



SWINDON BOROUGH COUNCIL

Municipal Year 2016/17

Meeting of Council on Thursday, 14 July 2016

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Monday, 25 April 2016 of Special Committee (Pages 5 - 6)
2. Minutes of meeting Tuesday, 19 April 2016 of Audit Committee (Pages 7 - 10)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

3. Minutes of meeting Monday, 25 April 2016 of Scrutiny Committee (Pages 13 - 16)
4. Minutes of meeting Thursday, 24 March 2016 of Adult's Health, Social Care and Housing Overview and Scrutiny Committee (Pages 17 - 22)
5. Minutes of meeting Tuesday, 21 June 2016 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 23 - 28)
6. Minutes of meeting Wednesday, 13 April 2016 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 29 - 34)
7. Minutes of meeting Wednesday, 9 March 2016 of Economy and Regeneration Overview and Scrutiny Committee (Pages 35 - 38)
8. Minutes of meeting Monday, 13 June 2016 of Resources and Corporate Overview and Scrutiny Committee (Pages 39 - 40)

9. Minutes of meeting Wednesday, 23 March 2016 of Streetsmart and Highways Overview and Scrutiny Committee (Pages 41 - 46)

SECTION 3 - REGULATORY COMMITTEES

10. Minutes of meeting Friday, 20 May 2016 of Appeals Committee (Pages 49 - 50)
11. Minutes of meeting Friday, 20 May 2016 of Appointments Committee (Pages 51 - 52)
12. Minutes of meeting Friday, 20 May 2016 of Licensing Committee (Pages 53 - 54)
13. Minutes of meeting Tuesday, 7 June 2016 of Licensing Committee (Pages 55 - 56)
14. Minutes of meeting Thursday, 2 June 2016 of Licensing Panel (Pages 57 - 62)
15. Minutes of meeting Tuesday, 12 April 2016 of Planning Committee (Pages 63 - 66)
16. Minutes of meeting Tuesday, 14 June 2016 of Planning Committee (Pages 67 - 70)
17. Minutes of meeting Wednesday, 27 April 2016 of Education Transport Appeals Sub-Committee (Pages 71 - 72)

SECTION 4 - CHILDREN SERVICES BODIES

18. Minutes of meeting Tuesday, 15 March 2016 of Schools Forum (Pages 75 - 80)
19. Minutes of meeting Tuesday, 22 March 2016 of Standing Advisory Council on Religious Education (Pages 81 - 84)

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

20. Minutes of the meeting Tuesday, 7 June 2016 of the One Swindon Board (Pages 87 - 94)
21. Minutes of the meeting Wednesday, 27 April 2016 of the Town Twinning Network (Pages 95 - 96)
22. Minutes of the meeting Wednesday, 8 June 2016 of the Town Twinning Network (Pages 97 - 98)

Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

MONDAY, 25 APRIL 2016

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

Apologies for absence were received from Councillors David Renard (Chair).

21. Declarations of Interest

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

22. Minutes

Resolved –That the minutes of the meeting held on 15th February 2016 be confirmed and signed as a correct record.

23. Public Question Time

No public questions were asked under Standing Order 28.

24. Wroughton Neighbourhood Plan

The Committee received a report of the Head of Planning, Regulatory Services and Heritage, setting out the Council's role in respect of the Wroughton Neighbourhood Plan, following public consultation and the issuing of the independent Examiner's Report. It was noted that it was a requirement of Schedule 4B (12) of the Town and Country Planning Act 1990 (as amended) and paragraph 18 of The Neighbourhood Planning (General) Regulations 2012, that a local authority must consider each of the recommendations made in the Examiner's Report and decide what action to take in response to each recommendation. It was further noted that, if the Borough Council was satisfied that, subject to modifications being made, the draft Neighbourhood Plan met the legal requirements and basic conditions as set out in legislation, then the plan could proceed to referendum.

Resolved – (1) That the Wroughton Neighbourhood Plan 'Decision Statement', as set out in the Appendix 1 to the report, be approved.

(2) That, subject to his being satisfied as to the carrying out by Wroughton Parish Council and Swindon Borough Council of the modifications recommended by the Examiner, the Director of Law and Democratic Services be authorised to undertake a referendum on the Wroughton Neighbourhood Plan in Wroughton Parish, in accordance with the Neighbourhood Planning (Referendum) Regulations 2012, as soon as is practically possible.

(2) That a change to the Council's polling place scheme for the Wroughton Neighbourhood Planning Referendum be approved, so that all polling stations are situated within the Ellendune Centre.

25. Organisation changes consequential on the appointment of the Chief Executive

The Leader of the Council and the Chief Executive submitted a joint report regarding the commencement of the first stage of a phased approach to a review of the required structure for the Council over the coming months, following the formal appointment of the new Chief Executive on the 25th February 2016.

The report sought authority for the new post holder to make amendments to the council's organisational structure. It was also noted that, over the next 12 months, it was intended that there would be further changes to the Council's management structure, additional to those outlined in the report, and that these proposed changes would be the subject of a series of reports and recommendations to be made to this Committee.

Specifically, the report sought authority for the deletion of the Board Director Commissioning post, to be replaced with two statutory roles of Director of Adult Services and Director of Children's Services, as per the current interim arrangements, and the deletion of the Head of Commissioning Children & Adults post and the Head of Children's Social Care, Community Health & Family Services post.

Resolved – (1) That the following posts be deleted from the management structure:

- a) Board Director Commissioning (DCS/DASS).
- b) Head of Commissioning Children & Adults.
- c) Head of Children's Social Care, Community Health & Family Services.

(2) That, consequent to the internal appointment of the Board Director Commissioning (DCS/DASS) to the post of Chief Executive, the interim arrangements previously agreed by the Committee with regard to the statutory roles of Director of Adult Social Services (DASS) and Director of Children's Services (DCS), as reported to the Special Committee at its meeting on 18th December 2015 (Minute No. 15 refers), be made permanent.

(3) That the appointment of Penna to assist with the internal recruitment process for the statutory roles of Director of Children Services (DCS) and Director of Adult Social Services (DASS), and to assist with the recruitment of an Interim Head of Economy, be endorsed.

(4) That the interim arrangements previously agreed, for (i) the Head of Education Services to report to the DCS, and (ii) the Director of Public Health to report to the DASS, be made permanent.

(5) That the interim arrangement previously agreed, for the Head of Housing Management and Community Safety to report the Board Director Service Delivery, be made permanent.

(6) That the revised organisation chart, attached to the report at Appendix 2, be agreed.

(7) That the Director of Law and Democratic Services be authorised to amend the Council's Constitution as necessary to reflect the decisions referred to in (1) to (6) above.

AUDIT COMMITTEE

TUESDAY, 19 APRIL 2016

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

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

41. Declarations of Interest

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

42. Public Question Time

There were no public questions.

43. Minutes

Resolved – That the minutes of the meeting held on 23rd February 2016 be confirmed and signed.

44. Treasury Management Statement

The Committee received a report on the Council's Treasury Management Strategy for 2016/17, including Prudential Indicators up to 2017/18, the Annual Investment Strategy, and the Minimum Revenue Provision Policy Statement.

Resolved – That the Treasury Management Strategy, Minimum Revenue Provision Policy and Prudential Indicators, as set out in Appendix 1 to the report, be noted and submitted for approval by Full Council at its meeting on 14th April 2016.

45. Internal Audit report - Treasury Management

The Committee received a report of the Head of Internal Audit on the key findings of the Annual Internal Audit of the Council's Treasury Management process. It was noted that the audit had found the internal control arrangements to be of a high standard resulting in only a moderate risk to the Council.

Resolved – That the report be noted.

(Councillor Mark Edwards made a non-prejudicial declaration of interest in his capacity as a Governor of Isambard Community School.)

46. Annual Statement of Accounts Update 2015/16

The Committee received a report of the Board Director Resources, providing an update on the progress towards the completion of the 2015/16 Statement of Accounts and summarising future changes to the Code, as reviewed annually by the

Chartered Institute of Public Finance and Accountancy (CIPFA), and updates made to accounting requirements as a result of accounting regulation changes as interpreted for the public sector, which would affect the production of the accounts in 2016/17.

Resolved – (1) That the report be noted.

(2) That the accounting policies for 2015/16 be confirmed.

47. Internal Audit Plan: 2016/17

The Head of Internal Audit submitted a report setting out the draft Audit Annual Plan for 2016/17.

Resolved – That the draft Internal Audit Plan for 2016/17 be approved.

48. Letter to those charged with governance

The Committee received a report of the Head of Internal Audit on the requirement for the External Auditor, as part of their audit of the Council's financial statements and in order to comply with the International Auditing Standards (UK and Ireland), to make inquiries of both management and the Audit Committee as to their knowledge of any actual, suspected or alleged fraud. The Committee also noted that there was an obligation placed on auditors by International Auditing Standards to document Management's view on some key areas affecting the financial statements.

Resolved - That the responses submitted by the Chair on behalf of the Audit Committee and by Management, appended to the report, be noted.

49. External Audit Reports

(i) External Audit Plan 2015-16

Liz Cave (Grant Thornton) presented the Audit Plan for 2015/16, explaining the External Auditors' responsibilities under the Local Audit and Accountability Act 2014 and in accordance with the requirements of the Code of Practice issues by the National Audit Office (NAO), and detailing the work to be undertaken in relation to (a) the audit of the key challenges and opportunities the Council is facing, (b) the impact on the Audit Plan of key developments in the public sector and national audit requirements, as set out in the Code of Audit Practice, and (c) in support of the Value for Money conclusion. Ms Cave also guided the Committee through the summary of the findings of the External Auditors' interim audit work, and the impact of the findings on the accounts audit approach, the key dates of the audit cycle and fees for the Council audit and other services agreed at the time of the issue of the Audit Plan.

Resolved – That the External Auditors' Audit Plan 2015/16 be accepted.

(ii) Audit Committee Update

Liz Cave (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at April 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.

50. Changes to arrangements for appointment of an External Auditor

The Head of Internal Audit submitted a report summarising the changes to the arrangements for appointing External Auditors following the closure of the Audit Commission and the end of the transitional arrangements at the conclusion of the 2017/18 audits. It was noted that the Council would need to consider the options available and put in place new arrangements in time to make a first appointment by 31 December 2017.

Resolved - (1) That the options for the appointment of an External Auditor be noted and that the Committee endorses the recommendation (option 3 in the report) of setting up of a national Sector Led Body.

(2) That a further update report be brought back to Audit Committee later in the year.

51. Head of Internal Audit Update

The Head of Internal Audit submitted a report providing a summary of the main issues arising from the Internal Audit reports finalised since the Audit Committee meeting in February 2016, and progress against the annual internal audit plan and other key issues.

Resolved – (1) That the report be noted.

(2) That a report on the management response to the key findings of the Stores and Equipment Management” internal audit be submitted to the next meeting of the Committee.

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Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 25 APRIL 2016

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

Councillors Dale Heenan (Cabinet Member for Sustainability and Transport), Russell Holland (Cabinet Member for Finance, People and Performance), Brian Mattock (Deputy Leader of the Council and Cabinet Member for Adult Health and Social Care) and Garry Perkins (Cabinet Member for Economy, Regeneration and Skills) were in attendance.

Apologies for absence were received from Councillors John Ballman, Richard Hurley and Stan Pajak

64. 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 5 – Consideration of Cabinet Decisions:

- a. Councillor Gemma McCracken made a prejudicial declaration of interest and left the room during the discussion and voting on this matter.
- b. Councillor Bob Wright made a personal declaration of interest, continued to Chair the meeting, but did not vote on this matter.

65. Public Question Time

No public questions were received during the meeting.

66. Minutes

Resolved – That the minutes of the meeting held on 21st March 2016, be confirmed and signed as a correct record, subject to Councillor Maureen Penny's concern being recorded that other Councillors, who were not members of the Scrutiny Committee, being allowed to ask questions at the meeting.

67. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 20th April 2016.

87. *Budget Management*

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

- Underspends from the early delivery of savings or efficiency savings in the Council-wide General Fund included changes in the delivery of library services and the transfer of services to Parish Councils
- The budget for the refurbishment to the World War One War Memorial
- Comparing the delivery of services with standards previously achieved rather than with other Councils.
- The rising costs associated with Children's Social Care and the ability of the Council to reverse this trend.
- Policy development in relation to recruitment and housing for key workers
- The effect on Council budgets if it was deemed necessary to transfer a service back in-house following its previous transfer to an outside operator.

Resolved – That Minute 87 of the Cabinet be noted.

88. *Land at Central Swindon*

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

- The investment required for the premises and details of the lease with Network Rail.
- The rental cost of the current Forward Swindon premises
- The benefit of Forward Swindon Limited relocating to new offices which reflected their dynamic approach to regeneration.
- Details about the proposed model and land swap/purchase with Network rail.
- The provision of a start-up centre for high tech innovation businesses.

Resolved – That Minute 88 of the Cabinet be noted.

68. **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.

Councillor Penny reported that she had met with officers about the possibility of including the consideration of outsourcing the Library Service as part of the public consultation about the future of the Service. However, Councillor Penny expressed a concern that some senior officers were unable to attend the meeting and it would have been helpful if she was aware of this before the meeting and that other officers attending could have been suitably prepared for the meeting. The Chair asked for feedback to be given to all officers that when members request their attendance at a meeting or arrange a meeting with them that they actually attend or inform them as

early as possible about their potential absence so that other arrangements can be made.

Resolved - (1) That the report on the status outstanding issues and member requests for information be noted.

(2) That it be noted that the issue raised by Councillor Penny in relation to the future delivery of the Library Service and a request for a meeting to discuss the possibility of outsourcing the Library Service, was now complete following a meeting with officers.

69.

Chair's Thanks

The Chair thanked the Committee for their help, support and depth of understanding of issues throughout the year.

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

THURSDAY, 24 MARCH 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 (EAF).

An apology for absence was received from Councillor Mary Friend.

Also Present: Councillor Brian Mattock, Deputy Leader and Cabinet Member for Adult Health and Social Care, Sue Wald (Interim Director, Adult Social Care), Gill May (Executive Nurse at NHS Swindon Clinical Commissioning Group), Kevin McNamara (Director of Strategy, Great Western Hospital), Heather Mitchell (SEQOL), Michelle Howard (SEQOL) and Cherry Jones (Director of Public Health).

51. 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 in interest of the Committee's consideration of health matters relating to Great Western Hospital as she was an employee at the hospital.

52. Public Question Time

No public questions were asked or submitted for this meeting.

53. Minutes

Resolved – (1) That the minutes of the meeting held on 11th February 2016 be confirmed and signed as a correct record.

(2) That further to Minute 46, it be noted that the Chair is still to meet Dr Peter Crouch (Clinical Chair of Swindon Clinical Commissioning Group) reference communication to be submitted to NHS Swindon on the amount of funding being delegated to Primary Care and seeking information on how this was intended to be allocated to services.

54. Performance for Adults Health, Social Care and Housing

The Interim Director, Adult Social Services, submitted a report updating the Committee on key issues relating to commissioning and performance. Mrs Sue Wald, Interim Director, Adult Social Care, introduced the report, commenting, in particular, on issues relating to delayed transfer of care, including Avon and Wiltshire Partnership Trust NHS data, and the significant reduction in delayed transfer of care figures as a result of partnership working with SEQOL and the Great Western Hospital Trust.

Mrs Sue Wald and Mr Kevin McNamara, Director of Strategy, Great Western Hospital, responded to the Committee members' questions and comments in respect of:

- The explanation given by officers regarding delayed discharge of care data, particularly relating to the reduction in demand in February following a busy January.
- The structure of the report with some items outstanding at "Red", some in "Significant improvers" but there were no items were in the "To watch" category.
- The financial implications due to budget pressures as reflected in 5.1 of the report.
- How Local Indicator NI 132 (Waiting times for assessment from contact to end of assessment within 28 days for New Clients) data was calculated.
- Why Local Indication NI133 (Waiting times for Services from end of assessment to provision of all services within 28 days for new clients) was below the target of 89%.
- Officers presenting data regarding delayed discharge of care data in all future performance reports.

Resolved: (1) That the report be noted.

(2) That the Interim Director, Adult Social Services, be requested to include information regarding delayed discharge of care in future performance reports submitted to this Committee.

55.

SEQOL

The Chief Executive, SEQOL, submitted a report updating the Committee on the performance and key issues relating to the services they commission. Mrs Heather Mitchell, Chief Executive, SEQOL, presented the report and referred to SEQOL's challenges, particularly due to the continued increase in demand and support being provided to Great Western Hospital and social care providers.

Mrs Mitchell made specific reference to:

- The review of policy and processes to reduce the increase in the prevalence of pressure ulcers.
- The End of Life Strategy where the aim was to enhance the quality of life of patients and referred to funding secured for end of life care in Swindon.
- SEQOL presentation of a business case for the Building Better Opportunities Project where SEQOL were leading on the Learning Disabilities Programme within the project.

In response to a specific query regarding the End of Life Strategy, members noted that whilst the strategy came into effect in 2008, it still ensured patients were able to fulfil their choices and access the end of life care they wanted. Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) explained that a report reviewing end of life support would be submitted at a future meeting of the Health and Wellbeing Board.

Resolved: (1) That the report be noted.

(2) That the Chief Executive, SEQOL, be requested to submit a report regarding end of life care at a future meeting of this Committee.

56.**NHS Swindon Clinical Commissioning Group**

The Head of Communications and Engagement, NHS Swindon, Clinical Commissioning Group submitted a report updating the Committee on the performance and key issues relating to the service particularly to the one year Operational Plan and Sustainable operation Plan, the MUSE development and national funding allocations for 2016 to 2021.

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) introduced the report explaining that it was a strategic report reflecting the direction of travel for the CCG. Ms May referred to the One Year Operational Plan and Sustainable Transformation Plan as being footprints for providers and that there might be opportunities for them to work more cohesively. She explained that providers would have a five year plan in place by end of June and this would reflect the model for future provision. Ms May advised that current commissioning contracts were coming to an end and a Procurement Board had been set up to review future contracts. Members noted that Primary Care Services were under pressure due to lack of funding.

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

- The increase in demand for locum doctors.
- The need to recruit general practitioners to Swindon and the work being undertaken with NHS England to ensure continued service within doctors' practices.
- Attendance at the "Breaking Soil" event.
- The importance of ensuring that new quangos were not created and the need to reorganise present provision rather than having a need to create new commissioner and provider services.
- The need to reduce "red tape" and bureaucracy between commissioners and providers to ensure the community are supported both within and without hospitals.
- Patients' utilisation of the Swindon Mental Health Crisis Concordat and whether cases were solely drug and alcohol related or encompassed all mental health issues.
- The need to improve engagement with staff on the MUSE development.

Resolved – (1) That the report be noted.

(2) That the Committee support NHS Swindon Clinical Commissioning Group in their bid to procure further funding from NHS England.

(3) That the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) be requested to submit a flow chart / schematic visually outlining a model of an "Accountable Care Organisation" at the next meeting of this Committee.

(4) That the Interim Director, Adult Social Services, be requested to circulate information regarding the number of repeat mental health patients within the Swindon Mental Health Crisis Concordat programme.

57.**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 relating to the Care Quality Commission improvement journey, the Emergency Department and the development of new roles to support

patients.

Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), presented the report and highlighted matters of significance, particularly the need to review processes within the Emergency Department to ensure patients attending the Accident and Emergency (A&E) Department were seen within agreed timescales. He referred to weekly management meetings to address actions arising following the Care Quality Commission inspection, particularly relating to the A&E Department. Mr McNamara commented on the junior doctor's strike and to contingency plans being set up to maintain service provision. He further referred to the Trust's financial position and members noted that the deficit was less than predicted.

Mr McNamara commented on the Mutually Agreed Resignation Scheme (MARS) programme and explained that this did not affect clinical staff. He advised that there would be no redundancies, but staff were given the opportunity to leave the Trust voluntarily. Members noted that the Sepsis Team were shortlisted for the Clinical Leadership Award. This was a national award under the aegis of the British Medical Journal.

Following the presentation of his report, members enquired on the effect that a PFI contract had had on Great Western Hospital's financial position. Mr McNamara explained that termination of PFI contracts was a national issue. Councillor Brian Mattock, Deputy Leader and Cabinet Member for Adult Health and Social Care, explained that the Leader, Councillor David Renard, together with the Leader of Wiltshire Council had raised the issues of PFI contracts with the Local Government Association Board. In response to a query regarding future radiotherapy services, Mr McNamara confirmed that Oxford Hospital Trust would be funding this service and it would have no financial impact on the Great Western Hospital PFI.

Resolved: That the report be noted.

58. 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, in the absence of a representative from the Avon and Wiltshire Partnership NHS Trust, members of the Committee be requested to submit any questions to the Overview and Scrutiny Officer for circulation to the Trust.

59. Dementia Task Group

The Committee received a report and recommendations from its Dementia Task Group, established to review the partnership arrangements and whether the health journey was meeting the needs of patients. Councillor Bob Wright, the Chair of the Task Group, introduced the report, explaining the rationale for the review and expanding on the structure and methodology of the Task Group's investigation. It was noted that interviews had been undertaken by the Task Group with various agencies, including Avon and Wiltshire Partnership and SEQOL.

Resolved: (1) That the Committee welcomes this report and acknowledges

the hard work of its Task Group in undertaking this review to inform the development of future change and improvement for dementia patients.

(2) That due to the range of the subject matter and the limited opportunity to influences change and improvements, the work of the Dementia Task Group continues into 2016/17 Municipal Year.

60. Transitions Task Group

The Committee received the Final Report and recommendations of its Transitions Task Group, established to look at (a) the transition from young person to adult care, (b) the cost of placements and (c) how costs could be reduced. Councillor Caryl Sydney-Smith introduced the report, advising the Committee of the aims, objectives and methodology of the review, which had included a series of site visits and meetings with commissioners and young people. Councillor Sydney-Smith also provided some background to the various recommendations set out in the report.

Resolved: (1) That support living provision (or similar) be made available for young people with learning disabilities to enable them to learn how to live independently where possible.

(2) That Commissioner Voluntary and Third Sector be requested to take 'parent to parent discussion' as a proposal to the Parents and Carers Advisory Group to discuss how this might best be facilitated.

(3) That the Council work in partnership with special schools and colleges, with employers, and with the voluntary sector to improve work experience and supported internships for young people with learning disabilities.

(4) That the Council engage with their partners in the voluntary sector and with leisure providers to improve opportunities for young people with learning disabilities to engage in sport, leisure, music and art.

(5) That all officers and Members involved in the task group review be thanked for their continued hard work.

61. Work Programme 2015_16

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 during the course of the year.

Resolved – (1) That the report be noted.

(2) That contributions from Councillors and stakeholders for consideration for inclusion in the Committee's Work Programme for the Municipal Year, 2016/17, be welcomed.

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ADULTS' HEALTH, ADULTS' CARE AND HOUSING OVERVIEW AND SCRUTINY COMMITTEE

TUESDAY, 21 JUNE 2016

PRESENT:- Councillors Claire Ellis (Chair), Steve Allsopp, , Steph Exell, Mary Friend, Caryl Sydney-Smith, Steve Weisinger and Robert Wright.

Apologies for absence were received from Councillors Alan Bishop and Julie Wright, Heather Mitchell (SEQOL) and Dr Peter Crouch (CCG).

Also Present: Councillor Brian Ford, Cabinet Member for Adults' Health and Social Care, Sue Wald (Director, Adult Social Services), Gill May (Executive Nurse at NHS Swindon Clinical Commissioning Group), Kevin McNamara (Director of Strategy, Great Western Hospital), Michelle Howard (SEQOL), Paddy McKee (AWP) and Cherry Jones (Director of Public Health).

1. Appointment of Vice Chair

Resolved – That Councillor Caryl Sydney-Smith be Vice-Chair of this Committee for the Municipal Year 2016/17.

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. No declarations were made.

3. Minutes

Resolved – That the minutes of the meeting held on 24th March 2016 be confirmed and signed as a correct record.

4. Public Question Time

No public questions were asked.

5. Appointment of Co-optees

The Committee considered a report by the Director Law and Democratic Services regarding the appointment of co-optees to the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee for the Municipal Year 2016/17.

Resolved - (1) That the appointment of the following non-voting representatives be confirmed:

- Mark Edwards (Swindon Healthwatch).
- Equalities Advisory Forum representative (as and when a nomination was received).

6. Performance for Adults Health, Social Care and Housing

The Director of Adult Social Services submitted a report updating the Committee on the performance in Adult Services for Quarter 4 of 2015/16.

Mrs Sue Wald, Director of Adult Social Services explained that the report had been structured to highlight the strengths and challenges of the work to be undertaken, making specific reference to the recent increase in the number for delayed transfer of care, and the growth in domiciliary care and the number of young people with learning disabilities gaining employment. Mrs Wald updated the Committee on the use of the safeguarding enquiries contact point one year after its implementation and also referred to the result of a survey undertaken with service users that reflected an improvement in provision, particularly relating to the quality of life.

Mrs Wald, Councillor Brian Ford, Cabinet Member for Adults' Health and Social Care and Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group, responded to questions and comments from the Committee regarding:

- The need for detailed information on how challenges were to be overcome and the specific resources required to ensure successful outcomes.
 - The increase in domiciliary care within the community, particularly for those with English as an additional language and to its overall quality.
 - The "Fix Me Hub" Centre providing a useful filter service to assess patient needs and redirecting them where necessary to the Emergency Department.
 - The systems in place to help patients who are recurring attendees at the Emergency Department.
 - The need for detailed information regarding the range of disabilities covered by the report relating to young people with disabilities seeking employment.
- Resolved – That the report be noted.

7. NHS Swindon Clinical Commissioning Group

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

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), introduced the report and commented on the Groups' priorities and action being undertaken. In particular, Ms May referred to the financial plan submitted to NHS England, and the required savings to be made by the group in meeting clear financial challenges and the Sustainable Transformation Plan to facilitate regional CCGs working together to deliver services across a wider geographical area. Ms May emphasised the work being undertaken on promoting Personal Health Budgets for the benefit of patients.

In response to members' concerns regarding the demand and pressures on general practitioners, Ms May advised that Dr Crouch was undertaking discussions with the 26 practices forming part of the CCG group to identify ways of collaborative working across all surgeries.

Following her introduction of the report, Ms May, responded to questions and comments from the Committee regarding the following:

- The challenges being faced within primary care.
- The need to recruit more General Practitioners following the population increase in Swindon and how this was being addressed.

- The percentage of saving needed as a percentage of the overall budget.
- How the Sustainable Transformation Plan was determined and would be implemented.
- The uptake of Personal Health Budgets by the community and confirmation that whilst there were no uptake targets, there was a desire for more people to utilise this service.
- An explanation of how the 26 local practices working with the Care Commissioning Group would be able to secure equipment and provide services to the community by working as a co-operative to become more cost effective.
- How joint working with NHS England addressed the demand for primary care services that was outstripping resources.
- How dietary changes by patients with diabetes had resulted in a decrease in the number of amputations and the work being undertaken to continue this trend.

Resolved – (1) That the report be noted.

(2) That, in reports to future meetings of the Committee, the Executive Nurse at NHS Swindon Clinical Commissioning Group be requested to:

- provide an update on the outcome of the Community Services procurement exercise at the next meeting of this Committee,
- provide information regarding the range of early intervention work being undertaken, and.
- (provide an update on the “not for profit scheme” being considered by the 26 surgeries.

8. Great Western Hospitals NHS Foundation Trust Update

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

Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), presented the report and highlighted matters of significance, particularly the pending cost pressures following the implementation of the new junior doctors’ contracts, the challenge to recruit staff, both nationally and internationally, and the Trusts’ focus on reducing and maintaining lower waiting times for planned procedures against increasing demand. Mr McNamara also referred to the car park expansion to relieve parking pressures for both staff and those visiting the hospital, the progress being made on the Radiotherapy appeal and the work being undertaken following the Care Quality Commission inspection.

Following the presentation of his report, Mr McNamara and Cherry Jones, Director of Public Health, responded to Members’ questions and comments on the following:

- The governance of the Trust and how it reflected public and patient involvement.
- The possible impact of a Brexit vote on the recruitment of nurses.
- The initiatives being undertaken to reduce waiting times.
- The possible financial benefits of extended bus services versus dedicated car parking build costs.
- How malnutrition could be addressed through partnership working between Health agencies, the voluntary sector and community providers. Members

noted that this was being addressed through the Sustainable Transformation Plan.

- The cost of nurses' recruitment, their contracts, retention and the effect of the abolition of bursaries on recruitment.
- Confirmation that pressures on primary care affected the number of patients attending the Emergency Department.

Resolved – (1) That the report be noted.

(2) That, prior to the next meeting of the Committee, the Director of Strategy, Great Western Hospital (GWH), be requested to circulate information regarding governance of the Trust.

9. Avon & Wiltshire Partnership NHS Trust

The Committee received a report by the Clinical Director, Avon and Wiltshire NHS Trust (AWP) outlining challenges facing the organisation and its achievements in providing mental health care services. Mr Paddy McKee, Interim Director, AWP, introduced the report and referred to the creative opportunities implemented to ensure cost savings were made and explained that, like other organisations, AWP faced staff recruitment challenges. To ensure services were delivered within budgets, a review of agency services was being undertaken to ensure best price was achieved.

Mr McKee responded to Members' questions and observations regarding the training dependency network and its implementation. He referred to the work undertaken with universities to provide mental health care certificates for apprentices who were then invited to continue their studies into the nursing profession. Members noted that bed pressures and delay transfer of care were also challenges that were addressed through proactively working with other agencies. Members noted that AWP had recently undergone a Care Quality Commission inspection, the early results from which appeared positive.

Following his introduction of the report, Mr McKee responded to comments from the Committee regarding:

- The actions being undertaken to promote understanding of mental health care, particularly prevention, intervention and the support of mental health patients. This included work being undertaken by the Early Intervention Team with schools.
- Confirmation that competencies were reviewed by universities as part of the Certificate in Mental Health courses being undertaken.

Resolved: That the report be noted.

10. SEQOL

The Head of Communications, Engagement and Brand submitted a report outlining performance and key issues for SEQOL.

Ms Michelle Howard (SEQOL) presented the report and commented on the work undertaken, particularly on the admission of patients and ensuring their timely and safe discharge from the hospital. She explained that members of the Discharge Team were engaged on hospital wards to help facilitate patient discharge. Members noted the recognition by the National Royal College of Nurses of the work initiated by SEQOL to help patients suspected with deep vein thrombosis and how

this work was being implemented nationally.

In response to comments regarding development planning and the recognition of the needs of dementia sufferers, , Ms Mitchell welcomed support and suggestions by the Committee on how it can liaise with planners when designing areas in Swindon to ensure Swindon became a Dementia Friendly town.

Resolved – That the report be noted.

11. Work Programme 2016-17

The Committee considered a report by the Director of Law and Democratic Services on the results of the work programme consultation and the suggested priorities for the work for the Municipal Year, 2016/17. Members noted that the Dementia Task Group work would continue their work during this Municipal year.

Resolved – (1) That all those contributing areas for consideration under this Committee's Work Programme for the Municipal Year, 2016/17, be thanked.

(2) That the proposed Work Programme for the 2016/17 be updated to include reports to the Committee on:

- How the Housing Department supported independent living for people with disabilities.
- The development of Council owned properties and how these met the future needs of the community.
- The quality of properties being rented out in Swindon.
- How the Council could ensure tenants' rights were protected when dealing with landlords, particularly regarding rent increases.
- How the Council was ensuring that landlords were paying the Council Tax on behalf of their tenants.
- That an update on "Transforming Care" services for people with learning disabilities and/or autism who have mental health conditions or behaviours that are challenging be presented at a future meeting

(3) That Members be requested to advise the Committee Officer if they wish to volunteer for the Dementia Task Group.

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

WEDNESDAY, 13 APRIL 2016

PRESENT:- Councillors Gemma McCracken (Chair), Michael Bray, John Haines, Cathy Martyn, Gemma McCracken, Teresa Page, Maureen Penny, James Robbins, Eric Shaw, Carol Shelley, Nadine Watts, Steve Weisinger and Julie Wright, and Jo Garton (Swindon Association of Primary Headteachers), Liz Townend (Bristol Diocese), Steve Henderson (Equalities Advisory Forum), Kevin McNamara (Great Western Hospital) and Karen Reeve, Interim Director, Children's Services.

Apologies for absence were received from David Dawson (Catholic Diocese), Gill May (Clinical Commissioning Group), Alison Paul (Swindon Association of Special Schools Headteachers), Wendy Conaghan (Swindon Association of Secondary Headteachers) and Valerie Johnstone (Governor).

33. 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, Nadine Watts and Carol Shelley declared personal and non-prejudicial interests in their capacity as school governors. Councillor James Robbins made a personal and non-prejudicial declaration of interest as he was a governor and also a foster carer for Swindon Borough Council.

34. Public Question Time

No public questions were asked or submitted for this meeting.

35. Minutes

Resolved -That the minutes of the meeting held on 3rd February 2016 be confirmed and signed as a correct record.

36. School Admissions

The Chair welcomed Miss Rebecca Mathis, Admissions Manager to the Committee meeting.

Miss Mathis addressed the meeting, referring to the contents of the report submitted by the Head of Education outlining the responsibilities of the Admissions team throughout the year regarding their statutory duties. She responded to questions put by members regarding the following issues:

- Advice to parents applying for a school place that assistance with transport to the new school was not provided by the local authority.
- English as an additional language not being a barrier to obtaining a school place.

- Assistance available for parents for whom English was not a first language.
- Confirmation that school application forms were available in all formats on parents' request.
- Diversity Impact Assessment undertaken on the School Admissions Arrangements.
- Explanation as to how the University Technical College (UTC) administered their school admissions and referred to details regarding the UTC's catchment area.
- The number of pupils applying to attend the UTC from September 2016.
- The process followed by the Admissions Department when parents had not submitted a school primary or secondary transfer form.

Resolved – (1) That the School Admissions report be noted.

(2) That, before the next meeting, the Admissions Manager be requested to advise members of the number of girls applying to attend the University Technical College.

(3) That further to (2) above, the Admissions Manager be requested to also advise members of the number of pupils who transferred to the University Technical College for a period, before opting to return to their original school.

37. Education Place Planning Update

Mr Gareth Cheal, Strategic Planning Manager, introduced a report regarding the number of education places required to meet Swindon's long term education needs until 2026, covering early years, primary, secondary and special education.

Mr Cheal explained that the report brought together information from a range of sources and sets out the issues the Borough might encounter and would need to address in order to meeting its statutory responsibilities. He explained that the report provided an overview of present and predicted future pupil numbers on roll, together with information about birth rates, school capacity and new housing. Mr Cheal referred to the increase in demand for special education needs places and advised that Crowdys Hill Special School would be admitting further pupils.

Mr Cheal responded to members' questions on the following issues:

- The type of communication being undertaken with planning teams regarding the new development areas.
- The extensive property development within the Northern Sector of Swindon and how this would affect school placement in that area.
- The reasons for opening Free Schools in Swindon and the effect on school admissions within their catchment area.
- The effect of opening a Free School in Wichelstowe in 2018 as this would be earlier than the need for school places in that area.
- The opening of a Free School in Wichelstowe and how this might affect the allocation of school places for pupils living in the area and its impact on funding for schools in the Wichelstowe catchment area.
- The submission to Cabinet of timescales for the construction of Free Schools.
- The timescales for work being undertaken at schools in the Central and Urban areas.
- The intention by the White Horse Federation to open a new school and its effect on the Education Other Than At School (EOTAS) service.

- The actions being taken to address the predicted growth in demand for Catholic Education.
- School Standards at Key Stage 4 and if this affected Swindon schools' admissions on the basis that parents were sending their pupils out of Borough for education.
- The effect on school place planning of pupils attending out of borough schools.
- The need to ensure a marketing campaign was undertaken to promote the new schools.
- The scale of population growth and how this had been reflected in school place planning.
- School place planning and the review of the need for secondary schools places for pupils moving up from primary schools.
- New housing development and its effect on the school place needs forms of entry (FE).
- Possible transport issues if pupils were unable to attend a local school.
- The consultation process undertaken on the need to lower the age range at Crowdys Hill Special School and the current position with regard to the outcome of that consultation.
- Schools' funding and the effect of the Dedicated Schools Grant.
- The location of new schools. .
- The recruitment of schools governors for new schools.
- Additional provision for Early Years children with special needs, particularly children on free funding.

Resolved - (1) That the report be noted.

(2) That the Head of Education be requested to include in future Education Place Planning Update reports, data regarding the number of pupils transferring out of borough during the primary and secondary allocation process at a future meeting of this Committee.

38. Annual Report for Care Leavers

The Committee received a report by Ms Valerie Williams, Service Manager, Children Looked After, regarding the Council's duties and responsibilities arising from the Children (Leaving Care) Act 2000. Ms Williams introduced the report, expanding on issues relating to progress and identifying challenges for the department. She explained that the report reflected the case history of some young carers. Ms Williams referred to the framework for the policy, the arrangements in respect of young people leaving the care of the local authority, after care services provided and elaborated on the success of some young carers.

Following the submission of her report, Ms Williams responded to members' and representatives' questions and comments on the following issues:

- The data presented in the report covering the number of care leavers aged 19 to 21 by type of accommodation highlighted as "Not Known" reflected the eleven care leavers who were in a transition period.
- The need for clarity on the assessment of needs requiring further improvement.
- How the Pathway Plan accurately captured and recorded the voice of young people and ensured that actions arising from their wishes and feelings were acted on and results fed back.

Resolved - (1) That the report be noted.

(2) That the Service Manager, Children Looked After, be requested to set up a meeting with carer leavers during the next Municipal year.

(3) That the Transition Task Group Report submitted to the Adult's Health, Social Care and Housing Overview and Scrutiny at its meeting on 24th March 2016 be circulated to members of the Committee for information.

39. Introduction of Youth Forum Members

The Chair welcomed Chloe Townsend, the newly elected Member of Youth Parliament, Danielle Wells, Deputy Member of Youth Parliament and Jacob Patterson, Deputy Member of Youth Parliament to the meeting. Members noted that Chloe attended Swindon Academy, Danny attended Churchfields Academy and Jacob attended Highworth Warneford School. The Committee noted that a report from the Youth Parliament members would be submitted at a future meeting of the Committee.

40. NHS Swindon Clinical Commissioning Group

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) submitted a report updating the Committee on the performance and key issues relating to the service, particularly to the one year Operational Plan and Sustainable Operation Plan, the Community Children's Services Swindon Review and the MUSE development.

In Ms Gill May's absence, Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), responded to questions and comments from the Committee on the following:

- The outcome of the Community Children's Services Review.
- Attendance at the "Breaking Soil" event.
- The impact on patient care when patients are unable to be seen by primary care services due to lack of routine appointment slots.

Resolved – That the report be noted.

41. Great Western Hospitals NHS Foundation Trust Update

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

Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), presented the report and highlighted matters of significance, particularly the results of the recent Care Quality Commission inspection. He referred to patient flow through the hospital, maternity support for mother and baby, the recruitment of midwives, the national shortage of nurses recruited to work in emergency care and the focus to recruit in this area.

Mr McNamara referred to weekly management meetings to address actions arising following the Care Quality Commission inspection, particularly relating to the A&E Department. Mr McNamara commented on local demographic growth and its effect on secondary care provision in Swindon. In particular, he referred to the paediatric Emergency Department provision that is now under the leadership of the

Paediatric team and the work being undertaken by the Trust to address budgetary considerations whilst continuing to maintain a high level of care quality.

Mr McNamara responded to questions and comments from the Committee regarding the following:

- The effect of the net increase in Swindon's population on secondary care provision.
- Future expansion plans for Great Western Hospital to respond to the increase of Swindon's population.
- Bed blocking and the need to ensure this did not impact on children's health services.
- The percentage of patients attending the accident and emergency (A&E) department who were under eighteen years old.
- The junior doctors' strike and to contingency plans being set up to maintain service provision.
- The comparison between waiting times in children's A&E department and the general A&E department.
- The effect that a PFI contract had had on Great Western Hospital's financial position.
- Staff recruitment.
- The comparison and trends between paediatric and general demand for services.
- Delayed discharge of care and whether this was an issue for children in Swindon.
- The mental health training provided for A&E staff to improve linkages with other service providers in Swindon.

Resolved - That the report be noted.

(2) That the Director of Strategy, Great Western Hospital be requested to circulate a range of data on patients who were under eighteen years old.

42. Special Educational Needs & Disability (SEND) Task Group Report

The Committee received a report and recommendations from its Special Educational Needs and Disabilities (SEND) Task Group, established to review the implementation of the SEND reforms in Swindon since they became law in September 2014. In the absence of the Task Group's Chair, Councillor Carole Shelley responded to members' questions and comments regarding membership of the task group, attendance at meetings, the higher than average national figure of SEND pupils in the area and the work being undertaken to address this.

Resolved - That the Committee welcomes this report and acknowledges the hard work of the Task Group in undertaking this review to inform the development of future work in light of timeframes governing the Council's implementation of the reforms.

(2) That due to the range of the subject matter and the limited opportunity to influences change and improvements, the work of the Special Educational Needs & Disability (SEND) Task Group be continued into the 2016/17 Municipal Year.

(3) That all officers and Members involved in the Task Group review be thanked for their continuing hard work.

43.

SACRE

The Committee received a report from the Director of Law and Democratic Services detailing the work undertaken by the Swindon Standing Advisory Council for Religious Education (SACRE) for the period September 2014 to August 2015.

Resolved - That the report be noted.

44.

Work Programme

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 during the course of the year.

Resolved – (1) That the report be noted.

(2) That contributions received from Councillors and stakeholders for consideration for inclusion in the Committee's Work Programme for the Municipal Year, 2016/17, be welcomed.

ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 9 MARCH 2016

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

Councillor Toby Elliott, Cabinet Member for Communities and Strategic Planning

Apologies for absence were received from Councillors Richard Hurley, Cathy Martyn and Des Moffatt.

55. 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.

56. Minutes

Resolved – That the minutes of the meeting held on 27th January 2016, be confirmed and signed as a correct record, subject to the inclusion of the following declaration of interest made by Councillor Robbins:

‘Councillor James Robbins declared a personal interest in respect of agenda item 5 – EU Referendum as he works for a Member of the European Parliament.’

57. Public Question Time

No public questions were received during the meeting.

58. Localities and Local Plan

The Committee received an update report from the Council's Head of Localities & Community Involvement about emerging ideas on passing services to external bodies /organisations. He commented that Cabinet had approved a range of measures and strategies to support the delivery of the Council's Vision for Swindon within the Council's strategic and financial context to 2020, including (i) Growing Swindon's Economy, (ii) Going Local and (iii) Building Resilience.

The Committee noted that the Cabinet had authorised work to new approaches to the management of community and cultural assets and the development of pilot work in Parishes. It was also noted that the Cabinet had also approved the cessation of the Locality Fund as a source for securing Highways and Streetsmart services.

The Head of Localities & Community Involvement spoke about the effect of these decisions on ward members, their wards and the residents they serve.

Members' views were sought on the following initial proposals:

- That the grants criteria be reviewed to ensure grants are made to community projects that contribute to 'Going Local' and Building Resilience' priorities;
- That the Cabinet Member for Communities and Strategic Planning approves grant applications provided they meet the grants criteria and had ward member support. The Localities team to continue to oversee the administration of the Community Grants process.

The Head of Localities & Community Involvement and the Cabinet Member for Communities and Strategic Planning responded to members' questions and observations on the following matters:

- Cabinets view that it is difficult to see how the Borough can be a more attractive place to live without identifying new funding sources or delivery models for local services.
- Parishes having the ability to raise additional revenue by increasing their precept,
 - concerns that Newquay had increased its precept by 90%
 - the indication that the Government will place a cap on the amount a Parish could increase their precept to a maximum of 2%.
- Concern that the Locality Fund had been removed and the process for small community projects being considered by the Council.
- The process of engaging communities when funding has been withdrawn.
- The future support to be offered by the Locality Team to wards
- The future of projects suggested by ward members but not at the stage of being supported by Localities.
- The role of volunteering in Swindon and how to make it more successful.
- The differences between the Strategic Infrastructure Levy and Section 106 payments and how these are managed.
- The work undertaken by ward Councillors to ensure that projects and schemes become a reality.
- The future structure of ward boundaries and the number of Councillors to serve those wards within Swindon.

Resolved – (1) That the Cabinet Member for Communities and Strategic Planning be asked to take steps to remind members of the importance of the Community Governance Review and encourage them to submit their views and encourage others to do likewise.

(2) That the Streetsmart and Highways Overview and Scrutiny Committee be invited to consider including in its work programme for 2016/17 procedures for incorporating small projects suggested by ward Councillors within the Capital Programme.

59. New Eastern Villages

The Committee received a report from the New Eastern Villages (NEV) Programme Lead, about the infrastructure requirements at the NEV and how Swindon Borough Council will manage Section 106 contributions across the development.

The NEV Programme Lead explained that the Swindon Local Plan was adopted in March 2015. Policy NC3 of the Local Plan allocates a new mixed use development of about 8,000 new homes with associated employment, education, retail and leisure uses to the east of the A419. It sets out the overall requirements for the

NEV including Rowborough and South Marston.

The Committee noted the strategic overview and context, key developer interests, the NEV Programme Governance, transport strategy, delivery programme and the challenges to the delivery of the development.

The NEV Programme Lead, the Planning Policy Manager, the Head of Technical Finance and the Cabinet Member for Communities and Strategic Planning responded to members' comments and questions on the following issues:

- The impact of a recent planning application for a Pyrolysis waste to energy plant in the vicinity of the development.
- The importance of implementing the road infrastructure prior to any other development taking place, therefore reducing the effects of associated works in the surrounding area.
- Lessons learnt from other large developments within Swindon, particularly in the north of the town.
- The need for early discussions with all delivery partners, as detailed in the Infrastructure Delivery Plan to ensure that the fitting of services retrospectively is avoided.
- The impact of the development across the key linkages within the town.
- The challenges associated with the A420 and the need to secure early decisions about delivery of the southern connector road.
- The need to be aware of restrictive covenants in relation to broadband and the importance of resident's ability to access the market place for this service.
- The movement of distribution centre employees to and from work and the availability of affordable properties within the development.
 - The proportion of affordable housing within the development and the current definition of an affordable home.
- The opportunity presented by the development to widen the A420 along both sides to three lanes.
- The investment of Section 106 contributions within the development.
- Local Plan Policy SD3 and how it relates to the NEV development, in particular S106 contributions and how these will be apportioned across the development.
- The equalisation procedure.
- The expectations for the Park and Ride scheme.
- The minimum expectation for green space between South Marston, Wanbrough, Swindon and the NEV and within the new development.

The Chair thanked the NEV Programme Lead, the Strategic Planning Policy Manager, Head of Technical Finance and Cabinet Member for Communities and Strategic Planning for attending the meeting and their presentation of a very informative report and for their detailed responses to members' questions.

Resolved - That the report on the New Eastern Villages be noted.

60.

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 the Committee Officer be thanked for his support and advice to the Committee during the year.

RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 13 JUNE 2016

PRESENT:- Councillors Emma Faramarzi (Chair), Steve Allsopp, Emma Faramarzi (Chair), 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

STREETSMART AND HIGHWAYS OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 23 MARCH 2016

PRESENT:- Councillors Alan Bishop, Paul Dixon, Colin Lovell, Derique Montaut, Kevin Parry (Chair), Eric Shaw (Vice-Chair) and Timothy Swinyard

Apologies for absence were received from Councillors Junab Ali, Paul Baker, Nick Martin, Vera Tomlinson, Joe Tray and David Wood.

Apologies for absence were also received from Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills and Brian Ford, Cabinet Member for Streetsmart.

19. Declarations of Interest

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

20. Public Question Time

No public questions were received during the meeting.

21. Minutes

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

22. Highway Asset Management

The Committee received a report reviewing the Council's current approach to Highway Asset Management and its proposed action plan in response to the Government's recent changes to highway maintenance grant funding linked to the Incentive Fund.

Mr Tim Price (Service Manager, Highway Infrastructure) and Jason Humm (Head of Highways and Transport) explained changes to the grant funding to highway infrastructure through the Government's Incentive Fund which was an evidence based self-assessment through twenty-two questions based upon of the following three bands encapsulating five keys areas:

1. Asset Management Policy;
2. Benchmarking and Efficiency Resilience;
3. Customer Questions and Operation Service Delivery.

Based upon the assessment of the responses to the Incentive Fund Questions, and a Department of Transport Audit, the Council would be placed into one of three bands which would determine the level of Government Grant during the Financial Year. The Council's current strategy had been approved by the Cabinet in October 2015 and aimed to move from band one to three over a two year period.

Councillor Dale Heenan (Cabinet Member for Sustainability and Highways) commented that the difference in potential funding between the top and bottom bands was £1.5 million over a five year period. The action plan attached to the report identified how the Council intended to progress from band three to one over a two year period. Councillor Heenan advised that the cost of actions to improve the Council's progress against assessment criteria needed to be weighed against the financial benefits derived through additional grant received.

Following the presentation of the report Councillor Heenan and the officers responded to members questions and observations on the following issues:

- The role of Councillors within the strategy.
- Engagement of Parish Councils, Ward Councillors and the public as part of the engagement strategy to improve the Incentive Fund banding.
- The future role of Parish Council should there be devolution of highway services.
- The role of the Streetsmart and Highways Overview and Scrutiny Committee in overseeing the proposed improvement strategy.
- Improvements in the reporting process for highway related issues.
- The impact of any future Eastern development on the Council's Highways Strategy, Action Plan and ability to improve its Incentive Fund banding.
- Funding issues for major schemes such as the White Hart Junction.
- The impact of collaboration with Wiltshire Council on the Council's Highway Strategy and Action Plan.

Resolved - (1) That the report be noted.

(2) That the Committee welcomes Mr Jason Humm, the newly appointed Head of Highways and Transport.

(3) That Councillor Dale Heenan, Cabinet Member for Sustainability and Transport, and his supporting officers be thanked for attending to present the report and for their full open responses to members' questions and observations on the issues.

23. Libraries Update

The Committee received an oral presentation by Mr Patrick Weir, Head of Localities, Community Involvement and Volunteering updating members on the current position regarding Swindon's Libraries including:

- The current position with regard to Swindon's Library Service as detailed in the report to the meeting of the Cabinet on 10th February 2016.
- The financial pressures facing the Council's Library Service and the potential budget reduction from £2.6 million to £1.1 million by 2020.
- The Council's budget commitment to reduce Library funding by £300,000 during the Financial Year 2016/17.
- The changing pattern of service usage within the libraries and the need to assess this.
- The need to reflect on service provision given the Borough's changing demographics.
- The Council's statutory duty in respect of library provision.
- Local engagement in the formulation of proposals for the Council's Library

Service.

- The current engagement process with interested parties in respect of the future of the Council's library service to raise awareness of the challenges facing the Council's Library Service and to receive public feedback.
- The need for public consultation once a strategy on the library service had been produced and considered by the Cabinet in June 2016.

Following the presentation members were given the opportunity to put questions on the issues raised. The Head of Localities, Community Involvement and Volunteering responded to members' questions and observations on the following issues:

- The forthcoming consultation process and the current engagement process.
- The public's preference to retain a professional staff to run the library service.
- The current staffing structure of the Council's library service.
- The options available for future service provision should the current projected savings be confirmed.
- The use of locality meetings and Parish Councils to help advertise the engagement process.
- The benefit of having a prepared statement that Locality Chairs could present to future locality meetings.
- The timetable for the decision making process and why the Cabinet was not receiving a report until June 2016.
- The problems facing rural communities if the current library infrastructure was not maintained.
- The future of the Council's mobile library service.

Resolved – (1) That the Head of Localities, Community Involvement and Volunteering be thanked for his presentation and for his full and open responses to members' questions and observations on the issues raised.

(2) That the Cabinet Member for the Economy, Regeneration and Skills and the Head of Localities, Community Involvement and Volunteering be requested to attend a special meeting of this Committee to present the report on the future of the Council's Library Service following its consideration by the Cabinet in June 2016.

24. StreetSmart Performance Update

In the absence of the Cabinet Member for Streetsmart, the Head of Streetsmart presented a report summarising progress and performance in respect of each of the service areas within the Streetsmart portfolio and commented specifically on:

- The Council's Waste Service.
- Improvements to the fleet of vehicles used by the Council's Waste Service.
- Improvements to the Council's Green Waste Service.
- Improvements to the layout and access to the Waterside site.
- Greater community involvement in Town Centre Cleansing.
- Prosecutions of EnviroCrime.
- Grounds Maintenance.
- Devolution of Services to Parish Councils.
- Reduction in Customer Complaints.

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

Following his presentation of the report, Mr Barrett responded to members' specific questions and observations on the following topics:

- The reasons for the reduction in complaints relating to the provision of streetsmart services.
- The budgetary pressures facing the streetsmart service.
- The proposed further devolution of streetsmart services to Parish Councils.
- Recycling issues.
- Work on filling potholes prior to this service being transferred back to the Highways Department.
- The recent Health and Safety Executive Inspection of Waste Services.
- The impact of the removal of the hours localities could allocate for Streetsmart works at a local level.

Resolved – (1) That the report be noted.

(2) That the Head of Streetsmart be thanked for his presentation and for his full and open responses to members' questions and observations on the issues raised.

25. Review of Devolution of StreetSmart Service Pilots - Task Group Report

Councillor Derique Montaut, on behalf of the Review of Devolution of Streetsmart Service Pilots Task Group presented a report of the Head of Streetsmart on the outcome of the Task Group's Work. It was noted that the Task Group had met with the Chairs and Clerks of Wroughton and Haydon Wick Parish Council's to discuss benefits and drawbacks of the devolution of services. Councillor Montaut advised that the Task Group also considered how well the pilot schemes were operating in terms of quality of the service provided and had reviewed their cost effectiveness to ensure local residents were receiving value for money.

Following Councillor Montaut's introduction, members discussed the report and commented on the following issues:

- The delivery of services under the devolution pilot schemes.
- Value for Money of the pilot schemes and how Parish Councils could operate services for less money than Swindon Borough Council.
- The future reduction of Swindon Borough Council grants for the provision of the devolved services and how this might affect service delivery standards.
- Procurement issues should any contract be large enough to require the European Union Procurement regulations to take effect.
- The need to ensure that lead in times for service devolution were adequate to

- ensure the maintenance of service standards.
- Joint work between Parish Councils and Swindon Borough Council in respect of EnviroCrime.

Resolved – (1) That the report be noted.

(2) That the Head of Streetsmart be thanked for his report and presentation and for his full and open responses to members' questions and observations on the issues raised.

(3) That the members of the Review of Devolution of Streetsmart Service Pilots Task Group be thanked for their work in support of the review.

(4) That the Head of Streetsmart be requested to submit a report to a future meeting of this Committee benchmarking the costs of Parish Councils and Swindon Borough Council in providing services that have been devolved under the Streetsmart devolution scheme.

26. Work Programme 2015-2016

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

Resolved – (1) That, subject to the additions to the programme as set out in these minutes, the Committee's updated work programme be noted.

(2) The Chair requested that any member wishing to add items for consideration within the Committee's 2016/17 Work Programme forward details of the matter to the Chair or the Committee Officer.

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Section 3

Regulatory Committee Minutes

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APPEALS COMMITTEE

FRIDAY, 20 MAY 2016

PRESENT:- Councillor Gemma McCracken in the CAhir; Councillors Junab Ali, Abdul Amin, John Ballman, Alan Bishop, Wayne Crabbe, Malcolm Davies, Stephanie Exell, Mary Friend, John Haines, Nick Martin, Cathy Martyn, Jane Milner-Barry, Derique Montaut, Teresa Page, Kevin Parry, Carol Shelley, Vera Tomlinson, Joe Tray, Nadine Watts, Peter Watts, Steve Weisinger and David Wood.

Apologies for absence were received from Councillor Colin Lovell and Councillor Maureen Penny

1. Minutes

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

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. No declarations were made.

3. Public Question Time

No public questions were received during the meeting.

4. Local Government Act 1989 - Section 15: Review of Political Balance Arrangements

Resolved – That, further to Minute 12(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees and Panels

Resolved – (1) That an Ad Hoc Appeals Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2016/17” and comprising Councillors Junab Ali, John Haines, Nick Martin, Gemma McCracken, Maureen Penny Carol Shelley and Joe Tray.

(Deputies: All remaining Members of their respective Groups.)

(2) That an Education Transport Appeals Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2016/17” and comprising 3 Councillors to be drawn from Councillors serving on this Committee.

(Deputies: All remaining Members of their respective Groups.)

(3) That a Housing Tenancy Panel Introductory Tenancy Review Board be

appointed to consider Introductory Tenancy Appeals and comprising 3 Councillors to be drawn from Councillors serving on this Committee.

(Deputies: All remaining Members of their respective Groups.)

(4) That a Social Services Review Panel be appointed having the functions set out in the document "Swindon Council Constitution 2016/17" and comprising 3 Councillors to be drawn from Councillors serving on this Committee.

(Deputies: All remaining Members of their respective Groups.)

(6) That a Staff Appeals Sub-Committee be appointed having the functions set out in the document "Swindon Council Constitution 2016/17" and comprising Councillors Junab Ali, Alan Bishop, Wayne Crabbe, Gemma McCracken, Maureen Penny Carol Shelley and Joe Tray.

(Deputies: All remaining Members of their respective Groups.)

APPOINTMENTS COMMITTEE

FRIDAY, 20 MAY 2016

PRESENT:- Councillor David Renard in the Chair; Councillors Junab Ali, Steve Allsopp, Ray Ballman, Oliver Donachie, Toby Elliott, Emma Faramarzi, Fionuala Foley, Brian Ford, Jim Grant, Dale Heenan, Russell Holland, Fay Howard, Mary Martin, Des Moffatt, Derique Montaut, Stan Pajak, Barbara Parry, Garry Perkins, James Robbins, Carol Shelley, Kevin Small, Gary Sumner, Chris Watts and Keith Williams

1. Minutes

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

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. No declarations were made.

3. Public Question Time

No public questions were received during the meeting.

4. Local Government Act 1989 - Section 15: Political Balance Arrangements

Resolved – That, further to Minute 12(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989, this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees

Resolved – (1) That a Chief Officer Appointments Sub-Committee be appointed having the functions set out in the document “Swindon Borough Council Constitution, 2016/17” and comprising Councillors Junab Ali, Fionuala Foley, Jim Grant, Russell Holland, Mary Martin, David Renard and Carol Shelley.

(All remaining Members of the Conservative Group and the Labour Group to be appointed as deputies.)

(2) That a Deputy Chief Officer Appointments Sub-Committee be appointed having the functions set out in the document “Swindon Borough Council Constitution, 2015/16” and comprising Councillors Junab Ali, Fionuala Foley, Jim Grant, Russell Holland, Mary Martin, David Renard and Carol Shelley.

(All remaining Members of the Conservative Group and the Labour Group to be appointed as deputies.)

LICENSING COMMITTEE

FRIDAY, 20 MAY 2016

PRESENT:- Councillors Junab Ali, Abdul Amin, Alan Bishop, Malcolm Davies, Paul Dixon, John Haines, Nick Martin, Cathy Martyn, Derique Montaut, Carol Shelley, Caryl Sydney-Smith, Vera Tomlinson, Nadine Watts and Peter Watts.

An apology for absence was received from Councillor Maureen Penny.

1. 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.

2. Minutes

Resolved – That the minutes of the meeting held on 4th February 2016, be confirmed and signed as a correct record.

3. Public Question Time

No public questions were received during the meeting.

4. Local Government Act 1989 - Section 15: Political Balance Arrangements

Resolved – That, further to Minute 12(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees and Panel

Resolved – (1) That an Ad Hoc Licensing Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2016/17”, and comprising Councillors Alan Bishop, Nick Martin, Derique Montaut, Carol Shelley, Caryl Sydney-Smith, Vera Tomlinson and Peter Watts.

(All Councillors serving on the Licensing Committee to be appointed as substitutes to their respective political group.)

(2) That a Licensing Panel be appointed, having the functions set out in the document “Swindon Council Constitution 2016/17”, and comprising three Councillors to be drawn from Members of this Committee.

(3) That a Private Hire/Hackney Carriage Licensing Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2016/17”, and comprising Councillors Abdul Amin, John Haines, Nick Martin, Derique Montaut, Caryl Sydney-Smith, Vera Tomlinson and Peter Watts.

(All Councillors serving on the Licensing Committee to be appointed as substitutes to their respective political group.)

LICENSING COMMITTEE

TUESDAY, 7 JUNE 2016

PRESENT:- Councillors Abdul Amin, Junab Ali, Alan Bishop, Malcolm Davies, Paul Dixon, John Haines, Cathy Martyn, Derique Montaut, Maureen Penny, Carol Shelley, Caryl Sydney-Smith, Vera Tomlinson (Chair) and Nadine Watts.

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

6. Declarations of Interest

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

7. Minutes

Resolved – That the minutes of the meeting held on 20th May 2016, be confirmed and signed as a correct record.

8. Public Question Time

No public questions were received during the meeting.

9. Review of the Hackney Carriage Tariff

The Committee considered (a) a report of the Council's Licensing Manager setting out proposals for fare increases by (i) Mr Keith Radway of Swindon Black Cabs, (ii) Mr John Stocker and Mr Andrew Lucas, and (iii) the Licensing Manager, following deferral of a report on Hackney Carriage tariffs on 4th February, 2016 (Minute 40 205/16 refers), (b) the current scales of fees that has been in operation in Swindon since 1st September 2008, (c) a petition signed by Hackney Carriage Drivers in support of Mr Radway's proposed tariff fees, (d) additional papers submitted by the Council's Licensing officer in respect of (i) a briefing note regarding hackney carriage tariffs, (ii) the proposed hackney carriage fees proposed by officers, (iii) a summary of the tariff changes proposed, (iii) a break of the tariffs proposed, (iv) a copy of the national fares table, (e) oral submissions in respect of their proposed fees by Mr Radway, Mr Lucas and the Council's Licensing Manager, and (f) questions to Mr Radway, Mr Lucas and the Council's Licensing Manager regarding their proposed tariffs and responses received.

Resolved – (1) That the draft maximum scale of fares submitted for Hackney Carriage Tariffs by the Licensing Authority be agreed and the Council's Licensing Manager be authorised to undertake a 14 day public consultation as required by the Local Government (Miscellaneous Provisions) Act 1976.

(2) That upon the conclusion of the public consultation any representations be reported to this Committee for consideration, and should no representations be received the proposed new maximum scale of fares be implemented as from 1st August 2016.

(3) That, further to (2) above, the Council's Licensing Manager be requested to bring a review of the new maximum scale of fares to this Committee within six months of the commencement of the new tariffs.

10.

Animal Welfare Charter

The Council's Licensing Manager submitted a report setting out a draft Animal Welfare Charter for consideration by the Committee prior to public consultation.

Resolved – (1) That, subject to paragraph 7.1 of the draft Animal Welfare Charter being amended to read “All applications to hold circuses, performances, exhibitions and displays of animals on any Council land or premises will be considered individually and the decision to grant or refuse such applications will be based on a wide range of considerations, including animal welfare” the draft Charter be approved for public consultation.

(2) That the results of the Animal Welfare Charter consultation be reported to this Committee, together with any proposed amendments to the draft Charter, for consideration.

11. Introduction of a Licensing Regime for Sex Establishment Venues

The Committee considered (a) a report setting out a draft Sex Establishment Policy for the Borough and (b) a copy of the draft policy tabled at the meeting.

Resolved – (1) That the draft Sex Establishment Venues policy, as tabled at the meeting, be approved and the Council's Licensing Manager be authorised to undertake a six week consultation exercise with a view to its adoption in accordance with Schedule 3 of the Local Government Act (Miscellaneous Provisions) Act 1982 (as amended by Section 27 of the Policing and Crimes Act 2009).

(2) That the results of the consultation, together with any proposed amendments to the draft policy be submitted to this Committee for consideration.

LICENSING PANEL

THURSDAY, 2 JUNE 2016

PRESENT:- Councillors John Haines, Vera Tomlinson and Nadine Watts.

1. Appointment of Chair

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

(Councillor Tomlinson took the Chair.)

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. No declarations were made.

3. Consideration of an Objection Notice in respect of a Temporary Event Notice at 37-38 Fleet Street, Swindon SN1 1RE together with a copy of each relevant representation made and supporting documents

The Panel considered (a) a report of the Council's Licensing Manager setting out an application, by Wiltshire Constabulary, objecting to a temporary event notice for 37-38 Fleet Street, Swindon, for an event covering the period covering 20:00 hours on Friday 26th August 2016 until 06:00 on Saturday 27th August 2016, (b) information set out in the Licensing Manager's report, (c) the Council's procedure for licensing hearings, (d) oral and written representations received from Wiltshire Constabulary in support of their objection, (e) oral representations from the applicant, Mr Julian Hogan, in support of his application for a temporary event notice and written documentation tabled by him, (g) oral submissions from Mr O'Neill (assisting with the promotion of the proposed event) in support of the application, (h) questions and answers to officers, the applicant, Mr O'Neill and Wiltshire Constabulary, (i) the Licensing Act 2013 and the Secretary of State's Section 182 Guidance, and (j) the Council's Licensing Policy.

The Council's Licensing Manager introduced the report noting:

- 1. That the Temporary Event Notice application was for 37-38 Fleet Street.
- 2. That the Police had objected to the application and that their objection was set out in the agenda papers and supporting information had been tabled.
- 3. That Mr Julian Hogan was the applicant and had made several temporary event notice applications previously, although this being the first at this location.
- 4. The venue of 37-38 Fleet Street currently held a premises licence although this had not operated for some time.
- 5. The application was as set out in the agenda papers.
- 6. That the sale of alcohol and regulated entertainment was proposed from 20:00 hours on Friday 26th August 2016 until 06:00 on Saturday 27th August 2016 which was a Bank Holiday weekend.
- 7. That a copy of the current premises licence was attached to the Agenda papers and the Panel, if it were so minded, could attach any of those

conditions to the current notification.

- 8. That no new conditions could be introduced to the notification.

The oral submissions in support of the objection to the grant of a temporary event notice can be broadly summarised as follows:

- That the Police believed that the event as proposed would undermine the licensing objectives in respect of the Prevention of Public Nuisance and the Prevention of Crime and Disorder.
- That the Police had considered the application and had negotiated with the applicant to suitably amend the application but there had not been any agreement as to a revised application.
- Mr Hogan had held other events at Quasar, Havelock Square, Swindon, and the Police had concerns following those events as a result of drugs and legal highs found within the vicinity.
- The Police had concern about the knowledge and experience of the organisers and staff at these events.
- The organisers no longer had access to the script radio system as they hadn't paid the appropriate fee which meant that they had no direct access to the Police which could delay any police response.
- That the absence of a script radio would mean the venue would not have access to police intelligence as this was data protected as part of the script radio scheme.
- That the latest closing time for a venue on Fleet Street was 04:00 hours.
- There was a heightened risk of trouble given the location of the venue.
- The Police concerns related to the hours requested, numbers attending and location of the venue that was isolated in the night-time economy area.
- The requested maximum occupancy was at variance with the current premises licence.
- The police had concerns regarding the competency of the applicant to run the event proposed in that venue as it was a high risk area and a type and size of event that the applicant didn't have experience organising.
- If the event went ahead it could have a knock on effect on the police's ability to manage other venues.
- That there was an expectation that all training for venues and events within the Night Time Economy area would be maintained in a written form.
- Police concerns that the training provided might not be sufficient for an event in a high risk area.
- The responsibility of promoters, venue managers and owners within the Night time Economy Area when organising events to ensure they met the Licensing Objectives.

The oral submissions in support of the objection to the grant of a temporary event notice can be broadly summarised as follows:

- Mr O'Neill noted that Mr Hogan and he had run a number of successful events over the previous three years, gaining experience and forming relationships as they did so.
- That Mr Hogan and Mr O'Neill had run a variety of events and approximately 70 events in total.

- The last entry time of 01:00am for the event was intended to avoid people entry after being at other venues therefore preventing conflicts on the door.
- There would be four door staff employed (including one female), all would be experienced and SIA registered.
- Mr Hogan advised the Panel that he had written a policy to prevent Crime and Disorder at the event.
- The finish time of 06:00hours was based upon the conditions proposed for the licence and the staff he employed.
- All bar staff were aware of the Challenge 25 Policy and enforced it.
- The Police had not mentioned the script radio during discussions between the parties.
- When organising events in the past there had been close working with the Police and Security staff.
- The Security Staff had eight years' experience of working in Swindon and around the proposed venue and would encourage people leaving the event to be respectful of neighbours.
- The average age of people attending the event was expected to be around 30 years of age; the event was not being promoted to attract young drinkers.
- The event was being held at 37-38 Fleet Street because Quasar, Havelock Square, was closing.
- The capacity was based upon using both the ground and first floors of the venue although the bar would be situated on the ground floor.
- There had been no major incidents at events organised by the applicant in the past, including no ejections of attendees in the last three years, with the exception of one arrest.
- The event was based around 10-12 DJ's and a mixture of MC's and the running time was to allow for their sets.
- The type of the music provided was not otherwise available within the town.
- Persons under the age of 18 years of age were not admitted to events run by the applicant.
- Tickets were priced at £12 in advance and £15 on the door and had been advertised on a range of media and social media.
- People from outside of Swindon were expected to attend the event.
- There were other venues in the town with a 06:00 hour closing time.
- History had shown that by 06:00 hours there were usually only 30-40 attendees present and most of these were waiting for transport home.
- Mr Hogan would be present at the event.
- Mr Hogan had previously trained bar staff and would do so again prior to the event.
- There would be no drinks promotions as part of the event.
- It was anticipated that the bar would be closed at 05:00 hours.
- Previous events had been promoted by the applicant at the premises when they were owned and operated by Mr Rossi.
- That previous events promoted by the organisers had run until 06:00 hours.
- A policy tabled at the meeting to show the applicant was aware of his responsibilities and what was happening.
- That the conditions set out on page 19 of the Agenda papers were offered as part of a revised application.

Questions and answers received to the Police and applicant in respect of the

following issues:

- Confirmation that CCTV at the premises was operational.
- The layout of the premises and the differing view of them received from the applicant, Police and Licensing Authority. The applicant believed the Premises had been converted back to the layout of the nightclub whilst the Licensing Authority had received no notification of any alterations.
- Confirmation that neither applicant was a qualified Personal Licence holder and therefore never acted as a Designated Premises Supervisor although they were considering becoming one.
- Why Risk Assessments and Training had not been discussed with the Police.
- The use of two door staff to monitor the door and two would also patrol the premises.
- The refusal of entry of ticket holders after 01:00 hours, drunk and aggressive members of the public.

Resolved – Having carefully considered all representations of the objection and evidence from Wiltshire Constabulary and submissions on behalf of the applicant the Panel decided to issue a counter notice against the temporary event notice as it was not satisfied that Licensing Objectives in respect of the Prevention of Crime and Disorder and the Prevention of Public Nuisance would be undermined if the temporary event notice was to proceed.

Reasons

1. The Panel heard evidence from the Police that the premises to be used for the event under the temporary event notice was considered to be high risk. Police evidence pointed to the fact that the high volume of incidents in the area continued into the early hours even after the premises at 37-38 Fleet Street ceased trading.
2. The Panel noted the applicant's general successful record of running previous events but took into account Police concerns that the change of event heightened the risks associated with the proposed promotion given the applicant relative inexperience in promoting high risk events.
3. The Panel took into account Police evidence that the event would be isolated from normal support mechanisms due to the location of the premises and the fact that the door staff, although experienced, would not have access to a script radio with the support and intelligence this offered. Indeed the Panel heard evidence from the applicant that Quasar's previous access to the script radio system was obtained by purchasing a radio from premises that was closing, and were unaware of the subscription required to participate in the scheme.
4. The Panel received written documentation from the applicant regarding his policies and practices but the Panel received no detailed information on how such policies would be operated or as the detail contained therein. Given the high risk location of the event the Panel found this concerning.
5. The Panel received a copy of a letter from the Wiltshire Fire and Rescue Service dated 4th October 2011 supporting his proposed maximum occupancy level however the Panel disregarded this letter because the applicant in evidence to the Panel confirmed that the interior layout had changed on at least two occasions since the

letter was written. Indeed, the maximum occupancy figure on the current Premises Licence was 120 persons.

6. The Panel heard evidence from the applicant that the interior of venue had been changed from that used when the venue was used for lap-dancing to its former layout as a nightclub. The Panel heard evidence from both the Police and the Council's Licensing Manager that no notification of any such changes had been made to them and that no variation of the Premises Licence (with accompanying plans) had been submitted to the Licensing Authority. The Police also advised the Panel that they believed the smoking area to the rear of the premises had been sealed to prevent access from the exterior of the premises property line. Without confirmation of the layout of the Premises, or up-to-date plans the Panel could not satisfy itself (a) as to the suitability of the premises for the event, (b) neither could the Panel condition a maximum occupancy figure, (c) that there was a valid fire risk assessment in place, and (c) that the premises were covered by a valid Premises Licence.

7. The Panel noted that training to bar staff was undertaken by Mr Hogan and it was noted that neither he, nor Mr O'Neill currently held a Premises Licence. The Panel considered that this was insufficient given the high risk location being proposed. In addition there was no evidence presented to the Panel as to the content of previous training or that it had been undertaken by specific staff.

8. The Panel given the high risk location was concerned that an adequate Health and Safety Assessment or an adequate Risk Assessment had been provided to the Police, Licensing Authority or the Panel. This was considered necessary given the location, times requested and the fact that people would be travelling from out of town to the event (and therefore unknown to the organisers).

9. The Organisers gave evidence as to a last entry time of 01:00 hours for the event, regardless of whether the individuals had tickets for the event, but provided no detail as to how they would disperse anyone seeking admittance after this time.

10. The tabled policy documentation was not considered to be tailored to the event in question and appeared to be a summary of ideas rather than detailed policies.

11. The Panel considered the option of adding conditions from the existing premises to the application but was not convinced that given the issues raised by the Police and information provided by the applicant that this would not undermine the Licensing Objectives, and in particular, the Prevention of Crime and Disorder and Prevention of Public Nuisance Licensing Objective.

12. Given the lack of detailed and specific information regarding the running and security of the event in a high risk area the Panel could not be assured that the Licensing Objectives would not be undermined.

The Chair reminded both parties that they had the right of appeal to the Magistrates Court against this decision and that any such appeal should be made within 21 days of the receipt of the written determination and no later than five days before the scheduled event.

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PLANNING COMMITTEE

TUESDAY, 12 APRIL 2016

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

Apologies for absence were received from Councillors Vera Tomlinson.

110. Declarations of Interest

Councillor Page made declarations of interest in respect of Agenda Items numbered 10, 11 and 12 and did not vote in respect of these items.

111. Minutes

Resolved – That the minutes of the meeting held on 8th March 2016 be confirmed and signed.

112. Public Question Time

There were no public questions

113. 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;
- (f) The comments of Councillor Foley in respect of application numbered S/16/66
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/16/66	Simon Chambers	Agent
	Andy Warren	Agent
	Tony While	241 Marlborough Road
S/OUT/15/1338	Peter Lawson	Agent
	Chris Kennedy	Wroughton Parish Council
S/15/1919	Simon Chambers	Agent
	Stuart Boyd	Blunsdon Parish Council
S/15/1590	Alistair Macdonald	Agent
	Stuart Boyd	Blunsdon Parish Council
	Ross Dible	17/18 Turnpike Road

	Keith Lawrence	Resident
S/15/1839	Chris Roberts Stuart Leech	Agent Stratton Parish Council
S/15/1580	Simon Chambers Stuart Leech	Agent Stratton Parish Council
S/16/248	Stuart Leech	Stratton Parish Council

Resolved – (1) That permission to develop be granted in respect of application numbered S/16/66 subject to the conditions listed in the Committee report as amended below:

Amended Condition

9: Change permitted use hours of the studio/workshop to 08:00 to 19:00 hours Monday to Saturday (with the hours for Sundays and Bank Holidays to remain as set out in the report.

(2) That permission be granted in respect of applications numbered S/OUT/15/1338, S/15/1839, S/15/1580, S/16/248 and S/15/1919 subject to the conditions listed in the Committee reports.

(3) That, in respect of application numbered S/15//1950; (a) it was noted that a copy of a petition was circulated to Councillors by Mr Keith Lawrence, one of the speakers in respect of this application; and (b) permission be refused for the following reasons:

1 The proposal, by reason of its design and layout represents a scheme that is out of scale, harmony and character with the form and nature of the existing development in the area and fails to represent high quality design which is contrary to Policy DE1 and HA1 of the Adopted Swindon Borough Local Plan 2026 (2015), the Adopted Backland and Infill Development Supplementary Planning Document (2011) and the NPPF.

2 The proposal represents an over development of the site, comprising development in depth that will have an overbearing and adverse impact upon the residential amenity enjoyed by the occupants of adjacent dwellings contrary to Policy DE1 of the Swindon Borough Local Plan 2026 (2015), the Adopted Backland and Infill Development Supplementary Planning Document (2011) and the NPPF.

3 The proposal is located in the countryside, outside the settlement boundaries as defined on the Swindon Borough Local Plan 2026 (2015) Proposal Map. This is contrary to Policy SD2 of the Swindon Borough Local Plan 2026 (2015).

114. Proposed response to consultation on implementation of planning changes in the Housing and Planning Bill

The Head of Planning, Regulatory Services and Heritage submitted a report concerning (a) measures contained within the Housing Bill and accompanying Technical Consultation on Planning and (b) seeking the Committee's endorsement of a response to the Consultation.

Resolved – (1) That the proposed provisions of the Housing and Planning Bill as contained within the Technical Consultation on Planning be noted including:

- support for increasing housing supply through a ‘presumption in favour’ of brownfield land;
- support for delivery of housing on smaller sites;
- increasing the density of development around commuter hubs and in sustainable locations
- the potential for Local Planning Authorities to establish their own fee schedule, and
- the potential for applications to be processed and recommendations drafted by professional third party organisations on behalf of the Local Planning Authority

(2) That the report be endorsed as the Council’s response to the Consultation and authorise the Head of Planning, Regulatory Services and Heritage to submit this response to the Department for Communities and Local Government (DCLG) subject to paragraph 3.27 being changed from “noted with concern” to “do not support”

(3) That the Head of Planning, Regulatory Services and Heritage be authorised to investigate measures to increase housing delivery through greater collaboration with the development industry and local communities, including an enhanced pre-application advice, and a more proactive approach to unlocking brownfield sites.

115. Proposed Changes to the National Planning Policy Framework and Recommendations of the Local Plan Expert Group Report

The Head of Planning, Regulatory Services and Heritage submitted a report concerning potential changes to the Local Plan making process as set out in the Local Plans Expert Group Report, and seeking endorsement of a response to the Consultation.

Resolved – (1) That the recommendations contained in the Local Plans Expert Group Report be noted including:

- Proposals to stabilise national policy for 5 years (once reformed)
- Proposals to standardise the five year housing supply calculation process
- A requirement to allocate reserve housing sites to be developed in the event of a shortfall against the five year housing supply; and

(2) That the report be endorsed as the Council’s response to the consultations and the Head of Planning, Regulatory Services and Heritage be authorised to submit this response to the Department for Communities and Local Government.

116. Local Development Order Updates

The Head of Planning, Regulatory Services and Heritage submitted a report seeking the Committee’s approval (a) to consult on the inclusion of Whalebridge Multi-Storey Car Park in the Solar Arrays Local Development Order as a site for canopy mounted solar arrays and (b) for a time extension to the Victoria Road Local Development Order.

Resolved – (1) That the Head of Planning, Regulatory Services, and Heritage be authorised to publish for consultation the proposal to include the Whalebridge Multi-Storey Carpark in the Solar Arrays Local Development Order as a site for canopy mounted solar arrays;

(2) That in the event that no material objections are received, the Head of Planning, Regulatory Services and Heritage be authorised to proceed to amend the Solar

Arrays Local Development Order to include the Whalebridge Multi-Storey Carpark as site for canopy mounted solar arrays;

(3) That in the event that material objections are received, the Head of Planning, Regulatory Services, and Heritage submits a further report to this Committee with a recommendation as to whether the proposal should be pursued.

(4) That the Head of Planning, Regulatory Services, and Heritage be authorised to carry out any necessary statutory and other processes to bring into effect the extension of the duration of the Local Development Order for Victoria Road from May 2016 to March 2019;

(5) That the Head of Planning, Regulatory Services, and Heritage undertakes all action as necessary to publicise the proposed changes to the LDOs; and

(6) That the Head of Planning, Regulatory Services, and Heritage be authorised to make minor drafting changes to the content of the documents if required prior to publication.

**117. New Eastern Villages (NEV) Framework Travel Plan Draft
Supplementary Planning Document (SPD)**

The Head of Planning, Regulatory Services and Heritage submitted a report (a) concerning the preparation of the New Eastern Villages (NEV) Framework Travel Plan draft Supplementary Planning Document (SPD), and (b) seeking approval from this Committee for public consultation on the NEV framework Travel Plan draft SPD.

Resolved – (1) That a six week period of public consultation be agreed for the NEV Framework Travel Plan draft SPD as soon as reasonable practical, in accordance with the arrangements set out in paragraph 2.5. 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 document, if required, prior to carrying out the public consultation.

**118. Draft Sustainable Drainage Systems Vision for the New Eastern
Villages Supplementary Planning Document (SPD)**

The Head of Planning, Regulatory Services and Heritage submitted a report (a) concerning the preparation of the Sustainable Drainage Systems (SuDS) Vision for the New Eastern Villages Supplementary Planning Document (SPD), and (b) seeking approval from this Committee for public consultation on the draft SPD.

Resolved – (1) That the draft SuDS Vision for the New Eastern Villages Supplementary Planning Document be endorsed for a six week public consultation as soon as reasonably practical, in accordance with the arrangements set out in paragraph 8.1 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 update the draft SPD in accordance with recent national guidance and to make minor changes to the content of the document, if required, prior to carrying out the public consultation.

PLANNING COMMITTEE

TUESDAY, 14 JUNE 2016

PRESENT: - Councillors John Ballman, Vera Tomlinson, Peter Watts, Alan Bishop, Kevin Parry (Chair), Cathy Martyn, Stan Pajak, Timothy Swinyard, Steph Exell, Derique Montaut, James Robbins and Gary Sumner.

Apologies for absence were received from Councillors Nick Martin.

119. Appointment of Vice-Chair

Resolved – That Councillor Vera Tomlinson be Vice-Chair of this Committee for the Municipal Year 2016/17

120. Declarations of Interest

The Chair reminded Councillors to declare any known interests before the start of that item. No declarations of interest were made.

121. Minutes

Resolved – That the minutes of the meeting held on 14th April 2016 be confirmed and signed, subject to the addition of the following paragraph to Minute no. 115:

“(3) That the Government be requested to consider the possibility of incentivising developers to build planning applications as soon as permission is granted “

122. Public Question Time

There were no public questions.

123. 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 Councillors Dixon and Bob Wright in respect of application numbered S/15/2017
- (e) The comments of Councillors Dixon and Moffatt in respect of application numbered S/15/2030
- (f) The comments of Councillor Moffatt in respect of application numbered S/16/435
- (g) The comments of Councillor Milner-Barry in respect of application numbered S/OUT/15/2051
- (h) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/15/2017	Martha Parry Jo Heaven Ash Mispray Natalie	Swindon Civic Voice Tented Market Tented Market Tented Market
S/15/2030	Mr Jeffries Simon Cater Michael Gray Stuart Hillart	Swindon Tenants Voice Agent 22 Prospect Place 14 South Street
S/OUT/15/2051	Kate Barker	Applicant
S/OUT/16/97	Peter Lawson	Agent
S/16/435	Carol Whitson	41 Cheney Manor Road

Resolved – (1) That permission be refused in respect of application numbered S/15/2017 for the following reasons:

1 The site lies within the retail core of the town centre as defined by the Swindon Borough Local Plan 2026. The proposal fails to accord with Policy EC3 of the Swindon Borough Local Plan 2026, Policy CAAP13 of the Central Area Action Plan and the National Planning Policy Framework as it would result in the loss of an existing market and replacement with an over concentration of Class A3 uses that fails to make provision for small Class A1 units and would be likely to detract of the vitality and viability of the town centre.

2 The proposal fails to accord with Policy DE1 of the Swindon Borough Local Plan 2026, Policy CAAP1 of the Central Area Action Plan 2009 and the National Planning Policy Framework as it would result in a building that fails to achieve a high standard of urban design, is unsympathetic to the local context by reason of its appearance, fails to improve the character of the Town Centre and fails to provide an efficient use of the site.

(2) That permission be refused in respect of application numbered S/15/2030 for the reasons set out in the Committee report.

(3) That permission be granted in respect of application numbered S/16/463 subject to the conditions listed in the Committee report.

(4) That, in respect of application numbered S/OUT/15/2015; the Head of Planning, Regulatory Services and Heritage be authorised to:

(a) grant full planning permission for 91 no. dwellings and 74 no. age restricted retirement dwellings and associated works and subject to the conditions listed in the Committee report. and

(b) grant outline planning permission for the development of up to 313 no. dwellings, public open space and a play area and the reserved matter in respect of the means of access and subject to the conditions listed in the report

That both be granted together with additional conditions in respect of on-site highway and drainage related matters and any amended, additional or omitted conditions as necessary, and subject to the following technical and legal matters being resolved:

- (i) agree all outstanding detailed highway design issues within the detailed part of the application site (retirement blocks 1 and 2 and residential blocks 1 and 2) pertaining to visibility splays, turning heads, road and footway widths, traffic calming measures, allocation of parking spaces, and swept path drawings to demonstrate the clear passage of larger vehicles, and
- (ii) the satisfactory completion of a supplemental legal agreement in order to secure matters relating to affordable housing and age restricted dwellings.

(5) That outline planning permission be granted in respect of application numbered S/OUT/16/97 subject to the conditions listed in the Committee report with all detailed matters reserved for future consideration.

(6) That Listed Building Consent be granted in respect of application numbered S/LBC/16/657 subject to the following condition:

This decision shall be in respect of the drawings numbered; C12027.15.100 and C12027.15.200, received by the Local Planning Authority on 8 April 2016. Reason: To define the scope of the development hereby permitted, in accordance with section 72 of the Town and Country Planning Act 1990.

(7) That permission be refused in respect of application numbered S/16/435 for the following reason:

The proposal by reason of its size and location will have an adverse impact upon the residential amenity enjoyed by the occupants of no.41 Cheney Manor Road by reason of its overbearing nature, loss of light and outlook and fails to represent good design. The proposal is contrary to Policies SD1 and DE1 of the Swindon Borough Local Plan 2026 (2015) and the Adopted Supplementary Planning Document Residential Alterations & Extensions (2011):

124. Swindon Residential Design Guide Supplementary Planning Document (SPD)

The Head of Planning, Regulatory Services and Heritage submitted a report summarising the comments received following public consultation on the Swindon Residential Design Guide Draft Supplementary Planning Document which underwent an 8 week period of public consultation from 26th August to 21st October 2015.

Resolved – (1) That the Swindon Residential Design Guide be adopted as a Supplementary Planning Document in support of the Swindon Borough Local Plan 2026, amended as set out in the report and with the addition of the following paragraph in order to provide further clarification to the table as set out on page 12 of the document:

“This Matrix gives a general flavour of the type of areas found across the Borough. It is not a definitive summary of the development (in terms of density, house types and characteristics) that would always be appropriate in each area. Rather it is a starting point upon which local identity and character influences should build. There will be situations where the appropriate response to an individual site conflicts with the matrix. Provided development is design-led and as a result of local context it will not be considered as conflicting with this SPD or policy DE1.”

(2) That the Head of Planning, Regulatory Services and Heritage and the Director of Law and Democratic Services be authorised to make minor changes to the content of the document, if required, prior to publication in consultation with the Chair of this Committee and the Cabinet Member for Strategic Planning, as appropriate.

(3) That the setting up of a Swindon Design Review Panel as a mechanism to drive up standards of design in the Borough, be noted.

(4) That the work completed by Officers to produce the final version of the design guide, be recognised.

125. New Eastern Villages Developer Contributions Supplementary Planning Document

The Head of Planning, Regulatory Services and Heritage advised that the New Eastern Villages Developer Contributions Supplementary Planning Document, that Committee approved for consultation in the previous financial year has now completed its consultation period, and updates on costings from service areas had been received. This has led to minor amendments to some of the calculations, which may have a larger impact on developer contribution requirements. Once he is aware of the details of these changes, he may need to undertake some re-consultation.

He sought the Committee's acknowledgement that he may have to undertake additional consultation prior to the document being brought back to Committee for adoption.

Resolved – That the Head of Planning, Regulatory Services and Heritage be authorised to undertake additional consultation on the basis he set out, if necessary

EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

WEDNESDAY, 27 APRIL 2016

PRESENT:- Councillors John Haines, Peter Watts and Michael Bray.

34. Appointment of Chair

Resolved – That Councillor Michael Bray Chair this meeting of the Sub-Committee.

(Councillor Bray took the Chair)

35. 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.

36. Minutes

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

37. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 38 refers).

38. Home to School Transport Appeals

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

Resolved – (1) That, due to there being no exceptional circumstances, appeal number TA/15/391 be refused.

(2) That due to the exceptional circumstances set out in the appeal, appeal numbers TA/15/375, TA/15/371 and TA/15/354 be upheld and a bus pass be provided until the end of the academic year 2015/16.

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

TUESDAY, 15 MARCH 2016

PRESENT: -

School Members: Steve Colledge, Chair - Academy Headteacher
Andrew Henstridge, Primary Headteacher
Ray Williams, Primary Governor
Jackie Smith, Special Headteacher
Wendy Conaghan, Academy Headteacher
Ben Slater, EOTAS
Alison Lowe, Primary Headteacher
David Bell, Secondary Governor
Charles Law, Special Governor
Sue Banks, Secondary Headteacher

Non-School Members: Kate Adams, Early Years Representative
Jo Morris, Early Years Representative
Ram Thiagarajah, BME
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 Janet Urban (Primary Headteacher), Rhian Cockwell, (Primary Headteacher), Lauren Costello (Academy Headteacher), Sandra Muir (Academy Headteacher), Jane Wheatley (Primary Headteacher), Andrew Miller (16-19 Partnership) and Graham Taylor (16-19 Partnership).

25. Minutes of Previous Meeting

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

26. Public Question Time

In accordance with Standing Order 28, Mr. Alastair Dixon-Patterson, Lydiard Park Academy had submitted questions relating to (a) the number of schools that have Minimum Funding Guarantee (MFG) following the budget decision made by Swindon Borough Council, (b) the number of schools that will have MFG support in the coming year (2017/2018) assuming that the Age-Weighted Pupil Unit (AWPU)/per pupil factors remain unchanged, and (c) the overall reduction in MFG payments for the coming year (2017/2018) assuming that AWPU/per pupil factors remained unchanged given it was recalculated annually.

The Chair advised that Mr Dixon-Patterson had been provided with a written response to his questions and that these had been circulated to members for information.

27. 15/16 Dedicated Schools Grant Budget Position

Mrs Anne Mackay, Finance Manager, Education, submitted a report advising the Forum on the latest projected 2016/17 Dedicated Schools Grant (DSG) retained budget position and on the projected year end position against the 2016/17 retained budgets based upon available information at the end of January 2016.

Mr Ian Burbidge, Head of Finance, Schools, introduced the report and commented on the changes that had taken place since the last report. In particular, Mr Burbidge highlighted the current projected overspend and explained that this might affect the DSG retained budget held by the Local Authority. He advised that an overspend of £0.722m was projected against the retained DSG Budget for the current financial year and the unallocated balance would be reduced to £0.376m. He confirmed that the DSG figures were subject to change due to top-up funding rates to meet pupil needs. He referred to contingency funding to support unexpected external placements and clarified the position with regard to the 2/3 year old funding arrangements.

Resolved: That the Schools Forum notes:

(1) That the latest projection on the 2015/16 retained budget was an overspend of £0.722m.

(2) That the unallocated Dedicated School Grant balance would be reduced to £0.376m.

28. Projected 2015/16 Year End School Balances

Mrs Anne Mackay, Finance Manager submitted a report advising the Forum regarding the indicative position relating to the level of projected 31st March 2016 school revenue balances as compared to the levels expected when 2015/16 schools budgets were set in June 2015.

Mr Ian Burbidge presented the report and confirmed that by end of financial year, there were 29 schools that had been effective in their financial planning and that only 3 schools indicated a difference in their budgets as opposed to their estimates. The Forum noted that the forecast level for 31st March 2016 was expected to be £3.97m, which was 15% higher than initial estimates of £3.45m.

Mr Steve Colledge, Chair of Schools Forum and Mr Burbidge responded to members' queries regarding:

- Budget variances from the previous year.
- The confirmation that the EOTAS (Education Other Than At School) financial data was not included in the figures presented to members.
- Balances and claw back arrangements for 2016/17.
- The High Needs Funding and Future Funding Model consultations being undertaken by the Department for Education and the need to ensure that all members of Swindon's schools associations responded.
- The confirmation that the 2017/19 Local Formula would be used to

fund Swindon Schools but the amount the LA receives will be determined by the new Government's new National Funding Formula.

Resolved - That it be noted that:

(1) The majority [31 of 41 (76%)] of Swindon maintained schools current estimates of their year end balances were close to the estimates provided when budgets were set as measured by the thresholds agreed by Schools Forum and are commended.

(2) Only 3 of 41 (7%) schools had reported significant variances between their current and initial estimates of their projected year end balances and the narrative explanations for the variances were provided to Schools Forum.

(3) Latest estimated school balances (adjusted to exclude in-year Academy conversions) were forecast to be £3.97m, which was 15% higher than initial estimates of £3.45m.

(4) One maintained school and the Special Resource Provision (SRP) for one mainstream school began the year in a deficit position and both were anticipating being in deficit at 31st March 2015.

(5) Further to (4) above, the maintained school was being supported by the Local Authority as it worked to balance its budget over the current and next two years.

(6) Further to (4) above, Special Resource Provision (SRP) funding was part of an ongoing review by SRP providers, Schools Forum members and the Local Authority.

(7) The Local Authority would present further information on school balances at the July 2016 Schools Forum showing how each school's estimate compared to their final year end positions.

(8) Projected year end balances had also been collected from mainstream schools with a Special Resource Provision (SRP) and from schools providing a commissioned service, Children Centre or community facilities.

(9) Further to (8) above, the rating for the maintained school included the total variances in the projected balances for the additional facilities, as the thresholds agreed by Schools Forum did not include the separation of these facilities.

29. 2016-17 Dedicated Schools Grant Budget

The Forum considered a report by Mr Ian Burbidge, Head of Finance, Schools, providing an update on the 2016/17 Dedicated Schools Grant (DSG) settlement, including (a) changes to the DSG Allocation, (b) an update on Special Resource Provision (SRP) funding, (c) Pupil Growth & Trigger Funding Policy (d) Hearing Impaired Outreach Service (e) Notional Special Education Needs Top-Up Funding, (f) new specialist 16 – 19 and Primary provisions, (g) in-year adjustment to the Notional Special Education Needs (SEN) Top Up funding, (g) Early Years 30 hours pilot and (h) Free School bids.

Mr Burbidge referred to Appendix A of the report which set out communication to headteachers concerning school budgets and reported on the outcome of communication undertaken with the Education Funding Agency. Members noted that following member meetings to discuss School Resource Provision Funding, a sub-committee had been set up to determine a medium to long-term solution within the present funding package. Mr Burbidge advised the meeting of the agreement with the School Resource Provision Group to support the

Robert Le Kyng School Resource Provision Unit on this occasion.

Mr Steve Colledge, Chair of Schools Forum, and Mr Burbidge responded to members' queries regarding the following:

- The difference in pre-opening start up costs between primary, secondary and special schools.
- The reason why set up funding for 19-25 provision was not available for Special Schools.
- That the Swindon Association of Primary Headteachers had discussed the new primary provision at Crowdy's Hill School and they were in support of additional special school places for SEN primary schools students.
- Confirmation that five Free School Bids affecting Swindon were being considered.
- The effect of the Eastern Villages house expansion on school place planning.
- The F40 Group recommendations to Government regarding the proposed funding arrangements.

Mr Burbidge reiterated the importance that all schools, with the support of their governors, respond to the various consultations regarding future funding. Members noted that meetings with SASH, SAPH and ASSSH were being undertaken to form a collected response to the consultation.

Resolved - (1) That the Schools Forum approves that an additional £45k of one off funding package be made available for Robert Le Kyng Special Resource Provision.

(2) That the School Forum notes:

(a) That further to (1) above, officers will propose a long term solution for discussion at the October meeting.

(b) That the continuation of the Hearing Impaired Outreach provided by Red Oaks will cost of £77,483.

(c) The growth and trigger funding policy was not agreed in its current form and therefore will be reviewed and presented to the July Schools Forum meeting for approval.

(d) That officers intend to review the Notional Special Educational Needs Policy and will present options to the July meeting for discussion.

(e) That a report will be presented to the July Schools Forum with draft Post 16 funding allocations for the 2016/17 academic year.

(f) That the Forum gave their view on the intention to open a new 16 – 19 Form provision at Crowdy's Hill Special School.

(g) That the Forum gave their view on the intention to open a new primary provision at Crowdy's Hill Special School.

(h) That Swindon has been selected to pilot the 30 hours of Early Years provision.

(i) That five bids have been submitted to the EFA to provide new free schools in Swindon.

(j) That the Strategic Planning Manager will be requested to circulate the link regarding the Eastern Village expansion.

(k) That the Head of Finance advised that links to the various consultations regarding funding were available via schools online.

(l) That members of the Forum will meet in April to discuss a formal response to the consultations regarding future funding.

30.

Chair's Announcement

The Chair informed members that this was the last meeting he would be Chairing as he was retiring. On behalf of the Board, Councillor Fionuala Foley thanked Mr Steve Colledge for his dedication and valuable contributions and wished him well in his retirement. Members noted that Janet Urban (Primary Headteacher) would chair the next meeting of the Schools Forum.

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 22 MARCH 2016

PRESENT:-

Group A: Mrs Sarah Lane Cawte (Chair) (United
Christian Denominations and Reformed Church) and Reverend David Howell
Other Religions or Religious (Swindon Evangelical Alliance)
Denominations

Group B: Reverend Norma McKemey and Ms Steph
Church of England Mundin

Group C: Paul Sunners
Teacher Organisations

Group D: Councillors James Robbins, Carol Shelley and
Councillors Gemma McCracken

Also in attendance: Peter Nathan and Katy Staples (SACRE
Advisor)

Apologies for absence were received from Fidelma Meehan, Reverend Clive Deverell, Mr Gurchoran Singh Lyal, Miss Janet French, Mrs Tracy Mason, Mrs Lottie O'Brien, Mrs Mandy Sandleton, Ms Catherine Lomax, Mr David Burbidge, Mr M S Khan, Mr Tony McAteer, Mr Dinesh Patel, Sarah Foulkes, Councillor Alan Bishop, Councillor Fionuala Foley and Freddy Pound

113. 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.

114. Public Question Time

No public questions were received during the meeting.

115. Welcome from Isambard Community School

The Chair welcomed SACRE to Isambard Community School and introduced Natalie Chapman and Karis Docherty, RE specialists at the School. Ms Chapman and Ms Docherty made a presentation about the successes and challenges facing RE at the School and how SACRE could offer support.

The Chair thanked Natalie and Karis for their very informative presentation.

116. Chair's Announcements

There were no Chair's announcements.

117.

Minutes and Matters Arising

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

Matters Arising

Minute 106 – SACRE Membership

- a) The Clerk reported that the Director of Law and Democratic Services had been consulted about extending the timescale for renewing SACRE memberships for Groups A, B and C until September 2016. He advised that the SACRE Constitution and legislation allowed the amendment and the timescales could be extended as detailed above.

The SACRE noted that membership renewal forms would be circulated in due course to Groups A, B and C.

- b) The Chair reported that the Buddhist Community and Jewish Community had nominated one representative each to attend future SACRE meetings.

118.

Draft SACRE Annual Report 2014/15

The SACRE received its draft Annual Report covering the period September 2014 to August 2015.

The Annual Report provided information in relation to the following areas:

- Support for schools
- Key events during the academic year 2014/15
- British Values, the Duty to Prevent and Religious Education
- Best Practice Forum
- New SACRE website
- Agreed Syllabus for RE in Swindon
- Attendance by SACRE members at outside events
- National Issues including - Challenging extremism, Life beyond levels and A New Settlement: Religion and Belief in Schools
- membership
- Funding and administration issues
- meetings held
- examination results data

In considering the Annual Report, the SACRE suggested that the attendance levels at Primary and Secondary Network meetings should be included in the Reports final version.

In addition to receiving RE exam data, the SACRE considered national statistics in relation to 2014/15 Key Stage 4 results for GCSE RE. The SACRE expressed concern that Swindon Borough Council had the lowest percentage of entries nationally for their Key Stage 4 cohort. It was suggested that further research was required to gain a better understanding of the figures.

The SACRE was informed that the Annual Report, once finalised, would be

submitted to the National Association of SACREs along with a copy to the Children's Health, Social Care and Education Overview and Scrutiny Committee and all schools and academies.

Resolved – 1) That the draft SACRE Annual Report is approved, subject to the inclusion of attendance levels at Primary and Secondary Network meeting, and that the SACRE Advisor be authorised to finalise the report and to submit it to the National Association of SACREs (NASACRE).

2) That the draft Annual Report be forwarded to the Children's Health, Social Care and Education Overview and Scrutiny Committee and all schools and academies in Swindon to heighten the awareness within the Council of the work of Swindon SACRE.

3) That the SACRE Advisor, in consultation with the Chair, (i) draft a letter to all Head Teachers of secondary Academies to establish reasons for the low number of pupils entered for Key Stage 4 GCSE RE exams; (ii) conduct a survey of all Swindon secondary schools to establish pupils views about their interest in studying RE and (iii) report further on the outcomes of research undertaken to the next meeting of SACRE.

4) That the Head of Education includes discussion on the low number of pupils entered for Key Stage 4 GCSE RE exams at the next Secondary Heads meeting on 20th April 2016.

119. Making May Matter Initiative

The SACRE Advisor reported on the Making May Matter initiative which aimed to raise the profile of RE and help schools celebrate great RE.

The SACRE noted that schools in South Gloucestershire, Bristol and Swindon were being invited to arrange an RE event over the coming months to which a SACRE member would be invited to share in the celebration of the schools RE event.

The SACRE Advisor explained that further information would be available shortly to help schools organise an event.

120. Better RE Conference - 29th January 2016

The SACRE considered a report on the South Gloucestershire and Bristol SACREs' RE Conference held on 29th January 2016 that a number of primary teachers from Swindon attended.

The Conference aimed to assist and provide teachers of RE with material and ideas to connect RE to the British Values agenda and to make learning more playful and creative. The report highlighted the positive feedback received from delegates attending the conference.

121. Website Update

The SACRE Advisor reminded SACRE members of the need to submit their profile details to Freddy Pound for inclusion on the new SACRE website.

122.

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 reminded 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.

The SACRE noted that Emma McCarthy had been appointed as the Primary Hub Leader for Swindon and it was anticipated that a Secondary Hub Leader for Swindon would be appointed soon.

123.

Feedback from RE Teachers Network Meetings

The SACRE noted that the next primary and secondary RE Teachers Network meetings had been arranged for early April 2016.

The SACRE Advisor reported on a Governor Support session held on 10th February 2016 and commented on the positive feedback received from delegates attending the session.

124.

Feedback from SACRE Representatives on other Committees

The SACRE received a report from Paul Sunners, representative on the Council's Children's Health, Social Care and Education Overview and Scrutiny Committee.

Mr Sunners reported on the meetings of the Overview and Scrutiny Committee held on 2nd December 2015 and 3rd February 2016. He highlighted the main issues discussed at the meetings that were relevant to the work of SACRE, in particular (i) the Education Standards and Performance report setting out the achievements of Swindon children and young people in their public assessments in primary and secondary schools and (ii) the work of the Youth Parliament, children's safeguarding update and the restorative youth service.

The Chair thanked Mr Sunners for his report.

125.

Date and Time of the Next Meeting

It was noted that the next meeting of the SACRE would be held on Wednesday 20th July 2016, commencing at 6:00pm at a venue to be agreed.

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

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Note of Meeting**ONE SWINDON BOARD****TUESDAY 7 JUNE 2016**

Present: Councillors David Renard and Stan Pajak, John Gilbert, Carmel Burton, Cherry Jones, Karen Reeve, Gavin Calthrop and Sam Mowbray (Swindon Borough Council), Angus Macpherson (Police and Crime Commissioner), Mike Veale, Dean Knight and Mike Clease (Wiltshire Police), Liz Hickey (Wiltshire Probation), Michelle Howard (SEQOL), Nicky Alberry (Business West), Richard Hill (VAS), and Nicki Millin (CCG).

1.	Welcome and introduction	ACTION
	Councillor David Renard, Chair of the One Swindon Board, welcomed everyone to the meeting.	
2.	Place Marketing Business Case	ACTION
	<p>Nicky Alberry, Business West, and Gavin Calthrop, Swindon Borough Council, gave a presentation to the Board on the Place Marketing Business Case. The Board was asked to consider making £115k available from the public sector transformation funding to support the implementation of this plan, and the year one action plan.</p> <p>The Board had already considered the business case in draft form at its meeting on 26 January 2016. It was noted that Gavin Calthrop, from the Council's Communication Team, has now taken over responsibility for this project which aims to develop a competitive positioning and identity to enhance Swindon's reputation as a great place to live, work, invest and visit.</p> <p>The Board considered the reputation and perception of Swindon, and how that affects the recruitment and retention of staff. This project aims to increase economic activity and promote Swindon by creating products such as a unified website, an inward investment prospectus, a recruitment and retention campaign, and consistent advertising messages. An infrastructure needs to be in place to support these changes in order to ensure that the plan has a sustainable and successful future.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> • The need to keep the momentum going on this project to ensure a positive spin on Swindon, and how this project will 	

	<p>galvanize and co-ordinate organisations across Swindon.</p> <ul style="list-style-type: none"> • The difficulties currently experienced by not having a tangible product to promote Swindon, and the benefits from having a consistent dialogue. • The expectation that the brand / logo / design guidelines will be available by August, and that the unified marketing and the Swindon Prospectus will be available by September. • The opportunity for businesses based here to be national and international ambassadors for Swindon. The Council standing down as the lead for this project should encourage more businesses to sign up, especially if a business leader is appointed to chair any Board that may be set up. • The expectation that by this time next year a scheme will be in place for income generation, and that businesses will have been encouraged to pool communications budgets together to create a revenue pot. The proposed Board will then be the protectors of the Swindon brand. • The importance of encouraging current residents to be ambassadors for Swindon as well as businesses, by trying to reduce negativity and increase people talking positively about Swindon. • The opportunities available for positive marketing, for example by displaying signage on road works and building sites promoting the development in the town. <p>The Board noted the presentation and agreed to fund £115k for the project.</p>	
3.	Implications of Place Marketing for One Swindon - Development of a Public Service Board	ACTION
	<p>The Chair introduced this item, and highlighted the importance of ensuring that public and private sector partners are still working together in an effective way to tackle important issues.</p> <p>Mr John Gilbert, Chief Executive at Swindon Borough Council, highlighted how the public sector cannot be the same anymore, and how it needs to reframe itself in line with the changing landscape. He queried if this Board is still making a real difference in its current format, and noted how private businesses are in the best position to drive through a new Place Marketing Board as discussed in the previous item. This highlights the need to think differently about how things can operate, and how agencies can work collaboratively with reduced budgets in the future.</p> <p>Mr Gilbert explained some of the areas that existing Public Service Boards have already started work on, and these include safer communities, Families First, Ageing Well Strategy and asset sharing. Agencies in Swindon could look at common areas such as</p>	

	<p>these to help develop terms of reference around them going forward.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> • The resultant separation between the public and private sector from these proposals, and how any Boards set up could run in tandem with connections built between them. • Increases in the private sector undertaking public sector work within the changing landscape. • The membership of established Public Service Boards, and how they involve the voluntary and private sector, but how the themes discussed are different to what is discussed at this Board. <p>The Board agreed to consider more detailed proposals on developing a Public Service Board at its next meeting.</p>	John Gilbert
4.	Going Local – Engagement Approaches across One Swindon partners	ACTION
	<p>Sam Mowbray, Head of Performance, People and Engagement at Swindon Borough Council, gave a presentation to the Board on the proposed approach to engagement across the One Swindon partners.</p> <p>She highlighted how the role of the Council is changing, and how there will be less direct service provision in the future. The Cabinet will be considering a report at its meeting on 16 June 2016 regarding the work that the Council will do over the next four years towards the delivery of their Vision. The Performance Dashboard, considered by this Board at its last meeting, will be going live shortly afterwards.</p> <p>The Board then considered how relationships need to change with stakeholders and residents to enable meaningful dialogue on important issues. The Cabinet will be considering a report on the parishing of the whole Borough at its next meeting, along with the possibilities for Parish Councils to take over some service delivery, and these proposals will require a high level of engagement. Officers at the Council have also been pulling together a stakeholder map to help engage more meaningfully with the right people in the right areas.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> • The need for conversations amongst agencies to create a new philosophy of honest and open debate, which helps to inform people about relevant issues. This enables people to 	

	<p>meaningfully contribute towards solutions, and removes the perception of not being listened to which can occur from the typical formal consultation process.</p> <ul style="list-style-type: none"> • The residents and groups within Swindon that are committed to being involved in what agencies do, and how the Council wants to explore avenues for joint working on engaging with these people. • The selection process of determining which residents and community groups are involved in any final stakeholder list. • The potential for agencies to plan joint programmes of work where there are common themes they need to engage on. • Residents being educated to understand the choices available to them. • Wiltshire Police's roll out of a new model of policing. • The challenges of managing expectations amongst the public on what services agencies are able to provide. • The suggestions that consultation only works when residents are already informed, so an honest dialogue is required to explain any changes and risks, and what the service priorities are. <p>The Board noted the presentation.</p>	
5.	Child Sexual Exploitation Business Case	ACTION
	<p>Karen Reeve, Interim Director of Children's Services at Swindon Borough Council, gave a presentation to the Board on the Child Sexual Exploitation Business Case. The Board was asked to consider making £10k available from the public sector transformation funding to help raise awareness about child sexual exploitation (CSE) in the Borough of Swindon.</p> <p>Ms Reeve highlighted the huge amount of work that has already been done through other forums, such as the Safeguarding Boards, to raise awareness of CSE issues in Swindon. It has been acknowledged, however, that more focus is required on engaging with members of the public and raising community awareness. It has been recognised that there is a need to get to families earlier, and to break the cycle by helping people to recognise the CSE warning signs earlier. The bid of £10k is to fund materials and training for this purpose.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> • How all secondary school staff will eventually have received CSE training, and how most secondary schools have been raising CSE awareness amongst their children. The aim is to move on to primary schools next. 	

	<ul style="list-style-type: none"> • How profiling amongst partners leads to the best intelligence possible being available, helping to identify CSE issues quickly and to deal with them in the most appropriate manner. • How communications and marketing can be built into performance measures by, for example, monitoring who is taking away and using any literature. Any subsequent impact from a person reading that literature, however, is intangible and cannot be measured. • How some larger companies within Swindon have allowed CSE items to be placed in their company newsletters to help raise awareness. <p>The Board agreed to fund £10k, and requested that an update on this work be provided to them by June 2017.</p>	Karen Reeve
6.	Progress with the One Swindon Projects	ACTION
	<p>The Board received a progress report on the One Swindon Public Service Transformation in Partnership projects. All the projects have defined outcomes so that they can be fully evaluated, and evaluation has been clearly linked to cost benefit analysis.</p> <p>The Board considered updates for each project under the following sub-headings:</p> <p>Growing the Economy</p> <ul style="list-style-type: none"> • Ready for Work Academy • Local Supply Chain • Town Centre Team / Integrated Front Line Working <p>Strengthening Families</p> <ul style="list-style-type: none"> • Troubled Families • Alcohol Support and Advice Project • Domestic Violence – Perpetrators Project • Domestic Violence – Independent Domestic Violence Advisers <p>Reducing Demand for Adult Services</p> <ul style="list-style-type: none"> • Community Navigators • Wellbeing Co-ordinators • Safe and Independent Living (SAIL) • Reducing Reoffending – The Five Wards Project <p>The Board noted that since the original suite of projects, as set out above, were approved in April 2014, funding had been awarded for six more projects. They received an update for each project as</p>	

	<p>follows:</p> <ul style="list-style-type: none"> • Multi Agency Risk Enablement Panel for adults with multiple needs • Swindon 175 • Street Drinkers Project • Social Inclusions and Welfare Manager • Dementia Advisers • Adult Safeguarding <p>The Board then discussed how the shared intelligence and learning points from each project have been used, with particular reference to how they have transformed public services.</p> <p>The Board noted the presentation.</p>	
7.	Predictive analytics	ACTION
	<p>Mike Clease, Analyst, and Dean Knight, Inspector, from Wiltshire Police gave a presentation to the Board on predictive analytics which is the practice of extracting information from existing data sets in order to determine patterns and predict future outcomes and trends. It forecasts what might happen in the future with an acceptable level of reliability, and includes what-if scenarios and risk assessments. Wiltshire Police is aspiring to work collaboratively with partners to develop predictive analytics as part of delivering integrated services, and Mr Clease and Mr Knight asked the Board to agree, in principle, that the concept of predictive analytics could be used as an early intervention tool to identify families where early intervention work could be delivered to prevent them escalating to 'troubled' status.</p> <p>The Board considered information regarding the Bristol Think Families Insight Team, which has early intervention work already taking place between Avon and Somerset Police and the Bristol City Council Troubled Families scheme. Governance issues have been ironed out through the work already undertaken on this project, and Wiltshire Police now want to work similarly with Swindon Borough Council.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> • How looking at the data set for troubled families, plus other information that could be loaded in to the system from partner organisations, would provide the opportunity to identify any families that may have been missed through the Troubled Families Scheme. • The potential role for health services and the education 	

	<p>sector in helping to predict and identify families that are heading towards meeting the criteria of a 'troubled family'.</p> <p>The Board agreed that predictive analytics could be used as an early intervention tool, and noted that contact will be made between Wiltshire Police and Swindon Borough Council officers to move this forward. The Board welcomed an update at a future meeting.</p>	Carmel Burton
8.	Future Direction of One Swindon	ACTION
	<p>This item had been covered during discussion on Item 3. Implications of Place Marketing for One Swindon - Development of a Public Service Board.</p>	

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TOWN TWINNING NETWORK

WEDNESDAY, 27 APRIL 2016

PRESENT:- Councillor Kevin Small (Chair), Councillors Junab Ali, Teresa Page and Maureen Penny
Cristina Bennett and Cecilia Olley (Swindon Ocotal Link)

An apology for absence was received from Mark Sarnowski

31. Declarations of Interest

Cristina Bennett and Cecilia Olley made declarations of interest in respect of agenda item no. 7. and did not vote in respect of this item.

32. Public Question Time

There were no public questions

33. Minutes

Resolved – That the minutes of the meeting held on 16th December 2015 be confirmed and signed.

34. 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 7, (“Application for a Town Twinning Grant”) on the grounds that they involve the likely discussion of exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

35. Reports from Town Twinning Associations and Links

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

Swindon Salzgitter Twinning Association (SSTA)

The Chair advised the Network that no progress had been made on the possibility of the SSTA continuing to operate. He advised that the Mayor of Salzgitter was visiting Swindon in early October 2016.

Swindon Ocotal Link (SOL)

Cristina Bennett advised that two visitors were arriving from Nicaragua on the 28th April. She circulated a timetable of events that had been planned for the visitors and

extended an invitation to members of the Network to attend any of the events, in particular the Civic Reception organised for the 6th May and the Spanish Evening to be held at the Arts Centre on the 9th May.

Cecelia Olley circulated a copy of “A Taste of Nicaragua” cookbook that was due to be launched on the 7th May and would be available for purchase at the Arts Centre.

It was noted that Councillors had already been invited to the Civic Reception and it was agreed that, deadlines permitting, an item promoting the event be placed in the Members Bulletin.

36. Application for a Town Twinning Grant

On consideration of a report of the Director, Law and Democratic Services, concerning an application for a Town Twinning Grant from the Swindon Ocotal Link.
Resolved – (1) That the Director of Law and Democratic Services, in consultation with the Cabinet Member for Twinning and the Chef Executive be recommended:

(a) That a Town Twinning Grant of £1000 be made to Swindon Ocotal Link towards the costs of a cultural visit to Swindon by two guests from Ocotal Nicaragua from 29th April until 17th May 2016.

(b) That a further grant of £250 be made to Swindon Ocotal Link from monies unspent from the Salzgitter funding.

(2) That future copies of the “Report from the Town Twinning Associations and Links” report include a brief paragraph outlining the amount unspent in the Town Twinning Fund.

TOWN TWINNING NETWORK

WEDNESDAY, 8 JUNE 2016

PRESENT:- Councillor Kevin Small, Councillor Junab Ali, Cristina Bennett (Swindon Ocotal Link), Councillor Claire Ellis and Councillor Caryl Sydney-Smith

Apologies for absence were received from Mark Sarnowski, Hassan Nur and Cecilia Olley

37. Appointment of Chair

Resolved – That Councillor Kevin Small be Chair of the Town Twinning Network for the Municipal Year 2016/17
(Councillor Small hereupon took the Chair)

38. Appointment of Vice-Chair

Resolved – That Councillor Caryl Sydney-Smith be Vice-Chair of the Town Twinning Network for the Municipal Year 2016/17

39. 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.

40. Public Question Time

There were no public questions

41. Minutes

Resolved – That the minutes of the meeting held on 27th April 2016 be accepted as a correct record.

42. Reports from Town Twinning Associations and Links

The network considered and noted a report of the Director of Law and Democratic Services listing the Town Twinning Associations and Links in and around Swindon.

Verbal reports were given from the following Town Twinning Associations and Links present at the meeting.

Swindon Ocotal Link (SOL)

Christina Bennett reported on events held during the recent cultural visit to Swindon by two guests from Ocotal Nicaragua. She referred to the Civic Reception held at the Civic Offices on the 6th May 2016, a night of dance at the Wyvern Theatre and the Spanish Evening held at the Arts Centre on the 9th May 2016. She advised the

Network that all events had been a great success and undertook to provide a more detailed account of the cultural visit to a future meeting of the Network.

The Chair suggested that a press release could be issued covering the work Swindon has done for Ocotal.

Swindon Salzgitter Twinning Association (SSTA)

The Chair advised that the Mayor of Salzgitter would be visiting Swindon in early October 2016. He gave a brief description of the geographic area and other features covered by Salzgitter, together with its major employers including a steelworks and Manns Trucks.