

# Swindon Borough Council

## Resources and Corporate Overview and Scrutiny Committee

**Monday, 26 September 2016**

Committee Room 1, Civic Offices

At 6.00 p.m.

### **Conservative Councillors**

*Emma Faramarzi (Chair)*  
*Nick Martin*  
*Maureen Penny*  
*Timothy Swinyard*  
*Caryl Sydney-Smith*

### **Labour Councillors**

*Steve Allsopp*  
*Des Moffatt*  
*Chris Watts*  
*Robert Wright*

**Committee Officer:** Iain Tucker, Committee Officer (01793) 463605  
itucker@swindon.gov.uk

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 445500)

**Access Arrangements** - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

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## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

### **3. Minutes (Pages 3 - 4)**

To receive the minutes of the meeting held on 13<sup>th</sup> June 2016

### **4. Public Question Time**

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

## **5. Cabinet Member for Finance and Corporate Services Question and Answer session (Pages 5 - 8)**

**Date of Despatch:** 19 September 2016

**Public Question Time** - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website.

(<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

### **Terms of Reference**

To fulfil all the functions of an overview and scrutiny committee as they relate to –

- The Budget Scrutiny function, at the request of the Scrutiny Committee,
- The review, scrutiny and development of policy recommendations,
- the management of performance,
- the monitoring of progress towards delivering corporate priorities, and
- the formulation of advice for the Cabinet, Council and other partners and stakeholders.

To have specific responsibility for (but not limited to) the scrutiny of: -

- The Council's Revenue and Capital Budget,
- The Medium Term Financial Strategy,
- Strategic Projects,
- Leisure
- Corporate Customer Services

**RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE**

**MONDAY, 13 JUNE 2016**

PRESENT:- Councillors Emma Faramarzi (Chair), Steve Allsopp, Des Moffatt, Maureen Penny, Timothy Swinyard, Caryl Sydney-Smith and Robert Wright

Apologies for absence were received from Councillors Nick Martin and Chris Watts.

**1. Appointment of Vice-Chair**

Resolved – That Councillor Tim Swinyard be Vice-Chair of this Committee for the Municipal Year 2016/17.

**2. Declarations of Interest**

The Chair reminded Members to declare any known interests.  
No declarations of interest were made.

**3. Minutes**

Resolved – That the minutes of the final meeting of the Resources Overview Committee held on 14th January 2016 be confirmed and signed.

**4. Public Question Time**

There were no public questions

**5. Work Programme 2016/17**

On consideration of a report of the Director Law and Democratic Services inviting the Committee to determine its work programme for the Municipal Year 2016/17:

Resolved – That this Committee's Work Programme for the Municipal Year 2016/17 be as follows:

September 2016

- Cabinet Member for Finance and Corporate Services be requested to attend the meeting to discuss emerging risks within the Council's budget.
- A Cabinet member, to be advised by the Board Director Resources in consultation with the Cabinet Office to attend to discuss areas of financial risk and ways to generate income within their portfolio.
- Performance Management
- Recruitment/Retention of Council staff and reducing agency costs with regard to Adult Care.

October 2016 (extra meeting)

- A joint meeting be held with the Growing the Economy Overview and Scrutiny Committee
- Two Cabinet members, to be advised by the Board Director Resources in consultation with the Cabinet Office to attend to discuss areas of financial risk and ways to generate income within their portfolios.

#### November 2016

- To consider the development of a coherent strategy for maximising use of the Town Centre's Heritage Assets
- The Cabinet member for the Economy be invited to attend to discuss areas of financial risk and ways to generate income within their portfolio..
- A Cabinet member, to be advised by the Board Director Resources in consultation with the Cabinet Office to attend to discuss areas of financial risk and ways to generate income within their portfolio.

#### January 2017

- Digital Strategy
- The use of technology to drive down costs and to communicate with the Borough's residents.

#### March 2017

- Financial implications of proposed Government changes to Business Rates
- Business Sponsorship on Council property/assets as a way to generate income
- Performance Management

## **Cabinet Member Question and Answer Session**

### **Resources and Corporate Review**

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

**Date: 26<sup>th</sup> September  
2016**

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Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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#### **1. Purpose and Reasons**

- 1.1 The purpose of the report is to provide the Resources and Corporate Review Overview and Scrutiny Committee with an opportunity to question the Cabinet Member for Finance and Corporate Services on his portfolio responsibilities and performance, and ways to maximise income within his portfolio
- 1.2 A key purpose of the Scrutiny function is to hold the Cabinet to account and ensure that Council priorities and performance are being delivered. In particular, Members are invited to measure progress towards achieving the Council-s Vision, Priorities, and Pledges
- 1.3 Members of the Committee are reminded that all Members of the Cabinet are required to go before the Scrutiny Committee to take part in a Question and Answer session that will focus on the full remit of their portfolio. The Resources and Corporate Review Overview and Scrutiny Committee is therefore encouraged to focus its Question and Answer sessions with Cabinet Members on topics and/or service issues specific to the Terms of Reference of this Committee, as detailed in Article 6 of the Council's Constitution in order to avoid duplication.

#### **2. Recommendations**

The Committee is recommended to:

- 2.1 Take note and put relevant questions to the Cabinet Member for Finance and Corporate Services and decide if any further action is required.

#### **3. Detail**

Portfolio Details

- 3.1 The Leader of the Council has assigned the following portfolio responsibilities to the Cabinet Member for Finance and Corporate Services
  - Financial Management (Revenue and Capital Programme)
  - Finance Management Overview
  - Preparing Future Year's Budget and Medium Term Financial Plan

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Further information on the subject of this report can be obtained from Iain Tucker, Direct Dial 01793 463605, [itucker@swindon.gov.uk](mailto:itucker@swindon.gov.uk)

# Cabinet Member Question and Answer Session

## Resources and Corporate Review

### Overview and Scrutiny Committee

Date: 26<sup>th</sup> September  
2016

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- Procurement
  - Human Resources, Personnel & Trades Union Relations
  - Schools HR
  - The Council's Change Programme including Stronger Together
  - Corporate Performance Management
  - Risk Management
  - Customer Services, including the One Stop Shop
  - Health and Safety
  - Operational Buildings and Property
  - Revenue and Benefits Services
  - Developing Welfare and Benefits Policy
- 3.2 The Cabinet Member for Finance and Corporate Services is also responsible for delivering Priority Four and Pledge 24 of Swindon's vision for 2016-2020. Priority Four focuses on helping people to help themselves while always protecting our most vulnerable children and adults.
- 3.3 Pledge 24 provides early support for people in debt so that we significantly reduce the need to use bailiffs to recover Council Tax and other debts.
- 4. Alternative Options**
- 4.1 The Committee can choose not to operate a Cabinet Portfolio Question and Answer session system.
- 5. Implications, Diversity Impact Assessment and Risk Management**
- Financial and Procurement Implications
- 5.1 There are no direct financial or procurement implications arising as a result of this report. Any expenditure arising as a result of an item on the Committee's work programme will be met by the Overview and Scrutiny Support budget, subject to the approval of the Committee.
- Legal and Human Rights Implications
- 5.2 Section 21 of the Local Government Act 2000 (as amended) requires every Local Authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor and improve performance.

# Cabinet Member Question and Answer Session

## Resources and Corporate Review

### Overview and Scrutiny Committee

Date: 26<sup>th</sup> September  
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#### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no other direct implications arising as a result of this report. Any further implications will be identified when a topic is reviewed by the Resources and Corporate Review Overview and Scrutiny Committee and in any recommendations made by the Committee.

#### Diversity Impact Assessment

- 5.4 No Diversity Impact Assessment (DIA) is required at this stage as this report proposes no changes to services. Any DIA that is required during review of topics included within the work programme will be identified at the appropriate stage.

#### Risk Management

- 5.5 No risk management issues have been identified at this stage. Any risk management issues will be identified at the appropriate time when a topic is under review by the Resources and Corporate Review Overview and Scrutiny Committee and if it makes any recommendations.

## **6. Consultees**

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None

## **8. Appendices**

- 8.1 None

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