - Corn Exchange, Devizes.
- Thursday 1 September 2016 – City Hall, Salisbury.

(Duration of meeting: 10:00 – 11:40am)

14 Review of PCP Good Practice

On the rising of the meeting the Panel considered a report from Emily Higson - Corporate Support Manager, Wiltshire Council.

This report set out a Review of Best Practice for Police and Crime Panels – a summary of recent research, consultation and publications.

That Police and Crime Panels (PCPs) had now been in existence for 3 years, since the creation of directly-elected Police and Crime Commissioners.

In that time, a reasonable body of evidence had built up, enabling an objective analysis of the new model for police accountability and how well the system was working.

There had been three reports published recently, which reviewed the current police accountability arrangements –

- In 2014, the Centre for Public scrutiny published its report: [“Police & Crime Panels, the first year”](#)
- The LGA published an updated [Good practice guide](#) for Police and Crime Panels on 2nd June 2015.
- The Committee on Standards in Public Life published its report– [“Tone from the top”](#) on June 29th 2015, following an extensive consultation and research exercise. (A sub-group of the Wiltshire PCP responded to the consultation in late 2014).

Between them, the publications made a number of recommendations for police and crime panels, to enable them to be as effective as possible in supporting and scrutinising the PCC.

The report presented to the Panel sought to summarise these collective findings and research, and to bring them together into one set of recommendations for the Wiltshire police and Crime Panel to consider.

Recommendations

That the Wiltshire Police and Crime Panel consider:

1. Carrying out a review of the PCP/PCC joint working protocol, with the option of including guidelines on sharing information with the media.
2. Developing its public engagement in the following ways:
 - 2.1. To refresh the Wiltshire PCP web pages to be more user-friendly and include information on the work of the panel such as task group reports. [Hampshire PCP](#) provides a good example of something that could be achieved simply and quickly.
 - 2.2. Carrying out regular opinion surveys or research/consultation – providing evidence to support anecdotes.
 - 2.3. Inviting the public to be involved in task group work (as witnesses), where relevant.
3. Whether there are any areas of skills or knowledge that members feel they could benefit from developing, for example through a panel development session.

4. Whether its members would benefit from regional networking opportunities to discuss common issues and best practice.
5. Agreeing more formalised engagement with Wiltshire and Swindon's Community Safety Partnerships, and identifying any other partners who may add value to the work of the PCP.
6. In considering these recommendations, Panel members are asked to note the Home Office grant of £65,000 per year which is intended to be used to support panel activity. In addition to officer support time and logistics (venues, refreshments etc) the grant can be used to support the implementation of some of the above recommendations.

Points made by the panel members:

That Street Pastors and other interested voluntary organisations could be included in the makeup of future Task Groups.

Was the work of the Panel enhanced with members of the public in attendance at meetings?

Consider setting up a skills matrix of all Panel members.

The lack of appetite of the Chairmen of the PCPs to get together on a regular basis to discuss good practice etc.

That the Panel was given more information on the Community Safety Partnerships.

It was agreed that Emily Higson would report back to the Panel on the points made by the Panel.

The Chairman thanked Emily Higson for her report.

WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 3 MARCH 2016 AT WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

Cllr Abdul Amin, Alan Bishop, Cllr Richard Britton (Chairman), Cllr Trevor Carbin, Cllr Chris Caswill, Cindy Creasy, Cllr Charles Howard, Cllr Julian Johnson, Cllr Teresa Page and Cllr John Smale

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPCC
Chris McMullen – OPCC
Carolyn Filmore - OPCC
Emily Higson – Wiltshire Council
Kevin Fielding – Wiltshire Council

1 Apologies for Absence

Apologies were received from Cllr Andrew Bennett, Cllr Peter Hutton and Mr Chris Henwood.

2 Minutes and matters arising

Decision:

- **The minutes of the meeting held on Thursday 4 February 2016 were signed as the correct record.**
- **It was noted that Cllr Teresa Page had attended the meeting held on Thursday 4 February 2016.**

3 **Declarations of interest**

There were no declarations of interest.

4 **Chairman's Announcements**

The Chairman welcomed new panel Member Cllr John Smale, and Cllr Sue Evans who was attending the meeting as an observer.

5 **Public Participation**

There was no public participation.

6 **Quarterly data (Q3)- Risk / Performance / Finance / Complaints**

The Commissioner introduced a report setting out his quarterly performance data – Quarter Three 2015 - 16 (1 April to 31 December 2015).

Points made included:

- Recorded Crime - Within Wiltshire this had increased by 8.8%. This equated to 2,830 crimes with a total of 34,959 recorded.

The main volume driver behind the increase was violence against the person (VAP) which represents an increase of 1,841 crimes. This was explained by improved recording practices following the crime data integrity inspection by Her Majesty's Inspectorate of Constabulary (HMIC) of which the results are reflected in the national research commissioned by Chief Constable Habgood.

- Satisfaction with Visibility - Within the most recent survey, 51 per cent (± 2.1 per cent) of respondents say they were satisfied with the level of police visibility. This proportion had been stable since autumn 2012. However the most recent wave saw a significant decrease in satisfaction with visibility.

Wiltshire police officers were now using shared offices more and more. The public do have a perception that they don't see the police on the streets anymore. More time than ever was in fact being spent on the beat.

- Outcome Rate - The outcome rate for the 12 months to December 2015 was 21.1 per cent. This remained significantly below the average of our peer group.

When comparing to other forces within the region, however, the outcome rate has a much closer distribution.

Cllr Caswill made the point that it wasn't likely to improve with the news that Chippenham Magistrate's Court was to close. Members felt that the Panel should support keeping the Chippenham Magistrate's Court open until the courts at Swindon had been refurbished.

Deep Dive - Putting victims and witnesses at the heart of everything we do

Naji Darwish presented the report.

The Panel requested that they receive an annual Horizon update report. It was agreed that would form part of the February 2017 agenda.

The Panel requested that they receive a report outlining Wiltshire Police's Stop & Search Scheme for the next PCP meeting.

The report was reviewed in detail and noted by the Panel.

Note: Cllr Caswill did not wish to note the report due to his concerns about issues raised in it.

Risk Register - The register was noted.

Note: Cllr Britton raised his displeasure that the Community Policing update had been pulled from the agenda at the OPCCs request because evaluation was still pending whilst the risk register appeared to indicate that an evaluation had already been carried out.

7 Strategic alliance with Avon & Somerset

Kieran Kilgallen gave a brief verbal update on progress made since the previous PCP meeting on the 4 February 2016.

Points made included:

- That the new Chief Constable of Avon & Somerset was yet to meet representatives of Wiltshire at the Strategic Alliance Board.

The Chairman requested that the PCP were informed of any outcomes of meetings with new Chief Constable of Avon & Somerset and representatives of Wiltshire at the Strategic Alliance Board.

The Chairman thanked Kieran Kilgallen for his update.

8 Task Group Updates

Strategic Alliance Task Group – That Cllr Richard Britton and Cllr Julian Johnson were due to meet with Julian Moss to discuss the strategy. A third panel member was sought to sit on this task group.

PCC Commissioning Strategy Task Group – That Cllr Richard Britton and Cindy Creasy had met with Naji Darwish to discuss a first draft.

Call Centre Task Group – Following his meeting with WC's cabinet member and Swindon's Leader, Cllr Richard Britton discovered that Wiltshire Council had signed a contract some 18 months ago which would mean that there was little point in a task group working on this topic. It was AGREED not to take this further.

Special Constables Task Group - Cllr Richard Britton advised that he would like to revisit the first report on this topic. It was agreed that Cllr Britton and Cindy Creasy would look at this.

9 PCC Diary report

The PCC Diary report was noted.

10 Forward Work Plan

The Forward Work Plan was noted.

The Panel requested that a report on drug use and enforcement across the county form part of a future deep dive report in the quarterly reporting.

The Panel requested that the OPCC provide them with information re the Police Reform Bill. Kieran Kilgallen advised that briefing material was available on this topic, and that OPCC would ensure that the panel members received this.

11 Future meeting dates

Future meeting dates:

- Thursday 16 June 2016 - Corn Exchange, Devizes.
- Thursday 1 September 2016 – City Hall, Salisbury.
- Wednesday 30 November 2016 – Swindon Borough Council Offices.

(Duration of meeting: 10:00am – 12:20pm)

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

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

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DORSET
Fire & Rescue
Service



WILTSHIRE
Fire & Rescue
Service

Working together to make our communities safer

**Minutes of the
3rd meeting of the Shadow Dorset and Wiltshire Fire and Rescue Authority
held at 1000 hours on 12 February 2016 at Salisbury Race Course, Netherhampton,
Salisbury SP2 8PN**

Members present: Cllr Abdul Amin, Cllr Mark Anderson, Cllr Les Burden, Cllr Mike Byatt, Cllr Ronald Coatsworth, Cllr Malcolm Davies, Cllr Christopher Devine, Cllr Beverley Dunlop, Cllr Phil Eades, Cllr Peter Edge, Cllr Spencer Flower, Cllrs Mollie Groom, Cllr John Haines, Cllr Colin Jamieson, Cllr Susan Jefferies, Cllr John Knight, Cllr Rebecca Knox (Chairman), Cllr Colin Lovell, Cllr Graham Payne, Cllr Christopher Rochester, Cllr Ricky Rogers, Cllr Ann Stribley, Cllr Joe Tray, Cllrs Bridget Wayman.

Officer attendance: CFO (Designate) Darran Gunter, CFO Simon Routh-Jones, ACFO (Designate) John Aldridge, ACFO (Designate) Mick Stead, ACFO (Designate) Ben Ansell, Treasurer and Chief Finance Officer (Designate) Mr Phil Chow, Director of Service Development and Corporate Services (Designate) Mr Derek James, Director of People Services (Designate) Ms Jenny Long, Monitoring Officer (Designate) Mr Jonathan Mair, Head of Democratic Services and Corporate Assurance (Designate) Mrs Jill McCrae, Ms Kay Williams

Apologies: Cllr Ernie Clark, Cllr Bob Jones, Cllr Trevor Jones, Cllr Christopher Newbury, Cllr Garry Perkins, Cllr John Wilson.

1. Apologies

- 1.1 Mrs Jill McCrae confirmed that apologies were received from Cllr Ernie Clark, Cllr Bob Jones, Cllr Trevor Jones, Cllr Christopher Newbury, Cllr Garry Perkins and Cllr John Wilson.

2. Code of Conduct and Declaration of Interest

- 2.1 There were no disclosures of pecuniary interests under the Localism Act.

3. Minutes of Shadow Dorset and Wiltshire Fire Authority meeting on 23 October 2015 and matters arising

- 3.1 The Chairman asked Members to review and approve the minutes of the previous meeting.
- 3.2 CFO Darran Gunter confirmed to the meeting that that the Local Performance and Scrutiny shadow meetings had successfully taken place during January and confirmed that a shadow

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Finance and Audit meeting is programmed immediately after the shadow Policy and Resources Committee on the 23 March.

- 3.3 CFO Darran Gunter directed Members to point 5.8 of the minutes confirming that a joint consultation response was sent and advised that the Government has since published their response.
- 3.4 Members discussed the Governments response and potential involvement of the Police & Crime Commissioners.

4. Budget 2016/17 and Medium Term Financial Plan

- 4.1 CFO Darran Gunter asked Members for their permission to allow for the presentations for agenda item's 4 and 5 to take place prior to questions as they are inter-related. The Chairman asked the meeting and Members confirmed their approval.
- 4.2 CFO Darran Gunter took Members through the paper and presentation in relation to the 2016/17 Budget and Medium Term Financial Plan providing an explanation of all three options previously outlined at the Members seminar on the 14 January and the impact each would have upon the new Service.

5. Precept Implications 2016/17.

- 5.1 Mr Phil Chow presented the precept implications 2016/17 paper and provided his view as the Treasurer, confirming that in his capacity as Treasurer he could only recommend option 1 as the only viable option for the Service that provides the greatest chance of financial sustainability.
- 5.2 Members discussed a number of issues associated with both presentations with overwhelming support for option 1. Members felt that this was the only financial viable option given that all options were still reliant on financial reserves. There was also a desire to ensure that youth intervention and apprentices programmes remained an areas that they wished to continue to support.
- 5.3 Mr Jonathan Mair confirmed to Members that within constituent councils when voting on budgets Members names and votes are to be recorded within the minutes. However a Combined Fire Authority had no statutory duty to do this.
- 5.4 The Chairman asked Members if they wished for votes to be recorded with names. Members confirmed that they did not believe this to be necessary.
- 5.5 The Chairman asked for Members to vote on Option 1. The vote was unanimously in favour of option 1.
- 5.6 **Resolved – Members approved and endorsed Option 1 set out within the papers, setting the basic amount of Fire Precept B and D for the Dorset and Wiltshire Fire and Rescue Authority.**

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- 5.7 **Resolved - Members provided their Authorised the Treasurer to issue precept notices on the Dorset and Wiltshire collecting authorities accordingly.**
- 5.8 **Resolved- CFO bring back to a future meeting a paper on the future sustainability of youth intervention and apprenticeships**

6. Financial Regulations

- 6.1 Mr Phil Chow took Members through the Financial Regulations paper noting that the draft set of regulations were agreed at the Shadow Authority meeting in June 2015. Mr Chow confirmed that the arrangements had been reviewed by Internal Audit requiring minimal change.
- 6.2 The Chairman confirmed the recommendations within the paper and asked Members to approve the adoption of the Financial Regulation and Contract Standing Orders. Members voted unanimously.
- 6.3 **Resolved – Members approved the adoption of the Financial Regulations and Contract Standing Orders for implementation on 1 April 2016.**

7. Treasury Management, Minimum Revenue Provision and Prudential Indicators

- 7.1 Mr Phil Chow took Members through the paper noting that the code of practice requires the Authority to have a Treasury Management Strategy.
- 7.2 Members discussed the consultation process for investment within foreign banks. Highlighting the requirement for consultation with the Chairman prior to any investment.
- 7.3 The Chairman asked Members to review and approve the 4 recommendations within the paper (A-D). Members provided their endorsement and approval for all recommendations with the inclusion of consultation with the Chairmen of the Authority and the Finance and Audit Committee prior to investment with foreign banks.
- 7.4 **Resolved – Members approved and endorsed the following:**

(a) The Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy) – Appendix A;

(b) The Treasury Management Prudential Indicators as per Section 5 (Pages 26-30), Appendix A of the Annual Investment and Treasury Management Strategy;

(c) The Capital Prudential Indicators in respect of the Capital Programme 2016/17 (as per appendix B);

(d) The Minimum Revenue Provision Policy Statement as defined in paragraph 3.12; and

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(e) Prior to any investment in foreign, none UK banks the Chairmen of both the Finance & Audit Committee and Combined Fire Authority will be consulted by the Treasurer.

8. Finance Management Policy

- 8.1 Mr Phil Chow introduced the paper and talked Members through Finance Management Policy.
- 8.2 The Chairman asked Members to confirm their endorsement and approval of the Policy. This was unanimously given.
- 8.3 **Resolved – Members approved and endorsed the Financial Management Policy.**

9. Adoption of pensions discretions

- 9.1 Ms Jenny Long talked Members through the two papers in relation to this agenda item, the Local Government Pension (LGPS) Scheme Discretions Policy paper and Firefighter Pension Scheme 2015 Discretions Policy paper.
- 9.2 Members discussed the details of the paper and requested confirmation of the scheme manager. Mr Phil Chow confirmed that this is the Fire Authority who has delegated the responsibility to Director of People Services. CFO Darran Gunter confirmed that this will be picked up within the Standing Orders and Internal Scheme of Delegation.
- 9.3 The Chairman asked Members to endorse and approve both Discretions Policies. This was confirmed.
- 9.4 The Chairman confirmed with Members their agreement that both policies are to be forwarded to both Pension Administration Teams.
- 9.5 The Chairman confirmed with Members their agreement that the LGPS policy will be further reviewed by Members once a payroll provider for the whole Service has been established and implemented.
- 9.6 **Resolved – Members approved and endorsed the approval of both the LGPS Scheme Discretions Policy and Firefighter Pension Scheme 2015 Discretions Policy.**
- 9.7 **Resolved – Members endorsed the forwarding of both policies to the Pension Administration Teams.**
- 9.8 **Resolved – Members confirmed their agreement that the LGPS Scheme of Discretions Policy will return to be reviewed by Members upon the establishment and implementation of a Service wide payroll provider.**

10. Adoption of scheme of Members Allowances aligned to initial governance framework

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- 10.1 Mr Jonathan Mair introduced the report and talked Members through the paper.
- 10.2 The Chairman confirmed with Members, their previous agreement, of a Fire Authority membership review by 2017.
- 10.3 Cllr Ann Stribley requested to minute her concern regarding the level of allowances in regards to the Local Performance and Scrutiny meetings. Mr Jonathan Mair noted that the reviewing panel recognised this as a new panel and will review the allowances in a year's time once the role is more established.
- 10.4 Mr Jonathan Mair reminded the meeting that Members previously agreed that there is no need for remuneration for the Member Champions roles.
- 10.5 The Chairman asked Members to confirm their endorsement and approval of the proposed scheme of member allowances. All Members unanimously agreed.
- 10.6 Resolved – Members agreed the adoption of the a scheme of allowances for 2016/17

11. Adoption of pay policy

- 11.1 Ms Jenny Long took Members through the adoption of pay policy paper.
- 11.2 Members discussed the payment of bonuses. Mr Jonathan Mair confirmed that the Fire Authority has not delegated the payment of bonuses to Officers. CFO Darran Gunter noted that honorarium is within the delegated duties but no bonuses.
- 11.3 Members discussed relocation expenses. CFO Darran Gunter confirmed that above £8K is seen as a benefit in kind; therefore the maximum allowance for relocation is £7800.
- 11.4 The Chairman asked Members to approve the Pay Policy Statement 2016/17 as in Appendix A of the paper. All Members confirmed their approval.
- 11.5 The Chairman asked Members to confirm their agreement to ask officers to update the Pay Policy Statement once the Public Sector Exit Payment Regulations enactment date is known and to bring amendments back to Members for their approval. All Members confirmed their agreement.
- 11.6 **Resolved – Members approved and endorsed the adoption of the Pay Policy.**
- 11.7 **Resolved – Members agreed to ask officers to update the Pay Policy Statement once the Public Sector Exit Payment Regulations enactment date is known and to bring amendments back to Members for their approval.**

12. Date of Next Meeting

- 12.1 The Chairman confirmed the date of the next full Authority meeting as the 1st April 2016, to be held at the new Dorset and Wiltshire Fire & Rescue Service Headquarters, Five Rivers, Salisbury.

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- 12.2 CFO Darran Gunter confirmed to Members the itinerary of the day including the opening celebrations.
- 12.3 CFO Simon Routh-Jones thanked Members for their support and guidance over the past 18-24 months and noted that this would be the last Shadow meeting that he would attend.
- 12.4 The Chairman, on behalf of the Shadow Authority, thanked CFO Simon Routh-Jones for his leadership and help in shaping the new Authority and wished him well for the future.
- 12.5 The meeting finished at 12:40hrs.

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Note of Meeting

ONE SWINDON BOARD

TUESDAY 26 JANUARY 2016

Present: Councillor David Renard. John Gilbert, Carmel Burton, Cherry Jones, Doug Bale, Kevin Leaning, Joy Kennard and Sam Mowbray (Swindon Borough Council), Angus McPherson (Police and Crime Commissioner), Mike Veale (Wiltshire Police), Jill Edwards (DWP), Liz Hickey (Wiltshire Probation) Heather Mitchell and Michelle Howard (SEQOL), Bryan Morris and Simon Routh Jones (Wiltshire Fire and Rescue), Nicky Alberry (Business West), and Nicki Millin (CCG).

1.	Welcome and introduction	ACTION
	Councillor David Renard, Chair of the One Swindon Board, welcomed everyone to the meeting.	
2.	Fire Safety Centre	ACTION
	<p>Bryan Morris, Safety Centre Development Officer at Wiltshire Fire and Rescue Service, gave a presentation to the Board on the proposed Wiltshire Safety Centre.</p> <p>He noted that a consultation process has been built into the design process so that what people specifically want can be built into the final design. The suggestions so far of what the Centre will contain include a Police station, first aid training and a community café. It is hoped to replicate the Bournemouth model when it comes to staffing the Centre, with partner organisations releasing staff that will be seconded. The proposed site is an aircraft hangar at Wroughton airfield, and there is regular liaison with existing safety centres around the country to build upon their learning experiences.</p> <p>The Board noted that on 12 May 2016 there will be a stakeholder conference at the National Self-Build and Renovation Centre in Swindon, invitations to which will be sent out shortly. It is expected that the Centre will be operational from January 2018, and members can contact Kathy Collins who is the Safety Centre Project Manager for any further information.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • The plans for the Centre to be run by a local charity once it is operational. The charity will have to be set up and trustees will be required. • The proposed location of the Centre in terms of its 	

	<p>geographical location within the boundaries of the new Dorset and Wiltshire Fire Service.</p> <ul style="list-style-type: none"> • The operational management within the new Service around Bournemouth, Poole and Swindon, which are the three large urban areas. • The inclusion of rail safety at the Centre and discussions already held with Network Rail. <p>The Board noted the presentation.</p>	
3.	Troubled Families Phase Two	ACTION
	<p>Joy Kennard, Strategic Commissioner for Children and Families, and Kevin Leaning, Head of Service for Early Help (Swindon Borough Council), gave a presentation to the Board on Swindon's Troubled Families Outcome Plan for 2015-2020.</p> <p>The Board received a brief update on Phase One of the Troubled Families programme. It was noted that Swindon is an early starter for Phase Two, and it will be more challenging as there is a higher number of target families with less funding.</p> <p>The new 6 Troubled Families outcomes were noted, along with the Swindon's Troubled Families Outcome Plan. Better strategic, operational, and data sharing links need to be created amongst partner agencies, and there will be more use of predictive analysis to ensure a proactive rather than reactive approach.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • The need for better engagement from partner organisations and how best to obtain this. • Mr Angus Macpherson, Police and Crime Commissioner, advised the Board that he had attended a meeting at the Home Office to discuss Phase 3 which will be focussed on individuals rather than families. As such, the Board will need to start addressing rough sleeping and homelessness. • The work already undertaken on developing a common customer cohort. <p>The Board noted the presentation.</p>	
4.	Safeguarding Adults – Quality Assurance	ACTION
	<p>The Board received a presentation regarding the proposed changes to staffing for the Local Safeguarding Adults Board (LSAB). It was noted that in order to discharge the increased statutory requirements on the LSAB, it is necessary to increase the support offered to the Board.</p>	

	<p>Doug Bale, Adult Safeguarding Manager at Swindon Borough Council, outlined the business case for the Board to consider. The proposal is to provide additional support through the appointment of a Quality Assurance and Training Manager for 30 hours per week and this Board is being asked to contribute £20k in 2016/17 only.</p> <p>It was confirmed that the post will cost £40k including on-costs, and that from 2017/18 the LSAB is requesting that this post will be jointly funded by contributions of £20k each from Wiltshire Police and the Clinical Commissioning Group. The Care Act 2014 indicates that partner organisations should be encouraged to fund the LSAB but there is no direct instruction to do so.</p> <p>The Board noted that this post will provide capacity for more focus on preventative work, to raise awareness in the public of safeguarding issues, and to raise awareness amongst staff of those adults needing support. 900 cases have already been reported, and the aim is to ultimately help individuals to safeguard themselves. This post will also undertake the administration of serious case reviews, encourage agencies to self-audit, and look at the previous care management of cases and any opportunities that were missed.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> • It was noted that Police Forces are now funding safeguarding work rather than the Offices of the Police and Crime Commissioners. • It was confirmed that the Clinical Commissioning Group had agreed to these proposals. • It was noted that the critical issue is the funding of serious case reviews, and that all partners are involved in these. • The possibilities that will be investigated concerning joint working and pooling of resources between the LSAB and the Local Safeguarding Children's Board. • The opportunities presented by this post for assisting partners to work together to achieve soft outcomes, and to better understand adult safeguarding issues. • The nature of local government in Wiltshire which results in resources being split, and two of things such as the LSAB being in existence. As such, there is a need to try and reduce duplication and increase integration. <p>The Board agreed to fund £20k for 2016/17, and requested that an update be provided by October 2016 with an evaluation of the impact of the post.</p>	<p>Doug Bale</p>
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5.	Place Marketing Business Case	ACTION
	<p>The Board noted and discussed a proposed Place Marketing Business Case.</p> <p>Nicky Alberry, Business West, introduced the proposal and noted the poor external perception of Swindon which needs to be improved. A Place Marketing Plan will help improve the identity of Swindon by making it more attractive to live and work here or move a business here. Organisations can come together to help improve skills levels and the levels of remuneration packages on offer in the town, and the overall economic prosperity of the area.</p> <p>Areas to be looked at include: having a central point of information website about Swindon; videos about the town; improved signage across the town; and a prospectus that explains about living and working in Swindon. It is anticipated that it will take around 5 years to go through these changes, and that private sector funding will also be required. The Board noted that the detailed business case will be emailed to members in the next few weeks for their approval.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> • It was noted that the business case will be asking for around £85k of funding for this project. • It was noted that this may help to galvanise the business community. <p>The Board agreed to receive the full outline business case electronically once it had been prepared, and to take a virtual decision on the funding request at that time.</p>	
6.	Demonstration of Swindon Borough Council's Performance Dashboard	ACTION
	<p>Sam Mowbray, Head of Performance, People and Engagement at Swindon Borough Council, gave a presentation to the Board on the Council's proposed Performance Dashboard which is going before Cabinet in February 2016 for a decision on implementation.</p> <p>The Board noted that once sign off had been received, the plan would be to get staff to road test the dashboard internally before it is made available for wider public use.</p> <p>The Dashboard has been created using the Council's Vision, Priorities and Pledges as a framework, and it can also be utilised to show how other partner organisations are progressing against targets, and performance compared to budget spend.</p>	

	<p>If approved, the website could also have videos and links to other websites embedded, and partners could take certain sections to put on their own websites if required.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> • The opportunities the Dashboard will provide to improve the perception of Swindon. • Potential links into data held by the Local Enterprise Partnership. • The need to reduce organisations working in isolation on programmes like this, and opportunities for making sure work is joined up. • It was noted that, if approved, the website would go live around May 2016. Links to it will be on the Council's website. <p>The Board noted the presentation.</p>	
7.	One Swindon moving forward – developing Place Leadership	ACTION
	<p>The Chair noted that different organisations now attend these Board meetings than when it was first created, and that there are now different ways of working. He reaffirmed his support for the Board, and highlighted that it has a role to play as a focal point for driving forward the Council's Vision, Priorities and Pledges.</p> <p>Mr John Gilbert, Interim Chief Executive at Swindon Borough Council, highlighted the Board's success with public transformation work. He suggested that the purpose of the Board may need to be re-established, with a refresh of the representation at the Board also being undertaken. Boundary issues on a political, local, regional, national and international basis need to be considered, along with creating champions and ambassadors.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> • Focus groups could tease out issues that need to be brought to this Board to ensure the right things are being discussed. This would help to improve ownership and involvement. • The need for a leadership team that takes responsibility for the ambition for Swindon. • Links with the Health and Wellbeing Board which is a statutory body. • The need to articulate what is already in place rather than create duplication. 	

	<ul style="list-style-type: none"> Putting the business community at the heart of certain planning, particularly with reference to the reduced levels of public funding that will be available. The need for accountability and responsibility, and assessing what existing groups and organisations can contribute. <p>The Board agreed with the proposals of developing place leadership as a way of moving One Swindon forward, and that further detailed proposals will be discussed at the next meeting.</p>	
8.	AOB	ACTION
	<p>The Chair noted that this would be the last meeting for Jill Edwards, Department for Work and Pensions, and thanked her, on behalf of the Board, for her contribution and enthusiasm which will be missed.</p>	

TOWN TWINNING NETWORK

WEDNESDAY, 16 DECEMBER 2015

PRESENT:- Mark Sarnowski (Swindon Torun Link), Councillor Kevin Small, Councillor Andrew Bennett, Nazma Ramruttun (Swindon Mauritius Friendship Twinning) and Cristina Bennett (Swindon Ocotal Link)

Apologies for absence were received from Richard Pearce, Hassan Nur, Roger Gower, Mike Ide, Councillor Michael Bray, Councillor Junab Ali, Cecilia Olley, Councillor Teresa Page and Councillor Maureen Penny

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. Public Question Time

No public questions were received during the meeting.

29. Minutes

Resolved – That the minutes of the meeting held on 30th September 2015, be confirmed and signed as a correct record.

30. 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 (SSTA)

Councillor Bennett and the Chair reported that a number of Swindon Borough Council Members had been involved in a Civic visit to Salzgitter from 23rd to 27th October 2015. He spoke about the programme of organised visits and discussions that took place with the Salzgitter Oberurgermeister (Mayor) about apprenticeship links with Swindon. The Network noted that the Mayor in Salzgitter had an executive role, similar to the role of the Mayor of London, which was very different to the ceremonial role undertaken by the Mayor in Swindon.

It was noted that the Salzgitter area had welcomed a number of refugees from Syria and that capacity to house them was available in the area.

The Chair informed the Network that the SSTA held its Annual General Meeting on 20th November 2015 and the Chair and Secretary of the Association had stood down. Nominations were received for the post of Treasurer but not for the Chair or Secretary's posts. This led to the conclusion that the Association was unable to proceed and after much discussion, including advice from the senior members,

unable to attend the meeting, a vote was taken to close down the SSTA.

The Chair read a letter that he had sent to Roger Gower, former Chair and Secretary of the SSTA, explaining his sadness about the decision made by the SSTA and questioned whether the decision could be considered further with a view that younger volunteers continue the work of the SSTA. It was noted that the Leader of the Council supported the possibility of the SSTA continuing to operate, and that discussions about this were ongoing.

Swindon Torum Link

Mark Sarnowski reported that an artist from Torun had been commissioned to design a memorial for Queens Park to commemorate the contribution of the Polish people through the years towards the development and culture of Swindon. Mark spoke about the funding issues and circulated a fundraising leaflet. He explained that the current figure raised was £1020 and that a book of dedication would be available for people to sign and also make a contribution towards the memorial. Members of the Network suggested other areas of funding that the Link could consider including the Royal Air Force Association.

The Chair suggested that the placing of the memorial in Queens Park could be linked with the 60th Anniversary celebrations marking the end of the WWII.

Swindon Ocotal Link (SOL)

Cristina Bennett reported that SOL had held a very successful fundraising event in December 2015 with all 50 tickets sold. Cristina explained that arrangements were being made for two visitors to come from Ocotal to Swindon in 2016, however this was dependant on the available finances. It was anticipated that SOL would be making an application for a Town twinning Grant to help with the funding of the visit.

Swindon Mauritius Friendship Link

Nazma Ramruttun reported that the former Mayor of Mauritius had visited Swindon on 12th October 2015 and met the Mayor of Swindon, the Chair of the Town Twinning Network and spoke at the Broadgreen Community meeting.

The Network noted that the current Mayor in Mauritius was very interested in developing links with Swindon, however there was a need consider further how links would be fostered.

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