



SWINDON BOROUGH COUNCIL

Municipal Year 2016/17

Meeting of Council on Thursday, 26 January 2017

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Thursday, 15 September 2016 of Audit Committee (Pages 5 - 8)
2. Minutes of meeting Tuesday, 15 November 2016 of Audit Committee (Pages 9 - 12)
3. Minutes of meeting Monday, 7 November 2016 of Standards Committee (Pages 13 - 16)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

4. Minutes of meeting Monday, 12 December 2016 of Scrutiny Committee (Pages 19 - 26)
5. Minutes of meeting Tuesday, 6 December 2016 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 27 - 32)
6. Minutes of meeting Wednesday, 9 November 2016 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 33 - 38)
7. Minutes of meeting Wednesday, 30 November 2016 of Growing the Economy Overview and Scrutiny Committee (Pages 39 - 42)

8. Minutes of meeting Thursday, 17 November 2016 of Resources and Corporate Overview and Scrutiny Committee (Pages 43 - 46)
9. Minutes of meeting Monday, 28 November 2016 of Resources and Corporate Overview and Scrutiny Committee (Pages 47 - 50)
10. Minutes of meeting Wednesday 23 November 2016 of Streetsmart, Highways and Communities Overview and Scrutiny Committee (Pages 51 - 54)

SECTION 3 - REGULATORY COMMITTEES

11. Minutes of meeting Thursday, 1 December 2016 of Licensing Committee (Pages 57 - 58)
12. Minutes of meeting Friday, 30 September 2016 of Licensing Panel (Pages 59 - 64)
13. Minutes of meeting Tuesday, 15 November 2016 of Licensing Panel (Pages 65 - 68)
14. Minutes of meeting Tuesday, 13 December 2016 of Planning Committee (Pages 69 - 72)
15. Minutes of meeting Thursday, 10 November 2016 of Education Transport Appeals Sub-Committee (Pages 73 - 74)
16. Minutes of meeting Wednesday, 14 December 2016 of Education Transport Appeals Sub-Committee (Pages 75 - 76)

SECTION 4 - CHILDREN SERVICES BODIES

17. Minutes of meeting Tuesday, 1 November 2016 of Standing Advisory Council on Religious Education (Pages 79 - 82)

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

18. Minutes of meeting Wednesday, 14 September 2016 of Dorset and Wiltshire Fire Authority (Pages 85 - 92)
19. Minutes of meeting Wednesday, 5 October 2016 of Town Twinning Network (Pages 93 - 94)
20. Minutes of meeting Wednesday, 14 December 2016 of Town Twinning Network (Pages 95 - 96)

Section 1

Special, Audit and Standards Committee Minutes

This page is intentionally left blank

AUDIT COMMITTEE

THURSDAY, 15 SEPTEMBER 2016

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

An apology for absence was received from Councillor Kevin Small.

14. Declarations of Interest

The Chair reminded Councillors to declare any known interests in any of the matters to be discussed at the meeting. No such declarations were made.

15. Public Question Time

There were no public questions.

16. Minutes

Resolved - That the minutes of the meeting held on 28th June 2016, be confirmed and signed.

17. Annual Statement of Accounts

The Committee received a report introducing the Council's Annual Statement of Accounts for 2015/16 (attached to the report at Appendix 1). The Corporate Director Resources, with the Finance Manager, Housing, Treasury and Growth, presented the report and the key points on the Final Accounts, summarising the main items impacting on the financial statements for 2015/16 and highlighting the material audit adjustments that had been made.

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

Resolved – (1) That the report and the Annual Statement of Accounts 2015/16 (attached at Appendix 1 to the report), be approved.

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

18. External Audit - findings

The Committee received a report of the Council's External Auditors, Grant Thornton, highlighting the significant findings arising from their audit of the Council's financial statements for the year ended 31 March 2016.

Elizabeth Cave, Director, (Grant Thornton), introduced the report, taking the Committee through the external auditors' key findings and responses in respect of

matters and risks identified at the planning stage of the audit, and additional matters that arose during the course of the work, and also the adjustments to the financial statements arising from the audit work and findings in respect of internal controls.

In particular, Ms Cave drew the Committee's attention to key messages arising from the audit of the Council's financial statements which were:

- £11m of heritage assets which were included in the Council's accounts but were on loan from other entities.
- One school which had converted to an Academy during the year but had not been disposed of in the accounts.
- A number of reclassification adjustments between headings in the accounts.

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

Resolved – (1) That the report be noted.

(2) That the External Auditors' opinion that for the year ended 31 March 2016 the Council's financial statements:

present a true and fair view of the financial position of the Authority and Group as at 31st March 2016 and of the Authority's and Group's expenditure and income for the year then ended; and

have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 and applicable law, be welcomed.

(3) That a further report concerning the progression of items in the Action Plan be submitted to this Committee in six months time.

19. Risk management: ICT presentation

The Council's Head of ICT, Glyn Peach gave a presentation identifying risks, causes and consequences of the failure of a business critical part of the IT system, including the loss or disclosure of personal data.

He briefly described the following mitigating actions:

- Deliver training to senior management on information asset ownership and embed processes and principles
- Deploy policy management solution to ensure all staff are trained in information governance
- Implement new firewalls to address the appropriate threat levels
- Achieve Public Service Network accreditation
- Replace telephony system with a more resilient system
- Implement new backup solution
- Migrate failing systems from the Capita Public Cloud
- Adopt Public Cloud infrastructure to add high availability

Resolved – That the Council's Head of ICT, Glyn Peach be thanked for a useful and informative presentation.

20. Internal Audit report - Isambard Community School

The Head of Internal Audit submitted a report providing the Committee with an update on Isambard Community School's progress in relation to the two remaining key objectives outstanding from the first follow on audit review of the School's audit controls. The key finding from the second follow on audit was that the School had made significant improvements to its internal control arrangements since the first audit was carried out in 2014/15.

Mr Mark Edwards, Chair of Governors of Isambard Community School attended the meeting and replied to questions from Councillors concerning the School's audit controls.

Resolved – That the report be noted.

21. Head of 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.

22. Annual Governance Statement

Further to Minute 11, the Committee received the Annual Governance Statement (AGS) 2015/16 for approval. The AGS is the formal statement that recognises, records and publishes an authority's governance arrangements. It was noted that the draft Statement had been approved by the Committee at its meeting on 28th June 2016 and that no additional items for inclusion in the statement had been identified at that meeting or subsequently.

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

23. PSIAS - external assessment

The Head of Internal Audit submitted a report concerning the requirement for an external assessment of internal audit which must be conducted at least once every five years by a qualified, independent reviewer external to the organisation.

The Committee, at its meeting on 23rd February agreed that the external assessment of the Council's Internal Audit function would be carried out by the Chief Internal Auditor at Bristol City Council. The report contained the results of that external assessment.

Resolved – That the outcome of the external assessment of the Council's Internal Audit section be noted.

24.

Head of Internal Audit update

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in June 2016, progress made against the Annual Internal Audit Plan and other key issues.

Resolved – That the report be noted.

AUDIT COMMITTEE

TUESDAY, 15 NOVEMBER 2016

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

25. 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.

26. Public Question Time

There were no public questions.

27. Minutes

Resolved - That the minutes of the meeting held on 15th September 2016 be confirmed and signed.

28. Corporate Risk Management Update

The Committee received a summary report of risk management activity in the Council, including the most recently updated Corporate Risk Register for members' inspection. It was noted that it was a function of the Audit Committee to provide independent assurance to the Council on the effectiveness of the Council's risk management, internal control and its overall assurance framework and that this report summarised the areas that the Committee might wish to consider in gathering this assurance.

The Head of People, Performance and Engagement, with the Corporate Planning Lead Resources, introduced the report, providing an overview of the work done in support of the Council's Risk Management processes and to integrate and align these with the Council's performance management arrangements and changes made to the corporate risk management process and the Corporate Risk Register at the specific request of the Audit Committee.

The Corporate Planning Lead took members through the detail of the report, expanding on the main key risk areas identified in the Corporate Risk Register, attached to the report at Appendix 1, and the respective causes, impacts and mitigating actions to reduce likelihood for each of the major identified risk areas.

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

(2) That the adjustments to the corporate risk management process and changes to the Corporate Risk Register as a result of input from the Audit Committee, as reflected in the revised report format and presentation, be also endorsed.

(3) That the officers be thanked for attending the meeting and for their full and open responses to members' questions and observations on matters relating to the

Council's Corporate Risk Management Strategy and specific issues relating to the key risk areas identified in the Corporate Risk Register.

29. External Audit Reports

(i) The Annual Audit Letter

The Committee received the External Auditors' Annual Audit letter. It was noted that it was the intention that the Letter should communicate the key messages of the Audit Findings report, considered by the Committee at its last meeting, to the Council and to external stakeholders, including members of the public.

Chris Hackett, the External Auditors' Audit Manager for the Council, introduced the report, summarising the key findings arising from their work at the Council for the year ended 31 March 2016, as reported in detail to the last meeting of the Audit Committee in the Audit Findings report. Mr Hackett made particular reference to the External Auditors' ongoing joint work with Council officers to address the major changes pending in relation to local authority accounting requirements in 2016/17 with regard to the inclusion in the accounts of additional information on the cost of the Council's Highways assets and the requirement, in 2017/18, for accounts to be prepared by 31 May with the audit to be completed by 31st July.

Resolved – (1) That the report be noted.

(2) That ongoing joint work by the External Auditors and Council officers to address major local authority accounting requirements changes be also noted and that the officers report to a future meeting on the specific measures and process changes to be introduced to meet the requirement to include additional information on the cost of the Council's Highways assets and how this information might be presented to the Audit Committee in a format that is meaningful and of value to members.

(ii) Update

Chris Hackett (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at 1st November 2016, in respect of the delivery of their audit responsibilities. .

The Update report also included a summary of key emerging national issues and developments that might be of interest to the Committee.

Resolved – That the update report and the summary of key emerging national issues and developments be noted.

30. Mid-Year Treasury Performance 2016-17

The Committee received a joint report of the Cabinet Member for Finance and Corporate Services and the Interim Corporate Director, Resources, setting out the mid-year Treasury Management performance for 2016/17 and proposals for amendments to the Councils Minimum Revenue Policy.

Resolved – That the mid-year Treasury Management performance and the proposed changes to the Council's Minimum Revenue Provision Policy be noted.

Councillors Moffatt and Watts asked that their concerns regarding aspects of the

proposed changes to the Council's Minimum Revenue Provision Policy to make provision for the repayment of borrowing liabilities be recorded in the minutes.

31. Internal Audit report - Treasury Management

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

Resolved – That the report be noted.

32. Internal Audit Charter

The Committee received a report of the Head of Internal Audit inviting members to review and approve the Council's Internal Audit Charter. It was noted that the Audit Charter was a requirement of the Public Sector Internal Audit Standards (PSIAS), which standards provided the mandatory guidance that constituted the principles of the fundamental requirements for the professional practice of internal auditing within the public sector and for the evaluation of the effectiveness of Internal Audit's performance.

Resolved – That the Internal Audit Charter, appended to the report, be approved.

33. Changes to arrangements for appointment of an External Auditor

The Committee received a report of the Head of Internal Audit summarising the changes to the arrangements for appointing External Auditors following the closure of the Audit Commission and the end of the transitional arrangements at the conclusion of the 2017/18 audits.

The report also sets out the various options the Council has with regard to appointing and putting in place new arrangements in time to make a first appointment by 31 December 2017.

Resolved – That Cabinet be recommended that Council be asked to agree the appointment of an External Auditor through the national sector led body, Public Sector Audit Appointments Ltd.

34. Head of Internal Audit Update

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in September 2016, progress made against the Annual Internal Audit Plan 2016/17 and Internal Audit staffing and resource issues.

Resolved – (1) That the report be noted.

(2) That the "Contract Management Review - Delivery of the Housing Capital Programme" Audit review report and management response be submitted to the next scheduled meeting of the Committee.

This page is intentionally left blank

STANDARDS COMMITTEE

MONDAY, 7 NOVEMBER 2016

PRESENT:- Councillors David Wood (Chair), Fay Howard, Colin Lovell, Kevin Parry, Gary Sumner, Vera Tomlinson, Joe Tray and Steve Weisinger (Vice-Chair), Mr Keith Strickland, Mr Paul Morris, Mr Richard Hailstone and Mick Compton.

Apologies for absence were received from Councillor Teresa Page, Mr Trevor Davies and Mr David Dawson.

10. 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.

11. Minutes

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

12. Public Question Time

There were no public questions.

13. 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

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

The Monitoring Officer submitted a report providing an update on the current membership of the Council's Independent Remuneration Panel on Councillors' Allowances and seeking the Standards Committee's approval to the appointment of a Lay Representative to serve on the Panel following the resignation of Mr David Wilkie.

Resolved – (1) That the membership of the Independent Remuneration Panel on Councillors' Allowances be noted and that the appointment of Mr David Body to the

currently vacant Lay Representative position be approved.

(2) That the Monitoring Officer's advice, responding to a question put by Councillor Vera Tomlinson, that it was a matter for this Independent Panel to determine who should be invited, and/or allowed, to attend its meetings, be noted. That notices of future meetings of the Panel be appropriately endorsed explaining this position and that, where they wish to attend meetings of bodies they are not appointed to, members be reminded of the convention of contacting the Chair beforehand with such request to attend.

15. Ethical Framework Update

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

- Dispensations.
- Code of Conduct Complaints.
- Codes and Protocols.
- The Council's Ethical Audit Self-Assessment.
- Changes to Chief Executive Reporting Structure.
- Training – Induction Training and General Training issues.

So far as the update in relation to the changes to the Chief Executive's reporting structure was concerned, members commented on the proposal that attendance of the s151 Officer and the Monitoring Officer at Corporate Management Team meetings be by invitation only on an ad hoc basis. The Monitoring Officer reported that the Chief Executive had confirmed his firm commitment to ensuring these statutory officers, together with the statutory Director of Public Health, continued to have direct access to him as and when required. It was noted that the existing Corporate Management Team structure would remain in situ until an appointment was made to the post of Corporate Director Resources and Transformation, and that the Chief Executive had confirmed that the Monitoring Officer would remain a member of the Corporate Management Team at least until then and that the situation would be reviewed when the Corporate Director Resources and Transformation took up post.

Standards Committee members noted that Special Committee had asked that the Chief Executive report back to the Special Committee on the effectiveness of the structure in facilitating representation with regard to s151 and Monitoring Officer functions, and asked to be kept informed.

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

(2) That, with regard to the granting of dispensations to Councillors to speak and vote on matters which they would otherwise be excluded due to a declarable pecuniary interest:

- (i) the Director of Law and Democratic Services be authorised to invite existing members to apply for dispensations on the subject matter of Council Tax, and to grant these and any additional applications received until 6 November 2020.
- (ii) it be agreed that any dispensations granted under these conditions be for the maximum period of four years, ending on 6 November 2020.
- (iii) it be noted that the Director of Law and Democratic Services, in consultation with the Chair of the Standards Committee, will continue to be authorised to grant applications for urgent dispensations on any subject matter in between meetings of this Committee. Any such dispensations will be reported to the next scheduled meeting of this Committee.

(iv) the Director of Law and Democratic Services advise the Town and Parish Clerks of the need to arrange similar applications and determination of dispensations in respect of Town and Parish Councillors setting Parish budgets and precepts.

(3) That, in order to facilitate the Standards Committee's annual review of the Council's Codes and Protocols, and in line with the procedure utilised for previous reviews, the Monitoring Officer consult on each of the Codes and Protocols with relevant officers, the political groups on the Council and with Parish Councils, and recommend any valid changes to the Standards Committee at its meeting in January 2017.

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

(5) That the latest Ethical Audit Desktop Analysis, attached at Appendix 2 to the report, be accepted.

16. 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 and outcomes of Whistleblowing cases and Code of Conduct Complaints received since the last Committee meeting.

Resolved – That the Ethical Framework Compliance report be noted.

This page is intentionally left blank

Section 2

Overview and Scrutiny Committee Minutes

This page is intentionally left blank

SCRUTINY COMMITTEE

MONDAY, 12 DECEMBER 2016

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

Councillors David Renard (Leader of the Council), Russell Holland (Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services), Oliver Donachie (Cabinet Member for Housing and Homelessness), Fionuala Foley (Cabinet Member for Children's Services), Mary Martin (Cabinet Member for Communities) and Keith Williams (Cabinet Member for StreetSmart, Highways and Transport)

42. 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 Keith Williams made a personal, non-prejudicial declaration of interest in respect of agenda item 5 Consideration of Cabinet Decisions – Minute 66 – Outcomes of the Local Government Association Peer Review, as his brother was an employee of Capita.

Councillor Chris Watts made a personal, non-prejudicial declaration of interest in respect of agenda item 5 Consideration of Cabinet Decisions – Minute 67 – Securing a Sustainable Future for Swindon's Library Service, as he was Chair of the new shadow Central Swindon South Parish.

Councillor Steve Weisinger made a personal, non-prejudicial declaration of interest in respect of agenda item 5 Consideration of Cabinet Decisions – Minute 67 – Securing a Sustainable Future for Swindon's Library Service, as he was the Chair of the new Shadow Blunsdon St. Andrew Parish.

Councillor Des Moffatt made a personal, non-prejudicial declaration of interest in respect of agenda item 5 Consideration of Cabinet Decisions – Minute 67 – Securing a Sustainable Future for Swindon's Library Service, as he was the Chair of the new Shadow Central Swindon North Parish.

Councillor Gemma McCracken made a personal, non-prejudicial declaration of interest in respect of agenda item 5 Consideration of Cabinet Decisions – Minute 70 – Commercial Investment Strategy, as she rents a commercial unit in the Town Centre with her husband.

Councillor Kevin Parry made a personal, non-prejudicial declaration of interest in respect of agenda item 5 Consideration of Cabinet Decisions – Minute 67 – Securing a Sustainable Future for Swindon's Library Service, as he was a Nythe Parish

Councillor and a Trustee of Covingham Parish Council.

43. Public Question Time

Mr Brian Cockbill, a local resident, asked a question about a response he had received to a question asked at the Cabinet meeting held on 7th December 2016. The Cabinet Member for Communities agreed to provide a written response.

Mr Cockbill, asked an additional question about the vacancies created at Nythe Parish Council. The Director of Law and Democratic Services responded at the meeting and the Cabinet member for Communities agreed to provide additional information, via a written response.

Mrs Shirley Burnham, a local resident, had submitted a written question about the library service. As Mrs Burnham was not present, the Chair requested she be provided with a written response.

Mr Keith Smith, a local resident representing the Highworth Community Partnership Group, asked a question about the libraries strategy. The Cabinet Member for Communities responded to the question at the meeting.

Mr Smith, asked a supplementary question about the opening hours of libraries. The Cabinet Member for Communities agreed to provide a written response.

44. Minutes

Resolved – That the minutes of the meetings held on 10th October and 24th October 2016, be confirmed and signed as a correct record.

45. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 7th December 2016.

65. 2016-17 Budget Management, 2017-18 Draft Budget

Councillor Russell Holland, Deputy Leader of the Council, Vice-Chair of Cabinet and Cabinet Member for Finance and Corporate Services, responded to questions put by the Chair and Councillors James Robbins, Des Moffatt, Mark Dempsey, Vera Tomlinson and Chris Watts on the following matters:

- Funding available in the Youth Service Provision budget.
- Potential to raise additional income for Adult Social care through an increase in Council Tax.
- Opportunities to develop land.
- Proposals for charging employees to use car parks during their working day.
- Savings achieved by closing children's centres.
- The number of children in care.
- Reduction in Revenue Support Grant since 2010.
- The length of time that a car parking season ticket is valid at Stanton Country Park.

- Reasons for the School Improvement Fund and whether the Fund was adequate.
- The extension of the loan to Public Power Solutions (PPS)
- The intended use of hay bales by PPS if they were not fit for purpose.
- The Environment Agency and the need to seek costs.
- Format of Diversity Impact Assessments.

Resolved – That Minute 65 of the Cabinet be noted.

66. *Outcomes of the Local Government Association Peer Review*

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

- Timescales and delivery of the digitalisation of services.
- The role of One Swindon and how to realise town centre ambitions.
- Reasons to engage further with communities, seeking views and opinions in a structured manner.
- Peer Review process and interviews with Councillors and Staff.
- Use of clear resourcing plans when choosing development partners for regeneration programmes.

Resolved – That Minute 66 of the Cabinet be noted.

67. *Securing a Sustainable Future for Swindon's Library Service*

Councillor Mary Martin, Cabinet Member for Communities, responded to questions put by the Chair and Councillors James Robbins, Des Moffatt, Mark Dempsey, Chris Watts, Steve Weisinger, Gemma McCracken and Kevin Parry on the following matters:

- Options available to secure a sustainable future for Swindon Libraries.
- Timescales and delivery of the Library Strategy.
- Feasibility of community groups adopting a trust model for the operation of libraries.
- Concern at the timescales for new Parish Councils to adopt a library service and also the need to prepare and deliver their precept by the end of January 2017.
- Process for establishing a community run library.
- Potential for a commercial enterprise to operate within a library building and the impact on the payment of non-domestic rates.
- Accuracy of Diversity Impact Assessments.
- The mechanism for transitional funding to help Parish Councils retain community libraries.
- Covingham Parish Council's decision to investigate the trust model of operating a community library.
- The assessment of long term costs and conclusions drawn.

- The financial framework for the funding of the core provision, transitional funding and staffing hours.
- Flexibility in the structure and delivery of a library service.
- The potential for new Parish Councils to retain precept funding for libraries in their reserves until a library service is provided.
- The outcomes of the meeting between the Cabinet Member and the Libraries Minister.
- Transitional support being offered to Parish Councils following the transfer of the libraries.
- Transitional funding available for groups interested in operating a library.
- The impact of transferring a library building to a Parish who no longer wished to share the building with a particular community group.

Resolved – That Minute 67 of the Cabinet be noted.

68. *Affordable Housing Development Programme*

Councillor Oliver Donachie, Cabinet Member for Housing and Homlessness, responded to questions put by the Chair on the following matters:

- The transfer of garages to private users.
- The use of redundant garage sites for social housing.

Resolved – That Minute 68 of the Cabinet be noted.

69. *Changes to Household Waste Recycling Centre and recycling Bring Sites*

Councillor Keith Williams, Cabinet Member for Streetsmart, Highways and Transport, responded to questions put by the Chair and Councillors Des Moffatt, Mark Dempsey, Vera Tomlinson, Chris Watts and Emma Faramarzi on the following matters:

- Confirmation that Parish Councils would not be charged for fly tipping occurrences within their parish boundaries.
- Waste collection charges for residents living in social housing.
- The weighing of waste materials received at recycling sites.
- The publication of green waste savings to the Council.
- The storage of RDF waste at Waterside.
- Restrictions and controls on commercial waste and household waste brought to the Household Waste recycling Centre, and potential for increased fly tipping.
- The potential use of the 'Buy With Confidence' website listing reputable waste disposal companies.
- Current levels of fly tipping.
- The numbers of out of town users of the Waste Recycling facility.

Resolved – That Minute 69 of the Cabinet be noted.

70. Commercial Investment Strategy (Minute for Confirmation by Full Council)

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

- Concern about oversight, the safeguards in place to ensure security of the Investment Strategy.
- The delivery of income generating initiatives.
- The need for additional assurances for members in relation to the assessment process and investment criteria.
- The impact on the investment programme due to delays in the process.

Resolved - That it be noted that:

- (a) Minute 70 of the Cabinet is a Minute for Confirmation by the Full Council.
- (b) The Cabinet Member for Finance and Corporate Services would discuss with Councillor Des Moffatt the wording of any amendment to that minute.
- (c) In the event of any property acquisition being considered prior to the next Full Council meeting, and its determination of the minute referred to in (b) above, the Cabinet Member agreed that such acquisition would be dealt with under the Cabinet Member Decision Notice process.
- (d) The September Cabinet Minute 42(5) noted by full council allows the spend of £15m of the proposed £50m funding, this agreed spend is to be authorised by decision note.

71. Capital Monitoring Quarter 2 2016/17

Councillor Russell Holland, Deputy Leader of the Council, Vice-Chair of Cabinet and Cabinet Member for Finance and Corporate Services, responded to question put by Councillor James Robbins about the overspend on the Bruce Street Bridges project.

Resolved – That Minute 71 of the Cabinet be noted.

72. Mid-Year Treasury Performance 2016-17

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

- The Council's debt liability and how it would be repaid.
- How the Council's debt liability compared to other Local Authorities.

Resolved – That Minute 72 of the Cabinet be noted.

73. Polling District and Places Review

Resolved – That Minute 73 of the Cabinet be noted.

74. School Organisational Changes for September 2017

Councillor Fionuala Foley, Cabinet Member for Children's Services, responded to questions put by the Chair and Councillors Vera Tomlinson, Mark Dempsey, James Robbins and Gemma McCracken on the following matters:

- The additional budget requirement to fund proposals to lower the age range and increase the admission numbers across seven schools in Swindon.
- The Council's response to concerns raised by Ofsted about performance standards in Swindon schools.
- The potential impact of the concerns raised by Ofsted on the number of children admitted to each Swindon school.
- The targeted visits of residential areas made by academies in relation to the expansion of the early year's provision.
- The attendance of a Secondary Head representative at the Children's' Health, Social Care and Education Overview and Scrutiny Committee.

Resolved – That Minute 74 of the Cabinet be noted.

75. Renewable Investment

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

- The outcomes of proposals for solar panels alongside the M4 and A419, and the installation of solar panels on dwellings owned by the Council.
- The use of derelict land in the vicinity of Dean Street and Newburn Crescent for a solar farm to fund a sound barrier on the A419.

Resolved – That Minute 75 of the Cabinet be noted.

76. Changes to Arrangements for Appointment of an External Auditor

Resolved – That Minute 76 of the Cabinet be noted.

77. Insurance for Community Groups

Councillor Mary Martin, Cabinet Member for Communities, responded to questions put by the Chair about the impact on schools and community groups in obtaining Public Liability Insurance for providing voluntary litter collection services to the community.

Resolved – That Minute 77 of the Cabinet be noted.

46. Leader of the Council Update

Resolved – That the Leader of the Council Update report be deferred until 9th January 2017.

47. Cabinet Member Question and Answer Session - Cabinet Member for

Communities

Resolved – That the Cabinet Member for Communities report be deferred until 9th January 2017.

48. Cabinet Member Question and Answer Session - Cabinet Member for Sustainability, Highways and Transport

The Chair advised the Committee that following the resignation of Councillor Heenan as the Cabinet Member for Sustainability, Highways and Transport, this report had been withdrawn. The Committee noted that the Leader of the Council had reassigned the Cabinet Portfolio's responsibilities as follows:

- Cabinet Member for Strategic Planning and Sustainability – Councillor Elliott
- Cabinet Member StreetSmart, Highways, and Transport – Councillor Williams

The Chair confirmed that the Cabinet Member for Streetsmart, Highways and Transport would now include issues relating to Highways and Transport in his Question and Answer Session due to be considered by the Committee at its meeting on 13th February 2017.

Resolved – That the reassigned Cabinet responsibilities be noted, and the Committee's Work Programme be updated accordingly.

49. 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 – That the work programme 2016/17 be noted and updated to reflect the changes detailed in minute 48 above.

50. 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 of outstanding issues and member requests for information be noted.

This page is intentionally left blank

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

TUESDAY, 6 DECEMBER 2016

PRESENT:- Councillors Claire Ellis (Chair), Steve Allsopp, Claire Ellis, Steph Exell, Mary Friend, Gemma McCracken, Caryl Sydney-Smith, Steve Weisinger and Robert Wright and Mark Edwards (Swindon Healthwatch) and Michelle Howard (Equalities Advisory Forum).

Apologies for absence were received from Councillors Alan Bishop and Julie Wright.

Also Present: Sue Wald (Director, Adult Social Services), Cherry Jones (Director of Health), Michael Ash, (Housing and Community Safety), Ursa Alad (Housing Programme Manager), Gill May (Executive Nurse at NHS Swindon Clinical Commissioning Group) and Kevin McNamara (Director of Strategy, Great Western Hospital).

22. 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.

23. Minutes

Resolved -That the minutes of the meeting held on 27th September 2016 be confirmed and signed as a correct record.

24. Public Question Time

No public questions were asked or submitted for this meeting.

25. Performance for Adult Social Care Commissioning

Mrs Sue Wald, the Director of Adult Social Services, submitted a report updating the Committee on the performance of Adult Services for Quarter 1 of 2016/17. The Director explained that the report had been structured to highlight the strengths and challenges of the work that had been undertaken, making specific reference to the challenges of clients with complex needs who required specialist care packages or placements.

Councillor Brian Ford, Cabinet Member for Adult Social Care, referred to the increase in demand for adult services. He explained that Swindon, as the lowest funded authority in the South West, was facing a £3.2m budget pressure and that to address this, new models were being implemented that would shift the focus to prevention and early intervention work.

The Committee was advised that the transfer of SEQOL staff to the great Western Hospital and the Council was a success. It also noted that following the establishment of the Delayed Transfer of Care Programme Board, monthly monitoring reflected that days lost due to a hospital discharge being delayed were

reduced by a third and this now put Swindon as the fourth best in the South West for days lost.

The Director, with the Cabinet Member for Adult Social Care, responded to members' questions and comments on the following issues:

- Implications for the community when introducing new models of adult social care provision.
- Collaborative work with NHS England and Avon and Wiltshire Partnership on smoking prevalence due to mental health issues.
- Financial support for delay discharge of care being given to Great Western Hospital to address out of borough cases.
- Organising employment for those with learning disabilities.
- Numbers of staff required to promote and help those in the community to manage their own resources through the personalisation programme.
- Financial implications for those carers helping relatives to live independent lives in the community.
- The difficulty of measuring the benefits of living within a family unit as opposed to independent living.
- The effects of alcohol on staff retention issues.
- The effect of savings made and to be made during the financial year on the budget position.
- Collaborative work being undertaken by the Employment and Training team with the new Disability Training Consultancy currently based in Swindon.
- Confirmation that figures for the number of hits to the "My care, my support" website were not currently being collated nationally or used for benchmarking.
- The promotion of the "My Care, my support" website to ensure access by the wider community.
- Progression planning work to raise aspiration of young people, particularly those transitioning to adulthood.
- The number of Black and Minority Ethnic (BME) young people being supported by the Learning Disability Service.
- Work undertaken by community navigators to help BME young people with disabilities enter the workplace.

Resolved – (1) That the report be noted.

(2) That the Director of Adult Social Services raise with Human Resources the issue of stress-related absences from work and report back to a future meeting.

26. NHS Swindon Clinical Commissioning Group (CCG) - Learning Disability

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), presented a report providing an update on the plans to transform care services for people with learning disabilities and / or autism who have mental health conditions or escalating and challenging behaviour. Ms May referred to the findings of the Winterbourne View Hospital and to the transformation work undertaken nationally in response to this case. She explained that Swindon was in an excellent position with no cases being referred out of borough and advised that partnership work was being undertaken with Avon and Wiltshire Mental Health Partnership and Wiltshire Clinical Commissioning Group.

Ms May responded to members' questions and comments on the following:

- The support available to ensure that keeping disabled people living in the community does not come at the expense of the whole family unit.
- The success of publishing the Swindon and Wiltshire Transforming Care Partnership Service Model Plan in "Easy Read" as this enabled the community to better understand the plan.
- the effectiveness of unannounced visits by staff and councillors to care homes as a device for reviewing quality of care provision.
- Work undertaken to enable timely assessments and intervention by the NHS Swindon CCG.
- The CCG's processes for ensuring the BME community were accessing services and the recording of this information.
- Continuing health care costs and the time taken by patients to go through health care assessments.

Resolved – (1) That the report be noted.

(2) That the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) be requested to update the Committee regarding health costs and the time taken for patients to go through the health care assessment process at the next meeting of this Committee.

27. NHS Swindon Clinical Commissioning Group

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), presented a report providing an update on performance and key issues relating to the service. She explained that the winter plan provided an assurance that the care system in Swindon was prepared to meet expected demand during the winter months and advised that there had been no decrease in demand during the spring and summer seasons. Ms May drew attention to work undertaken with Great Western Hospital, SEQOL, Primary Care and the Welsh Innovation Centre to develop an action plan that would help those in the community with leg ulcers to be assessed, diagnosed and treated, enabling them to go back to independent living.

Ms May, Cherry Jones, Director of Health, with Mrs Sue Wald, Director, Adult Social Services, responded to members' questions and comments on the following:

- The Sustainability and Transformational Plans' influence on the obesity agenda and how an increase in the pace of change would help overall in promoting preventative care.
- The financial and working relationship between Bath, North East Somerset, Swindon and Wiltshire with South Gloucestershire.
- Actions being taken to help those in the community who suffer from self-inflicted alcohol abuse as this has an impact on a range of services, particularly the police and ambulance services.
- Initiatives to target non communicable diseases through adopting a preventive approach. This was helped through whole family intervention where lifestyle choices could be adopted by all.

Resolved – That the report be noted.

28. Community Service Transfer

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), presented a report providing an update on the transfer of Community

Services from SEQOL to Swindon Community Services. Ms May, together with Mrs Sue Wald, Director of Adult Social Services, referred to the smooth transfer of the service and staff from SEQOL to the Local Authority and Great Western Hospital (GWH). The Director elaborated on the induction process of staff and the recruitment process being undertaken to implement the new management structure. Members noted that there had not been any detrimental effect due to the transfer of services and no complaints had been received.

Ms May, with Mr Kevin McNamara, Director of Strategy, Great Western Hospital, referred to the new Transition Board set up as part of the commissioning process to scrutinise staff skills, service provision and delivery.

Ms May, Mr McNamara and the Director, Adult Social Services, responded to members' questions and comments on the following:

- Work undertaken to minimise organisational cultural challenges following SEQOL staff integration.
- For the need to better advise the community of service delivery capabilities and providers.
- How patients records were transferred from SEQOL to the Local Authority and GWH.
- The annual review of care packages and the inclusion in this review of all those transferred over from SEQOL.

Resolved – That the report be noted.

29. Avon & Wiltshire Partnership NHS Trust

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

Resolved: (1) That the report be noted.

(2) That the absence of a representative from the Avon and Wiltshire Partnership NHS Trust be noted.

(3) That, if required, Members be requested to submit any questions to the Committee Officer for circulation to the Trust.

30. Overview of Housing Demand for People in Receipt of ASC Services

Mr Michael Ash, The Head of Housing and Community Safety submitted a report updating the Committee providing an overview of housing demand for those receiving Adult Social Care services. He referred to the housing direction and focus as set out in the Housing Strategy 2015 – 2026 and to the progress made over the year.

Mr Ash explained that there was a strong evidence base of needs that reflected the current issues and to the work being undertaken to help those in the community within the limited resources available. He referred to the prioritisation of work to ensure everyone was supported. The Committee noted the increase of homelessness in Swindon due to changes within the private rental sector, the work being undertaken to identify and address multi-occupancy, housing needs for those with learning disabilities and how the Department was assisting them.

Mrs Ursa Alad, Housing and Adult Social Care Programme Manager, referred to the Adult Social Care programme and to the achievements over the past year. These included reviewing property designs to address the needs of those with learning disabilities, accommodation settings ensuring a better quality of life and a review of care packages to optimise service provision. Members noted the in-house temporary accommodation for homeless families and the bid being prepared with Wiltshire, Bath and North East Somerset for additional funding from the Department for Communities and Local Government.

Mr Ash and Mrs Alad responded to members' questions and comments on the following:

- The high demand for housing in Swindon, the affordability of available properties and how allocation was structured.
- Housing those that are discharged from prison and the multi-agency support available to help them integrate into the community.
- The Council's safeguarding role to support the rough sleepers in Swindon.
- The Department's work with other agencies to conduct "Safe and Well" checks to ensure rented properties in Swindon were habitable and not multi-occupied.
- The transitional work undertaken to help those with learning disabilities move from living with parents or carers to independent living.
- How the Home Line Plus Service was helping those in need within the community attain independent living.
- The consultation process being undertaken at present regarding housing and multi-occupancy properties.
- The Planning Application Guidance that will be published for consultation in June 2017.
- Involvement of the Housing Department within the Planning application process.
- Government guidance for landlords on multi occupancy housing.
- That multi occupancy houses had to have carbon monoxide and smoke alarms fixed in the property.
- The number of available properties for homeless people.

Resolved – (1) That the report be noted.

(2) That the Housing Manager be requested to circulate information on the number of people with learning disabilities living with parents or carers.

(3) That the Housing Manager be requested to circulate an update on areas covered in the report in the next Municipal year.

31. Great Western Hospitals NHS Foundation Trust Update

The Committee received a report by the Chief Executive of the Great Western Hospital (GWH) NHS Foundation Trust on key issues and developments at the Great Western Hospital. Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), presented the report and highlighted matters of significance, including the introduction of the new Discharge to Assess Service that assess patients in their own home, the increased demand for urgent and emergency care and the Sustainability and Transformational Plan that reflected partnership working between all agencies to address the challenges which come with an aging and growing population.

Mr McNamara commented on the improvements within the Emergency Department, the progressive work with community healthcare services to address challenges faced by these services, the success of the flu vaccination campaign, the success of the Radiotherapy Appeal and that groundwork has now started at Great Western Hospital and he referred to the new bereavement suit that offered private space for bereaved family who experienced stillbirth or neonatal deaths.

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

- The radiotherapy equipment on the new site would be the leading edge technology.
- Actions being undertaken to address increased birth rate in Swindon due to the rise in population.
- Prospective parents' choice to request an amenity room for the childbirth.

Resolved – That the report be noted.

32.

Work Programme 2016/17

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

Resolved – That the report be noted.

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

WEDNESDAY, 9 NOVEMBER 2016

PRESENT:- Councillors Gemma McCracken (Chair), Malcolm Davies, Fay Howard, Colin Lovell, Teresa Page, Barbara Parry, Carol Shelley, Gary Sumner and Nadine Watts.

Steve Colledge (Swindon Association of Secondary Headteachers), Mark Edwards (Healthwatch), Liz Townend (Bristol Diocese) and Doug Morris (Swindon Parent and Cares Group).

Apologies for absence were received from Alison Paul (Swindon Association of Special Schools Headteachers), Gary Evans (Swindon Association of Primary Headteachers), Paul Dobson (Project Manager, Swindon Ten to Eighteen Project), Sarah Merritt (Great Western Hospital).

Also Present: Councillor Fionuala Foley, Cabinet Member for Children's Services, and Claire Smith (Participation Manager), Karen Reeve (Director of Children's Services), Peter Nathan (Head of Education Services), Maria Young (Interim Head of Children, Families and Community Health), Kevin Leaning (Head of Service, Early Help), Matt Bywater (Service Manager, Restorative Youth Services), Steve Smith (Operational Manager, Early Help), Gill May, (Executive Nurse, Clinical Commissioning Group), Johanna Bryant (Manager, Swindon Ten to Eighteen Project), Chloe Townsend, Dani Wells and Mr Jacob Patterson (Members of the Youth Parliament).

19. Declarations of Interest

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

Councillor Carol Shelley made a personal, non-prejudicial declaration of interest to agenda item 9 (Children's Services Performance Report) in her capacity as governor of Swindon Academy.

20. Public Question Time

No public question were asked or submitted for this meeting.

21. Minutes

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

22. Progress Update of Youth Participation

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

Mrs Bryant addressed the meeting, referring to the contents of the report

submitted by the Director of Adult Services, updating the Committee on the performance and key issues relating to youth participation, Swindon's Members of Youth Parliament, Swindon Youth Council and the Young Inspectors and Thought Tank. She referred to the continuing work with Great Western Hospital on feedback received from young people following a consultation regarding their experiences in hospital and how this might be improved. Members noted that the Youth Parliament would be conducting a survey of young people regarding emotional health and well-being in the future.

Mrs Bryant, with the council's Director of Children Services and Head of Education Services responded to questions put by members regarding the importance of data sharing between the hospital and schools of children not receiving mainstream education due to ill health.

Resolved – (1) That the report be noted.

(2) That the Manager, STEP, be requested to circulate to members a summary of the emotional health and well-being survey being conducted before the next meeting of the Committee.

(3) That the Manager, STEP, be requested to submit an update regarding the emotional health and well-being survey to the Committee meeting in March 2017.

(4) That the Manager, STEP, be requested facilitate a meeting between Mr Patterson and Highworth Town Council to enable him to update the Town Council on the work being undertaken by the Youth Parliament.

(5) That the Manager, STEP, be requested to circulate to members an update on the recommendations identified within the Hospital School Questionnaire before the next meeting of the Committee.

23. Restorative Youth Services Work Programme 2016/17

The Head of Children, Families and Community Health and the Director of Children's Services submitted a joint report on the Restorative Youth Service Work Programme for 2016/17 for the Committee's information and approval.

Mr Matt Bywater, Service Manager, Restorative Youth Services (RYS), invited the Committee to watch a short film entitled "Repairing the Harm Caused by Crime" that was located on a new website called "The Dock" and advised this was available at: www.thedockswindon.co.uk. "The Dock" was a joint venture between RYS and Create Studios and managed by RYS.

Mr Bywater and the Director of Children's Services responded to questions put by members' on the following issues:

- The collaborative work being undertaken by the team with School Improvement Advisors located in schools where challenges were highlighted and support offered.
- Housing provision for 16 and 17 year old young people.
- The inclusion of support on "The Dock" website for young people with eating disorders and that this issue may be tied in to stress, alcohol or substance misuse.
- The external review of the YOT undertaken by the ex-YOT manager of West Berkshire on work associated with safeguarding and risk management.
- The reasons for the high number of referrals on the On Trak Youth Counselling Service and the actions being taken to address this.
- Actions being undertaken to address the factors behind the high re-offending rates.

- The rate of young people re-engaging with the Youth Offending Team.
- The anticipated effect on the Youth Offending teams' work as a result of the pending publication of the Government review into Youth Justice provision.
- Delivery of the anti-crime programme in Swindon schools.

Resolved – (1) That the report be noted.

(2) That the Service Manager, Restorative Youth Services, be requested to liaise with the Youth Parliament regarding topics to be included on "The Dock".

(3) That the Service Manager, Restorative Youth Services, be requested to circulate information on the number of "hits" on The Dock.

(4) That the Service Manager, Restorative Youth Services, be requested to advise members of the number of and waiting time for referrals on the waiting list for the On Trak Counselling Service.

24. Targeted Mental Health Services (TaMHS)

The Director of Children Services submitted a report providing an update on performance and key issues relating to Targeted Mental Health Services. Mr Steve Smith, Operational Manager, Early Help, introduced the report and explained that it encompassed work commissioned with a range of providers. Members noted that the report had been structured to highlight the improvements that had been made and areas where further work would be undertaken.

Mr Smith referred to the improvement of referral to assessment and assessment to treatment times and explained that funding from the Transformation Fund helped towards the recruitment of staff to undertake this work. He advised that schools bought the Early Help Teams' services through the Traded Service process and this helped ensure staff capacity.

Mr Smith and Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), responded to the members' questions and comments in respect of the following matters:

- The percentage of assessments undertaken within 28 weeks of referral.
- The main causes of inappropriate referrals and the actions being taken to address this.
- Follow up actions undertaken for young people missing assessments.
- The identification of links between young people on fixed term exclusions and the services utilised and how the availability of such information might be beneficial in determining appropriate care packages.
- The engagement of young people in care package assessments.
- The length of referral times as compared with the scholastic timetable and how this may have an adverse effect on educational attainment.
- The benefits of using technology to ensure appointments were not missed and how data sharing through technology could also be used by schools and service providers to the benefit of the child.

Resolved – (1) That the report be noted.

(2) That the Operational Manager, Early Help, be requested to liaise with the Youth Parliament regarding work being undertaken by the Early Help team.

(3) That the Operational Manager, Early Help, be requested to circulate a breakdown by age of the number of young people referred.

(4) That further to 3.2.3 of the report, the Operational Manager, Early Help, be requested to circulate the number of assessment s fulfilled due to the young person being brought to the clinic at a future time.

25. Child and Adolescent Mental Health Services (CAMHS)

The Associate Director, Out of Hospital Care, Commissioning Group (CCG), the Head of Service, Swindon, Wiltshire and Banes and the Oxford Health NHS Foundation Trust submitted a joint report providing an update on the position of the Child and Adolescent Mental Health Services (CAMHS) in Swindon.

Dr Wendy Woodhouse, Clinical Director, Oxford Health, highlighted the increase in referral rates for children and young people with moderate to severe mental health and confirmed this was in line with national trends. Dr Woodhouse referred to the work being undertaken with the Clinical Commissioning Group to stream line processes between CAMHS and Targeted Mental Health Services (TaMHS) to improve access to services and promote early intervention. She explained that a new service to help young people with eating disorder had been set up following investment from three CCGs that would see referral to assessments being undertaken within 4 weeks.

Dr Woodhouse and Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), responded to members' questions and comments in respect of the following:

- The benefits of group therapy for young people, particularly those with eating disorder or who self-harm.
- The timescale to redesign the CAMHS and TaMHS services.
- How the services provided by the new Eating Disorders Clinics would help young people.
- The live-in facilities available within clinics for young people with eating disorders in Swindon.
- The support available for young people with an eating disorder when they transit into adulthood.

Resolved – That the report be noted.

26. 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 June 2016. Mrs Maria Young, Interim Head of Children, Families and Community Health, introduced the report and explained that the report had been structured to highlight the strengths and challenges of the work that had been undertaken, making specific reference to the increase in demand for services. She referred to the difficulty in recruiting experienced social workers, the increase in the number of looked after children resulting in pressure on foster carers, the decrease in the number of referrals to social care and the success of the multi-agency safeguarding hub.

Mrs Young, with the Director of Children's Services and the Head of Education Services, responded to the Committee members' questions and comments in respect of the following:

- The number of unaccompanied asylum seeking children looking for placements, if there were any language barriers and the support being provided by the department.
- The number of families seeking help from the Early Help Services
- The Department of Communities and Local Government's monitoring of the Troubled Families Programme.
- The reasons for the increase in fixed term exclusions, how schools dealt with

them and the support provided by the local authority.

- The number of pupils with special educational needs that were permanently excluded and whether they were in the right educational setting for them.
- The number of young people benefitting from long term stable placements.
- The number of newly qualified social workers and Swindon's current vacancy rate.
- The age range of looked after children that have an adoption decision granted to them and the actions being undertaken to promote adoption.
- The performance quartiles for 2014/15 as compared to 2015/16.
- The reasons for the decrease in 12 month health checks within the Health Child Programme.
- Free school meals and its correlation with the decrease in obesity figures.
- How other local authorities record and report the statutory assessment to be completed within 45 days.
- The screening of looked after children for substance misuse.
- The U-Turn service provided by the local authority for looked after children. Members noted that additional support was also available through other providers.
- The actions being taken to address the number of 16 and 17 year old young people, particularly those with disabilities, who were taking on employment without an element of training in it.

Resolved – (1) That the report be noted.

(2) That the Director of Public Health be requested to circulate information regarding the correlation between free school meals and obesity figures.

(3) That further to 3.8 of the report, the Routes to Employment Commissioner be requested to present a report on the actions being taken to address these issues.

(4) That further to (3) above, the report should also reflect information given to young people with Special Educational Needs.

(5) That the Head of Education Services be requested to circulate information regarding the age of pupils who were permanently excluded.

27. Great Western Hospital NHS Foundation Trust Update

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

Resolved: (1) That the report be noted.

(2) That members be requested to submit any questions to the Committee Officer for circulation to the Trust to provide written responses.

28. NHS Swindon Clinical Commissioning Group

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

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), introduced the report and commented on the Group's priorities and action being undertaken. In particular, Ms May referred to the reasons for the waiting time for autism assessment and diagnoses in children and young people and how this initiated a review of the action plan. She confirmed that following the changes with SEQOL, the Young People's clinics were still operational and in

response to parents and carers' feedback, the opening times were revised to address fluctuations in demand.

In response to a specific query regarding hospital visits made by young people, members noted that data gathering would indicate if young people made unnecessary visits to the hospital and the primary care and would reflect the demand on both services.

Resolved: That the report be noted.

(2) That the Executive Nurse at NHS Swindon Clinical Commissioning Group be requested to submit a revised action plan for noting at the next meeting of the Committee in January 2017.

29.

Work Programme

The Committee received a report from the Director of Law and Democratic Services detailing its updated work programme for the Municipal Year 2016/17.

Resolved – (1) That the report be noted.

(2) That members note that the meeting on 29th March 2017 will be held at Great Western Hospital.

GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 30 NOVEMBER 2016

PRESENT:- Councillors Cathy Martyn (Chair), Wayne Crabbe, Malcolm Davies, Mark Dempsey, Carol Shelley, Gary Sumner and Steve Weisinger

Councillor Garry Perkins (Cabinet Member for the Economy, Regeneration and Skills)

Apologies for absence were received from Councillors Emma Bushell and Des Moffatt.

17. Declarations of Interest

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

18. Minutes

Resolved – That the minutes of the meeting held on 21st September 2016, be confirmed and signed as a correct record.

19. Public Question Time

No public questions were received during the meeting.

20. Reference from Resources and Corporate Overview and Scrutiny Committee

The Committee considered a report by the Director of Law and Democratic Services about a reference from the Resources and Corporate Overview and Scrutiny Committee.

Members noted that the Resources and Corporate Overview and Scrutiny Committee, at its meeting held on 26th September 2016 had set up a Joint Task Group to consider changes to Business rates collection and new legislation, and had asked if members from this Overview and Scrutiny Committee would be interested in attending.

Resolved – That Members of the Growing the Economy Overview and Scrutiny Committee consider the invite from the Resources and Corporate Overview and Scrutiny Committee and express their interest in attending the Joint Task Group meetings.

21. Swindon and Wiltshire Local Enterprise Partnership

The Committee received a report of the Director Swindon Wiltshire Local Enterprise Partnership (SWLEP) which provided an update on the work of the Local Enterprise

partnership (LEP), its achievements, priorities and challenges and how it is resourced.

The report covered the following areas of interest:

- How the SWLEP was established.
- The governance of the SWLEP.
- The achievements of the SWLEP.
- The challenges faced by the SWLEP.
- Resourcing the SWLEP.

The Director and his support team responded to the following questions and issues raised by the Committee:

- The value of the Great Stall Bridge transport scheme in comparison to other transport schemes.
- The success of SWLEP in securing central government funding during 2014/15 to support a range of capital projects across Swindon and Wiltshire in comparison with other LEP's.
- The composition of the SWLEP compared to its geographical area and potential areas of conflict for SWLEP Board members.
- The Town Centre Masterplan and whether it needed to be updated in order to aid the SWLEP with future funding bids.
- The possibility of linking Swindon to the Cambridge/Oxford innovation corridor.
- The bid for higher education and when notification of the outcome would be received.
- How the SWLEP engages with businesses and how that informs the Economic Strategy.
- The delivery timescales of the Swindon Rapid Transit and the Swindon Bus Exchange schemes.
- The role of the SWLEP Joint Task Group.

The Chair thanked the Director of SWLEP and his support team for their responses to the questions and issues raised by members.

Resolved – That the report be noted.

22. Draft Economic Strategy

The Committee received a report from the Corporate Director of Economy, Regeneration and Skills about the progress to date in respect of Swindon's Economic Strategy, along with the production of a revised Economic Strategy over the longer timeframe of 2016-2036.

The Corporate Director referred to the four aims of the Economic Strategy and explained that the following fifth aim had been added 'To make Swindon a more inclusive place, with reduced worklessness and improving health and well-being outcomes'.

The Corporate Director and his support team responded to the following questions and issues raised by the Committee:

- The opportunities presented in the Autumn Statement and the Industrial Strategy.
- The challenge of delivering the priorities for Swindon's economy and the detail needed to populate an action plan.
- Redevelopments in town centre areas and how this impacts the development of businesses, in particular the middle of the town centre.
- The retail offer available in the middle of the town centre and timescales for redevelopment.
- The level of business rates in the town centre.
- The growth of the economy to keep pace with the growth of the housing market.
- The need for an Inward Investment Officer.
- The Economic Strategy delivery plan and how it underpins the Strategy.
- How projects would be funded.
- How the Strategy will manage the tension between short term gain for lower skilled jobs and the long term gain of higher skilled jobs.
- The location for emerging low carbon businesses.
- The design of homes to incorporate car charging points.

The Chair thanked the Corporate Director and his support team for their responses to questions and issues raised by members.

Resolved – That the report be noted.

23. Business Rates: A Sustainable Approach

The Committee received a report of the Corporate Director of Economy, Regeneration and Skills about the relationship between business rates and economic growth.

The report highlighted the different departmental perspectives on business rates growth through economic growth, and how this linked to decisions taken within planning. The Corporate Director and his supporting officer team responded in detail to the following questions and issues raised by members:

- The need for new employment land when there are existing pockets of unused employment land readily available.
- The exclusion of office space from certain planning applications.
- The barriers to the delivery of projects at development sites.
- Access to commercial land at the Wichelstowe development.
- The Commercial Investment Fund, its allocation of investment into key assets, and potential returns generated.
- The variation in business rates for the town centre premises and those in retail parks.
- The support for national retail chains locating to district centres.
- The adoption of tighter timescales for approved planning applications commencing to avoid parcels of land being left undeveloped.

The Chair thanked the Director of Economy, Regeneration and Skills and his supporting officer team for their responses to questions and issues raised by members.

Resolved – That the report be noted.

24. Work Programme

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

Members noted that the Committee was due to receive a report at its meeting in February 2017 about apprenticeships and higher education. It was suggested that the report should also include information about the 16-18 Education Review as this was relevant to the discussion. It was also suggested that the Cabinet member for Children's Services and Members of the Children's Health, Social Care and Education Overview and Scrutiny Committee be invited to the meeting for this item.

Members also asked for detailed updates on Town Centre projects, in particular those for Aspen House, Bridge Street and Fleet Street, in the report being considered at its meeting in March 2017.

Resolved – (1) That the Committee's Work Programme 2016/17 be noted, subject to the following amendments:

- 1st February 2017 – Apprenticeships and Higher Education Report to include information about the 16-18 Education Review, with an invite to the Cabinet Member for Children's Services, along with an invite to the Children's Health, Social Care and Education Overview and Scrutiny Committee.
- 22nd March 2017 – Town Centre Projects update report to include detailed information about Aspen House, Bridge Street and Fleet Street projects.

RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 17 NOVEMBER 2016

PRESENT:- Councillors Emma Famarzi (Chair), Steve Allsopp, Brian Ford, Des Moffatt, Timothy Swinyard, Caryl Sydney-Smith, Chris Watts, Keith Williams and Robert Wright.

Apologies for absence were received from Councillors Nick Martin and Maureen Penny.

Also Present: Sue Wald (Director, Adult Social Care), Leon Barrett (Head of StreetSmart).

10. 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.

11. Minutes

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

12. Public Question Time

In accordance with Standing Order 28, Mr Brian Cockbill, of 44 Stratton Road, Swindon, submitted questions regarding the transference and future maintenance of physical assets to parish councils.

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

13. Cabinet Member for Adult Health and Social Care Questions and Answer Session

Councillor Brian Ford, Cabinet Member for Adults' 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, people with a learning disability, physical disabilities and mental health)
- Adult Voluntary Sector Contracts
- Implementation of Care Act 2014
- Adult Local Safeguarding Board
- Public Health – adults
- Supported Housing
- Learning Disability Partnership Board
- Maintaining links between the Council and partner organisations in the Health Services

- SEQOL Client Lead member
- Health Improvement
- Sexual Health
- 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. He referred to the changes with SEQOL and the work being undertaken by Enterprise Works where marketing their products would increase revenue. He emphasised that whilst the commercialisation of Enterprise works was being undertaken, the main focus was on ensuring that Enterprise Works would continue their work of supporting individuals moving into long term employment.

Following his presentation of the report, Councillor Ford with the Director of Adult Services responded to questions and observations on the following matters:

- Work being undertaken between the Clinical Commissioning Group, Great Western Hospital and the local authority regarding delay transfer of care and how this would affect the deployment of resources over the winter months.
- The challenge of bed pressures that was addressed through proactively working with other agencies.
- The proposal of selling products produced by Enterprise Works in the centre of Swindon.
- Marketing Enterprise Works by promoting their location and updating their website to reflect products available.
- The importance of retaining health navigators to promote healthy lifestyles and eating.
- Marketing of fast food outlets on local authority lamp posts and how these may impact the healthy eating message.
- The importance at taking into account the patients' wishes regarding their discharge from hospital.
- Learning disabilities services' costs.
- Dedicated accommodation being set up at Hawthorn Avenue and Pembroke Street.
- Differences in performance between self-directed support and carers receiving direct payments for support. Members noted how the local authority was supporting carers and promoting self-directed support.
- The importance of being able to support the community whilst adhering to data protection legislation.

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 Director of Strategy, Great Western Hospital, be requested to circulate the early release and re-admission rate of patients.

(3) That the Director of Adult Services be requested to consider the marketing of Enterprise Works in the centre of Swindon.

14. Cabinet Member for Streetsmart Question and Answer Session

Councillor Keith Williams, Cabinet Member for StreetSmart, 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:

- Waterside Depot Management
- Streetsmart
- Public Toilets,
- Envirocrime,
- Waste Disposal / Waste Minimisation
- Street Lighting [maintenance]
- Street Cleaning
- Recycling
- Refuse Collection – Domestic & Trade
- Ground & Tree Maintenance and open spaces
- Removal of graffiti and abandoned vehicles
- Parks (Streetsmart services only)
- Environmental Issues Landscape & Countryside (including Community Forest)
- Playgrounds, including those that are not presently utilised.
- Maintenance of Roundabouts and non-HRA verges
- Cemeteries and Crematoria Assets
- Building & Engineering
- Building Services, cleaning, catering & security services
- Gullies and drainage, minor road repairs, potholes
- Digital by Design
- IT Strategy and delivery

At the request of the Chair, Councillor Williams, 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. He referred to work being undertaken to maximise revenue, particularly by the EnviroCrime Team, the introduction of wake facilities and themed funerals at the Crematorium and the implementation of charges at the household waste recycle centre.

Following his presentation of the report, Councillor Williams with the council's Head of Streetsmart, responded to members' questions and observations on the following matters:

- Corporate Social Responsibility for both Council and local businesses.
- Working with the community, particularly those with no access to transport, to discourage fly tipping.
- The use of cameras at particular sites to discourage fly tipping.
- Charging at the new weighbridge at Waterside Household Waste and Recycling Centre (HWRC) and confirmation that this site was only used for trade waste by commercial businesses.

- Refuse disposal and enforcement in the town centre.
- Raising community awareness that the Council was returning certain areas to a more natural environment to encourage the return of flora and fauna and that these areas were not fly tipping zones.
- The impact of the weaker sterling on disposing recycled material overseas.
- How Euro bins may reduce fly tipping and improve the local environment.
- Benefits of paying for green waste by direct debit.
- The importance of ensuring schools engage with the Enviro-Crime Team.
- Confirmation that a review of salt gritting operations in the borough would be taken in the new year.

Resolved – (1) That Councillor Williams 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 Head of StreetSmart be requested to liaise with the Director of Law and Democratic Services and update the Committee on the current Council position regarding Corporate Social Responsibility regulations.

(3) That the Head of StreetSmart be requested to circulate information regarding:

- (a) The statutory and non-statutory services that would be transferred to parish councils.
- (b) The recycling proposals and charging structure at Waterside.
- (c) The income generated from fishing rights.

RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 28 NOVEMBER 2016

PRESENT:- Councillors Emma Faramarzi (Chair), Nick Martin, Des Moffatt, Timothy Swinyard, Caryl Sydney-Smith, Chris Watts and Robert Wright.

Apologies for absence were received from Councillors Steve Allsopp and Maureen Penny.

15. Declarations of Interest

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

Councillor Tim Swinyard made personal and non-prejudicial declarations of interest with regard to the Committee's consideration of Agenda Item 4, in his capacity as a member on the Advisory Group for Lydiard Park Heritage Trust and Lydiard Heritage Action Group.

16. Public Question Time

There were no public questions.

17. Cabinet Member Question and Answer Session - Cabinet Member for Economy, Regeneration and Skills

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Skills, was in attendance and presented to the Committee a detailed report summarising progress and performance in respect of each of the following service areas within his portfolio of responsibility:

- Economic Development
- Museums, including Steam
- Commercialisation of services
- Arts and Culture
- Community Heritage
- Regeneration
- Forward Swindon Limited Client Lead Member
- Strategic (Commercial Property Portfolio)
- Adult Learning
- Tertiary Education
- Skills
- Specific Responsibility for Lydiard Park Project
- Country Parks (securing sustainable uses)
- Strategic Parking assets

At the request of the Chair, Councillor Perkins, 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.

Councillor Perkins referred to future investment to generate income and introduced Mrs Jan Willis, Interim Corporate Director Resources, who advised that the Commercial Investment Strategy was being submitted to Cabinet on the 7th December 2016 for its consideration. She confirmed that the strategy reflected long term investment and, in line with the Government Framework, sought approval to create an Investment Strategy Board who would oversee capital investments. Mrs Willis advised that the strategy included a proposal to establish a commercial investment fund.

Following his presentation of the report, Councillor Perkins, supported by the Corporate Director, Economy, Regeneration and Skills, responded to questions and observations on the following matters:

- How capital funding was generated and was to be managed by the Investment Strategy Board in order to allow strategic acquisition and generate income streams. It was noted that acquisitions would include strategic land and an enhanced commercial property portfolio.
- Confirmation that sites for a second recycle centre were being considered.
- The role of Forward Swindon Limited (FSL) to help regenerate parts of Swindon, including Kimmerfield and Farringdon Road areas. Members noted FSL's proposed consultation regarding Aspen House.
- The importance of ensuring that workshop spaces for small to medium businesses were made available as part of Swindon's regeneration programme.
- Confirmation that projects would be monitored to ensure completion within timescales and budgets.
- How the Business Engagement and Retention Services help small to medium businesses start-up and how they provide on-going support, including assisting businesses to access local, national and European grants.
- The importance of increasing footfall in the Centre of Swindon and how regeneration of the town centre would help this.
- Ensuring small businesses in the town centre were encouraged and supported and were not stifled by larger businesses.
- The criteria for business rates on small to medium sized businesses and its effect on them.
- The Plasma gasification research being undertaken in Swindon and the commercialisation of this project.
- The development of the former Even Swindon Infant School site in Rodbourne Road and the traffic congestion implications of such development.
- Comparison between Coate Water Park and Lydiard Park car park charges and the amount of subsidy being allocated to Coate Water Park. Members noted that Stanton Park was also classified as a country park.
- Resurfacing of the free car parking site in Gorse Hill and how the community was using this as a long stay car parking area and how this was adversely affecting local businesses.
- Progress made in bringing a University to Swindon.

- Confirmation that the property portfolio included heritage sites were geographically located within one area in Swindon. These attractions include the Carriage Works, Mechanics Trusts, the Railway Village, the Health Hydro and the Platform.

Resolved – (1) That Councillor Perkins 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 Forward Swindon Limited be requested to circulate information regarding the number of business they helped to invest or move into Swindon over the past two years.

(3) That the Head of Planning, Regulatory Services and Heritage, be requested to circulate to members available information regarding revenue generated by Coate Water Park parking charges and to update the Committee on discussions that had been undertaken with the University Technical College and Dyson regarding future collaborative work.

This page is intentionally left blank

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

WEDNESDAY, 23 NOVEMBER 2016

PRESENT:- Councillor Colin Lovell in the Chair: Councillors John Ballman, Alan Bishop, Matthew Courtliff, Paul Dixon, Mary Friend, Nick Martin, Jane Milner-Barry, Kevin Parry, Timothy Swinyard, Chris Watts, Steve Weisinger, David Wood and Robert Wright.

Apologies for absence were received from Councillors Wayne Crabbe, Vera Tomlinson, Peter Watts and Julie Wright.

15. Minutes

Resolved – That the minutes of the meeting held on 28th September 2016, be confirmed and signed as a correct record.

16. Declarations of Interest

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

17. Public Question Time

There were no public questions.

18. StreetSmart Six Month Service Review

Councillor Keith William, Cabinet Member for StreetSmart, was in attendance and presented to the Committee a report providing the Committee with a six monthly performance review of StreetSmart services and offering a summary of progress and performance in respect of each of the following service areas within his portfolio of responsibility:

- Waterside Depot Management;
- StreetSmart
- Public Toilets:
- EnviroCrime:
- Waste Disposal/Waste Minimisation:
- Street Cleaning:
- Recycling:
- Refuse Collection – Domestic and Trade:
- Ground and Tree Maintenance and Open Spaces:
- Removal of Graffiti and Abandoned Vehicles:
- Parks (StreetSmart services only);
- Environmental Issues: Landscape and Countryside (including Community Forest);
- Playgrounds, including those that are not presently utilised:
- Maintenance of Roundabouts and non-HRA verges:

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

- Improvements to the house recycling centre at Barnfield Road.
- The current range of services provided to the public at the household recycling centre at Barnfield Road.
- The work of the environmental crime team in dealing with fly tipping.
- Prosecutions under taken against the perpetrators of fly tipping and the need to publicise the details of fly tippers where possible.
- Work by officers to educate the public and reduce instances of littering.
- The relative success of the changeover in recycling and household rubbish collections.
- The efficient replacement of damaged household recycling boxes and rubbish bins.
- The financial viability of the recycling process currently operated by the Council.
- Instructions to staff regarding what was and was not acceptable for collection and recycling.
- The insurance of volunteers who participate in "litter picks" organised by the Council or community groups.
- The maintenance of roundabouts and highway verges to ensure appropriate lines of vision are maintained.
- The potential closure of local recycling facilities.
- Proposals to transfer grounds maintenance to parish Councils and the feasibility of transferring the Council's grass cutting fleet to parishes.

Resolved – That the Cabinet Member for StreetSmart and the Head of StreetSmart be thanked for attending the meeting and for their full and open responses to members' questions and observations on the issues raised.

19. Volunteering and Locality Working - Update

With the agreement of the Chair this item was withdrawn to allow officers to work on the Library Strategy.

20. Waste Services Update

The Committee considered an oral report by David Robinson (Waste Recycling Manager) in respect of changes to the Council's Waste and Recycling Service. Mr Robinson highlighted the following issues:

- The changes to the waste collection and recycling service would affect approximately 55,000 households within the Borough.
- The changes had taken approximately a year to plan and would affect both

routes undertaken by waste and recycling teams and collection days.

- The vehicle fleet for waste and recycling collection would be replaced by the end of December and would provide greater capacity and more fuel efficient vehicles.
- The new vehicle fleet also provided better information technology to optimise routes and provided real time data updates.
- The planned changes achieved savings of approximately £300,000 with the opportunity for further efficiencies in the future.
- There would be one fewer kerbside crew and one fewer waste crew under the new arrangements.
- The new arrangements allowed capacity for future housing developments over the next three years.
- The transition to the new system had so far been satisfactory with a high rate of collections on the scheduled days.

Following Mr Robinson's presentation the Committee discussed in greater detail the following matters relating to the proposed changes to the Council's Waste and Recycling Services:

- The capacity of in-cab technology to record and report damaged or contaminated recycling boxes.
- Technology on the vehicle to prevent the overloading of vehicles which have a 26 tonne capacity.
- The smooth changeover of collection dates for waste and recycling.
- The continuation of the blue bag waste collection service and use of narrow trucks in some areas of the Borough.
- Refresher training for waste and recycling vehicle teams.
- Work undertaken to inform residents of changes to collection dates and times.
- The ability to use information technology to confirm that vehicles had visited areas within their routes.
- Future services improvements that might arise through increased use of information technology imbedded in vehicles.

Resolved – That the report be noted.

21. Libraries Task Group Update

The Committee considered a report of the Head of Localities, Community Involvement and Volunteering setting out (a) the recommendations of the Libraries Task Group in respect of Council's review of its library service, and (b) the minutes of the meetings of the Libraries Task Group held on 20th October and 3rd and 17th November 2016. The Chair of the Libraries Task Group, Councillor Chris Watts, introduced the minutes of Task Group highlighting:

- The intensive work of the Task Group and officers in support of the review of the library service.
- That non-political approach adopted by the Task Group.
- The consideration of the proposals set out in the Libraries Review in the light of finding additional money to support additional branches of the service.
- The Task Group's assurance that all options for the library service had been

considered, including a “Trust Model”.

Following the introduction by Councillor Watts, and an invitation to respond, the Chair invited Councillor Mary Martin, Cabinet Member for Communities, expressed her appreciation to the Task Group for their work and detailed consideration of the issues commenting that it was very useful, from the perspective of finalising recommendations for Council to have the Task Group approach the issue from a fresh perspective. Councillor Martin thanked the Task Group for their recommendations which she felt broadly reflected the direction of travel of her own work in reviewing the service.

Following the presentation of the report and recommendations the the Committee discussed the issues raised, including:

- Trust Models not being permitted purely to avoid the payment of Business Rates and the recognition that any Trust would need to show that it's primary goal was service provision.
- The requirement that savings arising from any proposals should finance an extension of the core library service.
- Information technology issues and future support relating to the provision of the library service.
- The current model for providing information technology to the library service.

Resolved – That the recommendations of the Libraries Task Group be supported by this Committee and commended to the Cabinet Member for Communities for inclusion in her report to the Cabinet on 7th December 2016.

22. Committee Work Programme 2016/17

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

Resolved – (1) That the Committee's Work Programme 2016/17 be noted.

(2) That the Work Programme 2016/17 be amended to include a Libraries update report and a report on Street Lighting within the Borough at its January meeting.

(3) That a Volunteering and Locality Working Update Report be submitted to the March 2017 meeting of this Committee.

Section 3

Regulatory Committee Minutes

This page is intentionally left blank

LICENSING COMMITTEE

THURSDAY, 1 DECEMBER 2016

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

An apology for absence was received from Councillor Alan Bishop.

20. 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.

21. Minutes

Resolved – That the minutes of the meeting held on 9th September 2016, be confirmed and signed as a correct record.

22. Public Question Time

Mr Keith Radway of Swindon Black Cabs asked questions regarding (a) the notice period for calling the meeting, (b) the public notice in the evening advertiser with regard to the proposed changes in Hackney Carriage fares, (c) the wording of the public notice in the evening advertiser with regard to the proposed changes in Hackney Carriage fares, and (d) the legality of the petition supporting changes in Hackney Carriage fares. The Chair responded at the meeting.

23. Review of Hackney Carriage Tariffs

The Committee considered (a) a report of the Council's Licensing Manager setting out (i) objections to the maximum scale of fares for licensed Hackney Carriage operators within the Borough, (ii) the current scale of fares, (iii) a petition in support of the current scale of fares, (iv) a petition opposing the current scale of fares, (b) the views of Mr Keith Radway of Swindon Black Cabs opposing any amendment to the Hackney Carriage fares structure, (c) the views of Mr Mark Bates (Chair, Swindon Taxi Association) and Mr Andrew Lucas (Hackney Carriage Driver) supporting the reduction of the 30p rate for each 129.3 or 27.2 seconds in the current Night Rate, and (d) questions from Councillors to Mr Bates, Mr White, Mr Lucas and Mr Radway and the Council's Licensing Manager in respect of the proposed hackney carriage scale of fees.

Resolved – (1) That the revised maximum scale of fares for Hackney Carriage Tariffs as set out in Appendix 2 to the report of the Council's Licensing Manager be approved.

(2) That this Committee not consider any further amendment to the Hackney Carriage Tariffs until after 1st December 2017.

24. Introduction of a Licensing Regime for Sex Establishments

The Committee considered (a) a report setting out a proposed Sex Establishment Policy for the Borough and (b) comments received as part of the Council's consultation on the proposed policy.

Resolved – (1) That, subject to the term “Bright Lighting” being replaced with “Effective Lighting” within the policy document, the Sex Establishment Venues policy set out as an appendix to the report be approved and commended to the Council for adoption.

(2) That subject to (1) above and the adoption of the policy by the Council, the newly adopted policy be reviewed no later than 2021 or at such time as legislative changes require.

LICENSING PANEL

FRIDAY, 30 SEPTEMBER 2016

PRESENT:- Councillors Carol Shelley, Vera Tomlinson and Nadine Watts.

11. Appointment of Chair

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

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. Application to Review the Premises Licence in respect of King and Queen, 15 High Street, Highworth, Swindon

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application for a Review of the Premises Licence for the King and Queen Public House, 15 High Street, Highworth, Swindon, SN1 2JH, (b) written representations from Wiltshire Police in support of the review, (c) oral submissions in support of the application for a review received from Sian Kalynka (Police Licensing Officer) in support of the Police Objection, (d) oral submissions received opposing the application for review from Mr Daniel Pruett (Landlord), (e) questions from Members to the applicants and objectors and answers received, and (f) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

The Council's Licensing Officer introduced the report noting that:

- The review of the premises licence for the King and Queen Public House, 15 High Street, Highworth, Swindon had been made under the Crime and Disorder and Prevention of Public Nuisance Licensing Objectives.
- The request for the review had been received by the Licensing Authority in February 2016 and had been advertised in accordance with the statutory regulations.
- The delay in the hearing was partly due to a family bereavement.
- The Landlord accepted a caution offered by the Police for the breach of the licensing conditions set out in the Licensing Manager's report.
- That on 7th February 2016 police officers in plain clothes entered the premises and witnessed a number of sales of alcohol beyond the permitted licensing hours of 01:00.
- The landlord had sent an email to the Licensing Authority on 12th June 2016 but no formal application to revise his premises licence had been received.
- Since 16th April 2016 the Designated Premises Supervisor had been Mr Benjamin Kelsey.
- Mr Pruett had requested premises licence variation forms immediately prior to the hearing.

The Police case for a review and summary of raised points can be broadly

summarised as follows that:

- The Police submitted the application to review the premises licence on 15th April 2016.
- The permitted hours for the sale of alcohol at the premises were 10:00 to 01:00 daily.
- The Police had received intelligence that sales of alcohol were being made after permitted hours prior to their visit on 7th February 2016.
- On 7th February 2016 Police Officers in plain clothes entered the premises and witnessed the sale of alcohol after 01:00, the permitted time for sales.
- The Police Officers in plain clothes remained on the premises until 01:30 and during this period further sales of alcohol took place.
- At the time of this visit Mr Pruett was the Designated Premises Supervisor.
- When approached Mr Pruett appeared drunk and explained that he was not working at that time.
- Police Officers checked till readings which confirmed sales of alcohol had been made after the permitted hours.
- A copy of the till receipts were attached as pages 24 -26 of the agenda papers.
- The Police Licensing Officer and PC Michael Diffin met with Mr Pruett following the after-hours sales and wrote to him on 18th February 2016 setting out some proposed minor variations to the premises licence.
- The Police believe that the inclusion of the amended conditions on the premises licence would reduce similar incidents and prevent anti-social behaviour.
- Mr Pruett had been given ample opportunity to respond to and agree the inclusion of the amended conditions and to vary the premises licence but no application for variation of the premises licence had been submitted to the Licensing Authority.
- The Police, in the first instance, had tried to work with premises to remedy issues, but, in this case felt that they had no option but to progress to a review hearing with a view to seeking the inclusion of the amended conditions.

The Police answered questions in respect of:

- Further minor incidents at the premises following the review application.
- Police intelligence that there had been a number of occasions where after hours sales of alcohol had occurred.
- The number of after-hours sales witnessed by police officers on 7th February 2016.
- Checks to ensure the accuracy of information set out on the till receipts appended to the agenda papers.

Points and issues raised by the Respondent included, but were not limited to:

- That he was not opposed to the additional conditions proposed by the Police.
- That he accepted that he had not completed the necessary work to amend his premises licence.
- Some of the delay in amending his premises licence was a result of his wife's terminal illness and looking after his teenage daughters.

- He had tried and failed on a number of occasions to get a copy of the premises licence from both the former premises licence holder Enterprise Inns, and the Council's Licensing Team and felt disappointed that this had not made available to him sooner.
- When he took over the running of the premises it had been closed and he had sought, without success, a copy of the premises licence at this time.
- He thought the terminal hour for the sale of alcohol was 02:00 hours.
- Since taking over the premises, the number of complaints from neighbours had significantly reduced.
- Since taking over the premises he had tried to change its reputation through measures such as providing food; the premises still had a clientele that liked to drink late but he was trying to move away from this.
- He and his family lived on the premises.
- He had met all of the additional conditions requested by the Police who had used his CCTV footage to view an incident outside of, and not related to, the premises.

Questions to the Respondents and responses received in respect of:

- The reasons behind Mr Pruett being unable to obtain a copy of the premises licence despite him seeking this on several occasions.
- Mr Pruett's experience as a licensee prior to him becoming landlord three years ago.
- His customers informing him that the terminal hour for the sale of alcohol was 01:30 hours.
- Sales of alcohol on 7th February at 01:40 hours.
- The failure to respond to Police correspondence over a five month period.
- That the premises was now operating within the conditions (including the additional conditions requested by the Police) of the premises licence conditions.
- Staff training.
- That the licensing hours were now prominently displayed on the premises.

Clarification by the Council's Licensing Manager and Wiltshire Police as to:

- Regular changes of landlords at the premises prior to Mr Pruett taking over the premises.
- That the premises licence had been suspended for a period prior to Mr Pruett taking over as a result of the non-payment of fees by Enterprise Inns.
- That following the incident on 7th February 2016 the licensable hours had been confirmed with Mr Pruett.
- That the failure to vary his licence was serious as the Licensing Authority didn't have recourse to the amended conditions if there were an incident at the premises.
- That a variation cost £87 and involved the completion of a simple form.

Resolved - After considering: -

1. A review of the Premises Licence in respect of the King and Queen Public House, 15 High Street, Highworth, Swindon relating to the Prevention of Crime and Disorder and the Prevention of Public Nuisance Licensing

Objectives.

2. Representations and material put forward on behalf of the Police, and the licensee;

and taking into account: -

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

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

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

the Panel noted (i) that the Premises Licence holder had informally implemented the terms of three conditions requested by the Police in their correspondence dated 18th February 2016, (ii) that there had been no similar incidents at the premises since the review had been called, and (iii) that the licensee had not formally submitted paperwork to the Licensing Authority to amend the premise licence by the addition of the proposed conditions as requested by the Police.

The Panel determined that the premises licence held by the licensee in respect of the King and Queen Public House, 15 High Street, Highworth, Swindon, be amended to include the three additional conditions requested by the Police in their correspondence dated 18th February 2016, and set out on page 28 of the hearing papers.

Reasons

1. The Panel was satisfied that the conditions proposed by the Wiltshire Police, and agreed by the applicant (confirmed by the applicant at the hearing) would uphold the Licensing Objectives.
2. The Panel noted that since the review of the premises licence had been commenced in April 2016, no further substantive breaches of the Licensing Objectives or further breaches of the licensing conditions had been reported by the Police or Licensing Authority.
3. That the Panel was satisfied that the conditions proposed by the Police and agreed by the respondents offered oversight of the licensable activities at the premises.
4. That given the comments of the Police to the hearing that, with the attachment of the additional conditions to the premises licence, that they felt no additional action was required at this time the Panel determined that the decision was fair and proportionate.

The Chair advised both parties that they had a right of appeal to the Magistrates' Court against the panel's determination and that any such an appeal must be commenced within 21 days of this determination.

This page is intentionally left blank

LICENSING PANEL

TUESDAY, 15 NOVEMBER 2016

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

17. Appointment of Chair

Resolved – That Councillor Peter Watts Chair this meeting of the Panel.
(Councillor Watts took the Chair.)

18. Minutes

Resolved – That the minutes of the meetings held on 28th and 30th September 2016 be confirmed and signed.

19. Declarations of Interest

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

20. Application to vary the Premises Licence for New College, New College Drive, Swindon, SN3 1AH

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application to vary the premises licence held by New College, New College Drive, Swindon, SN3 1AH, (b) written representations opposing the application received from a local resident, (c) oral submissions opposing the application for variation from Councillor Steve Allsopp and a local resident, (d) oral submissions in support of the application from the applicant, (e) questions from members to the applicant and objector and answers received, (f) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

The Council's Licensing Manager introduced the report noting:

- The variation was to permit the sale of alcohol for consumption between the hours of 17:00 and 22:00 hours Monday to Friday and 11:00 to 22:00 hours Saturday and Sunday and 11:00 to 22:00 hours during periods of curriculum downtime.
- Events were held in the Phoenix Theatre.
- The sale of alcohol was for consumption on the premises.
- Conditions offered by the applicant relating to CCTV, training and Challenge 25 checks were set out within the agenda papers.
- There was a no glass policy within trading areas and the use of door staff was risk assessed.
- No comments had been received from the statutory authorities and the conditions set out on pages 34 to 35 of the agenda papers had been discussed with Wiltshire Police.
- The existing premises licence permitted licensable activities 08:00 to 00:00 hours daily.
- A representation had been received from one local resident.

Councillor Steve Allsopp made representations on behalf of a local resident opposing the variation of the premises licence. These representations can be broadly summarised as:

- The sale of alcohol in the auditorium was not opposed as it was ancillary to its use and well managed, but the sale of alcohol outside of this area as shown on the plans on page 43 of the agenda papers was opposed.
- Local concerns were that the variation might lead to undesirable events in the future should the college come under financial pressure.
- That there was a planning application for a 3G football pitch adjacent to the site and there was local concern that users of that facility would be able to access alcohol.
- The additional hours requested were a concern locally.
- The sale of alcohol within an education setting was of concern.

The applicant commented on a number of issues and responded to questions put in respect of:

- That the college had been operating events using requested hours for a year through the use of Temporary Event Notices without adverse issues.
- The reason for the variation was to provide the college with greater flexibility in arranging events as the maximum number permitted under Temporary Event Notices had been used in the preceding year.
- The application was for the area marked in red in the application (the theatre) and did not involve the sale of alcohol to students at the college.
- The sale of soft drinks currently exceeded the sale of alcohol at events as most people attending events drove to the college.
- There was no intention to undertake any drinks promotions.
- The bar was set up after students had left the premises.
- There was clear signage during events that the sale of alcohol would only be made to people producing event tickets.
- Sales were restricted to the college building and did not include the 3G pitches this was clearly defined in the submitted plans.
- That licensed SIA door staff were employed for events after undertaking a risk assessment.
- Periods of curriculum downtime were schools holidays when students were not on campus.
- The supervised use of the premises by students outside of core teaching periods.

Resolved - After considering: -

The application for a premises licence made by the Applicant; and

1. Representations and material put forward on behalf of the Objectors;

and taking into account: -

1. The Secretary of State's Guidance; and

2. The Licensing Authority Licensing Statement:

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

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

the Panel determined that a Premises Licence for the main college building be granted subject to: -

- 1. The permitted hours for the sale of alcohol be:
Monday to Saturday 17:00 until 22:00 hours Monday to Friday
Saturday and Sunday 11:00 until 22:00.

During periods of core curriculum downtime:
Monday to Sunday 11:00 to 22:00 hours.

- 2. That the conditions offered by the applicant and set out in the hearing papers shall be applied to the Premises Licence.

Reasons

- 1. The Panel was satisfied that the conditions proposed by the applicant would minimise the impact on the amenities of local residents and uphold the Licensing Objectives.
- 2. The Panel noted that the applicant had confirmed that the application was for the main college building and did not include sports pitches or the college sports hall.
- 3. The Panel carefully considered the written and oral representations of the local resident and Ward Councillor who opposed the application and the written and oral submissions of the applicant and were mindful that there had been no objections from the Statutory Authorities.
- 4. Whilst carefully considering the objectors representations the Panel was mindful that harm caused by the grant of a licence needed to be definitively linked to the application and needed to be evidence based.

The Chair reminded both parties that they had a right of appeal to the Magistrates' Court against the determination of the panel and that any such appeal, must be commenced within 21 days of the determination.

This page is intentionally left blank

PLANNING COMMITTEE

TUESDAY, 13 DECEMBER 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, Gary Sumner, Vera Tomlinson and Peter Watts.

24. Declarations of Interest

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

25. Minutes

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

26. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 10 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

27. Public Question Time

No public questions were asked or submitted for this meeting.

28. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments of Councillors Peter Watts, Gary Sumner, Stan Pajak, Nick Martin, Alan Bishop and Timothy Swinyard in respect of application numbered S/16/1627/TB.
- (e) The comments of Councillors Vera Tomlinson, Cathy Martyn, Peter Watts, Steph Exell in respect of application numbered S/15/1885/HC.
- (f) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/15/1885/HC	Councillor Jane Milner-Barry Councillor Nadine Watts Linda Kasmaty Colin Doubleday Mr Bailey	Agent Pipers Area Residents Association Applicant
S/16/1627/TB	Cllr Vince Walsh Stephanie Jones	Wroughton Parish Council Agent

Resolved – (1) That permission be refused in respect of application numbered S/15/1885/HC for the following reasons:

Reason: The proposal fails to provide adequate parking provision to serve the development in accord with the Adopted Technical Guidance on Parking Standards 2007. As such the proposal represents an overdevelopment of the site that is likely to lead to the parking of additional vehicles in the vicinity of the site, where on-street parking is already very limited, to the detriment of local highway conditions. The Proposal is contrary to Policies DE1 and TR2 of the Swindon Borough Local Plan 2016.

Informative

CIL Liable Development:

This development constitutes Community Infrastructure Levy 'CIL' liable development. CIL is a mandatory financial charge on development. For more information on CIL visit www.swindon.gov.uk/cil or telephone the SBC CIL Team on 01793 466289 or 466397 or email cil@swindon.gov.uk. To avoid additional financial penalties the requirements of the impact of CIL must be managed before development is commenced and subsequently payment made in accordance with the requirements of the CIL Demand Notice issued

(2) That permission to develop be granted in respect of application numbered S/16/1627/TB subject to the conditions set out in the agenda and with the description revised to clarify that application has been amended and now proposes the erection of a double garage.

29. Planning Agreements

The Director of Law and Democratic Services submitted a report concerning the current position in relation to Deeds of Planning Obligation (i.e. Section 106 Agreement or Section 106 Unilateral Undertaking) authorised by the Council in its role as local planning authority.

In response to a query regarding developer's payments for the upkeep of play areas and infrastructure contributions, the Head of Conveyancing, Environment and Contracts confirmed that these were different from case to case.

Resolved – That the report be noted.

30.

Enforcement

The Director of Law and Democratic Services submitted a report concerning the current position in relation to Planning Enforcement Action authorised by the Council in its role as local planning authority.

Resolved – That the report be noted.

This page is intentionally left blank

EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

THURSDAY, 10 NOVEMBER 2016

PRESENT:- Councillors Mary Friend, Teresa Page and Peter Watts.

39. Appointment of Chair

Resolved – That Councillor Peter Watts Chair this meeting of the Sub-Committee.

(Councillor Watts took the Chair)

40. Declarations of Interest

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

41. Minutes

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

42. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 43 refers).

43. Home to School Transport Appeals

On consideration of (a) a report of the Director of Children Services setting out education transport appeals that officers could not determine under delegated authority, and (b) the comments and written submissions of parents.

Resolved – (1) That due to the exceptional circumstances set out in the appeal, appeal numbers TA/16/220 and TA/16/392 be upheld and a bus pass be provided.

(2) That due to the exceptional circumstances set out in the appeal, appeal numbers TA/15/392 be upheld and a contribution towards transport costs be granted.

This page is intentionally left blank

EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

WEDNESDAY, 14 DECEMBER 2016

PRESENT:- Councillors Gemma McCracken, Maureen Penny and Carol Shelley.

44. Appointment of Chair

Resolved – That Councillor Gemma McCracken Chair this meeting of the Sub-Committee.

(Councillor McCracken took the Chair)

45. Declarations of Interest

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

46. Minutes

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

47. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 48 refers).

48. Home to School Transport Appeals

On consideration of (a) a report of the Director of Children Services setting out education transport appeals that officers could not determine under delegated authority, and (b) the comments and written submissions of parents.

Resolved – (1) That due to the exceptional circumstances set out in the appeal, appeal numbers TA/16/270 be upheld and a taxi be provided until the end of this scholastic year.

(2) That due to the exceptional circumstances set out in the appeal, appeal numbers TA/16/319 be upheld and a taxi be provided until the child's fifth birthday (statutory school age).

(3) That due to the exceptional circumstances set out in the appeal, appeal numbers hd.jhta appeal 001 be upheld and a taxi be provided until the end of this scholastic year or until there was a space on the school bus.

This page is intentionally left blank

Section 4

Children Services Bodies Minutes

This page is intentionally left blank

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 1 NOVEMBER 2016

PRESENT:-

Group A: Christian Denominations and Other Religions or Religious Denominations	Teresa Clerck (Jewish Community), Jo Backus (Buddhist Community), Mr David Burbidge (Baptist Church) and Mr M S Khan (Muslim Community)
Group B: Church of England	Reverend Clive Deverell, Miss Janet French and Reverend Norma McKemey
Group C: Teacher Organisations	Mrs Tracy Mason and Mrs Lottie O'Brien
Group D: Councillors	Councillors Gemma McCracken (Vice-Chair, in the Chair), Fay Howard and Barbara Parry

Also in attendance: Katy Staples (SACRE Advisor)

Apologies for absence were received from Councillor Fionuala Foley and Councillor Teresa Page, Fidelma Meehan, Ms Steph Mundin, Mrs Sarah Lane Cawte, Reverend David Howell, Mr Tony McAteer, Mr Dinesh Patel, Sarah Foulkes.

14. Welcome from Tadpole Farm C of E Primary Academy

The School Principal, Jane Leo welcomed the SACRE to Tadpole Farm C of E Primary Academy and spoke about the Academy and their approach to RE. The SACRE noted that the School aimed to demonstrate Christian values through roots and fruits in the normal everyday life of the School as they are illustrated by the Christian faith, other faiths and those with no faith.

The Chair thanked the School Principal for her welcome and for her informative presentation.

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

No public questions were received during the meeting.

17. Minutes and Matters Arising

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

Matters Arising

(i) SACRE Website – Minute 5

The SACRE Advisor reported that Freddy Pound had stepped down as the representative for Swindon Humanists, and as a consequence work on the SACRE website had not progressed.

In addition to the need for a SACRE website, the SACRE Advisor highlighted the need for the new Agreed Syllabus to be hosted on a website that would allow the Syllabus to be password protected, and provide Swindon schools the ability to download the Syllabus after the launch date of 8th November 2016.

It was noted that on-going discussions would be held between the SACRE Advisor and Swindon Borough Council to resolve this issue. However, in the short term the Syllabus could be hosted by the Bristol Diocese.

(ii) RE Curriculum Offer at Secondary Schools/Academies – Minute 9

The SACRE were reminded that at the last meeting they had asked the Cabinet Member for Children's Services to circulate a letter and questionnaire prepared by the SACRE Advisor, to secondary schools in Swindon about the level of RE being taught at Key Stage 4.

The SACRE considered the responses received from schools and noted that although RE was offered as a subject few schools provided sufficient curriculum time and as a consequence did not entered pupils for GCSE exams.

It was suggested that opportunities to network with schools was an important issue to be followed up, and links established to enable future SACRE meetings to be held at secondary schools.

(iii) Membership Update – Minute 6

The SACRE were informed that the Borough Council meeting held on 22nd September 2016 had considered a report on appointments to Committees and other Bodies, including appointments to Representative Groups A, B and C of the SACRE.

The Full Council had agreed the appointments to the various Representative Groups detailed above for the period until May 2020 and authorised SACRE to appoint to any interim vacancies during the term of office.

It was noted that there were still a number of vacancies within the Representative Groups A, B and C and attempts would be made to fill these vacancies.

18. Development Plan 2016-18

The SACRE was informed by the SACRE Advisor that the Swindon SACRE Development Plan 2016-18 was due to be updated to take into account the suggested vision statement and goals for Swindon SACRE.

The SACRE divided into groups and considered the vision statements and analysed each of the four goals in relation to the Key Performance Indicators and action required. The SACRE then received feedback from each Group, which would be collated into a workable draft Development Plan.

Resolved - That the SACRE Clerk collates the points raised and responses received in relation to the draft Development Plan 2016-18 and produce a workable draft document for further consideration at the next meeting in March 2017.

19. Launch of the Agreed Syllabus

The SACRE were reminded that the new Swindon Agreed Syllabus would be launched on 8th November 2016 at Tadpole Farm C of E Primary School.

The Chair encouraged SACRE members to attend the launch day and agreed that the programme and format for the launch would be circulated to SACRE members.

20. National Updates

The SACRE received updates on the following national issues and on certain matters were asked to make comments and offer opinions:

- The new proposed Constitution for the National Association of Standing Advisory Councils on Religious Education (NASACRE)
- The Religious Education Council independent Commission on Religious Education.
- Post BREXIT hate crimes and the place Religious Education can play in trying to prevent hate crimes.
- Tell MAMA Annual Report 2015.
- APPG on Religious Literacy.
- Accord Award for SACRE.

- Resolved – (1) That the National updates report be noted.
- (2) That the new proposed Constitution for the National Association of Standing Advisory Councils on Religious Education (NASACRE) be agreed.
 - (3) That the updates in relation to (i) the independent Commission on Religious Education, (ii) Post BREXIT hate crimes, (iii) Tell MAMA Annual Report 2015 and (iv) the APPG on Religious Literacy be noted.
 - (4) That the SACRE consider applying for the Accord Award in 2017.

21. Date and Time of the Next Meeting

It was noted that the next meeting of the SACRE would be held on Tuesday, 7th March 2017, commencing at 6:00pm, at Holy Cross Catholic Primary School.

This page is intentionally left blank

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

This page is intentionally left blank

Not Protectively Marked



DRAFT Minutes of the
Dorset & Wiltshire Fire Authority Committee
held at 11:30 hours on Wednesday 14 September 2016 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury

Members present: Cllr Rebecca Knox (Chairman), Cllr Abdul Amin, Cllr Mark Anderson , Cllr Les Burden, Cllr Steve Butler, Cllr Mike Byatt, Cllr Ernie Clarke, Cllr Ronald Coatsworth, Cllr Malcolm Davies, Cllr Beverley Dunlop, Cllr Peter Edge, Cllr Spencer Flower, Cllr Mollie Groom, Cllr Colin Jamieson, Cllr Susan Jefferies, Cllr Bob Jones, Cllr Trevor Jones, Cllr John Knight, Cllr Nick Martin, Cllr Christopher Newbury, Cllr Graham Payne, Cllr Garry Perkins, Cllr Christopher Rochester, Cllr Ricky Rogers, Cllr Ann Stribley, Cllr Joe Tray,

Officer attendance: Chief Fire Officer Darran Gunter, Assistant Chief Fire Officer Mick Stead, Assistant Chief Fire Officer John Aldridge, Assistant Chief Fire Officer Ben Ansell, Director of Finance and Treasurer Phil Chow, Director of People Services Kay Williams, Director of Corporate Services Derek James, Head of Democratic Services and Corporate Assurance Jill McCrae, Monitoring Officer and Clerk Jonathan Mair.

1 Welcome

1.1 The Chairman opened the meeting and welcomed Members.

2 Apologies

2.2 Apologies were received from Cllr Phil Eades, Cllr Bridget Wayman and Cllr Chris Devine.

3 Declarations of Interest and Notifications of Any Other Business

3.1 There were none.

Not Protectively Marked

4 Minutes of Dorset & Wiltshire Fire Authority meeting on 23 June 2016 and matters arising.

- 4.1 Members approved the minutes from the previous meeting.
- 4.2 The Chief Fire Officer provided an update for members, referring them to point 5.6 of the minutes and noting that the proposed terms of reference had been agreed for the Governance Working Group along with a schedule of meetings.

5 Verbal report from the Chairman of the Policy & Resources Committee meeting held on 14 September 2016.

- 5.1 The Chairman provided Members with an overview of the Policy and Resources meeting that had taken place prior to this meeting.

6 Review of the minutes of the Finance and Audit Committee meeting held on 6 July 2016

- 6.1 The minutes were reviewed by Members.
- 6.2 Members asked if unused grants had to be returned to the originator or if instead they could be added to balances. The Director of Finance and Treasurer, Mr Phil Chow, advised that it very much depended upon the conditions of the grants.
- 6.3 Members also noted that Cllr Christopher Newbury was in both the apologies and attendees for the meeting. The Head of Democratic Services & Corporate Assurance advised that this would be corrected.
- 6.4 **Action: Head of Democratic Services & Corporate Assurance to correct the minutes to remove Cllr Newbury from the apologies list.**

7 Chairman's Announcements

- 7.1 The Chairman outlined the on-going national campaign on sprinkler systems in schools, highlighting that sprinkler systems are not considered a compulsory requirement for new builds. She went on to note the national comparisons and benefits of sprinkler systems and confirmed that Fire and Rescue Authorities would like tighter regulations.
- 7.2 The Chairman asked Members for their views on the current situation and noted that Assistant Chief Fire Officer, Ben Ansell, was part of the national lobbying group.
- 7.3. Members discussed the situation and reflected upon the impact of previous school fires, including the cost of re-building schools.

Not Protectively Marked

- 7.4 Members noted that in the absence of a specific agenda item a motion concerning sprinkler systems could only be put to the Authority as an item of urgency with the agreement of the Chairman.
- 7.5 The Chairman having confirmed her agreement to the urgent consideration of the Authority's position on sprinkler systems in schools members went on to consider urgent item 7A.

7A Urgent Agenda Item – School Sprinkler Systems

- 7.1a The Chairman asked Members to confirm the Authority's support of the campaign for sprinkler systems to be compulsory in school new builds. Members voted unanimously in favour of supporting the campaign.
- 7.2a Members also supported the Chairman's suggestion that letters explaining the Authority's support for the campaign should be sent to the:
- constituent councils as local education authorities
 - individual council lead members for education
 - local Members of Parliament
 - other relevant stakeholders

and that the Authority's position should be reinforced through a press release.

- 7.3a **Action: That letters and a press release be issued in accordance with minute 7.2a.**
- 7.4a **Resolved: That the Authority support the campaign for sprinkler systems to be compulsory in school new builds.**

8 Appointments to Committees

- 8.1 The Monitoring Officer and Clerk, Mr Jonathan Mair, reported on the need to appoint a member to represent the Authority on the Dorset Community Safety Partnership Board and the need to appoint a member to the vacancy left by Cllr Colin Lovell on the Authority's Appeals Committee.
- 8.2. The Chairman proposed that Cllr Steve Butler be the representative for the Dorset Community Safety Partnership and Members agreed unanimously.
- 8.3 The Chairman noted that a Conservative Councillor would be required for the Appeals Committee and confirmed that Cllr John Haines had been put forward. Members agreed unanimously that Cllr Haines be appointed to the

Committee.

8.4 **Resolved: That Cllr Steve Butler be appointed as the Authority's representative on the Dorset Community Safety Partnership Board.**

8.5 **Resolved: That Cllr John Haines be appointed to the Appeals Committee.**

9 Efficiency Plans

9.1 The Director of Finance and Treasurer, Mr Phil Chow, took Members through the paper and highlighted how the Efficiency Plan will support the application for a four year grant settlement.

9.2. Members discussed the plan and identified a reference to Trowbridge Fire Station on page 8 of Appendix A, point 4.4. Members requested that this is removed.

9.3 Members discussed the references to co-responding and the impacts upon the Service following the recent changes made by the ambulance services. The Chief Fire Officer assured Member that the Service is reviewing this and considering alternative options.

9.4 Members asked where the monitoring and scrutiny of this plan would take place and Mr Phil Chow confirmed that this would be via the Finance & Audit Committee.

9.5 The Chairman took Members to the recommendations in the paper and Members approved Appendix A for submission to the Home Office with the removal of the reference to Trowbridge Fire Station and with consideration of the future of co-responding.

9.6 **Resolved: That Appendix A be approved for submission to the Home Office with the removal of the reference to Trowbridge Fire Station.**

10 Approval of CFO Appointment

10.1 The Chairman informed Members that the Appointments Committee, with the additional advice from Peter Holland, Chief Fire and Rescue Adviser and Steve Mason, Realworld HR, had met and shortlisted candidates for the post of Chief Fire Officer and confirmed that the shortlist comprised both external and internal candidates. She went on to advise that following the interview process the committee recommended the appointment of Assistant Chief Fire Officer, Ben Ansell.

10.2 The Clerk explained that the Authority's pay policy required that an appointment to any post with a salary above £100,000 must be put to the full Authority for approval. The recommendation of the Appointments Committee was that ACFO Ansell be appointed Chief Fire Officer on a

Not Protectively Marked

salary of £132,814, rising to £137,814 and then £142,814 on satisfactory completion of a development plan to be approved by the Chairman after consultation with the Vice-Chairman and the Clerk.

- 10.3 Members asked for the number of applicants and number of shortlisted candidates and the Chairman confirmed that of the 4 Applicants, 3 had been shortlisted.
- 10.4 Members asked for confirmation of the anticipated development plan and the Chairman confirmed that this would be taken over a six month period.
- 10.5 The Chairman asked Members to confirm their support for the appointment of Assistant Chief Fire Officer, Ben Ansell to the position of Chief Fire Officer and Members agreed unanimously.
- 10.6 The Chairman asked that the Authority's thanks be extended to Peter Holland and Steve Mason for their support throughout the appointment process.
- 10.7 **Resolved unanimously: That ACFO Ben Ansell be appointed as Chief Fire Officer.**

11 Local Government Review

- 11.1 The Chief Fire Officer took Members through the paper, noting that both he and the Chairman had received correspondence regarding a consultation process which is being under taken across the 9 councils in Dorset on the future of local government.
- 11.2 The Chairman asked Members to consider whether a response from the Fire Authority is required and if so what key messages should be included.
- 11.3 The Chairman's own approach was one of welcoming partnership working with all councils and representatives across the Authority's area, irrespective of whatever local government structures are in place but she wished to hear the views of other members before responding to the consultation.
- 11.4 Members discussed the paper and confirmed unanimously that a response to confirm the Authority's willingness to work with and support the decisions made within the review should be sent by the Chairman, however the decision is one for the people and authorities of Dorset.
- 11.5 **Action: The Chairman to respond to the consultation.**
- 11.6 **Resolved: That the Chairman respond to the consultation on the basis set out in minute 11.4.**

Not Protectively Marked

12 Demonstration of Members Dashboard.

- 12.1 The Chairman welcomed the Head of Strategic Planning, Mr Bob Ford, to the meeting.
- 12.2 Mr Ford provided the Authority with a demonstration of the Members' dashboard and confirmed how it would be maintained and updated, noting that Members will be able to share this with their communities and review the performance of the service, thereby assisting members in their role on Local Performance and Scrutiny Boards.
- 12.3 The Chairman thanked Mr Ford for attending and provided her thoughts on how use of this system represents best practise for fire authorities.
- 12.4 Members asked how overall Authority performance will be reported and Mr Ford confirmed that this would be via the 6 month performance reports which would be brought to the Fire Authority meeting.
- 12.5 Members confirmed their satisfaction with the performance reporting structure and system.

13 Dorset & Wiltshire Fire and Rescue Authority quarterly Video

- 13.1 The Chairman welcomed the Head of Information Management and Communication, Mrs Vikki Shearing, to the meeting.
- 13.2 Mrs Shearing introduced the video advising that in compiling the video her team had engaged with the full workforce to achieve a wider audience. She also confirmed the intention for its use on social media.
- 13.3 Members expressed their appreciation for the video and asked if a shorter version could also be made available for them to use locally.
- 13.4 The Chairman thanked Mrs Shearing and her team.
- 13.5 **Action: Head of Information Management and Communication to provide a shorter version to Members of all future videos.**

14 Date of next meeting

- 14.1 The chairman confirmed with members the date of the next meeting of the Dorset & Wiltshire Fire and Rescue Authority, to take place Thursday 15th December 2016 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury SP1 3NR from 10am.

15 Exclusion of the Public

- 15.1 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 Business Continuity – Industrial Action

- 16.1 The Chief Fire Officer took Members through the paper and the associated appendix and provided a presentation on the Services Industrial Action arrangements for assurance.
- 16.2 The Chairman took Members to the recommendations within the report and Members confirmed that they had reviewed and noted the report.
- 16.3 **Resolved: That the report be noted.**

This page is intentionally left blank

TOWN TWINNING NETWORK

WEDNESDAY, 5 OCTOBER 2016

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

Apologies for absence were received from Mark Sarnowski, Hassan Nur and Nazma Ramruttun

7. 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.

8. Public Question Time

No public questions were received during the meeting.

9. Minutes

Resolved – That the minutes of the meeting held on 8th June 2016 be confirmed and signed as a correct record.

10. Reports from Town Twinning Associations and Links

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

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

Swindon Ocotal Link (SOL)

Cristina Bennett and Cecilia Olley reported on the events held during the recent cultural visit to Swindon by two guests from Ocotal, including a Civic Reception, held at the Civic Offices on the 6th May 2016, a night of dance at the Wyvern Theatre, a Spanish Evening held at the Arts Centre on the 9th May 2016, the launch of a cookbook 'A Taste of Nicaragua' and speaking with pupils at Lydiard Park Academy. The Network noted that all the events had been a great success. It was suggested that the cookbook could be sold at a number of outlets and the possibility of selling the book at the Central Library would be investigated. SOL felt that this was the most successful visit in its 25 year history.

The Network noted how the Link had developed over the last 25 years, with funds raised to help support a number of projects in Ocotal and how the quality of life has improved for those benefiting from the financial support. In particular the funds had been used to help provide food at a refuge for abused women and providing school transport, uniform and books for about 40 children.

In addition to the recent visit, SOL had recently held its Annual General Meeting,

where the main theme focused on the future of the Link and how this would be developed in the years to come. It was noted that a number of SOL representatives would be travelling to Ocotal during December 2016 and would report at a future meeting.

Swindon/Salzgitter Twinning (Civic Visit)

The Chair reported on the Civic Visit by the Mayor of Salzgitter and a delegation of 7 to Swindon between 6th October and 11th October 2016. He spoke in detail about the planned programme of events and how this was the first time that a number of the delegation had visited England.

TOWN TWINNING NETWORK

WEDNESDAY, 14 DECEMBER 2016

PRESENT:- Councillor Kevin Small, Councillor Junab Ali, Councillor Claire Ellis and Councillor Caryl Sydney-Smith

Apologies for absence were received from Councillor Oliver Donachie, Councillor Derique Montaut, Cristina Bennett, Mike Ide, Hassan Nur, Cecilia Olley, Councillor Oliver Donachie, Councillor Derique Montaut, Cristina Bennett, Mike Ide, Hassan Nur, Cecilia Olley, Richard Pearce, Nazma Ramruttun and Mark Sarnowski.

11. 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.

12. Public Question Time

No public questions were received during the meeting.

13. Minutes

Resolved – That the minutes of the meeting held on 5th October 2016, be confirmed and signed as a correct record.

14. Reports from Town Twinning Associations and Links

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

There were no representatives from the Town Twinning Associations and Links present at the meeting and therefore no update reports were received.

The Chair highlighted a concern about the recent non-attendance of the Twinning Associations for Wroughton and Highworth. He asked if the Associations could be contacted to determine the reasons for their non-attendance and encourage them to attend future meetings.

The Chair referred to the closure of the Swindon Salzgitter Twinning Association earlier this year and asked for a report to a future meeting highlighting the difficulties they had experienced and whether there was any prospect that the Association might be re-established.

Resolved – (1) That the Director of Law and Democratic Services contact the Wroughton – St. Germain Les Corbeil Twinning Association and the Highworth Twinning Association to determine the reasons for their non-attendance at Town Twinning Network meetings and encourage them to attend future meetings.
(2) That the Director of Law and Democratic Services prepare a report on the difficulties experienced by the Swindon Salzgitter Twinning Association prior to its closure and on the prospects of the Association being re-established at some point

in the future.