



SWINDON BOROUGH COUNCIL

Municipal Year 2016/17

Meeting of Council on Thursday, 22 September 2016

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Monday, 4 July 2016 of Special Committee (Pages 5 - 8)
2. Minutes of meeting Monday, 4 July 2016 of Standards Committee (Pages 9 - 10)
3. Minutes of meeting Tuesday, 28 June 2016 of Audit Committee (Pages 11 - 14)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

4. Minutes of meeting Monday, 20 June 2016 of Scrutiny Committee (Pages 17 - 24)
5. Minutes of meeting Monday, 18 July 2016 of Scrutiny Committee (Pages 25 - 30)
6. Minutes of meeting Monday, 22 August 2016 of Scrutiny Committee (Pages 31 - 36)
7. Minutes of meeting Wednesday, 6 July 2016 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 37 - 42)
8. Minutes of meeting Wednesday, 29 June 2016 of Growing the Economy Overview and Scrutiny Committee (Pages 43 - 46)

9. Minutes of meeting Wednesday, 29 June 2016 of Streetsmart, Highways and Communities Overview and Scrutiny Committee (Pages 47 - 50)

SECTION 3 - REGULATORY COMMITTEES

10. Minutes of meeting Thursday, 8 September 2016 of Licensing Committee (Pages 53 - 54)
11. Minutes of meeting Tuesday, 26 July 2016 of Private Hire and Hackney Carriage Licensing Sub-Committee (Pages 55 - 56)
12. Minutes of meeting Tuesday, 12 July 2016 of Planning Committee (Pages 57 - 60)

SECTION 4 - CHILDREN SERVICES BODIES

13. Minutes of meeting Tuesday, 12 July 2016 of Schools Forum (Pages 63 - 68)
14. Minutes of meeting Wednesday, 20 July 2016 of Standing Advisory Council on Religious Education (Pages 69 - 74)

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

15. Minutes of the meeting Thursday, 16 June 2016 of the Wiltshire Police and Crime Panel (Pages 77 - 82)
16. Minutes of the meeting Friday 1 April 2016 of the Dorset and Wiltshire Fire and Rescue Authority (Pages 83 - 90)
17. Minutes of the meeting Thursday 23 June 2016 of the Dorset and Wiltshire Fire and Rescue Authority (Pages 91 - 98)

Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

MONDAY, 4 JULY 2016

PRESENT:- Councillors David Renard (Chair), Junab Ali, Fionuala Foley, Brian Ford, Jim Grant, Mary Martin, Garry Perkins, Kevin Small and Steve Allsopp (Deputy).

Apologies for absence were received from Councillors Des Moffatt.

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.

2. Minutes

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

3. Public Question Time

No public questions were asked under Standing Order 28.

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

Further to Minute 25 2015/16, the Leader of the Council and the Chief Executive submitted a joint report on the requisite organisational changes required for the second stage of the phased approach to reviewing the required structure for the Council following the appointment of a new Chief Executive and to support the new corporate management structure in fulfilling its role effectively.

This report also sought authority to alter reporting lines for the Head of Localities, Community Involvement and Volunteering, from Chief Executive to the, current, Board Director Service Delivery (proposed to be renamed “Corporate Director Place), and for the Head of Planning, Regulatory Services & Heritage from the, current, Board Director Service Delivery (proposed to be renamed “Corporate Director Place) to the proposed Corporate Director Economy, Regeneration and Skills.

The Chief Executive introduced the report, summarising the rationale behind the proposed organisational changes, particularly with regard to the resolution of interim arrangements put in place following the resignation of the former Chief Executive and facilitating a more dynamic corporate management approach that can best respond to the challenges faced by the Council in going forward with its going local, growing the economy and building resilience ambitions.

Councillors Oliver Donachie and Kevin Small referred to the proposal to rename the post of Board Director Service Delivery and were of the view that the suggested “Corporate Director Place” was insufficiently descriptive. They felt that, unlike other Corporate posts identified in the report, the general functions of the post were not immediately conveyed by the title.

Resolved – (1) That the post of Head of Economy, Skills and Property Development be deleted from the management structure, to be replaced with the post of Corporate Director of Economy, Regeneration and Skills.

(2) That the alteration in the reporting line for the Head of Planning, Regulatory Services & Heritage from the Board Director Service Delivery to the Corporate Director Economy, Regeneration and Skills be agreed.

(3) That the reporting line for the Head of Localities, Community Involvement and Volunteering, be altered from the Chief Executive to the, current, Board Director Service Delivery (which post is proposed to be retitled).

(4) That, subject to (7) below, the revised organisation chart attached at Appendix 2 to the report, be agreed.

(5) That the Chief Executive be authorised to appoint a specialist executive search agency to assist in the recruitment and selection of posts in the approved structure.

(6) That, subject to (7) below, the Director of Law and Democratic Services be authorised to amend the Council's Constitution in accordance with these decisions.

(7) That, in view of members' comments at the meeting, regarding the proposed renaming of the Board Director Service Delivery post, the Leaders of each of the political groups be invited to agree a preferred title for that corporate management role.

5. Restructure of Adult and Public Health Services

Further to Minute 25 2015/16, and the decision of Special Committee to split Adult and Children's Services into separate service areas, the Leader of the Council and the Chief Executive submitted a joint report providing an outline of the proposals to consult staff on changes to the management structure within Adult Social Services and Public Health. It was noted that, as a result of Special Committee's earlier decision, there would be a new Adult and Public Health service area and that, at the same time, the Council had decided to insource adult social work services from SEQOL by February 2017, with a target saving of £0.5m included in the 2016/17 approved budget in addition to a reduction in care package costs of £4.5m.

The report emphasised the need to establish a robust management structure reflecting the responsibilities of the new service area and to ensure the capacity is in place to deliver the Council's Vision, pledges and priorities and deliver the planned savings. The report also sought authority to establish a new Head of Adult Services post, reporting to the Director of Adult Social Services, to provide additional senior capacity.

Resolved – (1) That the proposal to create a new post of Head of Adult Services be supported and that this post be included in the Council's senior management structure, as set out in Appendix 2 to the report.

(2) That the Director of Adult Social Services consult staff on further changes to the management arrangements in Adult and Children's Commissioning in relation to the re-integration of services currently provided by SEQOL, as approved by Cabinet at its meeting on 10 February 2016.

(3) That the Director of Adult Social Services, in consultation with the Cabinet Member for Adults' Health and Social Care, be authorised to implement the new structure following the outcome of the consultation.

6. Old National School Foundation - Appointment of Trustees

The Director of Law and Democratic Services submitted report inviting the Committee to consider a request from The Old National School Foundation to appoint two Councillors as trustees.

It was noted that the trust had been dormant for many years and it was the intention that it should be closed, following the disposal of its current assets to the trust beneficiary, King William School. However, that action needed to be authorised by the Trust Board which, in the absence of Council nominated representatives, was currently inquorate.

Resolved – That Mr Keith Tredget and Ms Nicola Grosvenor be appointed as the representatives to serve on The Old National School Foundation Trust.

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STANDARDS COMMITTEE

MONDAY, 4 JULY 2016

PRESENT:- Councillor David Wood (Chair), Councillors Kevin Parry (Deputy), Gary Sumner, Vera Tomlinson, Steve Weisinger, Fay Howard, Teresa Page, Joe Tray, Mr Trevor Davies, Mr Richard Hailstone and Mick Compton.

Apologies for absence were received from Councillor Colin Lovell, Mr Keith Strickland, Mr Paul Morris and Mr David Dawson.

1. Appointment of Vice-Chair

Resolved – That Councillor Steve Weisinger be Vice-Chair of the Standards Committee for the Municipal Year 2016/17.

2. 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.

3. Minutes

Resolved – That the minutes of the meeting held on 14th March 2016 be confirmed and signed as a correct record.

4. Public Question Time

There were no public questions.

5. Exempt Items - Exclusion of Press and Public

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

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

6. Standards Committee Annual Report

The Committee was asked to consider its Draft Annual Report 2015/16, which document provided a record of the work of the Standards Committee for the period June 2015 to May 2016.

Resolved – That the Draft Standards Committee Annual Report 2014/15 be agreed and that the Director of Law and Democratic Services be authorised to finalise the document for publication on the Council's website.

7. Annual Work Programme

The Committee considered a report of the Director of Law and Democratic Services inviting the Committee to agree its Work Programme for 2016/17.

Resolved – (1) That the Committee's draft Work Programme for 2016/17, as appended to the report, be agreed.

(2) That it be noted that the proposed work programme was sufficiently flexible to accommodate any unforeseen matters that might arise in relation to the Council's ethical framework.

(3) That the Monitoring Officer arrange a training session, possibly to precede a future meeting of the Committee, on the specific roles and functions of the Standards Committee in supporting and promoting the Council's ethical framework.

(4) That, subject to the outcome of the ongoing Community Governance Review, an update be made to the March 2017 meeting of the Committee on the proposed arrangements for the ethical standards training to be provided for new parish councillors.

8. Ethical Framework Update

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

- Dispensations.
- The appointment of Parish representatives on the Standards Committee.
- The Council's Draft Annual Governance Statement.
- Training – Induction Training and General Training issues.
- Councillors' Register of Interests.

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

(2) That the draft Annual Governance Statement, attached to the report at Appendix 2, be approved to be signed off by the Leader and Chief Executive in September 2016.

(3) That, in response to comments at the meeting by Councillor Steve Weisinger regarding the significant issues evidenced by the Audit Review of Isambard School, some of which remained to be fully resolved, the Head of Internal Audit be advised that the Committee suggests that this issue should not be removed from the Annual Governance Statement, as an area of focus, at this time.

(4) That the Committee welcomes Councillor Vera Tomlinson's very positive endorsement of the Education Transport Appeals member training event held on 30th June 2016.

9. Ethical Compliance Report

The Committee considered a report of the Director of Law and Democratic Services regarding the outcome of various ethical framework compliance matters, including the details of Whistleblowing cases, breaches of the member/officer relations protocol and Code of Conduct Complaints received since the last Committee and the outcome of any completed investigations in relation to these.

Resolved – That the Ethical Framework Compliance report be noted.

AUDIT COMMITTEE

TUESDAY, 28 JUNE 2016

PRESENT:- Councillors Steve Weisinger (Chair), Nick Martin, Kevin Small, Malcolm Davies, Mary Friend, Chris Watts and Des Moffatt

1. Appointment of Vice-Chair

Resolved – That Councillor Nick Martin be Vice-Chair of the Audit Committee for the Municipal year 2016/17.

2. 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 were made.

3. Public Question Time

There were no public questions

4. Minutes

Resolved - (1) That the minutes of the meeting held on 19th April, 2016, be confirmed and signed.

5. Internal Audit report - Stores and Equipment Management

In accordance with its established practice of considering at least one individual audit report at each meeting, the Committee received a report on the outcome and key findings of the Internal Audit Review of Stores and Equipment Management at Waterside, included in the audit plan for 2015/16 following the transfer of most of the operational and support services from Swindon Commercial Services Ltd (SCS) to the Council and a specific investigation into an allegation in that area.

The Council's Head of Corporate Finance, Head of Streetsmart and the Warehouse Manager were in attendance to provide a current position statement in relation to the implementation of the internal audit recommendations and also responded to members' questions on issues raised regarding identified risk areas, the management response to the audit conclusions and key recommendations, and progress in implementing the action plan. Issues raised by members included:

- The use of the DATAstox system and the appropriateness of that particular system for stock management applications.
- The cost of renewing the licence for the continued use of the DATAstox system.
- The deterioration of the stores, evidenced in the audit review, the effectiveness of the changed management structure of the Depot operations function, in response to the review, and, in particular, the decision to separate the stores and procurement functions.
- Stock security and the consolidation of stock locations.

- Security issues and the extension of CCTV coverage in the warehouse and other external stores.
- Stock issues and the review of direct purchasing arrangements.
- The role of supervisors in relation to the monitoring of stock.
- The value of stock and the adequacy of the level of stock insurance cover.
- The current and proposed arrangements for regular stock evaluations.
- The potential impact on the operation of any failure of the DATAstox system, its effectiveness in relation to the changed operational arrangements outlined in the update and the availability and cost of alternative equipment management systems.

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

(2) That a further review be conducted in six months' time and the Committee advised of any remaining outstanding issues in order that instruction might be given regarding mitigating actions to be taken

6. Treasury Management Performance 2015/16

The Committee received a report of the Board Director, Resources, setting out the Treasury Management performance for 2015/16.

Resolved – That the 2015/16 Treasury Management performance, as detailed at paragraphs 3.1 to 3.17 of the report, and the Prudential Indicators shown at Appendix 1 to the report, be noted.

7. Draft Statement of Accounts 2015/16

The Committee received a report providing an update on the current position in relation to the preparation of the Council's Annual Statement of Accounts for 2015/16. The Board Director, Resources, introduced the report and, with the Finance Manager, Housing, Treasury and Growth, expanded on a number of matters relating to the preparation of the statement of accounts, particularly the targeted completion of the draft accounts by the end of May to assess the readiness for the change in statutory reporting dates from 2017/18.

Following their introduction of the report, the Board Director and Finance Manager responded to members' specific queries and observations regarding the detail of the Draft Statement of Accounts including activities which will be undertaken during 2016/17 to bring forward the draft accounts completion by one week.

Resolved – That the report be noted.

8. Audit Committee: Annual Report 2015/16

The Chair of the Committee introduced the Committee's Annual Report for 2015/16.

Resolved – That the report be noted

9. Audit Committee: Terms of Reference and Work Plan

The Committee received a report of the Head of Internal Audit on the Audit Committee's terms of reference and details of the Committee's draft work programme for 2016/17.

Resolved – That the terms of reference and draft work programme, appended to the

report, be approved.

10. Head of Internal Audit Annual Report

The Committee received the Head of Internal Audit's Annual Report for 2015/16. It was noted that it was a requirement of the Public Sector Internal Audit Standards that the Head of Internal Audit deliver an annual internal audit opinion and report that could be used by the organisation to inform its governance statement and that the annual internal audit opinion must conclude on the overall adequacy and effectiveness of the organisation. The Annual Report provided the Committee with assurance from the Head of Internal Audit regarding the work of the Internal Audit section and his opinion with regard to the Council's overall arrangements for internal control.

Resolved – That the report and, in particular, the Head of Internal Audit's overall opinion that the Council's internal control arrangements relating to its main financial systems during 2015/16 were found to be satisfactory, resulting in an overall risk assessment to the Council as being 'moderate' be noted.

11. Draft Annual Governance Statement

The Head of Internal Audit submitted a report providing the Committee with details of the draft Annual Governance Statement 2015/16, setting out the Council's governance arrangements and providing an assessment of the performance of those arrangements over the year.

Resolved – (1) That the draft Annual Governance Statement 2015/16, appended to the report, be approved.

(2) That it be noted that the final version of the Annual Governance Statement would be signed off by the Leader of the Council and the Chief Executive in September 2016.

12. External Audit Reports

Chris Hackett (Grant Thornton) presented the Audit Committee Progress and Update Report for the Council for the year ended 31st March 2016.

Resolved – That the Update and Progress Report for the year ended 31st March 2016 be accepted.

Chris Hackett (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at June 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.

13. Head of Internal Audit Update

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee in April 2016, progress made against the Annual Internal Audit Plan 2015/16 and Internal Audit staffing and resource issues.

Resolved – (1) That the report be noted.

(2) That, in addition to the Audit reports scheduled for consideration at the next meeting of the Committee, the Head of ICT be requested to update the

Committee on the position regarding the Council's IT Security arrangements and IT Service provision.

Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 20 JUNE 2016

PRESENT:- Councillors Robert Wright (Chair), Emma Bushell, Mark Dempsey, Claire Ellis (Vice-Chair), Emma Faramarzi, John Haines, Cathy Martyn, Gemma McCracken, Des Moffatt, Kevin Parry, Vera Tomlinson and Chris Watts.

Councillors Oliver Donachie (Cabinet Member for Housing and Homelessness), Fionuala Foley (Cabinet Member for Children's Services), Brian Ford (Cabinet Member for Adults' Health and Social Care), Russell Holland (Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services), Mary Martin (Cabinet Member for Communities), Garry Perkins (Cabinet Member for the Economy, Regeneration, and Skills), David Renard (Leader of the Council) and Toby Elliott (Cabinet Member for Strategic Planning)

An apology for absence was received from Councillor James Robbins

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. Councillor Des Moffatt asked for it to be recorded that he did not receive an employment derived pension.

2. Public Question Time

There were no public questions.

3. Minutes

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

4. Consideration of Cabinet Decisions

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

a) Cabinet Minutes – 16th June 2016

6. *Councillors' Allowances 2017/18 – Recommendations of the Independent Remuneration Panel*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to questions put by the Chair on the following matters:

- The process used to undertake the review of Councillor's Allowances.
- The approach required to bring Councillors' Allowances in line with allowances nationally and progress being made to this effect.

Resolved – That Minute 6 of the Cabinet be noted.

7. *Medium Term Financial Context and Budget Strategy 2017/18*

Councillor Russell Holland, Cabinet Member for Finance and Corporate Services, responded to questions put by the Chair and Councillors Chris Watts, Des Moffatt, Mark Dempsey and Vera Tomlinson on the following matters:

- The demands and pressures being placed on Children's Services due to the number of Asylum Seekers being placed in Swindon.
- The number of children taken into care but not receiving support by Children's Services.
- Council Tax revenue, the potential to raise additional funds and representations to Government on the position in Swindon.
- The Council's projected income in 2020 and its ability to fund essential services.
- The role of Housing Officers in the design of sheltered housing.
- The budget assigned to supporting vulnerable people by 2020 and the necessity to advance public health needs with the aim of reducing budgetary commitments.
- How the proposed fees for licensable activities are established.

Resolved – That Minute 7 of the Cabinet be noted.

8. *Future Direction – Transfer of Services to Parish Councils*

Councillor Mary Martin, Cabinet Member for Communities, and Councillor Russell Holland, Deputy Leader, Vice-Chair of Cabinet and Cabinet Member for Finance and Corporate Services responded to questions put by the Chair and Councillors Des Moffatt, Mark Dempsey, Chris Watts, Emma Bushell and Gemma McCracken on the following matters:

- The deadlines for the removal of play and games equipment where on-going alternative services could not be put in place.
- The provision of the Library Service and whether this would be transferred to parish councils, businesses and communities in the future.
- The consultation exercise undertaken with residents on the proposed transfer of services to parish councils and reasons why some residents were not being included in this process.
- The process for agreeing increases in Council Tax rates for parished and non-parished areas.
- The views expressed by those responding to the Community Governance Review and how these would be taken into account by the Council, in particular views on parish boundaries and local community identity.
- Clarification on the process of conducting a Community Governance Review.
- Concern at the potential for significant increases in costs of providing services, the assessment of overheads that could be generated, the modelling of costs and appraisal of options following the Community Governance Review.
- The creation of parish council areas that contain the correct balance of housing in order to raise funding to provide services.

- The composition of shadow parish councils and possible ward member involvement.
- The potential services provided by parish councils.
- The possibility of parish council's undertaking services on behalf of other parish councils who decide against providing certain services.
- The duplication of services and how this will be reduced.
- The work of existing parish councils that could be used as a blueprint and examples of best practice to help with the smooth transition of the transfer of services to new parish councils.
- How the Council would provide support if the Borough was completely parished.

Resolved – That Minute 8 of the Cabinet be noted.

9. *Budget Management 2015/16*

Councillor Russell Holland, Deputy Leader, Vice-Chair of Cabinet and Cabinet Member for Finance and Corporate Services, responded to questions put by Councillor Gemma McCracken and Des Moffatt on the following matters:

- The proposed changes to Fees and Charges from 4th July 2016, in particular pre-application advice for licence applications.
- The funds held in the Council's Reserve's Account.

Resolved – That Minute 9 of the Cabinet be noted.

10. *Capital Programme Monitoring Out-Turn*

Councillor Russell Holland, Deputy Leader, Vice-Chair of Cabinet and Cabinet Member for Finance and Corporate Services, responded to questions put by the Chair and Councillor Des Moffatt on the following matters:

- The Council's contribution towards superfast broadband and the current spend.
- The Council's Vision and the funding of major projects

Resolved – That Minute 10 of the Cabinet be noted.

11. *Treasury Management Performance 2015/16*

Councillor Russell Holland, Deputy Leader, Vice-Chair of Cabinet and Cabinet Member for Finance and Corporate Services, responded to a question put by Councillor Mark Dempsey about current debt repayments.

Resolved – That Minute 11 of the Cabinet be noted.

12. *Housing Revenue Account – Medium Term Financial Plan*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to a question put by the Chair about the level of funding claimed by the Government following sales within the Council housing stock.

Resolved – That Minute 12 of the Cabinet be noted.

13. The Council Plan and Performance Dashboard 2016-2020

Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, responded to questions put by the Chair and Councillor Mark Dempsey on the following matters:

- The latest position in relation to the Union Square/Kimmerfields and North Star developments.
- The mechanisms employed by the Council to monitor performance against the work programme outlined in the Council Plan.

Resolved – That Minute 13 of the Cabinet be noted.

14. Swindon Country Parks – Future Operational Model

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Skills, responded to questions put by the Chair and Councillors Kevin Parry, Chris Watts and Gemma McCracken on the following matters:

- The effect of introducing car parking charges at Lydiard House and Park and Coate Water Country Park.
- The support provided by the Council to local communities impacted indirectly by the introduction of the car parking charges.
- The options for local residents to receive discounts to park at Lydiard House and Park and Coate Water Country Park.

Resolved – That Minute 14 of the Cabinet be noted.

15. Swindon Local Transport Plan – Implementation Plan 2016/17

Councillor Dale Heenan, Cabinet Member for Sustainability, Highways and Transport, responded to questions put by the Chair and Councillor Mark Dempsey on the following matters:

- The latest position regarding the road replacement scheme for Fleming Way.
- The latest position regarding Cricklade Road and Akers Way.

Resolved – That Minute 15 of the Cabinet be noted

16. Local Bus Services and Strategy Review

Councillor Dale Heenan, Cabinet Member for Sustainability, Highways and Transport, responded to questions put by the Chair and Councillor Vera Tomlinson on the following matters:

- Concern at the number of people reaching state retirement age using bus passes when they had the ability and available finances to pay for their bus journey and the impact on the subsidies provided by the Council to bus operators.
- The interpretation of a 'main area' in relation to the commercial bus network provided during the daytime.
- The bus services proposed to be withdrawn and the timescales for implementation.
- The amount of notice being given to Parish Councils of the withdrawal of services.

Resolved – That Minute 16 of the Cabinet be noted.

17. Waste and Recycling Service

Councillor David Renard, Leader of the Council and Chair of the Cabinet, and Councillor Brian Ford, Cabinet Member for Adults' Health and Social Care, responded to a question put by the Chair and Councillors Vera Tomlinson, Des Moffatt and Chris Watts on the following matters:

- The impact of the proposed changes to the Waste and Recycling Service on service levels, the expected budget savings and impact on the number of available vehicles and staff.
- How the Council disposes of its redundant fleet vehicles.
- The impact of the changes on reliability and resilience of the service.
- The ability of the new vehicles to navigate a challenging road system.

Resolved – That Minute 17 of the Cabinet be noted.

18. Use of Compulsory Purchase Powers in the New Eastern Villages (NEV), Swindon

Councillor Toby Elliott, Cabinet Member for Strategic Planning, responded to questions put by the Chair about the current volume of traffic, flooding in the area and the long term effects of flash flooding and rivers.

Resolved – That Minute 18 of the Cabinet be noted

19. Regeneration Opportunities at Cheney Manor Employment Area

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Skills, responded to questions put by Councillor Vera Tomlinson on the following matters:

- The reasons for capital improvements to a Council building at Cheney Manor Industrial Estate and the associated 20 year lease to the current tenant.
- The outcome if the current tenant moves to new premises or closes its business.

Resolved – That Minute 19 of the Cabinet be noted.

b) Cabinet Panel on School Organisation

5. Lowering the Age Range at Crowdys Hill School from 11-19 to 4-19 from September 2016

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

- The impact of the proposals to lower the age range at Crowdys Hill Special School on the special education provision currently provided by mainstream schools
- The possible transfer of Swindon children with special educational needs currently educated outside of the town to Crowdys Hill Special School

Resolved – That Minute 5 of the Cabinet Panel on School Organisation be noted.

5. Leader of the Council: Annual Report

Councillor David Renard, the Leader of the Council, attended this first meeting of the Scrutiny Committee for the Municipal Year 2016, to report to the Committee on (a) the Authority's achievements in 2015/16 and (b) the Administration's priorities for the 2016/17 Municipal Year.

The Leader responded to a number of questions asked by Members on the following:

- The progress made with superfast broadband and sites for the placement of masts.
- The concern of Councillors for Priory Vale and St Andrews about the Leader's statement that they had been party to the suggestion for new sites for the masts, when in fact they had not made any suggestions for the new sites.
- The signing of the agreement from the Council's private sector development partners to secure new homes in West and Middle Wichel.
- The completion of Phase One of the Community Governance Review and the Administration's desire to have more engagement and consultation with residents.
- The need to remove the sentence in paragraph 3.12 of the Leaders report referring to political opportunism.

Resolved – That Councillor Renard, the Leader of the Council, be thanked for his informative presentation of his half-year update report and for his full and open responses to members' questions on the issues raised.

6. Work Programme 2016/17

The Committee considered a report of the Director of Law and Democratic Services suggesting topics for inclusion in the 2016/17 Scrutiny Work Programme.

Resolved – (1) That, subject to (3) and (4) below, the draft work programme 2016/17 be approved.

(2) That, the Resources and Corporate Overview and Scrutiny Committee be asked to include consideration of the Council's financial plan up to 2020, in its Work Programme 2016/17.

(3) That, the Scrutiny Committee considers the Chair's suggestions on possible changes to the role played by the Scrutiny Committee and Overview and Scrutiny Committee's in the Cabinet decision making process, at the next meeting of the Scrutiny Committee on 18th July 2016.

(4) That consideration of the final report of the Averies Task Group be included in the Committee's Work Programme.

7. Status of Requests for Action and/or Information

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

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

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SCRUTINY COMMITTEE

MONDAY, 18 JULY 2016

PRESENT:- Councillors Robert Wright (Chair), , Emma Bushell, Mark Dempsey, Claire Ellis (Vice-Chair), Emma Faramarzi, Colin Lovell, Cathy Martyn, Gemma McCracken, Des Moffatt, Kevin Parry, James Robbins, Vera Tomlinson and Chris Watts.

Councillors Toby Elliott (Cabinet Member for Strategic Planning), Fionuala Foley (Cabinet Member for Children's Services), Brian Ford (Cabinet Member for Adults' Health and Social Care), Mary Martin (Cabinet Member for Communities) and David Renard (Leader of the Council)

An apology for absence was received from Councillor John Haines.

8. 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.

9. Public Question Time

The Chair reported that a written question had been received from Mr Brian Cockbill, a local resident, about a Highway and Transport public survey being carried out by Mori on behalf of the Council and whether the results of the survey, with comments, would be published on the Council's website.

Mr Cockbill was not in attendance. The Chair explained that a response from the Leader of the Council would be sent to Mr Cockbill.

10. Minutes

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

(Note – The Chair raised a query about the content of minutes and would discuss the issue further with the Director of Law and Democratic Services outside of the meeting).

11. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 13th July 2016.

23. Adoption of the Wroughton Neighbourhood Plan

Resolved – That Minute 23 of the Cabinet be noted.

24. *Debt Management*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to questions put by the Chair and Councillors Gemma McCracken and Vera Tomlinson on the following matters:

- The collection and write-off of Small Business Rates and the Small Business Rates arrangements for 2017.
- The effect of debt on wider family mental health.
- The impact of welfare reforms on residents, their ability to pay Council Tax when experiencing difficulties in repaying debts and the help and support offered by the Council.
- The debt and benefit advice offered to residents struggling to pay Council Tax and the resulting impact on families.

Resolved – That Minute 24 of the Cabinet be noted.

25. *Securing a Sustainable Future for Swindon's Library Services*

Councillor Mary Martin, Cabinet Member for Communities, responded to questions put by the Chair and Councillors Mark Dempsey, Claire Ellis, Cathy Martyn, Des Moffatt, Kevin Parry, Jim Robbins and Chris Watts on the following matters:

- The options available to support public access to Libraries beyond staffed hours and whether the overall whole life cost of the options include building costs.
- The formation of Trusts to operate Libraries facilities.
- The feedback received on the potential options available for the Library Service and whether this had been taken into account.
- The hope of residents for the best deal for the Library Service in their area.
- The impact on residents who rely on the Library Service to search for working opportunities.
- The use of transitional funding to extend the proposed core network of Libraries to include Parks and Wroughton Libraries for a temporary period.
- The essential role of the mobile library service and its volunteers, the support they offered to vulnerable people and the importance of their views during the production of the final report.
- The need for pro-active engagement during the consultation period.
- The style of the language used in the independent report prepared by Phil Black Associates Ltd.
- The timescales for transitional funding to be available to support the implementation of the delivery model.
- The timescales that existing Libraries would remain open.
- The sustainability of Libraries and the use of premises to create/attract additional revenue streams.
- The future ownership of the Library building as a community asset.
- The role of the Library as a meeting point and a way of overcoming isolation for many people.
- The delivery of Library Services in the future.

- The effect and impact of the proposed new Library Services on local ward networks.
- The positive outcomes from previous examples of co-locating businesses and libraries in the same building.

Resolved – That Minute 25 of the Cabinet be noted.

26. *Budget Management 2016/17*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to questions put by the Chair and Councillors Mark Dempsey, Emma Famarzi, Gemma McCracken, Jim Robbins and Chris Watts on the following matters:

- The consideration of alternative waste disposal options and associated gate fees.
- The ranking order of the Swindon schemes in the overall Swindon Wiltshire Local Enterprise Partnership Local Growth Bid 3.
- The shortfall in the current Revenue Budget and the Council's ability to retain Business rates from 2020 and the impact on Councils resources.
- The future of proposals for Metro Mayors following the recent changes in Government Cabinet roles and the impact of the Councils current Economic Strategy.
- The role of the Council in determining the collection and setting of Business Rates.
- The work being undertaken to identify the businesses exempt from business rates and the loss there would be to the Council.
- The location of the transport infrastructure proposals on the A350.
- The Councils ability to amend the current and future waste disposal gate fees.

Resolved – That Minute 26 of the Cabinet be noted.

27. *Fixed Penalty Notice Enforcement Policy*

Resolved – That Minute 27 of the Cabinet be noted.

28. *Education Transport Policy 2017/18*

Councillor Fionuala Foley Cabinet Member for Children's Services, responded to a question put by the Chair on the difficulty that some parents experience transporting their children to allocated schools when they did not own a car and there were no available bus routes.

Resolved – That Minute 28 of the Cabinet be noted.

29. *Council Tax Discretionary Discounts and Premiums*

Resolved – That Minute 29 of the Cabinet be noted.

30. Adoption and Implementation of Financial Inclusion Policy

Councillor David Renard, Leader of the Council and Chair of the Cabinet and Councillor Fionuala Foley Cabinet Member for Children's Services, responded to a question put by the Chair and Councillors Mark Dempsey, Jim Robbins and Chris Watts on the following matters:

- The membership of the Welfare Advisory Group and the need for specialist advice agencies to attend Group meetings.
- The role of the Council's newly appointed Social Inclusion and Welfare Manager.
- The necessary interaction with specialist organisations and the help and support they offer residents.
- The use of Credit Unions to encourage residents to save and apply for loans.
- The use of Libraries to offer financial advice to residents.
- The arrangements in place at Springfield Community Campus, Corsham and how they reach out to the local community.

Resolved – That Minute 30 of the Cabinet be noted.

31. References from other Council Bodies – Health and Well Being

Councillor Brian Ford, Cabinet Member for Adults' Health and Social Care, responded to a question put by the Chair and Councillor Cathy Martyn on the following matters:

- The high proportion of suicides within the Lesbian, Gay, Bisexual and Transgender community (LGBT) and how to engage with the community from a professional medical point of view.
- The difficulties experienced by the LGBT community and possible engagement with Members.
- The number of training courses offered for Applied Suicide Intervention Skills Training suicide prevention and self-harm during 2016-18 and whether this was sufficient.
- The focus on mental health promotion and suicide prevention interventions for boys and men and whether this included transgender people.
- The review of the self-harm Register at the Great Western Hospital Emergency Department and how children's and young people's self-harm was being tackled at an earlier stage.
- The support offered to family and friends of people who self-harm to enable them to offer better support.
- How to ensure that mental health needs are given equal consideration to physical health needs in those with a long term mental health condition.
- How the number of people who self-harm is measured, the accuracy of figures obtained and the evidence available to verify that a reduction in the number of children who repeat self-harm in the current year.

- Responsibility for the provision of urgent and emergency access to crisis care.

Resolved – (1) That Minute 31 of the Cabinet be noted.

(2) That arrangements be made for a Members Development Session on the difficulties experienced by the LGBT community that ultimately lead to suicide.

(3) That the Adult's Health, Social care and Housing Overview and Scrutiny Committee be asked to consider setting up a Task Group, involving officers and health professionals about suicide rates within the LGBT community.

12. Work Programme 2016/17

The Committee considered a report of the Director of Law and Democratic Services setting out the topics for inclusion in the 2016/17 Scrutiny Work Programme as agreed by the Committee at its meeting on 20th June 2016.

The Committee were informed that the next meeting of the Scrutiny Committee, arranged for 8th August 2016 was being rescheduled to Monday 22nd August 2016 to accommodate a change in the meeting date of the Cabinet.

The Director of Law and Democratic Services advised that the Averages court case was likely to be considered towards the end of 2016, and that following its conclusion, the Averages Task Group would meet to consider the preparation of its final report.

Resolved – (1) That the draft work programme 2016/17 be noted.

(2) That, the change of date for the next Scrutiny Committee meeting from 8th August 2016 to 22nd August 2016 be noted.

13. Status of Requests for Action and/or Information

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

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

14. Scrutiny Process Flowchart

The Committee considered the report of the Chair of Scrutiny Committee and Director of Law and Democratic Services about the contribution of non-executive Members to policy development, and how the Scrutiny Committee and Overview and Scrutiny committees might promote an awareness amongst members of such opportunities.

The Chair referred to a Scrutiny Process Flowchart, attached at Appendix A to the report, that he had prepared in consultation with the Committee and Member Services, aimed at assisting members in identifying how they could influence policy development. He referred to the current process for clearing reports and the pressures on staff in terms of the timeliness of the preparation and delivery of reports.

The Director of Law and Democratic Services reminded members that they had access to the Cabinet Work Programme and Forward Plan which highlighted the issues to be considered by the Cabinet up to July 2017. This document would aid members in determining if they wished to contribute towards a report prior to its consideration by Cabinet. It was suggested that if a member did wish to contribute to a report prior to Cabinet this could be undertaken through their Group or Group Spokesperson who would be the link to the report author.

- Resolved – (1) That the report be noted,
(2) That all non-Executive Members be made aware of the flowchart and the points at which they could seek to contribute to the Council's policy formation,
(3) That the Director of Law and Democratic Services include the flowchart within all future agendas of Scrutiny, and Overview and Scrutiny, committee papers.
(4) That non-Executive Members wishing to contribute and influence policy development, undertake this through their Group or Group Spokespersons.

SCRUTINY COMMITTEE

MONDAY, 22 AUGUST 2016

PRESENT:- Councillors Robert Wright (Chair), Emma Bushell, Claire Ellis (Vice-Chair), Emma Faramarzi, Nick Martin, Gemma McCracken, Jane Milner-Barry, Des Moffatt, Maureen Penny, Chris Watts and Steve Weisinger.

Councillors David Renard (Leader of the Council), Brian Ford (Cabinet Member for Adults' Health and Social Care) and Mary Martin (Cabinet Member for Communities).

Apologies for absence were received from Councillors Kevin Parry, Vera Tomlinson, Mark Dempsey, John Haines, Cathy Martyn and James Robbins.

15. 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.

16. Public Question Time

Mr Ian Jankinson (Chair of Blunsdon St. Andrew Parish Council) asked a public question regarding the evidence supporting a recommendation to Cabinet regarding boundaries for the proposed new Parish Council structure and in particular proposals to change the current Blunsdon St. Andrew Parish Council boundaries. Councillor Mary Martin, Cabinet Member for Communities, responded at the meeting.

Mr Ian Jankinson asked a supplementary question on the same issue. Councillor Mary Martin, Cabinet Member for Communities, responded at the meeting.

17. Minutes

Resolved – That the minutes of the meeting held on 18th July 2016, be confirmed and signed as a correct record.

18. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 17th August 2016.

37. *Community Governance Review*

Councillors David Renard, Leader of the Council and Mary Martin, Cabinet Member for Communities responded to questions put by the Chair and Councillors Emma Bushell, Emma Faramarzi, Nick Martin, Gemma McCracken, Jane Milner Barry, Des Moffatt, Maureen Penny, Chris Watts and Steve Weisinger on the following matters:

- The timetable for the creation of new Parish Councils.
- The method of distribution of the information leaflet to households and concerns that previous leaflet drops had omitted some areas of the borough.

- Issues relating to the form of words used in the information leaflet and the lack of consultation with the other political groups.
- The proposed Parish Council boundaries set out within the Cabinet papers.
- The Council's practice relating to the recording of Public Question Time.
- The use of other Council communication lists and social media feeds to promote the consultation and to advise households that an information leaflet will be distributed.
- The composition of the Parish Council transitions team, its funding and its proposed role in the process of establishing Parish Councils.
- Support available to newly created Parish Councils in the provision of services.
- The methodology and criteria for measuring the success of the project.
- The terms of office for newly elected Parish Councillors.
- Whether Borough Councillors would be appointed as Parish Councillors and what would happen should there not be enough volunteers standing for vacant Parish Councillor positions.
- Whether specific and general reserves would be identified for transfer to Parish Councils in line with functions that are transferred.
- Whether it was normal to split electoral polling districts as suggested in the under the Cabinet proposals.
- Whether the current data using high level modelling would provide sufficient data to allow an informed decision to be made.
- The financial impact in the variance in property valuation bandings and whether additional work was required to fully ascertain its implications.
- The effect on service provision should any Parish Council not agree to the transfer of specific services and whether Swindon Borough Council would need to take on such service provision as the principal authority.
- The particular financial pressures that might affect any parished area in the town centre.
- The ability of newly created Parish Councils to undertake or finance specialised services (for example the maintenance of lakes) and whether Parishes would be expected to take on responsibility for assets that were seen as having town wide benefits.
- The rationale behind the proposed boundaries for new Parish Councils set out within the Cabinet papers.
- How assets would be identified as Borough, strategic or Parish assets; the need to produce an accurate record of assets to be transferred together with their current condition and potential works required and which organisation is currently responsible for them.
- The need to identify as early as possible the likely cost of running services and maintaining assets in order to allow Parish Councils to make rational decisions on which responsibilities they may wish to undertake.
- The need for the final Cabinet report to address all the implications of transferring services to newly established or existing parishes, i.e. the impact on social deprivation or health implications, arising from the final proposals.
- The importance of allowing all Councillors and Parish Councillors access to lists of assets so they might have an input to ensure accuracy.
- The effect on current resilient communities following the creation of Parish Councils.

Resolved – That Minute 37 of the Cabinet be noted.

37. *SEQOL - Update*

The Chair advised the Committee that this item had been withdrawn from the Cabinet Agenda.

19. Cabinet Member Question and Answer Session - Cabinet Member for Adult's Health and Social Care

Councillor Brian Ford, Cabinet Member for Adult's Health and Social Care, was in attendance and presented to the Committee a detailed report summarising progress and performance in respect of each of the following service areas within his portfolio of responsibility:

- Adult Services (older people with a learning disability, physical disabilities and mental health).
- Adult Voluntary Sector Contracts.
- Discharge duties under the Care Act 2014, Mental Health Act 1983, Mental Capacity Act 2005 and other relevant legislation.
- Adult Safeguarding Board.
- Public Health – Adults including Health Improvement and Sexual Health.
- Supported Housing.
- Learning Disability Partnership Board.
- Maintaining links between the Council and partner organisations in the Health Services.
- SEQOL Client Lead Member.
- Specific Strategic Projects.

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

Following his presentation of the report, Councillor Ford responded to members' specific questions and observations on the following matters.

- The role of carers and volunteers in relieving pressure on Council services and the social care budget.
- The need for housing and social carers to be involved in the design of any new accommodation for those in need of social care accommodation.
- The role of community navigators in placements.
- Delays in hospital discharges and work being undertaken by the Council and partner organisations to better synchronise this process (it also being noted that early discharge might affect carers' ability to undertake their role and lead to readmissions).
- The role of overview committees in influencing hospital discharge policies and practice.

- The engagement of Swindon's Members of Parliament in further promoting employment opportunities for people with learning disabilities.
- The benefits arising from work undertaken by the Council's Trading Standards team to prohibit the sale of illegal tobacco.
- The availability of reserves and one off capital monies for investment within the portfolio to mitigate demand.
- The current financial position of the portfolio and reserves available to off-set any deficit.
- The review of care package costs.
- Financial support available for voluntary or charitable organisations, either directly or through Central Government fund dispersal, which help mitigate social care demand.
- Work to address health inequalities through community support and where possible ensure a single point of access to services.
- The future of Enterprise Works including pilot projects for housing and work under the SEQOL contract.
- The need to ensure that programmes and/or projects are given enough time to prove their effectiveness.
- The potential of cross training to help address recruitment issues at the Great Western Hospitals and GP surgeries within the town.
- The need to examine culture and innovative messages and programmes to reduce level of obesity within the Borough.
- The use of dementia shaped atlas to help inform decision making.
- Staff training to ensure that allegations of abuse are not lost within the system and also the need to maintain appropriate oversight.
- Addressing quality issues regarding work with the CCG and ensuring transparency in relation to work and training.
- Concerns over GP recruitment in Swindon and measures such as access appropriate housing that might make Swindon a more attractive town to work in.
- The need to re-examine the availability of key worker housing.
- The possible subsidy of Swindon Dial-a-Ride by the Social Care Budget to improve mobility and reduce service pressures elsewhere within the portfolio.
- The use of the Public Health budget to promote the health benefits of smoking patches and vapours.
- The provision of better information as to the causes of, and links between, obesity and diabetes.

Resolved – (1) That Councillor Ford be thanked for attending the meeting to present this performance report and for his full and open responses to members' questions and observations on the issues raised.

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

20. Work Programme 2016/17

The Committee considered a report of the Director of Law and Democratic Services setting out the topics for inclusion in the 2016/17 Scrutiny Work Programme as agreed by the Committee at its meeting on 20th June 2016.

Resolved – (1) That the draft work programme 2016/17 be noted.

21. Status of Requests for Action and/or Information

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

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

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

WEDNESDAY, 6 JULY 2016

PRESENT:- Councillors Gemma McCracken (Chair), Malcolm Davies, Fay Howard, Colin Lovell, Carol Shelley, Nadine Watts and Steve Weisinger.

Alison Paul (Swindon Association of Special Schools Headteachers), Steve Colledge (Swindon Association of Secondary Headteachers), Gary Evans (Swindon Association of Primary Headteachers), Paul Dobson (Project Manager, Swindon Ten to Eighteen Project), Chloe Townsend, Miss Dani Wells and Mr Jacob Patterson (Members of the Youth Parliament), Mark Edwards (Healthwatch).

Apologies for absence were received from Councillors Barbara Parry, Teresa Page, and Gary Sumner and from Karen Reeve (Director of Children's Services), Liz Townend (Bristol Diocese), Michelle Howard (Equalities Advisory Forum), Claire Smith (Participation Manager).

Also Present: Councillor Fionuala Foley, Cabinet Member for Children's Services and Sarah Merritt and Kevin McNamara (Great Western Hospital), Peter Nathan (Head of Education), Maria Young (Interim Head of Children, Families and Community Health) and Cherry Jones (Director of Public Health).

1. Appointment of Vice-Chair

Resolved – That Councillor Colin Lovell be Vice Chair of the Children's Health, Social Care and Education Overview and Scrutiny 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.

Councillor Carol Shelley declared personal and non-prejudicial interest in her capacity as governor of Swindon Academy.

3. Minutes

Resolved -That the minutes of the meeting held on 13th April 2016 be confirmed and signed as a correct record.

4. Public Question Time

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

Mr Paul Sunners, SACRE (Standing Advisory Council on Religious Education) asked why SACRE would no longer be represented on the Committee.

The Chair thanked Mr Sunners for his questions and comments and responded at the meeting.

Mr Sunners asked supplementary questions relating to (a) the closure of the Borough Council's Children Centre, (b) whether Councillors and Officers were able to qualify what school holiday support was available to children, young people and families, and (c) where this information would be made available for parents.

The Chair thanked Mr Sunners for his questions and comments and advised that a written response would be provided.

5. Appointment of Co-optees

The Director of Law and Democratic Services submitted a report concerning the appointment of co-optees to the Children's Health, Social Care and Education Overview and Scrutiny Committee for the Municipal Year 2016/17. It was noted that the Children's Health, Social Care and Education Overview and Scrutiny Committee is permitted by the Council's Constitution to appoint parent governor and diocese representatives to its membership and may choose to appoint additional co-opted members.

Resolved - (1) That this Committee confirms the appointment of the following voting co-opted representatives:

- (a) Liz Townsend as the Church of England Diocese representative.
 - (b) The appointment of a Catholic Church Diocese representative (to be advised).
 - (c) The appointment of 2 Parent Governor representatives (to be advised).
- (2) That the appointment of the following non-voting representatives be confirmed:

- (a) Alison Paul (Swindon Association of Special School Headteachers).
- (b) Gary Evans (Swindon Association of Primary Headteachers).
- (c) Steve Colledge (Swindon Association of Secondary Headteachers).
- (d) Michelle Howard (Equalities Advisory Forum).
- (e) Mark Edwards (Swindon Healthwatch).

6. Children's Services Performance Report

The Director of Children's Services submitted a report providing an update on the performance within all service commissioning for the first quarter to July 2016.

Mrs Maria Young, Interim Head of Children, Families and Community Health, introduced the report and explained that it had been structured to highlight the improvements that had been made and areas where further actions would be required. She referred to the areas covered that included information on the improved recruitment figures for social workers, work being undertaken on the Quality Assurance Framework, better timelines when dealing with child protection cases and the number of Early Help Record Plans completed, reflecting that young people accessed support early.

She highlighted the challenges faced by the department, including the number of young people entering the care system and the processes in place to support them. Mrs Young updated the Committee on work being undertaken to

identify young people who were not in education, employment or training

Mrs Young and Mr Peter Nathan, Head of Education, responded to the Committee members' questions and comments in respect of the following:

- The reasons for the delay in completing statutory assessments and whether this was due to the system used by the department.
- Confirmation that the data cleansing exercise relating to statutory assessments would be complete in the next quarter.
- Whether social workers' long term sickness was stress related and how this was being managed by the department.
- The timeframe to upload all Early Help Record and Plans onto the IT system, ensuring stakeholders involved in supporting young people had easier access to records.
- The reasons for the reduction in the number of Early Help Record and Plans issued and confirmation that the need for special resource provision in Swindon was high.
- An update on the physical and emotional support offered to refugee children and young people arriving in Swindon.
- The reasons for the decrease in the Post 16 in-learning rate. These were due to the number of courses being offered in the Sixth Form, the change in academic accreditation and the number young people changing courses during the year.
- The formatting of the report to reflect comparative data necessary to enable accurate comparisons as not all areas provide national statistics.
- How Early Years Health and Targeted Mental Health for young people data compared to national statistics.
- The transition process following the closure of Children Centres.
- The actions being undertaken to address disabled young people who were not in employment, education or training.
- The reasons why some young people had a second or subsequent Child Protection Plan and if these were being terminated prematurely.
- The reason for an increase in legal costs as reflected in the Financial and Procurement Implications section of the report.
- The reason why only 65.8% of children on Child protections plans were visited within timescales and work being undertaken to address this. Members noted that this figure primarily reflected a delay in recording the data as visits were undertaken in a timely manner.
- The possible impact of the Court of Appeal's decision regarding "in term" holiday absences.

Resolved – (1) That the report be noted.

(2) That the Interim Head of Children, Families and Community Health be requested to circulate an update on the new Family Service Provision coming into effect in September 2016.

7. Progress Update of Youth Participation

The Chair welcomed Mr Paul Dobson, Project Manager, STEP (Swindon Ten to Eighteen Project), Miss Chloe Townsend, Miss Dani Wells and Mr Jacob Patterson, elected Members of the Youth Parliament to the Committee meeting.

Mr Dobson referred to the contents of the report submitted by the Director of Children's Services, highlighting the important work undertaken by the Youth Parliament. These included the Youth Parliament election process, the committed participation by school, the national Youth Parliament campaign, "Don't Hate – Educate", the re-instatement of young inspectors, the additional funding received from the Council, the Youth Parliament's focus on disability and how the new Participation Manager was undertaking outreach work with Councillors. The Committee further noted that a "rap" song was created by Westrop and Nythe Schools, the results from "Tell Us Survey" following the introduction of the SEND (Special Educational Needs and Disability) reforms indicated that young people had felt services and opportunities had improved in the last 12 months and that goals were achievable.

The Youth Parliament representatives referred to their experiences, their reasons for wanting to be elected to the Youth Parliament and explained the work they envisaged undertaking during their time in office.

Following the presentation of the report, the representatives, together with Mr Dobson, responded to members' and representatives' questions and comments on the following issues:

- The review undertaken by the Youth Parliament of the Great Western Hospital website.
- How the Committee could support the Youth Parliament in their work.
- How the Young Inspectors scrutinize and review.
- The continued robust engagement between Youth Parliament members and schools.

Resolved - (1) That the report be noted.

(2) That the Committee expresses its continued support for the work of the Youth Parliament.

(3) That Miss Chloe Townsend, Miss Dani Wells and Mr Jacob Patterson, the elected Members of the Youth Parliament, be thanked for their contributions.

(4) That the elected members of the Youth Parliament meet with the Cabinet Member, Children Services, Chair of the Committee, Cllr Carol Shelley and Mrs Maria Young, Service Manager, Children's Social Work Teams to discuss ways of bringing forward the Youth Parliaments' work programme and how the Committee could support them.

(5) That the Project Manager, STEP liaises with Councillor Weisinger regarding the opportunity of the Youth Parliament Members briefing the Highworth Town Council on their work and to look at ways of how the Town Council could support their work.

(6) That the Project Manager, STEP liaises with Kevin McNamara, Director of Strategy, Great Western Hospital to organise a visit to the Great Western Hospital for the Youth Parliament members.

(7) That members of the Committee be encouraged to engage with School Councils to promote the work being undertaken by the Swindon Ten to Eighteen Project team.

8.

Work Programme

The Committee considered a report of the Director of Law and Democratic Services on the results of the 2016/17 Overview and Scrutiny work programme consultation and on details regarding the priorities for Children's Services.

Resolved – (1) That the work programme be noted and further revised to incorporate changes agreed at this meeting.

(2) That Councillors, Members and stakeholders submitting areas for consideration under this Committee's Work Programme for the Municipal Year, 2016/17, be thanked.

9. Dates of Future Meetings

Meetings of the Committee during the Municipal Year 2016/17 be held on:

Wednesday, 14th September 2016, 6.00 pm in Committee Room 6.

Wednesday, 9th November 2016, 6.00 pm in Committee Room 6.

Wednesday, 18th January 2017, at 6.00 pm in Committee Room 6.

Wednesday, 29th March 2017, at 6.00 pm in Committee Room 6.

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GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 29 JUNE 2016

PRESENT:- Councillors Cathy Martyn (Chair), Steve Allsopp, Wayne Crabbe (Vice-Chair), Malcolm Davies, Mark Dempsey and Des Moffatt

Apologies for absence were received from Councillors Steve Weisinger.

1. Appointment of Vice-Chair

Resolved – That Councillor Crabbe be appointed Vice-Chair of the Growing the Economy Overview and Scrutiny Committee for the 2016/17 Municipal Year.

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 of the former Economy and Regeneration Overview and Scrutiny Committee held on 9th March 2016, be confirmed and signed as a correct record.

4. Public Question Time

Mr Gerry Hannon, a representative of the Sports Forum, asked a question regarding the Council working with sports/leisure/recreation organisations to ensure (i) the establishment of a suitable form of social enterprise which is sustainable in the medium and long term and (ii) to continue to sustain community sport/leisure/recreation programmes and facilities (outside of the GLL contract) and the achievement of the Swindon Sports Strategy.

The Chair thanked Mr Hannon for his question and explained that the appropriate Cabinet Member would provide a written response.

5. Swindon's Economic Strategy

The Committee received a report from the Interim Director of Economy, Regeneration and Skills, which provided an overview of the Economic Strategy and a review of the current progress for 2016/17, which in turn would help develop the Committee's Work Programme.

The Interim Director explained that the report also summarised the delivery arrangements for the Strategy across the Council and Forward Swindon Limited (FSL) and outlined the role and priorities of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP).

The Committee considered in detail the following priorities detailed in the Economic Strategy:

- Creating a place of opportunity for young people
- Develop Swindon's Higher Education provision
- Position Swindon as a hub of Engineering and Manufacturing technology
- Swindon's Town Centre Masterplan
- Swindon Museum and Art Gallery
- Establish Swindon as a regional leisure destination
- Create a low carbon Swindon
- Inward investment
- Supporting our existing businesses to grow
- Development of the new Swindon Economic Strategy Work Programme
- The Swindon and Wiltshire Local Enterprise Partnership (SWLEP)
- Resourcing and delivering economic development in Swindon

In considering the above priorities, the Committee highlighted the following areas that it would like to explore further as part of the Committee's Work Programme 2016/17:

- The impact of leaving the EU – to include funding issues and house building
- The draft Economic Strategy - to include inward investment
- Swindon and Wiltshire Local Enterprise Partnership – with a request for Paddy Bradley to provide an update and respond to questions
- Apprenticeships and Higher Education – to include how the Council encourages companies to provide meaningful apprenticeships resulting in jobs and how the Council engages with sixth form colleges.
- Attracting a university to Swindon – update and timescale
- Update on town centre regeneration - Deb Heenan (Forward Swindon Limited) to be invited to provide the update, including:
 - Carriageworks
 - Re-development of the station by Network Rail
 - Movement Strategy including gateways into the town centre and Whalebridge
 - Parking Strategy
 - Fusion of retail, residential and night-time economy
 - How other towns overcome constraints & difficulties to regenerate their town centres
 - Forward Swindon Limited's 5 focus areas, monitoring delivery & progress, ensuring the correct skill sets, monitoring progress and value for money
 - Locarno
 - 1-3 Faringdon Road, monitoring delivery & progress and ensuring a profit
- Swindon Museum and Art Gallery – to include an update on monitoring and progress

Resolved: (1) That the report on the overview of the Economic Strategy and the review of progress be noted.

(2) That the suggested Work Programme areas identified above be considered further at agenda item 6 below.

6.

Work Programme 2016/17

The Committee received the report of the Director of Law and Democratic Services setting out suggested items for inclusion in the Committee's Work Programme 2016/17.

The Committee considered the proposed Work Programme items along with the suggestions detailed in Minute 5 above.

Resolved: (1) That the proposed Work Programme 2016/17 be noted.
(2) That the Chair and Officers give further consideration to the Work Programme areas identified at Minute 5 above and assign areas of work to meeting dates.

7.

Date of Next Meeting

It was noted that the next meeting of the Committee would be held on 21st September 2016, commencing at 6:00pm.

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**STREETSMART, HIGHWAYS AND COMMUNITIES OVERVIEW AND SCRUTINY
COMMITTEE**

WEDNESDAY, 29 JUNE 2016

PRESENT:- Councillor Colin Lovell in the Chair: Councillors John Ballman, Alan Bishop, Matthew Courtly, Wayne Crabbe, Paul Dixon, Mary Friend, Nick Martin, Jane Milner-Barry, Kevin Parry, Timothy Swinyard, Vera Tomlinson, Chris Watts, Peter Watts and Steve Weisinger

Also in attendance was Councillor Dale Heenan.

Apologies for absence were received from Councillors David Wood and Julie Wright.

1. Appointment of Vice-Chair

Resolved – That Councillor Kevin Parry be Vice-Chair of this Committee during 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. Public Question Time

No public questions were received during the meeting.

4. Minutes

Resolved – That the minutes of the meeting held on 23rd March 2016, be confirmed and signed as a correct record.

5. Work Programme 2016-2017

The Board considered a report, submitted by the Director of Law and Democratic Services, setting out the Committee's proposed Work Programme for the Municipal Year, 2016/2017. The Committee noted that it was requested to detail its forthcoming activities with the aim of producing evidence-based recommendations intended to provide service improvements for Cabinet and external agencies/bodies to consider.

At the invitation of the Chair, the Head of StreetSmart highlighted the following key areas of his department that fell under the remit of the Committee and provided a brief overview of their work:

- Waste Collection.
- Recycling.
- Grounds Maintenance.
- Parks and Open Spaces (including Country Parks).
- Envirocrime (including fly-tipping).

At the invitation of the Chair, the Head of Highways and Transport, supported by the comments of the Cabinet Member for Sustainability, Highways and Transport, highlighted the following key areas of his department that fell under the remit of the Committee and provided a brief overview of their work:

- Asset Management.
- Development of the Capital Programme (Highways).
- Highway Management.
- Transport Planning.
- Road Safety.
- Passenger Transport.
- Highway Operations.
- Education Transport.

The Committee noted the apologies for absence from the Head of Localities, Community Involvement and Volunteering and in his absence noted the key areas of his department that fell under the remit of the Committee:

- Libraries.
- Volunteering.

Members' attention was drawn to (a) the Committee's Terms of Reference as set out in the report, (b) a draft work programme tabled at the meeting, based upon the Cabinet Work Programme and key issues identified by Department Heads, and (c) the current Cabinet draft Capital Work Programme and Forward Plan.

Members discussed the draft work programme and were invited to put forward suggestions to be added to the Work Programme for the Committee.

Resolved – (1) That the following Work Programme for the Municipal Year 2016/17 Municipal Year be agreed in principle and subject to alternations during the Municipal Year to reflect Cabinet and Council priorities and other significant topics of interest that may arise:

28th September 2016

- Highways Winter Programme Review.
- StreetSmart Waste Service Changes.
- Library Strategy.
- Review of Grass Cutting.
- Comparison of Parish Borough Council costs for Grounds Maintenance (oral update).

23rd November 2016

- StreetSmart six month service review.
- Update on Waste Service roll-out.
- Comparison of Parish Borough Council costs for Grounds Maintenance.
- Volunteering and Locality working update.

25th January 2017

- Highways Incentive Fund.
- Highways six month service review.

8th March 2017

- Highways post-winter service review.
- Update on Parishing (subject to Cabinet Decisions).

(2) That it be noted that Task Groups would be set up as and when the need is identified following the presentation of reports to future Committee meetings.

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Section 3

Regulatory Committee Minutes

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LICENSING COMMITTEE

THURSDAY, 8 SEPTEMBER 2016

PRESENT:- Councillor Vera Tomlinson in the Chair; Councillors Junab Ali, Abdul Amin, Alan Bishop, Malcolm Davies, Paul Dixon, Nick Martin, Cathy Martyn, Derique Montaut, Maureen Penny, Carol Shelley, Caryl Sydney-Smith, Vera Tomlinson and Nadine Watts.

Councillor Bob Wright in attendance.

Apologies for absence were received from Councillors John Haines and Peter Watts.

12. Declarations of Interest

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

13. Minutes

Resolved – That the minutes of the meeting held on 7th June 2016, be confirmed and signed.

14. Public Question Time

No public questions were received during the meeting.

15. Review of the Hackney Carriage Tariff

The Committee considered (a) a report of the Council's Licensing Manager concerning a petition signed by 90 Hackney Carriage Drivers requesting that the Hackney Carriage Fee structure approved by the Committee on 7th June 2016 (Minute 9 refers) be amended as set out in Appendix C to the report, (b) the views of Mr Mark Bates (Chair, Swindon Taxi Association), Mr Tony White (Secretary, Swindon Taxi Association) and Mr Paul Hatter (Hackney Carriage Driver) in support of the revised proposed fare structure, (c) the views of Mr Keith Radway of Swindon Black Cabs opposing any amendment to the Hackney Carriage fares structure, (d) the current scales of fees approved at the Licensing Committee meeting held on 7th June 2016, (e) examples of fees payable under the current scale of fees submitted by Mr Andy Lucas (Hackney Carriage Driver) and Mr Mark Bates (Chair, Swindon Taxi Association), and (f) questions from Councillors to Mr Bates, Mr White, Mr Hatter and Mr Radway and the Council's Licensing Manager in respect of the proposed hackney carriage scale of fees.

Resolved – That the revised maximum scale of fares for Hackney Carriage Tariffs as set out in Appendix C to the report of the Council's Licensing Manager be agreed and the Council's Licensing Manager be authorised to undertake a 14 day public consultation on the revised scale of fees as required by the Local Government (Miscellaneous Provisions) Act 1976.

16. Taxi and Private Hire Licensing

The Council's Licensing Officer submitted a report setting out the Council's processes and procedures for determining the suitability of persons holding hackney carriage and private hire driver's licences in line with the best practice contained in the Local Government Association's "Taxi and Private Hire Licensing Councillors Handbook".

Resolved – (1) That the officers' assessment of the Borough Council's taxi licensing service against the key criteria contained within the Local Government Association's "Taxi and Private Hire licensing Councillors Handbook (2016)", be noted.

(2) That further to the Local Government Association's "Taxi and Private Hire licensing Councillors Handbook (2016)" an additional requirement for diversity and inclusion training be included in the mandatory training requirements for Hackney Carriage and Private Hire Drivers prior to the issue of any new licences.

(3) That a report regarding the licensing of Limousines and other similar vehicles be submitted to the December meeting of this Committee.

17. Introduction of an Animal Welfare Charter for Swindon

The Council's Licensing Manager submitted a report setting out the consultation results of the draft Animal Welfare Charter approved by this Committee on 7th June 2016 (Minute 10 refers).

Resolved – That the draft Animal Welfare Charter for Swindon be approved and recommended to Council for adoption.

18. Cumulative Impact Policy for the Broad Green Area, Swindon

The Committee considered (a) a report of the Council's Licensing Manager setting out a draft Cumulative Impact Policy for the Broad Green area, (b) the results of the public consultation following approval of the draft policy by the Committee in February 2016 (Minute 38, 2015/16 refers) and (c) the views of Wiltshire Police and Councillor Bob Wright (Ward Councillor) in support of the introduction of a Cumulative Impact Policy for the Broad Green area.

Resolved – That the draft Cumulative Impact Policy for the Broad Green area, attached as an appendix to the report of the Council's Licensing Manager be approved and recommended to the Council for adoption for inclusion within the Council's adopted Statement of Licensing Policy.

19. Street Trading in the Town Centre

This item was withdrawn.

PRIVATE HIRE AND HACKNEY CARRIAGE LICENSING SUB-COMMITTEE

TUESDAY, 26 JULY 2016

PRESENT:- Councillor Vera Tomlinson in the Chair: Councillors Abdul Amin, John Haines, Nick Martin, Derique Montaut, Caryl Sydney-Smith and Peter Watts.

1. Appointment of Chair

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

(Councillor Tomlinson took the Chair.)

2. Appointment of Vice-Chair

Resolved – That Councillor John Haines be Vice-Chair of this Sub-Committee for the Municipal Year, 2016/17.

3. Declarations of Interest

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

4. Exempt Items - Exclusion of Press and Public

That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in Item 8 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act. (Minute 7 refers.)

5. Minutes

Resolved – That the minutes of the meeting held on 10th September 2016, be confirmed and signed as a correct record.

6. Public Question Time

No public questions were received during the meeting.

7. Application for the Revocation of a Hackney Carriage and Private Hire Drivers Licence

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

Resolved – (1) That the Private Hire Drivers Licence and the Hackney Carriage Drivers Licence held by driver named in the report of the Council's Licensing Manager be revoked with immediate effect under Section 61(2)(b) of the Local Government (Miscellaneous Provisions) Act 1976.

(2) That should cameras be installed in Private Hire or Hackney Carriages, at the request of officers to ensure the safety of passengers and the driver, footage captured by such cameras be the subject of regularly checks by the Council's Licensing Team together with regular checks to check to ensure they are functioning correctly.

PLANNING COMMITTEE

TUESDAY, 12 JULY 2016

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

8. Declarations of Interest

The Chair reminded Councillor to declare any known interests in any of the items to be considered by the Committee. No such declarations were made.

9. Minutes

Resolved – That the minutes of the meeting held on 14th June 2016, be confirmed and signed.

10. Public Question Time

There were no public questions.

11. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments of Councillor Emma Faramarzi in respect of applications numbered S/TC/16/1038 and S/TC/16/1040
- (e) The comments of Councillor Bob Wright in respect of application numbered S/16/432
- (f) The comments of Councillor Mary Friend in respect of application numbered S/TC/16/1040 and S/TC/16/1070
- (g) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/TC/16/1038	Graham Currier	Applicant
S/TC/16/1042		
S/TC/16/1040		
S/TC/16/1070		
S/OUT/16/412	Andrew Miles Chris Kennedy	Agent Wroughton Parish Council
S/16/432	Jessica Phanwises Bob Keech Jan Piechowicz	Applicant Agent 8 Wills Avenue

Mr Watkins

5 Wills Avenue

S/16/912

Stephanie Pullen

Applicant

Resolved – (1) That permission be refused in respect of application numbered S/TC/16/1038 for the following reason:

The proposed infrastructure by reason of its height and appearance will form a prominent and intrusive addition to the streetscene and will have an adverse impact on the amenities of adjacent residential properties in Artus Close which cannot be outweighed by the public benefit the infrastructure could otherwise bring to the wider community. As such the proposal represents an unacceptable form of development in terms of its siting and appearance contrary to the material considerations of the National Planning Policy Framework (2012) and policies IN3 and DE1 of the Swindon Borough Local Plan 2026 (2015).

(2) That permission be refused in respect of application numbered S/TC/1042 for the following reason:

The proposed infrastructure by reason of its height and appearance will form a prominent and intrusive addition to the streetscene which cannot be outweighed by the public benefit the infrastructure could otherwise bring to the wider community. As such the proposal represents an unacceptable form of development in terms of its siting and appearance contrary to the material considerations of the National Planning Policy Framework (2012) and policies IN3 and DE1 of the Swindon Borough Local Plan 2026 (2015).

(3) That permission be refused in respect of application numbered S/TC/1040 for the following reason:

The proposed infrastructure by reason of its height and appearance as viewed in context to its siting within a high quality area of public open space which provides substantial visual relief within a dense residential area, will have an adverse impact upon the character, appearance and wider enjoyment of the area by forming a prominent and intrusive addition to the landscape. Furthermore, the amenities of nearby dwellings will be unacceptably harmed by the proximity of the development which cannot be outweighed by the public benefit the infrastructure could otherwise bring to the wider community. As such the proposal is an unacceptable form of development in terms of its siting and appearance contrary to the material considerations of the National Planning Policy Framework (2012) and policies IN3 and DE1 of the Swindon Borough Local Plan 2026 (2015).

(4) That permission be refused in respect of application numbered S/TC/1070 for the following reason:

The proposed infrastructure by reason of its scale, height and proportions as viewed in the context of its siting on a prominent hill top location on the edge of a high quality area of public open space, will have an adverse impact upon the character, appearance and wider enjoyment of the area by forming a prominent and intrusive addition to the open space and the wider landscape. As such the proposal is an unacceptable form of development in terms of its siting and appearance contrary to

the material considerations of the National Planning Policy Framework (2012) and policies IN3 and DE1 of the Swindon Borough Local Plan 2026 (2015).

(5) That permission be refused in respect of application numbered S/OUT/16/412 for the reasons set out in the Committee report as amended below:
Amended Reason:

2. delete “submission” before “Swindon Local Plan” and insert “draft” before “Wroughton Neighbourhood Plan”

(6) That permission be granted in respect of application numbered S/16432 subject to the conditions listed in the Committee report with an amendment to the drawing numbers in condition 1 and the deletion of condition 4.

(7) That permission be granted in respect of application numbered S/16/912 subject to the conditions listed in the Committee report.

12. Local Development Order Updates

The Head of Planning, Regulatory Services and Heritage submitted a report seeking the approval of the Committee to consult on (a) the inclusion of Land adjoining Nationwide Building Society and land within Cheney Manor Industrial Estate in the Solar Arrays Local Development Order as a site for solar arrays and (b) alterations to the Honda Local Development Order.

Resolved – (1) That in respect of land adjoining Nationwide Building Society and land within Cheney Manor Industrial Estate:

(a) The Head of Planning, Regulatory Services and Heritage be authorised to publish for consultation the proposal to include land adjoining Nationwide Building Society and land within Cheney Manor Industrial Estate in the Solar Arrays Local Development Order as sites for solar arrays;

(b) In the event that no material objections are received, that the Head of Planning, Regulatory Services and Heritage be authorised to proceed to amend the Solar Arrays Local Development Order to include the land adjoining Nationwide Building Society and land within Cheney Manor Industrial Estate as having deemed consent for solar arrays;

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

(2) That in respect of land at Honda:

(a) The Head of Planning, Regulatory Services and Heritage be authorised to publish for consultation the proposed alterations to the Honda Local Development Order set out in this report;

(b) In the event that no material objections are received, that the Head of Planning, Regulatory Services and Heritage be authorised to proceed to adopt the alterations to the Honda Local Development Order set out in this report;

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

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

(4) 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.

Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

TUESDAY, 12 JULY 2016

PRESENT: -

School Members: Janet Urban, Chair - Primary Headteacher
Jackie Smith, Vice Chair - Special Headteacher
Ray Williams, Primary Governor
Ben Slater, EOTAS
Sue Banks, Secondary Headteacher
James Povoas - Academy Headteacher
Clive Zimmerman – Academy Headteacher

Non-School Members: Kate Adams, Early Years Representative

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

Also Present: Councillor Fionuala Foley, Cabinet Member for Children's Services and Karen Reeve (Director of Children's Services).

Apologies for absence were received from Wendy Conaghan (Academy Headteacher), Andrew Miller (16-19 Partnership), Peter Smith (Trade Unions) and Charles Law (Special Governor).

1. Appointment of Chair

Resolved – That Janet Urban (Primary Headteacher) be Chair of the Schools Forum for the Municipal Year 2016/17.

2. Appointment of Vice-Chair

Resolved – That Jackie Smith be Vice Chair of the Schools Forum for the Municipal Year 2016/17.

3. Minutes of Previous Meeting

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

On behalf of the School Forum, the Chair offered congratulations to Jackie Smith on receiving the MBE (Member of the Most Excellent Order of the British Empire) award.

4. Public Question Time

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

Mr Alastair Dixon-Patterson, Lydiard Park Academy, asked questions regarding the Minimum Funding Guarantee, responses he had received to previous questions on that subject and the budget for next year and reasons for the projected underspend against Dedicated Schools Grant for 2016/17.

The Chair thanked Mr Dixon-Patterson for his questions. Mr Peter Nathan, Head of Education responded at the meeting.

5. Final Dedicated Schools Grant Outturn 2015-16

Mrs Anne Mackay, Finance Manager, Education, presented a report regarding the final position of the 2015/16 retained Dedicated Schools Grant (DSG) budget following closure of the Local Authorities 2015/16 final accounts. The report provided information on the final spend against the 2015/16 centrally retained budget including commentaries on those areas of the budget where forecast figures proved to be inaccurate.

Mrs Mackay referred to the update presented to the Forum in March 2016 advising that the anticipated overspend would be £0.839m. She explained that due to pressures which related to the revised census numbers for 2 year olds and 3 and 4 year olds, the overspend increased. The Forum noted that these figures were lower than anticipated and this affected funding and expenditure for participation.

Resolved: That it be noted that:

(a) That the final outturn on the 2015/16 centrally retained DSG budget was an in-year overspend of £0.889m.

(b) That after taking account of the brought forward balance, in-year underspend and allocations of funding previously agreed by the Schools Forum, the total DSG balance available for redistribution as at 31st March 2016 was £0.209m.

6. 2016-17 Dedicated Schools Grant Budget Position

Mrs Anne Mackay, Finance Manager, submitted a report advising the Forum on the latest projected 2016/17 Dedicated Schools Grant (DSG) retained budget position.

Mrs Mackay advised that, based on information at the end of May 2016, an underspend of £0.359m was projected against the retained DSG Budget for the current financial year. She confirmed that the DSG figures were submitted monthly to the Corporate Management Team and presented at Cabinet. She drew attention to the £0.568m unallocated DSG balance and explained that this had resulted due to the adjustment undertaken following the lower than expected figures of 2 year old and 3 and 4 year old funding and the High Needs Contingency forecast.

In response to a query regarding the underspend being returned to schools, Mr Burbidge, Head of Finance, Schools, confirmed that the position would be considered but pointed out that the final year end figure would not be available when setting out the 2017/18 budget and that the underspend could only be used to finance one off projects for schools which were of benefit to Swindon pupils. He confirmed that these decisions would be submitted to the Forum for consideration as and when they arise. Mr Burbidge further referred to future funding pressures, particularly resulting from the Fair Funding consultation exercise and explained that a financial balance was sought when setting budgets.

Resolved: That it be noted that:

(a) The latest projection on the 2016/17 retained budget was an underspend of £0.359m.

(b) The unallocated DSG balance will increase to £0.568.

7. 2016-17 Dedicated Schools Grant Budget and Forward Look

The Forum considered a report by Mr Ian Burbidge, Head of Finance, Schools, that included information on the latest position of the 2016/17 Dedicated Schools Grant (DSG) settlements and budget. He explained that following the Forum's meeting on 12th January 2016, the report addressed (a) an update on the Early Years 30 hours implementation and its implications, (b) an update on the pupil growth & trigger funding policy, (c) the additional trigger and growth funding for 2016/17, (d) the potential future growth places and costs, (e) an update on the notional Special Educational Needs top-up funding, (f) the tuition service review, (g) the new Special Schools Primary provision, (h) the potential free school bids affecting Swindon, (i) the impact of the apprenticeship levy on schools in Swindon, and (j) the review to be undertaken of the Financial Regulations applicable to maintained schools.

Mr Burbidge and Mr Peter Nathan, Head of Education responded to members' queries regarding:

- The differential pre-opening start-up funding allocation between the various school sectors. Members noted that pre-opening set-up costs would be reviewed following the opening of Crowdy's Hill School.
- A member of the Forum advised that expenditure on pupil growth funding for secondary schools could be avoided as there were currently places available in some secondary schools.
- The anticipated financial impact of the increase of SENRAP provision relating to the increase in Early Years provision from 15 hours to 30 hours from 2017.
- Acknowledgment that quality assurance was an important element when reviewing future provision by the Tuition Services.
- The number of Free School bids received, progress made on the applications, reference to one form entry schools and the effect on schools if any of the bids were unsuccessful.

Resolved: That the School Forum notes:

(a) The current arrangement for the 30 hours Early Years implementation.

(b) The forecasts of required pupil growth funding that will need to be considered as part of future budget setting processes.

(c) That officers have reviewed Notional SEN funding in other local authorities.

(d) That officers will recommend that subject to modelling results all mainstream High Needs funded pupils will be included in future calculations and some element of AWPU (age weighted pupil unit) funding will be taken into account when calculating the Notional SEN budget.

(e) That officers will consult with the various Associations and present modelling outcomes for discussion at the October 2016 meeting of the Forum.

(f) The current state of the Tuition Service review.

(g) That the Local Authority intends to open a new specialist primary provision at Crowdy's Hill Special School from September 2016.

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

(i) The current status of the free school bids that have been submitted to the Education Funding Agency to provide new free schools in Swindon.

(j) The potential impact of the apprenticeship levy on schools in Swindon.

(k) That the Local Authority will undertake a review of the Financial Regulations applicable to maintained schools.

(l) That Members be requested to cascade information on the apprenticeship levy on schools to all the School Associations.

(m) That the School Forum approves the growth and trigger funding policy as detailed at 3.17 of the report.

(n) That the School Forum notes the trigger funding budget will overspend by £115k as result of the need for additional reception places in North Swindon.

8. Post 16 High Needs Funding Update

Mrs Lyn Frith, Education Commissioner, submitted a report updating the Forum on the level of funding available and the proposed funding allocations for 2016/17 for post 16 high need students that included students attending further education colleges, independent specialist college and other training providers.

Mr Ian Burbidge, the Head of Finance, Education, and Mr Peter Nathan, Head of Education commented on the various issues that influence funding allocations and responded to members' queries regarding:

- Figures that would be amended following confirmation that the Specialist Post 16 Institutions (SPI) now commissioned 41 places for September 2016.
- The need to review the indicative banding values if further SPI places were acquired.
- Recognition that this would have an impact on the overall budget.
- The confirmation that Element 2 funding would be paid on a lagged basis directly by the Education Funding Agency.

Resolved: That it be noted that:

(a) The Local Authority's latest estimate was that a total of 367 FTE post 16 (excluding sixth form) high needs students will need to be financed during the 2016/17 academic year.

(b) Members agreed the 2016/17 indicative banding values as shown in Table 2 of the report.

(c) Further to (b) above, these will be reviewed if there was significant variance due to actual take up of places and an update presented to the October 2016 meeting of the Forum.

(d) The estimated annual net costs of 40 places at Specialist Post 16 Institutions was £0.460m and will be charged to the 2016/17 financial year budget.

(e) The annual allocations for Further Education College and Training Providers totalling £1.345m will be charged to the 2016/17 financial year.

(f) A contingency budget of £0.193m for 65 identified high needs students with no confirmed destination in the financial year.

(g) The overall financial year and academic year budget position as shown in Table 2 of the report.

(h) The Head of Finance, Education, be requested to circulate information regarding the provision of Element 2 funding.

9.

Any Other Business

The Chair advised members that David Bell, Chair of Governors at Doran School had resigned from the Forum. On behalf of the Forum, she thanked Mr Bell for all his hard work on behalf of the Forum and wished him all the best for the future.

10.

Date of next meeting

Meetings of the Forum are scheduled for the remainder of 2016/17 as follows:

- 18th October 2016, 4.00 p.m. in Committee Room 6.
- 17th January 2017, 4.00 p.m. in Committee Room 6.
- 28th March 2017, 4.00 p.m. in Committee Room 6.

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

WEDNESDAY, 20 JULY 2016

PRESENT:-

Group A: Mr David Burbidge (Baptist Church), Mrs Sarah Christian Denominations and Lane Cawte (Chair and United Reformed Other Religions or Religious Church), Mrs Teresa Clerck (Jewish Denominations Community), Mr David Burbidge (Baptist Church), Mrs Sarah Lane Cawte (United Reformed Church), Mr Tony McAteer (Catholic Community) and Mr Dinesh Patel (Hindu Community)

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

Group C: Mr Paul Sunners
Teacher Organisations

Group D: Councillors Fionuala Foley, Gemma McCracken, Councillors Fay Howard, Teresa Page and Barbara Parry.

Also in attendance: Katy Staples (SACRE Advisor) and Sarah Foulkes (School Improvement Adviser)

Apologies for absence were received from Mrs Jo Backus, Reverend David Howell, Mr M S Khan Ms Catherine Lomax, Mr Gurchoran Singh Lyal, Mrs Tracy Mason, Mrs Fidelma Meehan, Jo Backus, Mrs Tracy Mason, Mrs Lottie O'Brien and Reverend David Howell.

1. Appointment of Chair and Vice-Chair for the Municipal Year 2016/17

Resolved – (1) That Sarah Lane Cawte be appointed Chair of the SACRE for the Municipal Year 2016/17.

(2) That Councillor Gemma McCracken be appointed Vice-Chair of the SACRE for the remainder of 2016.

2. Welcome from the Hindu Temple and Cultural Centre

Dinesh Patel welcomed the SACRE to the Hindu Temple and Cultural Centre. Following a tour of the Centre, including the Temple, Mr Patel explained that the Temple and Cultural Centre had recently opened and was the first Hindu Temple and Cultural Centre in Swindon, which gave Hindus in the Swindon area a place to meet socially and celebrate their faith. The SACRE noted that the ground floor was arranged into a number of separate meeting rooms to encourage community use of the premises and the Temple and meditation room was located on the first floor.

The Chair thanked Mr Patel for the tour of the facility and for his very warm and hospitable welcome.

3. Declarations of Interest

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

4. Public Question Time

No public questions were received during the meeting.

5. Minutes and Matters Arising

Resolved – That the minutes of the meeting held on 22nd March 2016, be confirmed and signed as a correct record.

Matters Arising

Minute 121 – Website Update

The Chair reminded SACRE members of the need to submit their profile details to Mr Freddy Pound for inclusion on the new SACRE website. A template was available from Mr Pound if required.

6. Membership Update

The SACRE Clerk reminded members of Groups A, B and C of the need to respond to a request seeking confirmation of their willingness to serve on the SACRE for a further four year period and the completion of a contact details form.

The SACRE noted that the Council would be asked to confirm the membership of the SACRE Groups A, B and C at their meeting in September 2016.

7. Feedback from Conferences and Meetings

NASACRE AGM 2016 – Shaping the Future

The SACRE received a report from Mr Derek Jay, South Gloucester SACRE on the NASACRE AGM held at Central Hall, Westminster, London on 17th May 2016.

Keynote speakers included The Rt Hon Baroness Elizabeth Butler Sloss GBE and Professor Alan Dinham.

Secondary Cluster Meetings

The SACRE noted that a secondary cluster meeting was held on 19th May 2016 when 6 schools attended and considered the new Religious Education GCSE requirements and new Humanism materials.

Primary Cluster Meetings

The SACRE noted that 7 schools attended the recent primary cluster meeting, which considered subject specialism in Christianity and materials that could be used to teach Humanism.

Learn, Teach Lead RE

The SACRE welcome Mr Ed Pawson, Programme Director for Learn, Teach, Lead RE for the South West region and Mrs Emma McCarthy, Primary Hub leader for Swindon.

Mr Pawson spoke about his role as a SACRE Advisor to both Torbay and Devon Councils and the benefits of Religious Education (RE) teachers networking with other RE teachers in their area. He reminded the SACRE that the Learn, Teach Lead RE 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 model was being replicated for the Taunton / Swindon area.

The SACRE noted that Mrs McCarthy had been appointed as the Primary Hub Leader for Swindon. Mrs McCarthy highlighted the main aspects of her role, in particular to 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. She explained that Hub Leaders received 2 days training each year to help them in their role. There were 7 RE Hubs in the South West of England with discussions taking place about potential for an additional Hub in Chippenham. A successful Annual Conference was held in early July 2016 where about 60 teachers attended.

Mrs McCarthy commented on the exciting opportunity to act as Hub leader and that it was her desire to enthuse and inspire the next generation of primary and secondary RE teachers. She responded to a number of queries in relation to the implications of her role as Hub leader in working with school Governors and the opportunities for teachers to be involved with Learn, Teach, Lead RE.

Ms Katy Staples, SACRE Advisor, explained that she would be working closely with Mrs McCarthy in launching the first Hub meeting on 17th November 2016 and that Mrs McCarthy would be involved in the implementation of the new Agreed Syllabus. The SACRE noted that it was very important to build strong relationships and the need to build bridges between primary and secondary RE teachers.

The SACRE Advisor also commented on additional funding for Learn, Teach, Lead RE from the St Matthias Trust and Bristol University.

Mrs McCarthy agreed to inform the SACRE of future Hub meetings in Swindon.

Making May Matter

The SACRE Advisor reminded members about the Making May Matter initiative which aimed to raise the profile of Religious Education and help schools celebrate great RE.

Members noted that a number of successful events were held during May and June 2016 at Commonweal School, Peatmoor Primary School and Isambard Community School.

8. High Court Ruling about Humanism and NASACRE and AREIAC Response

The SACRE Advisor reported on a recent High Court Ruling on Religious Education (RE) and the inclusion of Humanism, as a non-religious world view, in the study of RE at Key Stage 4 and subsequent advice of Dr Satvinder Juss, King's College, University of London.

The SACRE were advised that the Agreed Syllabus for Swindon included an element of teaching Humanism at Key Stage 2 and that guidance was being planned for Key Stage 4. The SACRE were satisfied that the Swindon Borough Council newly Agreed Syllabus complied with the Department for Education guidance issued in July 2016.

Resolved – That the guidance received from Dr Satvinder Juss be noted and the position monitored for further advice and guidance.

9. Response from Letter and Survey about Poor Exam Entry Data

The SACRE Advisor referred to a letter that had been circulated to all schools and academies in Swindon about the 2014/15 examination data for entries for public examinations in Religious Education, in which it was reported that Swindon had the lowest numbers of entries for GCSE Religious Studies nationally at 17%. The SACRE noted that this information had been drawn to the attention of all schools and academies in Swindon along with details of the Agreed Syllabus.

In order to highlight the importance of the provision of RE for all registered pupils at school Councillor Fionuala Foley explained that she would be visiting Secondary schools during September 2016 and would raise this issue and remind schools of their responsibilities in relation to the teaching of RE. In addition Mrs Sarah Foulkes, School Improvement Advisor agreed to include the issue in her discussions with schools at the upcoming Subject Network Day.

Resolved – (1) That the Cabinet Member for Children's Services, Councillor Fionuala Foley, (i) highlights the importance of schools teaching RE during her visits to Secondary schools during September 2016, and (ii) circulates a letter prepared by the SACRE Advisor about the level of Religious Education being taught in schools at Key Stage 4 to all secondary schools and all Chair of Governors in Swindon.

(2) That Mrs Sarah Foulkes, School Improvement Advisor includes the issue of teaching RE in her discussions with schools at the upcoming Subject Network Day.

10. Launch of the Agreed Syllabus

The SACRE Advisor confirmed that Mr Stephen Pett and Mrs Fiona Moss from RE Today would be launching the Swindon Agreed Syllabus on 8th November 2016 at Tadpole Farm C of E Primary School.

The Chair encouraged SACRE members to attend the launch of the Agreed Syllabus and agreed that the programme and format for the launch would be

circulated to SACRE members in due course.

Mrs Sarah Foulkes, School Improvement Advisor asked for details of the schools invited to the launch and agreed to encourage their attendance. The SACRE Advisor commented on the Syllabus and that it would be tailored to meet Swindon needs. The SACRE were asked to provide a number of appropriate images of children from Swindon schools to include in the Syllabus.

11. SACRE Representation on Other Committees

The Chair advised the SACRE that, following a review of the Co-opted members of Swindon Borough Council committees, the Children's Health, Social Care and Education Overview and Scrutiny Committee had agreed to streamline the number of co-optee's on their Committee. As there were already five members on the Committee who would be able to represent the views of SACRE it was agreed not to appoint a co-optee from the SACRE at this time.

The Chair thanked Paul Sunners for representing the SACRE on the Overview and Scrutiny Committee and for the sterling work he has undertaken on behalf of the SACRE over the years.

12. Paul Sunners

The SACRE was informed that this would be Mr Paul Sunners (Group C) last SACRE meeting representing the NAHT and that a new NAHT representative was being sought.

The Chair, on behalf of the SACRE thanked Mr Sunners for his commitment, contribution, support and engagement as a member of SACRE over the years. The Chair wished Mr Sunners all the best for the future and explained that his contribution at SACRE meetings will be sorely missed.

13. Date of Next Meeting

It was noted that the next meeting of the SACRE would be held on Tuesday, 1st November 2016, commencing at 6:00pm. It was suggested that Tadpole Farm C of E Primary School be considered as a potential venue for this meeting.

Mr Tony McAteer offered the use of Holy Cross Primary School for the meeting of the SACRE on Tuesday 7th March 2017.

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

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 16 JUNE 2016 AT YEOMAN ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

Cllr Junab Ali, Cllr Abdul Amin, Cllr Alan Bishop, Cllr Richard Britton (Chairman),
Cllr Trevor Carbin, Chris Henwood, Cllr Peter Hutton, Cllr Julian Johnson,
Cllr Gordon King, Cllr John Smale, Cllr Sydney-Smith

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPCC
Chris McMullen – OPCC
Allan Johns - OPCC
Carolyn Filmore – OPCC
Naji Dawish – OPCC
Robin Townsend – Wiltshire Council
Emily Higson – Wiltshire Council
Kevin Fielding – Wiltshire Council
David Line - member of the PCC & CC Independent Audit Committee

1 Appointment of Chairman and Vice-Chairman

Cllr Richard Britton – Wiltshire Council was elected Chairman for the forthcoming year.

Cllr Junab Ali – Swindon Borough Council was elected Vice-Chairman for the forthcoming year.

2 Apologies for Absence

Apologies were received from Cindy Creasy and Cllr Chris Caswill – Wiltshire.

3 Minutes and matters arising

Decision:

- The minutes of the meeting held on 3 March 2016 were agreed as a correct record and signed by the Chairman.
- It was noted that Naji Darwish – OPPC had been in attendance at the 3 March 2016 meeting.

4 Declarations of interest

It was noted that Cllr Peter Hutton was the Portfolio Holder for Public Protection, Wiltshire Council.

5 Chairman's Announcements

The Chairman welcomed new panel members, Cllr Junab Ali – Swindon Borough Council, Cllr Gordon King – Wiltshire Council and Cllr Caryl Sydney-Smith – Swindon Borough Council.

Cllr John Adams - Chairman of the Dorset PCP was welcomed to the meeting.

6 Public Participation

There was no public participation.

7 PCC Annual Report 2015-16

The Commissioner introduced the PCC's annual performance report for the year 2015-16. The PCP was asked to note the draft annual report and to provide comments on the annual report.

The annual report was aimed for public audience and captured the highlights of the year and the commissioner's assessment of progress against his plan.

The annual report was structured around three sections:

- Section one provides the PCC's overall assessment of policing and community safety in Wiltshire incorporating the learning from inspections by Her Majesty's Inspectorate of Constabulary (HMIC), engagement with victims and local communities. This should be balanced and a

transparent assessment given, highlighting both the achievements and areas to improve.

- Section two identifies the strategic future challenges and opportunities in the coming years.
- Section three updates on the progress in delivering the P&C Plan by each priority and the future challenges and opportunities. The final section three provides an overview of financial information from 2015-16.

Questions and comments raised by the PCP.

- That the report appears to contain no mention of the PCP.
The point was noted.
- “That Wiltshire was safe and had a good police service that had a well-developed understanding of crime, was effective at preventing crime and carried out investigations which were generally good quality” – but good investigations are meaningless without good outcomes to back this up.
- How do you know that crime was being accurately recorded?
Home Office guide lines were now being adhered to, with HMIC inspections regularly being carried out. Wiltshire Police was aiming for 100% accuracy with its recording of crime figures.
- “The threats from crime and criminality are changing and Wiltshire Police needs to balance the complex demands that are placed on it. Protecting people from fraud, violence and cybercrime is presenting new challenges in how public agencies prevent, investigate and prosecute. I need to be assured that my priorities and resources are matched against the threats and risks we face. During 2016-17 when I refresh my P&C plan I will take advice from the Chief Constable on the priorities that require focus and I will balance resources accordingly” – This paragraph should be worded as more of a priority.
The point was noted.
- “I want to work with the newly invigorated Wiltshire Criminal Justice Board to develop the culture of collective responsibility and ownership for the entire victim journey and the performance of the entire system” - How do you envisage achieving this?
A Wiltshire strategy had now been drawn up which would improve the service that was supplied.
- Cyber Crime – How was Wiltshire dealing with this type of crime?

Wiltshire Police was working alongside other forces and agencies, educating the public on the dangers of cyber crime and good partnership working were the keys to tackling this new type of crime.

The Chairman thanked the Commissioner for his report.

8 Review of the Community Policing Pilot

The Commissioner introduced Mike Veale – Chief Constable, Wiltshire Police who gave a review of the background to the Community Policing Pilot which had been carried out in the Trowbridge and Warminster community areas.

Points made included:

- That Wiltshire Police couldn't continue to provide its current level of policing without doing some serious thinking on how it was able to provide good community policing during this period of austerity.
- The need to put victims of crime and witnesses first.
- To change the dialogue – listen more to people.
- The desire to re-design the way Wiltshire police worked – to move away from a rigid, one dimensional way of working.
- Putting the right people in the right place.
- The need to be more authentic in its way of policing.
- That police officers had bought into the new way of working.
- That the Community Policing project would inspire community confidence.
- That a culture change within the force would take 2-3 years, but it would be a real change for the better.

The Chairman thanked the Chief Constable for his presentation.

9 Quarterly data (Q4)- Risk / Performance / Finance / Complaints - including drugs information

The Commissioner outlined a report setting out his quarterly performance data – Quarter Four 2015 – 16.

- After discussion and questions the report was noted.

The Commissioner outlined a report setting out the Budget Monitoring Statement – Quarter Four 2015 – 16.

- The report was noted.

Allan Johns outlined a report setting out the Integrity and Complaints Appeals for the period 1 April 2015 – 31 March 2016.

- The report was noted.

Risk Register – Quarter Four 2015 – 16.

- The report was noted.

The Chairman thanked the Commissioner for his report.

10 **Strategic alliance with Avon & Somerset**

The Chairman advised that the Strategic Alliance with Avon & Somerset had, with the inclusion of Gloucestershire, now become the Tri-Force Collaboration Program.

The Chairman requested from the OPCC a copy of the project plan for Tri-Force Collaboration Program as soon as it became available.

11 **Police Reform Bill - key points and potential impacts**

OPCC were thanked for this report which the Panel found helpful.

12 **Task Group Updates**

Strategic Alliance Task Group

- That the Strategic Alliance had now been replaced by the Tri-Force Collaboration Program.

Specials Task Group

- The target to recruit and retain 500 Special Constables was ambitious but welcomed.
- Bearing in mind the force's previous performance in recruiting and retaining Specials there were serious concerns whether this number could be retained over the longer term by the force.

13 **PCC Diary report**

The Commissioner's dairy report was noted.

14 **Forward Work Plan**

The Forward Work Plan was noted with the following:

- That a report on the work of the Wiltshire Criminal Justice Board should be added for June 2017.

15 **Future meeting dates**

- Thursday 1 September 2016 – City Hall, Salisbury.
- Thursday 1 December 2016 – Swindon Borough Council Offices.

(Duration of meeting: 2.30 - 5.10 pm)

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

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

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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**Minutes of the
Inaugural meeting of the Dorset & Wiltshire Fire and Rescue Authority
held at 1000 hours on 1 April 2016 at Dorset & Wiltshire Fire and Rescue Service
Headquarter, Five Rivers Health and Well Being Centre, Hulse Road, Salisbury, SP1
3NR**

Members present: Cllr Abdul Amin, Cllr Mark Anderson, Cllr Les Burden, Cllr Mike Byatt, Cllr Ernie Clark, Cllr Ronald Coatsworth, Cllr Malcolm Davies, Cllr Christopher Devine, Cllr Beverley Dunlop, Cllr Phil Eades, Cllr Peter Edge, Cllr Spencer Flower, Cllr John Haines, Cllr Colin Jamieson (for part of the meeting), Cllr Susan Jefferies, Cllr Bob Jones, Cllr John Knight, Cllr Rebecca Knox (Chairman), Cllr Colin Lovell, Cllr Christopher Newbury, Cllr Graham Payne, Cllr Garry Perkins, Cllr Christopher Rochester, Cllr Ricky Rogers, Cllr Ann Stribley, Cllr Joe Tray, Cllrs Bridget Wayman, Cllr John Wilson (for part of the meeting).

Officer attendance: CFO Darran Gunter, ACFO John Aldridge, ACFO Mick Stead, ACFO Ben Ansell, Treasurer and Chief Finance Officer Mr Phil Chow, Monitoring Officer Mr Jonathan Mair, Head of Democratic Services and Corporate Assurance Mrs Jill McCrae,

Apologies: Cllr Mollie Groom, Cllr Trevor Jones

**1. Election of the Dorset and Wiltshire Fire & Rescue Authority
Chairman**

- 1.1 The Monitoring Officer, Jonathan Mair welcomed Members and Officers to the meeting. Before moving to the first item of formal business he invited the CFO to explain to members the programme of events which would follow the formal meeting.
- 1.2 The CFO provided Members with a run through of the celebration events to mark the inauguration of Dorset & Wiltshire Fire and Rescue Authority, which was to follow the Fire Authority meeting and presented all Members with a plaque to commemorate the day.
- 1.3 The Monitoring Officer took Members back to the agenda item 1 and invited nominations for the position of Dorset & Wiltshire Fire and Rescue Authority Chairman.
- 1.4 Cllr Rebecca Knox and Cllr Christopher Devine were each nominated and seconded.
- 1.5 On it being put to a vote Cllr Rebecca Knox was elected as Chairman.

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- 1.6 Members were invited to nominate a Vice-Chairman for the Fire Authority. Cllr Garry Perkins was nominated and seconded. On it being put to a vote Cllr Garry Perkins was elected unanimously as the Vice Chairman.
- 1.7 **Resolved – That Cllr Rebecca Knox be elected as Chairman of the Dorset & Wiltshire Fire and Rescue Authority.**
- 1.8 **Resolved – That Cllr Garry Perkins be elected as Vice Chairman of the Dorset & Wiltshire Fire and Rescue Authority.**

2. Apologies

- 2.1 Apologies were received from Cllr Mollie Groom and Cllr Trevor Jones and it was confirmed that Cllr John Wilson and Cllr Colin Jamieson would arrive later in the meeting.

3. Code of Conduct and Declaration of Interest

- 3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act
- 3.2 Although not a disclosable pecuniary interest under the Localism Act Cllr Joe Tray confirmed to the meeting that he is in receipt of a Firefighters pension.

4. Minutes of Shadow Dorset and Wiltshire Fire Authority meeting on 12 February 2016 and matters arising

- 4.1 The Chairman asked Members to review and approve the minutes of the previous meeting.
- 4.2 Members confirmed their approval of minutes with no amendments.

5. Appointments to Committees

- 5.1 The Monitoring Officer introduced the paper and confirmed the Committees requiring appointments.
- 5.2 Members were asked to approve the membership of the Local Performance & Scrutiny Committees, as noted within the paper. This was agreed by all Members.
- 5.3 Nominations for the Policy and Resources Committee were invited and the following Members were appointed; Cllr Ricky Rogers, Cllr Chris Devine, Cllr Rebecca Knox, Cllr Peter Edge, Cllr Philip Eades, Cllr Joe Tray, Cllr Bridget Wayman, Cllr Ann Stribley, Cllr Mollie Groom, Cllr Spencer Flower, Cllr Chris Rochester and Cllr Garry Perkins – 12
- 5.4 The Monitoring Officer invited nominations for Chairman of the Policy & Resources Committee. Cllr Rebecca Knox was elected unanimously.

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- 5.5 Nominations were sought to the Finance and Audit Committee and the following Members were appointed; Cllr Les Burden, Cllr Ernie Clark, Cllr Malcolm Davies, Cllr Colin Jamieson, Cllr John Haines, Cllr Ronald Coatsworth, Cllr Christopher Newbury, Cllr Bob Jones, Cllr Trevor Jones, Cllr Mike Byatt, Cllr Abdul Amin, Cllr Graham Payne.
- 5.6 Nominations were also invited for the Chairman of the Finance & Audit Committee. Cllr Bob Jones was elected unanimously.
- 5.7 Members were asked to agree to the establishment of a Local Pensions Board, agreement was given by all Members.
- 5.8 In the light of their previous experience Cllr Ronald Coatsworth and Cllr Mike Byatt were appointed to the Committee. The additional two Members will be agreed at the Policy & Resources Committee meeting on 19th May 2016.
- 5.9 Members were asked for nominations to the Appeals Committee and the following nominations were provided and agreed; Cllr Beverly Dunlop, Cllr John Knight, Cllr Ann Stribley, Cllr Rebecca Knox, Cllr Graham Payne, Cllr Colin Lovell, Cllr Garry Perkins, Cllr Susan Jefferies, Cllr Peter Edge and Cllr Ricky Rogers.
- 5.10 Members noted the selection of political group leaders:
- Cllr Rebecca Knox as Conservative Group Leader
- Cllr Peter Edge as Liberal Democrat Group Leader
- Cllr Mike Byatt as Labour Group Leader.
- 5.11 Members considered the appointment of member champions. It was agreed that these appointments should be delayed until the Policy & Resources Committee meeting on the 19th May.
- 5.12 Appointments were made to the following bodies:
- Local Government Association - Cllr Rebecca Knox, Cllr Garry Perkins and Cllr Bob Jones.
- LGA Fire Commission - Cllr Rebecca Knox and Cllr Garry Perkins (to deputise).
- Bournemouth Community Partnership - Cllr Malcolm Davies.
- Dorset Community Safety Partnership - Cllr Rebecca Knox.
- Safer Poole – Les Burden.
- South West Councils - Cllr Rebecca Knox.
- South West Employers - Cllr Garry Perkins.

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Wiltshire Assembly - Cllr John Knight

- 5.13 Members approved the appointment of the Chief Fire Officer to the Wiltshire Public Service Board.
- 5.14 The Chairman indicated that she had asked for clarity over any appointment required for the Wiltshire Community Safety Partnership and the Swindon Community Safety Partnership. Stephen Taylor, Monitoring Officer for Swindon had kindly agreed to investigate if the Authority had an elected Member and officer role. Members agreed that these appointments should be deferred until the Policy & Resources Committee meeting on the 19th May 2016.

6. Combination Programme Presentation

- 6.1 The CFO provided Members with a presentation on the progress of the combination programme.
- 6.2 Members asked for confirmation of the continuation of some of the workstreams. The CFO confirmed that a workstream would continue for the Safety Centre and that terms of reference will be developed for this. In addition, the CFO suggested that member involvement in the ICT convergence could continue.
- 6.3 Members asked about the plan for paperless meetings and communications. The Head of Democratic Services confirmed that early discussions had progressed with Mod.Gov, the system used by Wiltshire Council, Dorset County Council and Swindon Borough Council, and that a meeting to progress this further was arranged for Monday 4 April 2016. Although no timescale was given, Members were given assurance on the progression and prioritisation of this work.
- 6.4 Members discussed the progression of a Station Buddying system, where Members are assigned to Stations to meet watches and review areas such as the working environment, performance management and staff morale. Members agreed that they would like this system progressed. The CFO confirmed that this would be established via the Policy & Resources Committee. – All Members would be involved.
- 6.5 Members were keen to review potential co-working with the Ambulance Service; the CFO confirmed that work is underway to look at options of shared locations and noted that co-responding was successfully delivered from a number of stations. The CFO advised that any further recommendations for co-working would come to the Fire Authority in its early stages, although there was nothing to highlight at this stage.
- 6.6 Members queried the RDS recruitment issues faced by Fire Services, the CFO confirmed that this is an issue nationally and therefore the Service will have a focus on RDS resilience moving forward.
- 6.7 Members ask about the purchase and leasing options for fire appliances moving forward. The Treasurer and Chief Finance Officer, Phil Chow noted that improved procurement

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arrangements and new rules have opened up new opportunities for the new Service moving forward.

7. Adoption of the Community Safety Plan

- 7.1 The Chairman confirmed to Members that the copy of the Community Safety Plan included within the report was the draft that was reviewed by the Shadow Policy & Resources Committee at their meeting on the 23rd March 2016. She noted that requests to include additional details on the Service's prevention activities had been requested as well as a number of additional minor updates and that Officers were developing the document further.
- 7.2 Members raised concern over the map included within the plan and highlighted that the appliance information was misleading for the public. It was agreed that the map would be reviewed prior to publication.
- 7.3 Members asked for the wording to be reviewed with regard to how the Service is required to share information to ensure that it is clear that this will be well governed.
- 7.4 Members asked for the wording regarding referrals to be clarified, in that the Fire Service will only make a referral with the consent of the homeowner.
- 7.5 **Action – Officers to update the following areas of the Community Safety Plan prior to publication:**
- **Update the Map and appliance information**
 - **Include prevention activities**
 - **Minor updates to be amended**
 - **Reword how the Service will govern the sharing of information and referral process.**
- 7.6 **Resolve – Members approved the publication of the Community Safety Plan with the updates noted above.**

8. Adoption of Values

- 8.1 The CFO took Members through the RESPECT values and behaviours framework.
- 8.2 Members agreed to the adoption of the framework.
- 8.3 **Resolved – Members approved and endorsed the RESPECT values and behaviour framework for adoption.**

9. Safety Centre Update Presentation.

- 9.1 ACFO John Aldridge introduced Area Manager Jim Mahoney and Group Manager Kathy Collis to the meeting.

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- 9.2 A joint presentation was given to Members by Area Manager Jim Mahoney and Group Manager Kathy Collis.
- 9.3 Members required additional information on the progression of key work for the Safety Centre. Due to the confidentiality of the contract information at this stage the Monitoring Officer advised the meeting that this would need to be further discussed as an exempt item under part 2, as per 12a of the schedule.
- 9.4 The Chairman proposed to Members that the meeting continued with the outstanding agenda items and that the meeting will go into exempt business after agenda item 13. Members agreed.

10. Internal Audit and External Audit Plans and Strategies

- 10.1 The Treasurer and Chief Finance Officer too Members through the paper.
- 10.2 Members unanimously agreed to the recommendations within the paper.
- 10.3 **Resolved – Members endorsed and approved the internal and external audit plans and strategies.**

11. Members Handbook

- 11.1 The CFO highlighted to Members the Members Handbooks given out to all at the beginning of the meeting and noted that an electronic copy is available on the website.
- 11.2 Members requested that an updated fold-out map is provided within the handbook, in line with the one required for the Community Safety Plan.
- 11.3 Cllr John Wilson advised the meeting of his pending resignation from the Fire Authority and congratulated the Authority for their commitment and hard work in the combination programme.
- 11.4 The Chairman thanked Cllr Wilson for his contributions and commitment to the Fire Authority.
- 11.5 **Action – Head of Democratic Services to provide a fold-out map for the Members handbook in line with the Community Safety plan.**

12. Opening Celebrations

- 12.1 The Chairman confirmed that this agenda item was covered at the beginning of the meeting.

13. Date of Next Meeting

- 13.1 The Chairman confirmed that the 2nd meeting of the Dorset & Wiltshire Fire and Rescue Authority will take place on Thursday 23rd June 2016, at Dorset & Wiltshire Fire and

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Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 10am.

- 13.2 Some members asked that the date of the next meeting be changed as it clashed with the EU referendum.
- 13.3 On it being put to a vote the original date was retained.
- 13.4 **Resolve – Members confirmed that the 2nd meeting of the Dorset & Wiltshire Fire and Rescue Authority will continue to take place on Thursday 23rd June 2016 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 10am.**

14. Exclusion of the Public

- 14.1 The Chairman addressed all attendees to confirm the closure of the meeting to the public with the following statement:
- 14.2 In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the press and public for the business specified below because it is likely that, if members of the public were present, there would be disclosure to them of exempt information as defined in paragraphs 2 and 3 of Part 1 of Schedule 12A to the Act

15. Safety Centre Update Presentation Discussion

- 15.1 Members were provided with a detailed update on the progress of the Safety Centre.
- 15.2 Members provided a resolve with a number of agreed actions to be taken.

The Chairman thanked Members and Officers for their attendance and closed the meeting at 12:45hrs.

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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

DRAFT Minutes of the

Dorset & Wiltshire Fire Authority

held at 10:00 hours on Thursday 23 June 2016 at the

**Dorset & Wiltshire Fire and Rescue Service Headquarters, Hulse Road, Salisbury,
Wilts, SN1 3NR**

Members present: Cllr Abdul Amin, Cllr Les Burden, Cllr Steve Butler, Cllr Mike Byatt, Cllr Ernie Clarke, Cllr Ronald Coatsworth, Cllr Christopher Devine, Cllr Peter Edge, Cllr Spencer Flower, Cllr Mollie Groom, Cllr John Haines, Cllr Bob Jones, Cllr Trevor Jones, Cllr John Knight, Cllr Rebecca Knox, , Cllr Graham Payne, Cllr Garry Perkins, Cllr Christopher Rochester, Cllr Ann Stribley, Cllr Joe Tray, Cllr Bridget Wayman, ,

Cllr Nick Martin from 11.30am

Officer attendance: CFO Darran Gunter, ACFO Mick Stead, ACFO John Aldridge, Director of Financial Services Phil Chow, Head of Democratic Services and Corporate Assurance Jill McCrae, Monitoring Officer Jonathan Mair, Democratic Services Officer Marianne Taylor, HR Consultant Sue Lewis.

1 Welcome

- 1.1 The Chairman opened the meeting, and welcomed attendees including the introduction of the new member, Cllr Steve Butler.
- 1.2 The Chairman informed members of the recent death of Cllr John Wilson. She gave thanks for his work and outlined his career and attendance at youth events remarking that he was an excellent member of the former Dorset Fire Authority and a valued member of the Shadow Authority. Cllr Trevor Jones and Cllr Spencer Flower endorsed this and added that Cllr Wilson was respected for his work ethic, capacity and his devotion to service and his community. Members also stated that he was a proud person and will be greatly missed. A few moments of quiet reflection were held to honour his passing.

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2 Apologies

- 2.2 Apologies were received from Cllr Mark Anderson, Cllr Beverley Dunlop, Cllr Colin Jamieson, Cllr Susan Jefferies, Cllr Christopher Newbury, Cllr Malcolm Davies, Cllr Phil Eades, Cllr Ricky Rogers, ACFO Ben Ansell, Director of Corporate Services Derek James and Director of People Services Kay Williams.

3 Declarations of Interest and Notifications of Any Other Business

- 3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act.
- 3.2 There were none.

4 Minutes of Dorset and Wiltshire Fire Authority meeting on 1 April 2016

- 4.1 The chairman asked members to review and approve the minutes from the last meeting.
- 4.2 Members approved the minutes with no amendments and confirmed that there were no matters arising.

5 Appointments to outstanding Committees

- 5.1 The Monitoring Officer introduced the paper and asked members to approve:
- an additional two appointments to the Local Pension Board
 - the appointment of Cllr Garry Perkins to the LGA Fire Commission (as the Vice Chairman of the Authority
- the formation of a Governance Working Group to review the governance arrangements for the Authority
- 5.2 Members reviewed the previous discussions regarding the governance arrangements of the Authority and discussed the need for a Governance Group at this time.
- 5.3 The formation of a Governance Working Group to be implemented to commence and complete a review by May 2017 was proposed and seconded.
- 5.4 **Resolved: Cllr Graham Payne and Cllr Peter Edge be appointed to the Local Pension Board.**
- 5.5 **Resolved: Members confirmed the appointment of Cllr Garry Perkins to the LGA Fire Commission as the vice chair of the Fire Authority.**

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- 5.6 **Resolved: That a Governance Working Group be formed to complete a review of the Authority's governance arrangements by May 2017 and that the Group should comprise 5 members (3 Conservative, 1 Labour and 1 Liberal Democrat) to be nominated by Group Leaders.**
- 5.7 **Action: Group Leaders to provide the Monitoring Officer with nominations for the Governance Working Group.**
- 6 Review of the minutes from the Policy and Resources meeting held on 19 May 2016**
- 6.1 The Chairman asked Members to review and approve the minutes for the Policy and Resources meeting on the 19 May 2016.
- 6.2 Members reviewed Item 9, Service Control Centre, and noted the requirement for Members to receive a report providing a summary of the issues and resolves for assurance. CFO Gunter advised that a technical issue with the Capita Vision system had recently arisen but noted that the continuity arrangements for the partnership allowed for calls and mobilisation to take place on the Devon & Somerset FRS and Hampshire FRS Control Centre systems. He confirmed that a report would be produced for the Policy & Resources Committee.
- 6.3 Members reviewed Item 7, Apprenticeship Scheme, and raised a concern regarding the potential for levies to be applied to the Authority and the impact this might have on apprenticeship schemes. The Chairman confirmed that the Fire Commission are reviewing this and that the Service is looking at this at a local level.
- 6.4 CFO Gunter advised that the levy will come into force from 2017/18 and will be a percentage of the salary bill, currently estimated at £150K, he went on to advise that the Service have advertised for 6 operational apprentices.
- 6.5 Members proposed that the Authority sends a letter to MP's highlighting the importance of the Apprenticeship schemes.
- 6.6 Members queried if the allocation of Station Buddies discussed in Item 8 had been confirmed. The Head of Democratic Services and Corporate Assurance confirmed that final amendments were being made and a final list would be communicated shortly.
- 6.5 **Action: Service Control Centre review report to be produced for the Policy & Resources Committee meeting on 14 September 2016.**
- 6.6 **Action: Chairman to send a letter to MPs regarding the Apprenticeship Schemes and their importance.**
- 6.7 **Action: Final list of Station Buddies to be finalised and communicated by the Head of Democratic Services & Corporate Assurance.**

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7 Local Performance and Scrutiny Committee updates

- 7.1 CFO Gunter introduced the paper confirming that two introductory sessions had now taken place for all 4 Local Performance and Scrutiny meetings and whilst discussions at each session will be specific to the risks within that area the meetings needed to be held with a consistent approach, and suggestions were made within the recommendations of the paper. The CFO took the Members through each recommendation.
- 7.2 Members discussed the suggested agenda and confirmed their agreement for a public questions agenda item. Discussion took place regarding previous experience of open Minutes and Members agreed that the Monitoring Officer should produce informal guidance for the Chairman of each meeting, with a review of these arrangements taking place if needed and highlighting the terms of reference.
- 7.3 **Resolved: Members agreed that Local Performance and Scrutiny Committees will not recommend local targets to the Fire and Rescue Authority for emergency response in Year 1, but will monitor the effectiveness of emergency response arrangements appropriate to its area.**
- 7.4 **that the quorum at the four Local Performance and Scrutiny Committees are to be:**
- **Bournemouth and Poole 4 (in addition there must be at least one member for Bournemouth and one for Poole at the meeting for it to be Quorate)**
 - **Dorset 4**
 - **Swindon 3**
 - **Wiltshire 5**
- 7.5 **Resolved: That the standard agenda for the four Local Performance and Scrutiny Committees should be as outlined in Appendix B of the paper.**
- 7.6 **Resolved: That the four Local Performance and Scrutiny Committees should meet at a variety of locations in their areas based upon the principles of minimising cost and maximising public engagement.**
- 7.7 **Action: The Monitoring Officer to produce informal guidance for the Chairman to guide the approach towards the public questions agenda item at each of the Local Performance & Scrutiny meetings.**

8 Safety Centre update

- 8.1 ACFO Aldridge introduced the paper advising Members that 2 meetings of the Safety Centre Working Group had already taken place and confirmed to Members that this group had reviewed and scrutinised the project plans and timeline for this project. He reminded Members of the key areas within the project plan, the lease arrangements, planning arrangements, procurement for design and build, and partnering and sponsorship and confirmed that these are all in progress and on target to be delivered on time and within budget.
- 8.2 ACFO Aldridge advised Members that the stakeholder event in May was very well attended and a success. He also said that interest had been received from Oxfordshire Fire and Rescue Service and Royal Berkshire Fire and Rescue Service with engagement underway with both.
- 8.3 Cllr Garry Perkins provided further assurance to Members of the progress of work and advised that a full project plan is available via ACFO Aldridge which provides the timeline of work to ensure the operation of the Safety Centre in March 2018.
- 8.4 Members requested for a financial matrix to be reported at the next Authority meeting.
- 8.5 Members expressed their thanks to the Safety Centre project team for their hard work and dedication to the project.
- 8.6 **Action: ACFO Aldridge to provide a financial matrix as part of the Safety Centre update at the next Authority meeting.**

9 Funding for Youth Intervention and Education programmes

- 9.1 ACFO Stead introduced the paper and explained the current programmes run by the legacy Service's and how they differ. He also advised of the successes and comments from partner organisations on the work undertaken with vulnerable young people.
- 9.2 Members queried the on-going budget allocations for the continuation of work. ACFO Stead confirmed that the funds were agreed at the Policy & Resources meeting on the 19 May for this year and that a report for further years will be brought back to the Authority at a later date.
- 9.3 Members showed their support for the youth intervention work undertaken by the Service and queried the potential for support from Local Area Boards. CFO Gunter highlighted that there may be scope within the new apprenticeships levy, which will be something the Service will look into. He also confirmed that the Service would look into options with the Local Area Boards.

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- 9.4 **Resolved – That the decision made at the Policy and Resources Committee on the 19 May 2016 be endorsed and that the use of £100,00.00 (one hundred thousand pounds) from general balances be agreed to ensure the Youth Intervention and Education programmes for 2016/17 can be delivered.**
- 9.5 **Action: Officers to undertake a full review during 2016 and provide a report to the Authority to include proposals for a sustainable and effective delivery model for future years.**

10 Primary Authority Scheme

- 10.1 ACFO Stead introduced the paper explaining the purpose and provided an explanation of the regulation and background of the Primary Authority Scheme.
- 10.2 Members queried the capacity of the team to carry out this work and were assured by ACFO Stead who confirmed capacity had been measured.
- 10.3 **Resolved: That a Primary Authority Scheme in partnership with the RNLI be agreed and that officers be authorised to finalise the Memorandum of Understanding to that effect.**

11 Staff Transition Outcome

- 11.1 CFO Gunter introduced HR Consultant Ms Sue Lewis who has been working closely on the combination for about a year and highlighted to Members that the projected savings originally identified for the staff transition had been achieved
- 11.2 Ms Sue Lewis gave Members a summary of the progress of the staff transition, which included the new structure, pay and grading work and slotting and matching process. Ms Lewis advised Members that the representative body engagement throughout this process had been positive and noted that there were still a number of vacancies yet to fill, which was a current focus of the HR teams
- 11.3 **Resolved: Members endorsed the work, understood and noted the outcome of the corporate staff transition process associated with the combination.**

12 Fire and Rescue Authority Efficiency Plans

- 12.1 The Director of Finance introduced the paper and the option to put in place a 4 year efficiency plan and the offer of a 4 year settlement. He went on to confirm to Members the well-established arrangements already in place due to the combination work. He also referred to the additional work that would be required if a decision was made to apply for this settlement, highlighting the submissions deadline of 14 October 2016 and the requirement for the draft efficiency plan to come to the Authority meeting in September.

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- 12.2 Members discussed the paper and raised some concerns over local planning and development proposals which had come to their attention. The Chairman confirmed that she would write to Wiltshire Council to ask that the Authority be included in documents which relate to proposals for their assets.
- 12.3 Members discussed the role of the Member Champion and their involvement. CFO Gunter advised that the roles under each area would vary due to requirements and that he would ask the members of the Strategic Leadership Team (SLT) to contact the relevant Member Champions and arrange an initial meeting.
- 12.4 Members confirmed their approval and endorsement of the efficiency plan proposal and the confirmed the need for the draft plan to be brought back to the Authority at their meeting in September.
- 12.5 **Resolved: That the application for a four year funding allocation and a draft efficiency plan be considered by the Finance and Audit Committee on 21 September 2016 before being put to the Authority for approval on the 29 September 2016.**
- 12.6 **Action: Chairman to write to Wiltshire Council regarding recent public reports including the Authority's assets.**
- 12.7 **Action: SLT to arrange meetings with member champions attached to their responsibilities.**

13 National Fire and Rescue Service Governance

- 13.1 The Chairman apologised to Members for the delay in this paper reaching them.
- 13.2 CFO Gunter asked Members to give him a clear steer for his response to the Home Office on issues associated to the role of Police and Crime Commissioners and the proposal for their involvement within Fire and Rescue Authorities.
- 13.3 CFO Gunter went on to advise that the Policing & Crime Bill is anticipated to gain royal assent later this year. It will place a statutory duty on Police, Fire and Ambulance services to work closely together and to enable the Police & Crime Commissioner to make a case for engaging with the Fire and Rescue Services.
- 13.4 The Chairman advised Members that an Officer from the Home Office would be meeting with her and the CFO and that prior to this she wished to know the Authority's views.

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13.5 Members discussed the paper, along with the speech made by the Rt Hon Theresa May, MP and letter from Rt Hon Mike Penning, MP. Points were raised regarding the separate cultures of the Police and Fire and public expectations and relationships with both. Members expressed concern about the costs to run a PCC as against the costs of a Fire and Rescue Authority and where the capacity would come from within the PCCs. Points were also raised in regard to the synergy between fire and ambulance and partnership working with health, along with highlighting the success of the Dorset and Wiltshire Combination.

13.6 The Chairman confirmed that her response would reflect Members' comments.

13.7 **Action: The Chairman to write to the Home Office providing a response to include the areas highlighted by Members of the Authority.**

14 Date of next meeting

14.1 The Chairman confirmed the date of the next Fire Authority meeting as 10am on Thursday 29 September 2016 DWFRS, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury, SN1 3NR

14.2 Members asked that their congratulations are passed on to Watch Manager Mark Evans for his MBE in the honours list, for his work with youth engagement. CFO Gunter agreed this was a thoroughly deserved recognition.

14.3 **Action: CFO Gunter to pass on a message of congratulations to Watch Manager Mark Evans.**

15 Exclusion of the Public

The Chairman addressed all attendees to confirm the closure of the meeting to the public with the following statement:

In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the press and public for the business specified below because it is likely that, if members of the public were present, there would be disclosure to them of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A to the Act.

16 Item of Urgency – Property Rationalisation

16.1 CFO Gunter provided Members with an update on the property rationalisation currently underway.

16.2 **Resolved: That CFO Gunter be authorised to continue with the Property Rationalisation as outlined, and take the agreed actions.**

Closed at 1.50pm

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