



SWINDON BOROUGH COUNCIL

Municipal Year 2017/18

Meeting of Council on Thursday, 13 July 2017

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Thursday, 13 April 2017 of Special Committee (Pages 7 - 8)
2. Minutes of meeting Tuesday, 4 April 2017 of Audit Committee (Pages 9 - 12)
3. Minutes of meeting Monday, 27 March 2017 of Standards Committee (Pages 13 - 14)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

4. Minutes of meeting Monday, 20 March 2017 of Scrutiny Committee (Pages 17 - 24)
5. Minutes of meeting Tuesday, 28 March 2017 of Scrutiny Committee (Pages 25 - 26)
6. Minutes of meeting Tuesday, 2 May 2017 of Scrutiny Committee (Pages 27 - 32)
7. Minutes of meeting Monday, 19 June 2017 of Scrutiny Committee (Pages 33 - 38)
8. Minutes of meeting Tuesday, 25 April 2017 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 39 - 44)

9. Minutes of meeting Thursday, 22 June 2017 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 45 - 48)
10. Minutes of meeting Wednesday, 29 March 2017 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 49 - 54)
11. Minutes of meeting Wednesday, 22 March 2017 of Growing the Economy Overview and Scrutiny Committee (Pages 55 - 58)
12. Minutes of meeting Monday, 12 June 2017 of Resources and Corporate Overview and Scrutiny Committee (Pages 59 - 60)

SECTION 3 - REGULATORY COMMITTEES

13. Minutes of meeting Friday, 19 May 2017 of Appeals Committee (Pages 63 - 64)
14. Minutes of meeting Friday, 19 May 2017 of Appointments Committee (Pages 65 - 66)
15. Minutes of meeting Friday, 19 May 2017 of Licensing Committee (Pages 67 - 68)
16. Minutes of meeting Thursday, 23 March 2017 of Licensing Panel (Pages 69 - 70)
17. Minutes of meeting Wednesday, 29 March 2017 of Licensing Panel (Pages 71 - 74)
18. Minutes of meeting Monday, 3 April 2017 of Licensing Panel (Pages 75 - 80)
19. Minutes of meeting Tuesday, 4 April 2017 of Licensing Panel (Pages 81 - 84)
20. Minutes of meeting Wednesday, 5 April 2017 of Licensing Panel (Pages 85 - 88)
21. Minutes of meeting Monday, 10 April 2017 of Licensing Panel (Pages 89 - 92)
22. Minutes of meeting Tuesday, 11 April 2017 of Planning Committee (Pages 93 - 96)
23. Minutes of meeting Tuesday, 9 May 2017 of Planning Committee (Pages 97 - 98)
24. Minutes of meeting Tuesday, 13 June 2017 of Planning Committee (Pages 99 - 102)

SECTION 4 - CHILDREN SERVICES BODIES

25. Minutes of meeting Tuesday, 28 March 2017 of Schools Forum (Pages 105 - 108)
26. Minutes of meeting Tuesday, 7 March 2017 of Standing Advisory Council on Religious Education (Pages 109 - 112)

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

27. Minutes of meeting Thursday, 9 February 2017 of Dorset and Wiltshire Fire Authority (Pages 115 - 122)

- 28.** Minutes of meeting Thursday, 9 March 2017 of Dorset and Wiltshire Fire Authority (Pages 123 - 130)
- 29.** Minutes of meeting Thursday, 2 March 2017 of Wiltshire Police and Crime Panel (Pages 131 - 136)

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Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

THURSDAY, 13 APRIL 2017

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

Apologies for absence were received from Councillors Fionuala Foley and Mary Martin.

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.

13. Minutes

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

14. Public Question Time

No public questions were asked under Standing Order 28.

15. Organisation changes consequential on the appointment of the Corporate Director of Resources and Transformation

Further to Minute 11, following an assessment by the Corporate Director of Resources and Transformation of the statutory roles reporting in to that position, the Committee received a joint report of the Leader of the Council and Chief Executive seeking the Committee's approval to (i) altering the role title of the Head of Finance (Section 151 Officer) to reflect the role's Section 151 responsibility, and (ii) realigning the statutory responsibility of Senior Information Risk Owner (SIRO), from the Corporate Director of Resources and Transformation to the Head of Information and Technology and altering that officer's role title accordingly.

Resolved – (1) That to role title for the "Head of Finance (Section 151 Officer)" be altered to the "Director of Finance (Section 151 Officer)".

(2) That the role title for the "Head of Information and Technology" be altered to "Chief Information Officer" and that it be noted that this post includes responsibility for SIRO.

(3) That, in order to better reflect common practice within the Council, the role title of the "Head of Education Services" be altered to "Head of Education".

(4) That the Director of Law and Democratic Services be authorised to amend the Council's Constitution accordingly.

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AUDIT COMMITTEE

TUESDAY, 4 APRIL 2017

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

44. 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.

45. Public Question Time

There were no public questions.

46. Minutes

Resolved - That the minutes of the meeting held on 21st February 2017 be confirmed and signed.

47. Oversight of Council Subsidiaries and Partner Bodies

The Committee considered a report of the Director of Law and Democratic Services summarising the various governance arrangements in place in relation to Council-owned companies and, in the absence of any overall oversight to ensure that risks are minimised and services are delivered as intended, or summary record of how individual partner arrangements are managed, seeking the Committee's agreement to the establishment of a Cabinet Member Advisory Group (CMAG) to consider how the Council's role as shareholder can best be exercised and a more consistent approach adopted.

In response to questions put by the External Audit representatives, the Director of Law and Democratic Services expanded on issues of accountability in relation to council-owned companies and the current governance arrangements in place for each of these.

Resolved – (1) That the report be noted.

(2) That the Leader of the Council or his nominee establish a Shareholder Panel to provide oversight of council owned companies.

(3) That the Panel initially operates as a Cabinet Member Advisory Group to the Leader of the Council, or his nominee.

(4) That the Director of Law and Democratic Services reviews the position and reports back to a future Audit Committee on how the Panel is operating and providing the necessary challenge, and whether a more formal governance structure is required to be put in place.

Summary financial results and, where available, audit report outcomes. To facilitate analysis

(5) That future reports to Committee on the operation of Council subsidiaries and partner bodies should include summary financial information and, where practicable, audit review outcomes.

48. Internal Audit report - Domestic Abuse Strategy

In accordance with its established practice of considering at least one individual audit report at each meeting, the Committee received a report on the outcome and key findings of the Internal Audit Review of the review of the Swindon and Wiltshire Strategy to Reduce Domestic Abuse (and its supporting framework), to provide assurance to the Head of Housing and Community Safety regarding its robustness and effectiveness in reducing the prevalence of domestic abuse in Swindon. It was noted that the review, finalised in December 2016, had identified an “Of Concern” level of risk.

The Council’s Head of Housing and Community Safety was in attendance to provide a current position statement in relation to the implementation of the internal audit recommendations and also responded to members’ questions on issues raised regarding identified risk areas, the management response to the audit conclusions and key recommendations, and progress in implementing the action plan.

Resolved – That the report be noted and that a further review be carried in six months’ time and the outcomes of that review be reported to the Committee.

49. Internal Audit report - Transformation Programme

In accordance with its established practice of considering at least one individual audit report at each meeting, the Committee received a report on the outcome and key findings of the Internal Audit Review of the Council’s Transformation, which report, finalised in November 2016, had identified an “Of Concern” level of risk.

The Council’s Head of Transformation was in attendance to provide a current position statement in relation to the implementation of the internal audit recommendations and also responded to members’ questions on issues raised regarding identified risk areas, the management response to the audit conclusions and key recommendations, and progress in implementing the action plan.

Resolved – That the report be noted and that updates on the outstanding audit recommendations be made to the Committee as part of the two business transformation audits scheduled for the 2017/18 Municipal Year.

50. Internal Audit Plan: 2017/18

The Head of Internal Audit submitted a report setting out the draft Audit Annual Plan for 2017/18.

Resolved – That the draft Internal Audit Plan for 2017/18 be approved.

51. Informing External Audit's Risk Assessment

The Head of Internal Audit submitted report on the requirement for the External Auditor, as part of its audit of the Council’s financial statements, and in order to comply with the International Standards on Auditing (UK and Ireland), to make inquiries of both management and the Audit Committee as to their knowledge and understanding of the following areas:

- Fraud
- Laws and regulations
- Going concern

- Accounting estimates; and
- Related parties

The Committee was invited to consider whether the responses submitted by the Council's management, set out in Appendix 1 to the report, were consistent with its understanding and whether there were any additional comments members wished to make.

Resolved – That the management responses to the various questions put by the External Auditors in relation to the specific risk areas identified in the report be confirmed as being consistent with this Committee's understanding of the position.

52. External Audit

Chris Hackett (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at 31st March 2017, in respect of the delivery of their audit responsibilities. The report also included a summary of key emerging national issues and developments that might be of interest to the Committee.

Resolved – That the report and supporting papers be noted.

53. 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 February 2017, 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, in accordance with its established practice of considering at least one individual audit report at each meeting, the IT Training audit report be submitted to the next meeting.

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STANDARDS COMMITTEE

MONDAY, 27 MARCH 2017

PRESENT:- Councillor David Wood (Chair), Councillor Jane Milner-Barry, Councillor Teresa Page, Councillor Gary Sumner, Councillor Vera Tomlinson, Councillor Joe Tray, Councillor Steve Weisinger, Mr Paul Morris, Mr Trevor Davies, Mr Richard Hailstone and Mick Compton.

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

24. Declarations of Interest

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

No declarations of interest were made.

25. Minutes

Resolved – That the minutes of the meeting held on 25 January 2017 be confirmed and signed as a correct record.

26. Public Question Time

There were no public questions.

27. Exempt Items - Exclusion of Press and Public

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

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

28. Ethical Framework Update

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

- Dispensations.
- Membership of the Council's Independent Remuneration Panel.
- Code of Conduct complaints.
- Member Training.

- The Prescribed Persons (Reports on Disclosures of Information) Regulations 2017.

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

(2) That Mr Keith Strickland be appointed as a Lay Representative to the Council's Independent Remuneration Panel for a further period of three years.

(3) That the Prescribed Persons (reports on Disclosures of Information) Regulations 2017 be noted.

29.

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.

Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 20 MARCH 2017

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

Apologies for absence were received from Councillors Des Moffatt and James Robbins

71. Declarations of Interest

Councillor Gemma McCracken made a personal, non-prejudicial declaration of interest in respect of agenda item 5 “Consideration of Cabinet decisions”, on the grounds that her husband is a tenant of a commercial unit in the Town Centre.

72. Public Question Time

Mr Brian Cockbill, a local resident, submitted questions about public transport in Swindon. Mr Cockbill was not in attendance. The Chair asked for the written response, available at the meeting, be sent to Mr Cockbill.

73. Minutes

Resolved – That the minutes of the meetings held on 1st and 13th February 2017, be confirmed and signed as a correct record.

74. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 15th March 2017.

105. Budget Management 2016/17

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

- Representations made to Central Government in regard to the Council’s financial settlement and the settlement received by other Councils.
- The Council’s plans for meeting overspends during 2016/17.
- Swindon Borough Council’s position with regard to reforms of the Dedicated Schools Grant.

Resolved – That Minute 105 of the Cabinet be noted.

106. Capital Monitoring Quarter 3 2016/17

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

- The potential to obtain sponsorship from local businesses to offset the purchase price of a replacement incident command vehicle.
- Funding for the developments at 1-3 Farringdon Road and the Mechanics Institute.
- Recovery of costs for the scaffolding used at the Mechanics Institute.
- The location and storage costs of museum artefacts.
- Overspends on Junction 16 improvements linked to the Wichelstowe development.
- The current status of the Tabernacle stones.

Resolved – That Minute 106 of the Cabinet be noted.

107. A Sustainable Future for Lydiard House and Park

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

- The process undertaken in assessing the bids received for Lydiard House and Park.
- Contingency plans should the preferred bidder experience financial difficulties.
- Monitoring and scrutiny of the preferred bidder's performance in operating Lydiard House and Park.

Resolved – That Minute 107 of the Cabinet be noted.

108. Barnfield Solar farm Scheme

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

- Latest position with regard to the Councils application for European Regional Development funding for Solar Farm projects and the M4 scheme at Wichelstowe
- The future of Solar Farm Schemes.

Resolved – That Minute 108 of the Cabinet be noted.

109. Private Sector Housing Renewal Assistance policy

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

- The target audience of the Council's Private Sector Housing Renewal Assistance Policy.
- Abbreviations used throughout the Policy and potential for a plain English version of the Policy.

Resolved – That Minute 109 of the Cabinet be noted.

110. Changes to Household Waste recycling Centre Opening Times

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

- Assessments undertaken in approving the reduction of opening times at the Household Recycling Centre, the financial implications and impact on residents.
- The statistics for fly tipping in Swindon.
- The percentage of trade waste received at the Recycling Centre.
- Public consultation undertaken with regard to the reduced opening times.
- Current usage figures for the Recycling Centre.
- Information regarding green waste received at the Recycling Centre.
- Reduction in the number of local recycling sites.
- Statistical information from Parish Councils on fly tipping.
- The service profile and usage figures for the Recycling Centre.

Resolved – That Minute 110 of the Cabinet be noted.

111. The Forward Strategy for Delivering Economic Development and regeneration in Swindon

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

- The future role of Forward Swindon Ltd and the funding arrangements for the delivery of town centre regeneration.
- Consideration of heritage issues during the delivery of projects in the town centre.
- Proposals for the Mechanics Institute and consideration of alternative approaches for its regeneration from interested resident groups.
- Alternative approaches to the delivery of town centre regeneration projects.

Resolved – That Minute 111 of the Cabinet be noted.

112. Commercial Investment Strategy: Establishment of a Housing Development Company

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

- The inclusion of affordable housing within future developments undertaken by the Housing Development Company.
- Identification of parcels of land for development and plans to meet housing targets.
- Concern at developers delaying the building of homes to realise increases in land values.
- The need to reassess developments areas.
- Self-building at the Windmill Hill site.

Resolved – That Minute 112 of the Cabinet be noted.

75. Cabinet Member Question and Answer Session - Cabinet Member for Finance and Corporate Services

Councillor Russell Holland, Deputy Leader of the Council, Vice Chair of the Cabinet and Cabinet Member for Finance and Corporate Services, 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:

- Financial Management overview
- Medium Term Resourcing Plan and future budget planning
- Procurement
- HR, Personnel and Trade Union Relations
- Schools HR
- Council's Transformation Programme
- Corporate Performance Management
- Risk Management
- Customer Services
- Health and Safety
- Operational Buildings and Property
- Revenue and Benefits Policy
- Member Development
- Commercial Investment Fund

At the request of the Chair, Councillor Holland, 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 Holland responded to the following observations and questions from the Chair and Councillors Emma Bushell, Mark Dempsey, Gemma McCracken, Kevin Parry, Emma Bushell, Chris Watts and Steve Weisinger:

- The current financial position of the Council, the reasons for the current debt position and future strategies to tackle debt.
- Housing Revenue Account debt.
- Specialism gaps within the Health and Safety Team.
- Staff satisfaction survey and the morale of staff.
- The role of the newly appointed Absence Officers.
- Introduction of leadership development programmes and their impact on the organisation.
- Staff absence and main causes.
- The collaboration between People Development and Health and Safety Teams.
- Targets for the reduction in absences.
- Measuring staff absences with the Bradford Formula.
- The Council sites where absences occur more frequently.
- Staff questionnaire and questions about the working environment.
- Securing a sustainable future for the Highworth Recreation Centre by transferring the operation to a new provider.
- The changes being made to Empty Council Tax properties for 2017/18.
- Impact on residents and the Council of the reduced Benefits Cap and the Universal Credit system.

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

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

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

Councillor Fionuala Foley, Cabinet Member for Children's Services, 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 her portfolio of responsibility:

- Children and Family Services including Early Help, Youth Offending Team, Young Person Substance Misuse team, Targeted Mental Health, Education Welfare, Educational Psychology, Youth Engagement, Services for Disabled Children and the Troubled Families programme.
- Children's Social Work Services including the Multi Agency Safeguarding Hub (MASH), fostering and adoption services and the Corporate Parenting Board, Opal Team (Child sexual exploitation service).

- Community Health Services including Health Visitors, School Nurses and Family Nurse Partnership, Paediatric Therapy Services, Speech and Language and Portage and Public Health services for children.
- Local Safeguarding Children's Board (LSCB).
- Education Services including, Provision for Early Years, LA Maintained Schools, Provision for children with Special Educational Needs and Disabilities, Education Other Than At School, Tuition Service, Championing Excellence and Promoting High Standards. This includes the Education Strategy Board; Schools' Forum, the Music Service, Plas Pencelli Outdoor Education Centre, Governor Support services and Traded services to schools.
- The Cabinet Member for Children's Services is also responsible for delivering some aspects of Priority Two (Pledges 15 and 17), and Priority Four (Pledges 28 and 29) of Swindon's vision for 2016-2020.

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

Following her introduction of the report, Councillor Foley responded to the following observations and questions from the Chair and Councillors Emma Bushell, Claire Ellis, Mark Dempsey, Gemma McCracken, Cathy Martyn, Chris Watts and Steve Weisinger:

- The work being undertaken in Swindon to combat Child Sexual exploitation.
- Swindon Challenge and its involvement in raising education standards and the retention of teaching staff.
- The challenges facing primary and secondary education in Swindon.
- Concern regarding the performance of the UTC.
- The importance of building partnerships between the UTC and local industry.
- Publicising the work of the Council and Swindon Challenge to parents.
- The remit of Swindon Challenge.
- The role of private fostering and the challenges currently being faced within fostering.
- Retention of foster carers.
- Domestic violence and issues with compulsive behaviours.
- Healthy Schools programme and voluntary immunisations.
- Reductions in the youth engagement programme.

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

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

77.

Work Programme

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.

78.

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.

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SCRUTINY COMMITTEE

TUESDAY, 28 MARCH 2017

PRESENT:- Councillors Robert Wright (Chair), Emma Bushell, Claire Ellis (Vice-Chair), Emma Faramarzi, Cathy Martyn, Gemma McCracken, Kevin Parry, Vera Tomlinson and Steve Weisinger

Councillors Fionuala Foley (Cabinet Member for Children's Services) and David Renard (Leader of the Council)

Apologies for absence were received from Councillors Mark Dempsey, Des Moffatt, James Robbins and Chris Watts

79. 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.

80. Public Question Time

No public questions were received during the meeting.

81. Consideration of Cabinet Panel on School Organisation Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet Panel on School Organisation held on 27th March 2017.

10. Proposal to Lower the Age Range at Abbey Meads Primary School from 4 to 11 years to 2 to 11 years from September 2017

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

- The budget of £350,000 approved by Cabinet for the creation of additional school places.
- Competition from existing nursery provision in the locality.
- The provision offered by Little Scholars Pre School.

Resolved – That Minute 10 of the Cabinet Panel on School Organisation be noted.

11. Increasing the Published Admission Number (PAN) at Brimble Hill Primary Special School from 70 to 77 from September 2017.

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

- The demand for new places at Brimble Hill Special School.

- Admission capacity of the school.

Resolved – That Minute 11 of the Cabinet Panel on School Organisation be noted.

12. Lowering the Age Range at the Special Resource Provision (SRP) at Eldene Nursery and Primary School from 7-11 to 6-10 from September 2017

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

- Confirmation of the age range to be introduced.
- The protection offered by the SRP for eleven year olds.
- The outcomes and benefits in lowering the age range at the SRP to six year olds.
- Reasons why the age range was not lowered to five year olds.

Resolved – That Minute 12 of the Cabinet Panel on School Organisation be noted.

13. Proposal to Lower the Age Range at Even Swindon Primary School from 4 to 11 years to 2 to 11 years from September 2017

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

- Recruitment of learners during the summer of 2017.
- Background to the retrospective application and the need to avoid similar applications in the future.

Resolved – That Minute 13 of the Cabinet Panel on School Organisation be noted.

14. Proposal to Lower the Age Range at Lawn Primary School from 4 to 11 years to 2 to 11 years from September 2017

Resolved – That Minute 10 of the Cabinet Panel on School Organisation be noted.

15. Proposal to Lower the Age Range at Chiseldon Primary School from 4 to 11 years to 2 to 11 years from September 2017

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

- Details of the consultation undertaken.

Resolved – That Minute 15 of the Cabinet Panel on School Organisation be noted.

SCRUTINY COMMITTEE

TUESDAY, 2 MAY 2017

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

Councillors David Renard (Leader of the Council), Oliver Donachie (Cabinet Member for Housing and Homelessness), Toby Elliott (Cabinet Member for Strategic Planning and Sustainability), Fionuala Foley (Cabinet Member for Children's Services), Mary Martin (Cabinet Member for Communities), Garry Perkins (Cabinet Member for the Economy, Regeneration and Skills) and Keith Williams (StreetSmart, Highways and Transport)

Apologies for absence were received from Councillors Mark Dempsey and Vera Tomlinson

82. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. The following declarations were made during the meeting:

1. Councillor Gemma McCracken made a personal, non-prejudicial declaration of interest in respect of Agenda Item 5 "Consideration of Cabinet decisions", (Draft Economic Strategy for Swindon to 2026), on the grounds that her husband is a tenant of a commercial unit in the Town Centre.
2. Councillor Toby Elliott made a personal, non-prejudicial declaration of interest in respect of Agenda Item No. 5 "Consideration of Cabinet Decisions", (Draft Airports National Policy Statements), on the grounds of his employment by Network Rail.

83. Public Question Time

Mr Jan Piechowicz, a local resident, submitted questions about the Council policies that regulate how Council Officers respond to questions asked by the public. The Director of Law and Democratic Services agreed to meet with Mr Piechowicz to discuss the matter further.

84. Minutes

Resolved – That the minutes of the meetings held on 20th March 2017 and 28th March 2017, be confirmed and signed as a correct record.

85.**Consideration of Cabinet Decisions**

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 26th April 2017.

117. *Budget Management Update 2016/17*

Councillors David Renard, Leader of the Council and Chair of the Cabinet and Oliver Donachie, Cabinet Member for Housing and Homelessness responded to questions put by the Chair and Councillors Des Moffatt on the Revenue forecast out-turn 2016/17 and savings within the Housing Revenue Account.

Resolved – That Minute 117 of the Cabinet be noted.

118. *Housing Revenue Account Acquisitions Programme 2017/18*

Councillors Oliver Donachie, Cabinet Member for Housing and Homelessness and Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, responded to questions put by the Chair and Councillors Cathy Martyn, Des Moffatt, James Robbins and Chris Watts on the following matters:

- The inclusion of former council housing stock within the process of improvement works to meet the Decent Homes Standard.
- Building new homes with Right to Buy receipts
- The standard of existing homes compared to new builds.
- The consideration given to building on Council owned land prior to the purchase of new plots.
- Timescales for the building programme.
- Demand for Social Housing and availability of dwellings.
- Impact on the homeless following a reduction in funding from the Government.
- The availability of affordable housing for people employed by large distribution centres in the New Eastern Villages.
- The introduction of the Benefit Cap and its impact on family's ability to purchase affordable housing.
- The potential for the delivery of 30% affordable housing within the New Eastern Villages development.
- The expected rent returns from the proposals.

Resolved – That Minute 118 of the Cabinet be noted.

119. *Education Transport*

Resolved – That Minute 119 of the Cabinet be noted.

120. *Swindon Challenge*

Councillor Fionuala Foley, Cabinet Member for Children's Services, responded to questions put by the Chair and Councillors Cathy Martyn, Gemma McCracken, James Robbins and Chris Watts on the following matters:

- The number of Ofsted inspection reports in Swindon schools rated as good or better against the national average and comparisons with the Swindon GCSE outcomes against national outcomes.
- Celebrating positive achievements in education through Swindon Challenge.
- Looked after Children and GCSE outcomes.
- Actions undertaken to ensure strong leadership of academies.
- The controls to improve outcomes for young people and improve school performance offered by the Swindon Challenge.
- The management structures of Multi Academy Trusts.
- The movement of pupils between underperforming and higher performing schools.
- Swindon Challenge key initiative of making Swindon 'A Learning Town'.

Resolved – That Minute 120 of the Cabinet be noted.

121. Karen Reeve, Director of Children's Services

Resolved – That Minute 121 of the Cabinet be endorsed.

122. Swindon Local Transport Plan Implementation Plan 2017/18

Councillor Keith Williams, Cabinet Member for StreetSmart, Highways, and Transport, responded to questions put by the Chair and Councillors Emma Faramarzi, Cathy Martyn, Des Moffatt and James Robbins on the following matters:

- A decision on the B4005 Wroughton – Three Tuns roundabout to west of Wanshot Close Maintenance Scheme.
- Definition of 'Thematic', in relation to the supplementary documents supporting the current Local Transport Plan.
- Importance of Councillor engagement with officers in relation to Local Transport Plan schemes.
- Delays in delivering projects supported by Locality funds.

Resolved – That Minute 122 of the Cabinet be noted.

123. Draft Airports National Policy Statement

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

- Aspirations for a low carbon economy and the justification for additional flight paths in the vicinity of Swindon following proposals for the expansion of Heathrow Airport.
- Air quality and the size of particulates.

Resolved – That Minute 123 of the Cabinet be noted.

124. Draft Economic Strategy for Swindon to 2026

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

- Implementation of successful economic strategies.
- Managing processes to accelerate growth in Swindon's economy.
- Achieving maximum impact and engagement with the public consultation.
- Engagement with business and education sectors.
- Measuring the current and future success of Swindon's economy.
- Funding for town centre regeneration.

Resolved – That Minute 124 of the Cabinet be noted.

125. Libraries Strategy – Alternative Delivery Models

Councillor Mary Martin, Cabinet Member for Communities, responded to questions put by the Chair and Councillors Gemma McCracken, Des Moffatt and James Robbins on the following matters:

- Consultation about the intention to establish a Public Service Mutual for the delivery of Library services.
- Consultation outcomes and future delivery models.
- The transfer and control of assets.
- Process for approving the successful delivery option.
- Future Scrutiny of the preferred delivery partner.

Resolved – That Minute 125 of the Cabinet be noted.

126. Swindon Libraries – Children's Library Membership

Councillor Mary Martin, Cabinet Member for Communities, responded to a question put by Councillor Gemma McCracken on the following matters:

- Marketing of the Library Service to parents by the Register Office.

Resolved – That Minute 126 of the Cabinet be noted.

127. References from Other Council Bodies – Health and Wellbeing Board

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

- Enforcement of no smoking at Swindon Bus Station.
- Extension of deadlines for the Place of Safety Consultation.
- Successful approach by Health Watch to Dementia.

- The number of Swindon resident's accessing the Place of Safety.

Resolved – That Minute 127 of the Cabinet be noted.

128. *Wichelstowe Parcels 2 and 3*

Councillor Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, responded to a question put by Councillor Cathy Martyn about the marketing of the site.

Resolved – That Minute 128 of the Cabinet be noted.

86. Work Programme

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

The Chair informed the Committee that he had attended a meeting of the Corporate Governance Working Group which considered a report on the development of the Council's Scrutiny process and the introduction of a government style 'Green Paper' approach. The Committee were informed that this approach would allow Members the opportunity to be involved in the oversight and development of matters of interest detailed in the Cabinet Forward Plan, prior to Cabinet consideration. The Leader of the Council encouraged all Chairs of Scrutiny and Overview and Scrutiny Committees to consider the Cabinet Forward Plan to identify matters that might be of particular relevance to Overview and Scrutiny Committees.

Resolved – That the work programme 2016/17 and comments by the Chair and Leader of the Council be noted.

87. 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.

88. Chair's Announcement

The Chair thanked all members for their help and support during the year.

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SCRUTINY COMMITTEE

MONDAY, 19 JUNE 2017

PRESENT:- Councillors Robert Wright (Chair), Ray Ballman, Mark Dempsey, Claire Ellis, Emma Faramarzi (Vice-Chair), Dale Heenan, Kevin Parry, James Robbins, Gary Sumner, Timothy Swinyard, Vera Tomlinson and Chris Watts

Councillors David Renard (Leader of the Council), Toby Elliott (Cabinet Member for Strategic Planning and Sustainability) and Cathy Martyn (Cabinet Member for Housing and Public Safety)

Apologies for absence were received from Councillors Des Moffatt

1. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. Councillor Emma Faramarzi made a personal, non-prejudicial declaration of interest in respect of Agenda Item No. 5 (11. Swindon Housing Company Governance Arrangements) in her capacity as a Shareholder Panel member, referred to in the report.

2. Public Question Time

No public questions were received during the meeting.

3. Minutes

Resolved – That the minutes of the meeting held on 2nd May 2017, be confirmed and signed as a correct record.

4. Consideration of Cabinet and Cabinet Panel on School Organisation Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 14th June 2017.

a) Cabinet Minutes – 14th June 2017

5. *Budget Management 2016/17*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to questions put by the Chair and Councillors Emma Faramarzi, Dale Heenan, Gary Sumner and Chris Watts on the following matters:

- Involvement of the public and non-Cabinet Councillors in the budget process.
- Budget consultation process.
- Inclusion of Overview and Scrutiny Committees in the budget process and policy development.
- The potential use of Cabinet Member Advisory Groups for budget discussions.

- Involvement of the Chamber of Commerce and other umbrella organisations in budget discussions.
- Process of engaging and initiating discussions with residents and businesses.
- Consideration of alternative methods of contacting residents and business.

Resolved – That Minute 5 of the Cabinet be noted.

6. *Housing Revenue Account Medium Term Financial Plan*

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, responded to questions put by the Chair and Councillors Ray Ballman, Mark Dempsey, Claire Ellis, Emma Faramarzi, Dale Heenan, James Robbins, Gary Sumner and Chris Watts on the following matters:

- Housing Revenue Account (HRA) debt interest and annual payments.
- Valuation of HRA stock.
- Shortfall in housing stock investment and recent events in London.
- Installation of sprinkler systems in the housing stock of the Borough.
- The status of the Medium Term Financial Plan.
- Investigations into the tragic fire at Grenfell Tower, London and subsequent Government report.
- The safety of Swindon residents living in Council housing properties.
- Future review of the HRA Medium Term Financial Plan report contents.
- Disparities between the Housing funding period and the Business Plan period.
- Additional funding from Government for Social Housing safety.

Resolved – (1) That Minute 6 of the Cabinet be noted.

(2) That the Adult's Health, Adult's Care and Housing Overview and Scrutiny Committee be asked to consider, at its meeting on 19th September 2017, an interim report on the funding available to provide appropriate fire safety standards for residents of Council homes, in light of the tragic fire at Grenfell Tower, London.

(3) That the Adult's Health, Adult's Care and Housing Overview and Scrutiny Committee comments and recommendations be considered by the Scrutiny Committee at its meeting to be held in October 2017.

7. *Capital Monitoring Outturn 2016/17*

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

- Report printing issues.
- Review of Capital Budget Monitoring 2016/17 Schemes.
- The current status of the Tabernacle Stones.

Resolved – That Minute 7 of the Cabinet be noted.

8. *Treasury Management Performance 2016/17*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to a question put by Councillor Mark Dempsey about debt repayments and periods of repayment.

Resolved – That Minute 8 of the Cabinet be noted.

9. *Swindon Dial a Ride Service Options*

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

- Users of the Dial a Ride service and potential alternative providers of the service.
- The rising number of users and future needs of the service.
- Performance data provided by Dial a Ride.
- The development of alternative new income streams for the Dial a Ride service
- Potential future use of bus lanes and bus gates by Dial a Ride.

Resolved – That Minute 9 of the Cabinet be noted.

10. *School Place Planning – Tadpole Garden Village*

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

- Process of delivering and funding new school provision.
- Timescales for identifying future school place needs.
- Financial provision for building new schools.

Resolved – That Minute 10 of the Cabinet be noted.

11. *Swindon Housing Company Governance Arrangements*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to a question put by Councillor James Robbins about the membership of the Housing Company Board of Directors.

Resolved – That Minute 11 of the Cabinet be noted.

12. *Councillors Allowances 2018/19 – Recommendations of the Independent Remuneration Panel*

Resolved – That Minute 12 of the Cabinet be noted.

13. *Condolences*

Resolved – That the Leaders comments be noted.

14. *Wichelstowe Parcels 2 and 3*

Councillor Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, responded to questions put by the Chair and Councillors Gary Sumner and Chris Watts on the following matters:

- Infrastructure costs of the project.
- Development land and associated enhanced land values.
- Circulation of design briefs for Wichelstowe Parcels 2 and 3 to all members.
- Successful developments enabling further investment and development success.
- Progress with the development of new homes and meeting targets.

Resolved – That Minute 14 of the Cabinet be noted.

b) Cabinet Panel on School Organisation Minutes – 14th June 2017

5. *Proposal to Lower the Age Range at Westrop Primary School from 4 to 11 years to 2 to 11 years from September 2017*

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

- The differences between a pre-school play group and a nursery.
- The curriculums followed by the pre-school play group and nursery and potential for duplication.
- Capacity of the pre-school playgroup to provide 30 hours of early year's provision.
- Current playgroup educational standards.
- Outcomes of the public consultation.

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

5. Leader of the Council: Annual Report

Councillor David Renard, the Leader of the Council, attended this first meeting of the Scrutiny Committee for the Municipal Year 2017/18, to report to the Committee on (a) the Authority's achievements in 2016/17 and (b) the Administration's priorities for the 2017/18 Municipal Year.

The Leader highlighted the following achievements during 2016/17, challenges for 2017/18 and the progress being made on the Council's four priorities for 2017/18:

- The successful implementation of the Community Governance Review.
- Sale of Thamesdown Transport Ltd to Go South Coast, part of the GoAhead Group.
- The redevelopment of Sussex Square.
- Raising education standards and attainment.
- Building new homes across the Borough

- Working with Forward Swindon Ltd in regenerating the Town Centre
- Infrastructure improvements such as the new bus station, supported by Swindon and Wiltshire Local Enterprise Partnership funding.
- Sustainable uses of heritage buildings in Swindon.
- New Swindon Museum and Art Gallery.
- Continued pressures on Council finances following the continual rise for personal care services.
- Expansion of the Council commercial activities to provide new sources of income and to help support the local economy.
- Pledges
 - 1 – Improve infrastructure and housing to support a growing, low-carbon economy.
 - 2 – Offer education opportunities that lead to the right skills and right jobs in the right places.
 - 3 – Ensure clean and safe streets and improve our public spaces and local culture.
 - 4 – Help people to help themselves while always protecting our most vulnerable children and adults.

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

- Progress on the Council's four Priorities.
- Lottery funding for works on the Mechanics Trust building.
- The challenges and the successes of 2016/17.
- Land supply for strategic projects.
- Housing demand and location of future housing developments.
- Digitisation of services and the reporting of missed waste collections.
- Funding, marketing, consultation and support for the new Swindon Museum and Art Gallery project.
- Solar barriers alongside M4.
- Progress on major developments in Swindon and lessons learnt from the past to deliver projects in the future.
- The successful delivery of projects in comparable towns.
- The delivery of development projects by Forward Swindon Ltd, in particular the Fleming Way area of the town centre.
- Potential to review traffic arrangements around the town centre and the masterplan.
- Improving land values by creating linkages to potential development areas.
- Consideration of housing development at the North Star leisure site.

Resolved – (1) That Councillor Renard, the Leader of the Council, be thanked for his informative presentation of his half-year update report and for his full and open responses to members' questions on the issues raised.

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

6. **Work Programme 2017/18**

The Committee considered a report of the Director of Law and Democratic Services setting out the topics for inclusion in the 2017/18 Scrutiny Work Programme.

The Chair reminded the Committee that discussions had taken place about the development of the Scrutiny process and the introduction of a government style 'Green Paper' approach. The Committee was informed that this approach would allow Members the opportunity to be involved in the oversight and development of matters of interest detailed in the Cabinet Forward Plan, prior to Cabinet consideration. The Chairs of Scrutiny and Overview and Scrutiny Committees were encouraged to consider the Cabinet Forward Plan to identify matters that might be of particular relevance to Overview and Scrutiny Committees.

The Chair suggested that the following areas could be included in the Scrutiny Committee Work Programme 2017/18:

- Public Safety - a review of the Council's civil resilience and response in emergency situations.
- Policing in Swindon – Half yearly update reports.
- Outsourcing of Services – Update report on the outsourcing and delivery of services.

Resolved – That the draft work programme 2017/18 and comments by the Chair be noted, subject to the inclusion of the three additional reports as detailed above.

7. Status of Requests for Action and/or Information

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

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

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

TUESDAY, 25 APRIL 2017

PRESENT:- Councillors Claire Ellis (Chair), Steve Allsopp, Alan Bishop, Steph Exell, Brian Ford, Caryl Sydney-Smith, Steve Weisinger, Julie Wright and Robert Wright.

Mark Edwards (Swindon Healthwatch).

Apologies for absence were received from Councillor Mary Friend and Michelle Howard (Equalities Advisory Forum).

44. 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.

45. Public Question Time

No public questions were asked or submitted for this meeting.

46. Minutes

Resolved -That the minutes of the meeting held on 7th February 2017 be confirmed and signed as a correct record.

47. Avon and Wiltshire Partnership NHS Trust

Mr Newland Anning, the Managing Director, Avon and Wiltshire NHS Partnership Trust (AWP), submitted a report updating the Committee on the performance and key issues relating to the organisation. He commented on the consultation document, letter sent out to the Council and Clinical Commissioning Groups, the presentation used for the public event at the Pilgrim Centre on the 4th April and to statistical data relating to Place of Safety activity across Wiltshire and Swindon's Clinical Commissioning Groups.

Councillor Brian Ford, Cabinet Member for Adults' Health and Social Care referred to the Council's response to the consultation. He explained that as the next Full Council met after the end of the consultation period, a letter expressing the Council's disquiet at the proposal to close Sandlewood Court was sent to Haley Richards, Chief Executive at Avon and Wiltshire Partnership Trust. The Committee noted the content of the letter and Councillor Ford explained that further discussions would need to be undertaken with AWP to address issues arising from this proposal. Mr Andrew Dean, Executive Director of Nursing responded to Councillor's Ford comments by explaining the plans in place to ensure enhancement of services in Swindon.

Following the introduction of the report, Mr Anning and Mr Dean responded to members' questions and comments in respect of the following matters:

- The need for a local place of safety to cover the population size in Swindon.
- That Place of Safety was an early and preventative care pathway and the work being undertaken to achieve safety for the patient by utilising the triage and crises teams.
- The future of Sandlewood Court as part of a consolidation process providing the best service from resources available.
- The number of patients in Swindon detained under Section 136.
- The effect on Swindon patients if they had to undertake treatment out of borough.
- That 83% of patients that do not transfer to in-patient care and data reflected that Swindon patients would benefit from a local place of safety where assessments could be undertaken within timescales.
- Other suitable premises were unavailable in Swindon and no capital was available to purchase other buildings.
- The assessment time to review a patient.
- How patients were supported in the community after they were discharged and that only those needing to be admitted would be detained.
- Collaborative work being undertaken with Great Western Hospital (GWH) and Clinical Commissioning Group (CCG) that included having a permanent psychiatric nurse located in the Emergency Department at GWH.
- The tripartite agreement between Swindon and Wiltshire CCG together with the Police Commissioner to look at preventative measures.
- Sandlewood Court was not suitable to be adapted into a Place of Safety.
- Delaying the completion of the consultation period until end of May.
- There would be no adverse impact on Swindon Borough Council as all relevant staffing would be provided by AWP

Resolved - (1) That the report be noted.

(2) That Councillor Ford's letter to Haley Richards, Chief Executive at Avon and Wiltshire Partnership Trust be circulated to all members of the Committee.

48. NHS Swindon Clinical Commissioning Group Update

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 Bath and North East Somerset, Swindon and Wiltshire had begun working on the Sustainability and Transformation Plan (STP) and were addressing challenges facing the health and care system. Ms May commented on partnership working with Wiltshire on community plans for people with learning disabilities, the weekly meetings with GWH to monitor the transition of community services and the plans to change the IVF policy.

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

- The lack of public understanding and engagement in the Sustainability and Transformation Plan (STP).
- The achievements of the STP to date.

Resolved- That the report be noted.

49. Great Western Hospitals NHS Foundation Trust

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 current demand and performance of the emergency department. He commented on the various activities over the last five years for all services that reflected the increase in demand. Mr McNamara drew attention to the increase of population in Swindon over the lifetime of the PFI hospital. He referred to the challenge of national constraints on capital funding and the work with health and social care commissioners. Mr McNamara updated the Committee on the improvement of referrals for treatment, the progress made in reducing the number of patients with pressure ulcers, the improvement plans in place to address the Care Quality Commission concerns following their inspection and the current financial position of the Trust.

Following his presentation of the report, Mr McNamara and Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), responded to members' questions and comments on the following issues:

- The number of patients admitted onto wards from urgent care centres.
- The expanding population of Swindon and primary care capacity to cover future community needs.
- Where the recuperation of patients could be undertaken.
- How budgets travelled with patients, particularly out of borough patients.
- Facilities available at Health Centres to alleviate pressures on the Emergency Department.
- The accountable care model with the possible expansion of "hot clinics".
- The number of patients admitted to hospital with complications due to pressure ulcers and how those undertaking independent living were assisted.

Resolved - (1) That the report be noted.

(2) That the Director of Strategy, Great Western Hospital (GWH) be requested to circulate figures on the number of patients admitted to wards from urgent care centres.

50. Performance for Adult Social Care Commissioning

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

Following her introduction of the report, The Cabinet Member for Adult's Health and Social Care, the Director of Adult Services and the Public Health Consultant responded to the members' questions and comments in respect of the following matters:

- The waiting times for reviews of people with learning difficulties.
- The increase in funding rates for nursing home residents and how residents received this information.
- The percentage of spend on prevention within the Public Health Budget.
- The overall investment in older people services and that a percentage of this investment pertained to patient discharge from hospital.
- Shortages of nurses in nursing homes following the increase of patients being admitted into care.
- The strategy objectives to prevent catastrophic falls and the work undertaken with the Dorset and Wiltshire Fire Service to inform the public on the Falls Strategy.

Resolved - (1) That the report be noted.

(2) That the Director of Adult Services be requested to circulate the percentage of spend on prevention within the Public Health Budget.

(3) That the Director of Adult Services be requested to circulate information on the cost of patients being readmitted into hospital and how this affected budgets.

(4) That the Public Health Consultant be requested to circulate the Council's Fall Strategy.

51. Dementia - Report

The Committee received a report and recommendations from its Dementia Task Group, established to review undertake a review of Dementia and would focus on partnership arrangements and whether the health journey was meeting the needs of patients. Councillor Bob Wright, the Chair of the Task Group, introduced the report, explaining the rationale for the review and expanding on the structure and methodology of the Task Group's investigation. Councillor Wright advised that the report focused on two approaches that would make a difference. He explained how Swindon could become a Dementia Friendly town and the need to raise public awareness that dementia was a non-communicable disease. He emphasised the need for intervention and that whilst initiatives are in place, members of the public are to be encouraged to adopt a healthier lifestyle. He suggested that an alliance be set up with other bodies to pool resources and encourage change.

Resolved - (1) That the Committee welcomes this report and acknowledges the hard work of its Task Group in undertaking this review to inform the development of future change and improvement for dementia patients.

(2) That Councillors and officers be thanked for their support over the past two years to ensure the success of this task group.

(3) That a Cabinet Member Advisory Group be set up to review the recommendations during the next municipal year.

(4) That further to (3) above, members of the Dementia Task Group be invited to sit on the Cabinet Member Advisory Group.

(5) That an update be submitted to the Committee at its meeting in September 2017.

52. 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 all those contributing areas for consideration under this Committee's Work Programme for the Municipal Year, 2016/17, be thanked.

(3) That further to Minute 52, the proposed Work Programme for 2017/18 be updated to include:

- A task group be set up to review the support offered to families of those with emotional disorder.
- A task group be set up to review ways to attract health and social care staff to Swindon.
- That a report reflecting the difference between French and British house building models and the need to ensure the British model meets housing demands be submitted to the Committee.

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

THURSDAY, 22 JUNE 2017

PRESENT:- Councillors Claire Ellis (Chair), Alan Bishop, Emma Bushell, Steph Exell, Brian Ford, Mary Friend, Eric Shaw, Caryl Sydney-Smith, Julie Wright and Robert Wright.

Kate Moore (Tenant Scrutiny Panel).

Apologies for absence were received from Morgan Daly (Healthwatch) and Michelle Howard (Equalities Advisory Forum).

1. Appointment of Vice Chair

Resolved – That Councillor Caryl Sydney-Smith be Vice-Chair of this Committee for the Municipal Year 2017/18.

2. Declarations of Interest

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

3. Minutes

Resolved -That the minutes of the meeting held on 25th April 2017 be confirmed and signed as a correct record.

4. Public Question Time

No public questions were asked or submitted for this meeting.

5. Appointment of Co-optees

The Committee considered a report by the Director Law and Democratic Services regarding the appointment of co-optees to the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee for the Municipal Year 2017/18.

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

- Michelle Howard (Equalities Advisory Forum).
- Kate Moore (Tenant Scrutiny Panel)

(2) That it be noted that a single nomination of a co-opted representative was awaited from Healthwatch.

6. Performance for Adults Health, Social Care and Housing

The Director, Adult Social Services, submitted a report updating the Committee on the performance of Adult Services to end of March 2017. The report had been structured to highlight the strengths and challenges of

the work undertaken, making specific reference to the collaborative work between the Clinical Commissioning Group, GP surgeries community groups and multidisciplinary teams to effectively help people with long term health and social care needs. The report included the work being undertaken to deliver the priorities and pledges set out in Swindon's vision for 2016-2020 around supporting vulnerable adults to live as independently as possible and enjoy safe and fulfilling lives.

Councillor Bob Wright asked a question regarding communicable diseases to which the Director of Adult Social Services responded at the meeting.

Resolved- (1) That the report be noted.

(2) That the Director of Adult Services and the Director of Public Health be asked to include information regarding the prevention work programme in the Performance update report to the meeting of the Committee on 7th November 2017.

7. 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 outlined the CCG's requirement to implement Accountable Care Systems across health and social care and advised this included a review of systems across the range of providers with the aim to have a continuous provision of high quality service for patients. Ms May referred to the range of issues to be considered including differing service delivery and several work streams to support these new models. She explained there would be a focus to reduce the number of delayed transfers of care during 2017/18 and to ensure the Accident and Emergency 4 hour standard target of 95% was met. Ms May advised that the Community-Led Diabetes Transformation Programme had been set up and that work was being undertaken with patients and a range of partners. She also referred to the opening of the Swindon NHS Health Centre on Fleming Way and to the community contract undertaken with Great Western Hospital.

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

- Actions undertaken to signpost the new medical centre on Fleming Way and to services provided there.
- The background work undertaken to design the Accountable Care System.
- How the success in raising diabetes awareness was being applied in other areas and influenced the work being conducted there.
- The location of the sexual health clinic and children's visiting area within the new Health Centre.
- The location of the urgent and emergency care centres in rural and urban areas to ensure the community was able to utilise transport to access services.
- Reasons for the low number of diabetes patients attending diabetes reviews.

Resolved- (1) That the report be noted.

(2) That the Executive Nurse at NHS Swindon Clinical Commissioning Group circulate information regarding signage for the new medical centre.

(3) That the Executive Nurse at NHS Swindon Clinical Commissioning Group circulate an update on the implementation of recommendations submitted to the new medical centre regarding the siting of the sexual health clinic.

8. Annual Quality Accounts 2016-2017 - Great Western Hospital

The Committee received a report by the Director of Strategy of the Great Western Hospital (GWH) NHS Foundation Trust on the Great Western Hospitals NHS Foundation Trust's Annual Quality Account for 2016/17. Dr Guy Rooney, Medical Director, Great Western Hospital (GWH), presented the report and advised that GWH were instructed to undertake this review which was then externally audited by KPMG. He elaborated on the structure of the review and explained the national key priorities, national mandated indicators, governor mandated indicator, and GWH's key priorities. Dr Rooney advised that the Annual Account relates to the work undertaken over the past year and to the priorities for 2017/18 to meet the changing needs of the local population. He explained that the account included information on the quality of services offered by both NHS and non-NHS healthcare providers.

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

- The difference in wage structure between Carillion and GWH staff.
- Confidence in available data where not supported by anecdotal information.
- Mortality rates criteria included automatic investigation of any relatives' complaint.
- Population growth in Swindon and its effect on budgets.
- The recruitment of overseas nurses and that workforce recruitment in the various employment groups at GWH has seen a downturn.
- An explanation of the Picker survey of patient experience questionnaire that this was generated nationally by the Care Quality Commission.
- The recruitment of agency staff and subsequent cost to the Trust.
- The benefits of having a university at Swindon.

Resolved: (1) That the report be noted.

(2) That the Executive Nurse at NHS Swindon Clinical Commissioning Group be requested to include information regarding the number of patient falls and actions undertaken at the next meeting of the Committee.

(3) That arrangements be made for the Committee visit Sandeewood House.

9. Avon & Wiltshire Partnership NHS Trust

Mr Newlands Anning, the Managing Director, Avon and Wiltshire NHS Partnership Trust (AWP), submitted a report outlining the achievements of the organisation and the challenges it was facing, including the projected efficiency savings to be made during the 2017/18 financial year, the imminent Care Quality Commission inspection and to the recruitment and retention in the service. Mr Anning referred to the public consultation being undertaken on "Place of Safety" which saw the current three premises used for those detained under Section 136 within Swindon and Wiltshire being consolidated into one suite located in Devises.

Mr Anning advised that following the success of the 'Street Triage' pilot, a tripartite funding agreement was reached to provide 24/7 service to the community for 2017/18. Members noted that a psychiatric nurse was present 24/7 in the Emergency Department at Great Western Hospital and that review to admission

times were under 4 hours.

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

- The savings AWP were expected to make whilst still meeting the increased demand.
- Recruitment, retention and relocation of nurses in Swindon.
- Current training structures for nurses.
- The discussions undertaken regarding key worker housing in Swindon and Wiltshire as part of the Place of Safety consultation process.
- The difference between apprenticeships and National Vocational Qualification 3 for nurses.

Resolved: That the report be noted.

10. Work Programme 2017-18

The Committee considered a report by the Director of Law and Democratic Services on the results of the work programme consultation and the suggested priorities for the work for the Municipal Year, 2017/18.

Resolved – (1) That the Committee thanks all the contributors who had suggested topics for inclusion in the Committee's Work Programme for the Municipal Year, 2017/18.

(2) That the Head of Housing report to the meeting in November 2017 regarding key worker housing and homelessness in Swindon..

(3) That further to (2) above, Councillor Toby Elliott, in his capacity as Cabinet Member for Strategic Planning and Sustainability, and representative of Forward Swindon be invited to the meeting.

(4) That in response to the Cabinet Member for Adults' Health and Social Care's suggestion, a Cabinet Member Advisory Group (CMAG) on Dementia be established and Councillors Eric Shaw, Caryl Sydney-Smith and Bob Wright be the nominated representatives on that CMAG.

(5) That further to (4) above, Councillor Ray Ballman be invited to sit on the Cabinet Member Advisory Group on Dementia meetings.

11. Standards and Safety of Tower Blocks in Swindon

The Chair referred to a discussion at Scrutiny Committee regarding the tragedy of the Grenfell Tower fire. She advised the meeting of a request by that Committee that a report be made to this Overview and Scrutiny Committee on the fire safety of council-owned high rise buildings and the funding available should additional appropriate fire safety measures be required. Councillor Ellis advised that Robert Buckland, MP, Councillor Martyn and the Fire Safety Officer were visiting tower blocks within south Swindon.

Resolved - (1) That arrangements be made for Councillors Ellis, Caryl Sydney-Smith and Alan Bishop and Kate Moore visit the tower block in south Swindon before the next meeting of the Committee.

(2) That the Head of Housing Services submit a report at the next Committee meeting on changes that are to be implemented.

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

WEDNESDAY, 29 MARCH 2017

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), Doug Morris (Swindon Parent and Cares Group), Steve Henderson and Michelle Howard (Equalities Advisory Forum).

Also present: Miss Chloe Townsend, Miss Dani Wells and Mr Jacob Patterson, (elected Members of the Youth Parliament), Paul Dobson (Project Manager, Swindon Ten to Eighteen Project), Fiona Frances (Service Manager for Quality Assurance and Review Service), Lyn Frith (Commissioner, Education), Gill May, (Executive Nurse, Clinical Commissioning Group), Kevin McNamara (Director of Strategy, Great Western Hospital), Peter Nathan (Head of Education), Christina Rattigan (Interim Divisional Director of Nursing and Midwifery), Karen Reeve (Director of Children's Services), Maria Young (Head of Children, Families and Community Health).

Apologies for absence were received from Councillor Fionuala Foley, Cabinet Member for Children's Services and Liz Townend (Church of England Diocese).

38. 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 Barbara Parry made a personal, non-prejudicial declaration of interest to agenda item 9 (Children's Services Performance Report) in her capacity as an employee at Uplands Educational Trust.

Councillors Carol Shelley and Gary Sumner made personal, non-prejudicial declarations of interest to agenda item 9 (Children's Services Performance Report) in their capacity as governors at Swindon School.

39. Public Question Time

No public questions were asked.

40. Minutes

Resolved - That the minutes of the meeting held on 18th January 2017 be confirmed and signed as a correct record.

41. Progress Update of Youth Participation

The Project Manager, Swindon Ten to Eighteen Project, submitted a report updating the Committee on performance and key issues relating to youth participation, Swindon's Members of Youth Parliament, Swindon Youth Council and

the Young Inspectors and Thought Tank. He explained that there was a positive response from schools to the “Emotional Health and Well-being” survey and at the request of the Senior Public Health Manager a mapping exercise would be undertaken to understand the kinds of mental health and support services available in Swindon. It was noted that this would be undertaken through targeted consultation with those dealing with well-being and mental health issues.

The Project Manager, advised of the membership of the Swindon Youth Council, which met three times a year and to the work being undertaken by the Council. The Committee noted the Swindon Youth Council’s continued close working relationship with Great Western Hospital to improve the experience of young people receiving treatment at the hospital.

The Project Manager, Swindon Ten to Eighteen Project, and the Youth Parliament members, responded to members’ questions and comments in respect of the following matters:

- The results of the Emotional Health and Well-being Survey and the identification of bullying and mental health issues as major issues of concern.
- The inclusion of minority groups in the survey
- The availability of support for all young people in the community.
- The need to refrain from using acronyms when signposting pathways to access support.

Resolved – That the report be noted.

42. Swindon Clinical Commissioning Update Report

The Clinical Commissioning Group (CCG) submitted a report updating the Committee on performance and key issues relating to the service. Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), introduced the report and commented on the Groups’ priorities and action being undertaken. Ms May referred to the increase of children diagnosed with Autism Spectrum Disorder (ASD) since 2004 and advised that this national trend was reflected in Swindon. She explained that a review of the ASD pathway was being undertaken due to the increase in the number of patients. Ms May commented on the Children’s Services Review and advised that progress had been made with the CCG identifying project management support for two key work streams. These included scrutinising existing funding for contracts and developing performance and outcome reporting tools.

Following her introduction of the report, Ms May responded to the members’ questions and comments in respect of the following matters:

- The recruitment of an occupational therapist and community speech and a language therapist.
- Delayed publication of the Children’s Services Review and whether funding opportunities had been missed as a result.
- Increased data gathering about children with special education needs and disabilities in the Joint Strategic Needs Assessment.
- The later in life diagnosis of children with Autism the support available in these cases.

Resolved – (1) That the report be noted.

(2) That an interim report on the outcomes of the Children’s Services Review

be submitted to the next meeting of the Committee.

(3) That the Commissioner, Education, be requested to liaise with the Executive Nurse at NHS Swindon Clinical Commissioning Group, regarding the Children Services Review.

43. Recruitment of Social Workers

The Head of Children, Families and Community Health, submitted a report providing an update on a) the recruitment of social workers; b) Government Social Work accreditation; and c) Social Work Health Check and caseload issues. She explained that social workers deliver statutory responsibilities as set out in the Children's Act 1989 and that the need to recruit social workers was still high. To address this, a microsite/ recruitment and induction process has been developed to provide information to potential candidates. Additionally, an academy approach to recruitment and development of newly qualified social workers had been established and this helped them reach the standards required for their year of practice. Career progression scheme and aspiring manager's programmes had also been introduced. The Committee was informed that caseload management aided the delivery of effective social work and that dedicated recruitment would help reduce the number of children per social worker.

Following the introduction of the report, the Head of Children, Families and Community Health, with the Director of Children's Services and the Head of Education, responded to the Committee members' questions and comments in respect of the following matters:

- Reliance on agency social workers to undertake the work.
- An update on the recruitment drive to employ new social workers.
- Engagement with other agencies to provide social services.
- The current number of vacancies, retention and turnover numbers of social workers.
- The recruitment of support staff to assist social workers in their work.
- Support through supervision being provided to social workers.
- The appraisal system for social workers.
- Review of work practices to reduce bureaucracy.
- An update on the graduate programme.

Resolved – (1) That the report be noted.

(2) That the Head of Children, Families and Community Health, advise members of the number of agency social workers currently employed by the Council and also the number of staff appraisals undertaken.

44. Joint Local Area SEND Inspection

The Head of Education submitted a report updating the Committee on progress made in readiness for the new joint local area SEND (Special Educational Needs and Disability) inspection. The Commissioner, Education, explained that from May 2016, all local areas in England were subject to a joint inspection from Ofsted and the Care Quality Commission (CQC). This was to judge the effectiveness of the areas in implementing the disability and special educational needs reforms as set out in the Children and Families Act 2014.

The Commissioner, Education, 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 recently updated self-assessment tool provided by the Council for disabled children. She advised that a joint improvement plan will be created with Clinical Commission Group, Swindon, that will provide targeted support to children and young people who have

Following the introduction of the report, the Commissioner, Education, responded to the members' questions and comments in respect of the following matters:

- How academies were dealing with the increased number of fixed term exclusions in Swindon and the support being provided by the Local Authority.
- The alternative placement of excluded pupils.
- The number of schools actively engaging with the Parents Carer Forum.
- Parental involvement in inspections jointly undertaken by Health Department and the Local Authority.
- The use of the "early help" assessment tool and how this identified those needing a statutory assessment of special educational needs.
- The number of students undertaking internships who then went on to paid employment.
- Narrowing the attainment gap at Key Stage 3.
- Work being conducted at the North Swindon Learning Campus.

Resolved – (1) That the report be noted.

(2) That the Head of Education be requested to submit a report regarding exclusions in Swindon to a future meeting of the Committee.

45. Children's Services Performance Report

The Head of Children, Families and Community Health, submitted a report providing an update on performance within all service commissioning for the end of quarter three, to end of January 2017. She referred to the strengths and challenges of the work that had been undertaken, making specific reference to the increase in assessments undertaken and to the challenges to complete reviews and visits for children on child protection plans.

The Head of Children, Families and Community Health, advised that a high percentage of children looked after were in family placements and that the number of children coming into care as unaccompanied asylum seekers had also increased. It was noted that more statutory assessments were being completed as there was an increase of children on child protection plans and becoming looked after. However fewer children became the subject of a second or subsequent child protection plan. The Head of Children, Families and Community Health, explained that timely looked after children reviews continued to be a challenge for the department.

Following her introduction of the report, the Head of Children, Families and Community Health, responded to the members' questions and comments in respect of the following matters:

- The reduction of referrals through work being undertaken by the Multi Agency Safeguarding Hub (MASH)
- The make-up of the MASH team and the expertise all staff bring to their posts.
- An understanding of who represents parents at schools when an exclusion is being considered.

- The increase in the number of children in Swindon waiting to be adopted.

Resolved – (1) That the report be noted.

(2) That the Director of Children Services and the Head of Education be requested to review the feasibility of creating a support officer post in the MASH team.

46. Child Sexual Exploitation, Female Genital Mutilation (GM), Honour Based Violence (HBV) and (DA) Domestic Abuse Update

The Service Manager for Quality Assurance and Review Service submitted a report updating the Committee on progress made regarding Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), Honour Based Violence (HBV) and (DA) Domestic Abuse. It was noted that following a successful bid to One Swindon for funding, leaflets on CSE had been produced and circulated to children, taxi drivers, hotels, leisure centres, bus drivers, parents and professionals. She advised that a CSE e-learning course was available and additional training had been developed through the Children's Workforce Development Team to enhance practitioners' skills.

The Service Manager explained that the Multi-agency Risk Panel (MARP) saw an increase in the number of referrals for children who were criminally exploited. She advised that MARP assessed children who are at risk of CSE, criminal exploitation and missing and its work entailed liaising with the Police to support vulnerable children.

Following the introduction of the report, the Service Manager, responded to members' questions and comments in respect of the following matters:

- Lessons learnt from undertaking CSE work were transferrable to other areas of child exploitation risks.
- The new model for sharing police notifications.
- The collaborative work being undertaken by the police with schools.
- Expanding the work being undertaken to include other partner organisations.
- Assessing the work of a new project to provide a multi-agency support pathway for vulnerable women who lost a child to the care system in preventing a subsequent removal.
- The new data system being introduced for Looked After Children.

Resolved – (1) That the report be noted.

(2) That the Head of Children, Families and Community Health, be requested to include information on the number of "hits" on The Child Sexual Exploitation website (<https://www.swindon.gov.uk/cse>).

47. Work Programme Report

The Committee received a report from the Director of Law and Democratic Services detailing its updated work programme for the Municipal Year 2016/17. 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 contributions received from Councillors and stakeholders for consideration for inclusion in the Committee's Work Programme for the Municipal Year, 2017/18, be welcomed.

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GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 22 MARCH 2017

PRESENT:- Councillors Cathy Martyn (Chair), Emma Bushell, Wayne Crabbe, Malcolm Davies, Mark Dempsey, Jane Milner-Barry, Des Moffatt, Gary Sumner and Steve Weisinger

Apologies for absence were received from Councillor Carol Shelley.

31. Declarations of Interest

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

32. Minutes

Resolved – That the minutes of the meeting held on 1st February 2017, be confirmed and signed as a correct record, subject to the inclusion of Councillor Steve Weisinger in the list of attendees.

33. Public Question Time

No public questions were received during the meeting.

34. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 7 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 3 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 36 refers.)

35. Swindon Museum and Art Gallery - Update

The Committee considered an update report by Hadrian Ellory-van Dekker, Director and Chief Executive of Swindon Museum and Art Gallery Trust about proposals for a new Swindon Museum and Art Gallery (SMAG).

Mr Ellory-van Dekker reported that the SMAG Trust unveiled its architectural concept for the SMAG in December 2016, a statement building located in the town centre and due to be opened in 2021. The building would constitute the first phase in the development of the Cultural Quarter in the town centre and first step in Swindon achieving UK City of Culture status during the late 2020's. He commented on the substantial commitments to the capital costs, detailed business planning and on-going revenue models. It was noted that Swindon Borough Council had made a commitment to undertake a transfer of the running costs of the current SMAG to the new facility on an on-going basis.

The Corporate Director, Economy, Regeneration and Skills, Cabinet Member for

Economy, Regeneration and Skills, and Director and Chief Executive of SMAG Trust responded in detail to the following questions and issues raised by members:

- Consideration of locations for the SMAG, including the Carriage Works.
- Councillor invites to publicity events.
- Budgets for publicity material.
- Revenue costs for the new SMAG in comparison to current levels.
- The vision for the Carriageworks and the Mechanics Institute.
- Options available in the event of an unsuccessful National Lottery Fund bid.
- Potential public realm improvements to the proposed Cultural Quarter.
- Gathering public support for the SMAG proposals and wider development schemes.
- Promoting the benefits of the SMAG to all residents.
- Construction costs and the effects of inflation.
- Accessibility of artefacts and collections from the Science Museum and Earls Court for display purposes.
- A statement building for the town centre.

The Chair thanked the Corporate Director, Economy, Regeneration and Skills, Cabinet Member for Economy, Regeneration and Skills, and Director and Chief Executive of SMAG Trust for their responses to the questions and issues raised by members.

Resolved – That the update be noted.

36. Town Centre Projects

The Committee considered a report from Deborah Heenan, Chief Executive of Forward Swindon Ltd (FSL), about a number of regeneration projects for the town centre area of Swindon.

The Chief Executive - FSL, supported by Paul Chamberlain - FSL, Councillor Garry Perkins – Cabinet Member for Economy, Regeneration and Skills, and Andy Evans – Corporate Director, Economy, Regeneration and Skills, spoke in detail about the projects listed below and responded to questions and issues raised by the Committee:

- Kimmerfields
- Kimmerfields 'enabling works'
- Carriage Works/Bristol Street/GWR tunnel
- Aspen House and Granville Street
- Corn Exchange
- Carriage Works Phase 1 (units 3 and 5)
- Mechanics Institute
- Public realm improvements
- 1-3 Farringdon Road

Resolved – That the update be noted.

37.

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, subject to discussions on traffic flows within the town centre being considered for inclusion in the 2017/18 Work Programme.

2) That a site visit to FSL offices be arranged for the Committee.

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RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 12 JUNE 2017

PRESENT:- Councillors Steve Allsopp, Timothy Swinyard (Chair), Caryl Sydney-Smith, Vera Tomlinson, Steve Weisinger and Robert Wright

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1. Appointment of Vice-Chair

Resolved – That Councillor Weisinger be Vice-Chair of this Committee for the Municipal Year 2017/18

2. Declarations of Interest

There were no declarations of interest

3. Minutes

Resolved – That the minutes of the meeting held on 13th March 2017 be confirmed and signed.

4. Public Question Time

There were no public questions

5. Work Programme 2017/18

The Committee considered its Work Programme for the Year 2017/18.

During the discussion of the Work Programme the following comments were made:

- The Council needed to ensure that there was good communications for those, including Councillors, who cannot “go paperless” and that the Council was not just promoting going paperless for economic reasons.
- During the discussion on going paperless, Councillor Tomlinson requested that, in future, she receive a paper copy of her pay slip.
- The Council needed to ensure that those members of the public with low levels of literacy are included in the digitisation agenda and also to ensure (a) that there is simplification, not duplication and (b) that the underlying platform is robust.
- The possibility of Councillors receiving digital copies of Committee agendas
- The Council should consider a “recalibrated” consultation process with members of the public and stakeholder engagement where a consultation is held before the Cabinet makes a decision on any given item.

Resolved – That the following items be agreed for inclusion in the Committee’s Work Programme for 2017/18 and that the Corporate Director, Resources and Transformation be authorised to schedule them accordingly:-

1. The Transformation Programme – how its running including (a) the Council operating commercially for example, The Housing Company and (b) the Medium Term Financial Plan

2. The Digitisation Agenda
 - Going Paperless
 - IT modernisation process
 - Customer experience
3. Complaints and insights from customers – the customer journey
4. Using buildings more intelligently
 - Public use
 - Office accommodation
5. Wichelstowe
 - Resourcing implications for the Borough in progressing the development of Wichelstowe
6. Business Rates (in 2018)
 - Welfare Reform
 - Social Inclusion
7. Review of Corporate Priorities

Section 3

Regulatory Committee Minutes

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APPEALS COMMITTEE

FRIDAY, 19 MAY 2017

PRESENT:- Councillors Mary Martin (Chair), Junab Ali, Abdul Amin, John Ballman, C Alan Bishop, Wayne Crabbe, Malcolm Davies, Stephanie Exell, John Haines, Dale Heenan, Colin Lovell, Nick Martin, Cathy Martyn, Gemma McCracken, Derique Montaut, Teresa Page, Kevin Parry, Eric Shaw, Carol Shelley, Vera Tomlinson, Joe Tray, Nadine Watts, Peter Watts and David Wood.

Apologies for absence were received from Councillors Mary Friend and Julie Wright.

1. Minutes

Resolved - That the minutes of the meeting held on 20th May 2016 be confirmed and signed.

2. Declarations of Interest

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

3. Public Question Time

There were no public questions.

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

Resolved – That, further to Minute 10(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees and Panels

Resolved – (1) That an Ad Hoc Appeals Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2017/18” and comprising Steve Allsopp, Fionuala Foley, Jim Grant, Russell Holland, Mary Martin, Carol Shelley and David Renard.

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

(2) That an Education Transport Appeals Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2017/18” and comprising 3 Councillors to be drawn from Councillors serving on this Committee.

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

(3) That a Housing Tenancy Panel Introductory Tenancy Review Board be appointed to consider Introductory Tenancy Appeals and comprising 3 Councillors to be drawn from Councillors serving on this Committee.

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

(4) That a Social Services Review Panel be appointed, having the functions set out in the document “Swindon Council Constitution 2017/18” and comprising 3 Councillors to be drawn from Councillors serving on this Committee.

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

(6) That a Staff Appeals Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2017/18” and comprising Councillors Steve Allsopp, Fionuala Foley, Jim Grant, Russell Holland, Mary Martin, Carol Shelley and David Renard.

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

APPOINTMENTS COMMITTEE

FRIDAY, 19 MAY 2017

PRESENT:- Councillors David Renard (Chair), Ray Ballman, Emma Bushell, Oliver Donachie, Toby Elliott, Emma Faramarzi, Fionuala Foley, Brian Ford, Jim Grant, Dale Heenan, Russell Holland, Mary Martin, Cathy Martyn, Des Moffatt, Derique Montaut, Stan Pajak, Barbara Parry, Garry Perkins, James Robbins, Carol Shelley, Kevin Small, Gary Sumner, Chris Watts and Keith Williams

An apology for absence was received from Councillor Steve Allsopp.

1. Minutes

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

2. Declarations of Interest

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

3. Public Question Time

There were no Public Questions.

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

Resolved – That, further to Minute 10(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989, this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees

Resolved – (1) That a Chief Officer Appointments Sub-Committee be appointed having the functions set out in the document “Swindon Borough Council Constitution, 2017/18” and comprising Councillors Steve Allsopp, Fionuala Foley, Jim Grant, Russell Holland, Mary Martin, David Renard and Carol Shelley.

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

(2) That a Deputy Chief Officer Appointments Sub-Committee be appointed having the functions set out in the document “Swindon Borough Council Constitution, 2017/18” and comprising Councillors Steve Allsopp, Fionuala Foley, Jim Grant, Russell Holland, Mary Martin, David Renard and Carol Shelley.

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

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LICENSING COMMITTEE

FRIDAY, 19 MAY 2017

PRESENT:- Councillors Vera Tomlinson (Chair), Abdul Amin, Alan Bishop, Wayne Crabbe, Paul Dixon, Steph Exell, Emma Faramarzi, Colin Lovell, Nick Martin, Derique Montaut, Carol Shelley, Caryl Sydney-Smith, Eric Shaw, Nadine Watts and Peter Watts.

1. Minutes

Resolved – That the minutes of the meeting held on 1st December 2016, be confirmed and signed as a correct record.

2. Declarations of Interest

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

3. Public Question Time

There were no Public Questions.

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

Resolved – That, further to Minute 10(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees and Panel

Resolved – (1) That an Ad Hoc Licensing Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2017/18”, and comprising Councillors Alan Bishop, Nick Martin, Derique Montaut, Carol Shelley, Caryl Sydney-Smith, Vera Tomlinson and Peter Watts.

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

(2) That a Licensing Panel be appointed, having the functions set out in the document “Swindon Council Constitution 2017/18”, and comprising three Councillors to be drawn from Members of this Committee.

(3) That a Private Hire/Hackney Carriage Licensing Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2017/18”, and comprising Councillors Abdul Amin, Alan Bishop, Stephanie Exell, Nick Martin, Caryl Sydney-Smith, Vera Tomlinson and Peter Watts.

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

LICENSING PANEL

THURSDAY, 23 MARCH 2017

PRESENT:- Councillors Alan Bishop, Paul Dixon and Nick Martin

An apology for absence were received from Councillor Vera Tomlinson.

25. Appointment of Chair

Resolved – That Councillor Nick Martin Chair this meeting of the Panel.
(Councillor Martin took the Chair.)

26. Minutes

Resolved – That the minutes of the meeting held on 24th January 2017 be confirmed and signed.

27. Declarations of Interest

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

28. Application for a review of the Premises Licence in respect of Simply Fresh Retail Limited (Premier Local), 160 Cricklade Road, Swindon, SN2 8AG

The Council's Licensing Manager provided an oral report advising Members that there had not been a Premises Licence in force in respect of Simply Fresh Retail Limited (Premier Local), 160 Cricklade Road, Swindon, SN2 8AG since July 2016 when the company had been wound up. Since this was well before the presentation of the application for review there was no Premises Licence in force in respect of the premises and there was nothing against which a review could be undertaken and therefore no valid representations to consider. The Licensing Manager confirmed that the owner of 160 Cricklade Road had been advised that no alcohol sales were permitted from the shop and that appropriate signage was displayed prominently on the premises.

Resolved – That the report of the Council's Licensing Manager be noted.

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LICENSING PANEL

WEDNESDAY, 29 MARCH 2017

PRESENT:- Councillors Caryl Sydney-Smith, Vera Tomlinson and Peter Watts

29. Appointment of Chair

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

30. 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.

31. Application to review the Premises Licence in respect of Grosek Polski Skelp, 42 Manchester Road, Swindon, SN1 2 AG

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 Grosek Polski Skelp, 42 Manchester Road, Swindon, SN1 2 AG, (b) written representations from Wiltshire Police in support of the review, (c) oral submissions in support of the application for a review received from PC Michael Diffin, M.B.E., (Police Licensing Officer), (d) oral submissions received opposing the application for review from Ms Karolina Pawlowicz (Premises Licence Holder), (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 public notice in the agenda pack was incorrect. A public notice had been advertised in accordance with the relevant regulations and displayed and the consultation had ended on 5th March 2017.
- The non-display of Part B of the licence had not formed part of the public notice and therefore should not form part of the Panel's considerations.
- The review had been called by the Police on the grounds that breaches of the conditions of the premises licence and the employment of an illegal worker undermined the Licensing Objections.
- The premises Licence had been issued on 21st October 2016.
- That a visit to the premises by the Police on 4th February 2017 had found a number of breaches of the Premises Licence, including a failure to comply with Conditions 6, 7 8, 9, 10, 14 and 15, together with a person unable to work in the United Kingdom working at the premises.

The Police case for a review and summary of points raised can be broadly summarised as follows:

- There were a number of breaches to the Conditions imposed on the

Premises Licence in an area of high intensity of street drinkers.

- The conditions were imposed on the Premises Licence to ensure the responsible sale of alcohol in a sensitive area.
- There had been numerous breaches of the conditions of the Premises Licence in a short period of the store's operation.
- The disregard of the Premises Licence and employment of an illegal worker undermined the Crime and Disorder Licensing Objective.
- The person found working at the premises was appealing their residential status within the United Kingdom and was not permitted to work.
- The management of the premises had failed to undertake appropriate checks to ensure people working at the premises were permitted to work within the United Kingdom.
- The person found working illegally at the premises claimed to be helping a friend but the Police believed he was working for cash in hand.
- There was no evidence that the illegal worker had received training in respect of the sale of alcohol.
- A Police statement and Police evidence was set out in the agenda papers.
- Paragraph 11.28 of the Guidance of the Licensing Act indicated that when dealing with the undermining of the Crime and Disorder Licensing Objective there was an expectation that even in the first instance, that the Panel should consider revocation of the Premises Licence.

The Police answered questions in respect of:

- The time of the Police visit on 21st October 2016.
- Whether the Police witnessed any sale of alcohol by the illegal worker or that there was any indication given that the person found in the shop refused any sales
- Access to the till and stock by the illegal worker found in the shop.
- The Police being present for 15-20 minutes during which time the illegal worker was in charge of the shop.

Points raised by Ms Karolina Pawlowicz opposing the application for review included but were not limited to:

- The person found in the shop was only there for ten minutes whilst she picked up her daughter from school.
- The premises operated a challenge 21 policy and had CCTV.
- The shop was only been open for two weeks prior to the Police visit as management was waiting for the installation of CCTV.

Ms Karolina Pawlowicz answered questions noting:

- That she understood the conditions relating to the Premises Licence and the need for staff training in respect of the sale of alcohol and the operation of the Challenge 21 Policy.
- The role of the husband and wife in the management of the business.
- That the illegal worker found on the premises was a friend of the family who could be trusted to look after the shop.
- The pricing policy in respect of items for sale at the premises.

- That the person left in charge of the premises was instructed not to sell alcohol whilst she was away for a period of 10 to 15 minutes.

Resolved - After considering: -

1. A review of the Premises Licence in respect of Grosek Polski Skelp, 42 Manchester Road, Swindon relating to the Prevention of Crime and Disorder Licensing Objective.
2. Representations and material put forward on behalf of the Police, other interested person and the Premises Licence Holder;

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;

And having listened to and carefully considered all of the evidence and submissions put forward by the police and management of Grosek Polski Skelp, 42 Manchester Road, Swindon the Panel has reached the following conclusions:

The Police have provided compelling evidence of the employment of an illegal worker and a number of breaches of the Premises Licence leading to a failure to uphold the prevention of Crime and Disorder Licensing Objective.

The Panel noted its duty under paragraph 11.28 of the guidance of the Licensing Act in dealing with the undermining of the Crime and Disorder Licensing Objective and the expectation, that even in the first instance, that revocation of the licence should be considered.

Having considered the evidence given the management of Grosek Polski Skelp, 42 Manchester Road, Swindon the Panel was not satisfied that any compelling evidence was put forward that breaches of the licensing objectives would not continue at the level currently experienced.

The Panel, conscious of its duty to ensure that the licensing objectives are met, have decided that the appropriate decision is to revoke the premises licence.

The Chair provided written copies of the decision to all parties and reminded all parties that they had the right of appeal to the Magistrates Court and that an application for any such appeal should be made within 21 days.

Reasons

1. The Panel was satisfied that the illegal worker encountered at the property by Police on 4th February 2017 could be classified as working as he was effectively in sole control of the premises and the stock of alcohol.

2. The Panel determined the employment of an illegal worker did undermine the Crime and Disorder Licensing Objective.
3. The Panel determined that there was a failure of management in not upholding its duty to undertake the appropriate legal checks in respect of the residential status and the right to work in the United Kingdom of persons working at the premises.
4. The Panel determined that there was a systematic failure of management resulting in seven breaches of Premises Licence conditions and was not satisfied that any compelling evidence was put forward that breaches of the licensing objectives would not continue at the level currently experienced.
5. The Panel heard that the illegal worker working at the Premises was a personal friend of the management. Management should have been aware of their duty to undertake appropriate legal checks on his immigration status and his right to undertake employment in the United Kingdom.
6. The Panel determined appropriate training in the sale of alcohol had not been provided to the illegal worker found on the premises by police officers.

LICENSING PANEL

MONDAY, 3 APRIL 2017

PRESENT:- Councillors Alan Bishop, Derique Montaut and Vera Tomlinson

32. Appointment of Chair

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

33. Declarations of Interest

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

34. Application to Review the Premises Licence in respect of Moredon Off Licence, 275 Whitworth Road, Swindon, SN25 3BU

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 Moredon Off Licence, 275 Whitworth Road, Swindon, SN25 3BU, (b) written representations from Wiltshire Police in support of the review, (c) written representations received in support of the review from Whitworth Road Residents Association, Rodbourne Cheney Residents Association and Ms Patricia Strange (Local Resident), (d) oral submissions in support of the application for a review received from PC Michael Diffin, M.B.E., (Police Licensing Officer) in support of the Police Objection, (e) Oral submissions received in support of the application from Councillor Peter Watts (Ward Councillor), Councillor Des Moffatt (Ward Councillor), Mr King (Whitworth Road Residents Association), Mr Lucas (Rodbourne Cheney Residents Association), and Ms Strange (Local Resident), (f) oral submissions received opposing the application for review from Ms Gonul Howell (Premises Licence Holder), (g) questions from Members to the applicants and objectors and answers received, and (h) 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 Moredon Off Licence, 275 Whitworth Road, Swindon had been made under the Prevention of Crime and Disorder Licensing Objective.
- The application for review was set out on pages 13 to 25 of the agenda papers pack.
- Representations in support of the application had been received from Whitworth Road Residents Association, Rodbourne Cheney Residents Association and Ms Patricia Strange (Local resident).
- Councillors Des Moffatt and Peter Watts (Ward Councillors) were in attendance to support the application for a review on behalf of local residents and the Whitworth Road Residents Association and Rodbourne Cheney Residents Association.
- The current Premises Licence was attached as Appendix C to the agenda

papers pack.

- The hours permitted for the sale of alcohol were Sunday 08:00 to 2:30 hours and Monday to Saturday 08:00 to 23:00 hours.
- The review arose from two visits from Wiltshire Police on 20th December and 31st December respectively.
- On the Police visit on 20th December 2016 Sari attended the premises after being telephoned by a person working at the premises and was subsequently arrested for driving whilst unfit and for being under the influence of cannabis a Class B drug.
- On the Police visit on 31st December 2016 two person selling alcohol confirmed that they had not received training from Ms Howell nor did they have any knowledge that she was either the Premises Licence Holder or Designated Premises Supervisor.
- A number of breaches to the conditions attached to the Premises Licence were also observed on the visit to the premises on 31st December 2016.
- Options available to the Panel were set out in paragraph 2.1 of the report.

PC Michael Diffin advised the Panel that he had served a revised Statement on Ms Gonul Howell on 3rd March and requested that this be tabled to support his case. This statement amended some typographical errors and would replace the statement on pages 23 to 25 of the agenda papers pack. Following confirmation from Ms Howell that she had no objection these papers were tabled for consideration.

The Police case for a review and summary of raised points can be broadly summarised as follows:

- Three people were primarily involved in the premises Ms Gonul Howell, Mr Ali Sari and Mr Cem Keskin.
- The Police believed that the store, through the individuals involved, had links to organised crime.
- Ms Howell was believed to be in a relationship with Mr Sari and Mr Keskin was an associate of Mr Sari.
- Mr Sari was involved in a number of businesses around Swindon.
- It was believed that Ms Howell made the application for the Premises Licence because she had a clean criminal record. Mr Keskin would have been unlikely to obtain the Premises Licence in his name and Mr Sari had other premises under review.
- Staff at the premises named Mr Sari as the manager and Designated Premises Supervisor and had no knowledge of Ms Howell.
- Staff had not been provided with any formal training in respect of the sale of alcohol.
- Ms Howell had confirmed to the Police that the shop was owned by Mr Keskin and managed by Mr Sari and that she was not involved in running the premises.
- The shop had closed temporarily after which Mr Keskin was known to have worked at the shop and that Mr Sari had employed people to work there.
- On the Police visit on 20th December 2016 Sari attended the premises after being telephoned by a person working at the premises and was subsequently arrested for driving whilst unfit and for being under the influence of cannabis

a Class B drug which showed he was a poor choice to run the premises. He continued to run the premises after this offence.

- That conditions 5, 6 and 7 of the Premises Licence were found to have been breached. In addition no records of formal training could be provided in respect of the sale of alcohol, including Challenge 25 policies, or the operation of the CCTV equipment.

The Police answered questions in respect of:

- The current status of Ms Morrissey's personal licence.
- Whether evidence from the Police was primarily evidence based or subjective.
- Police experience in identifying Designated Premises Supervisors who had no daily management function in respect of the premises concerned.

Points and issues raised by Ward Councillors included, but were not limited to:

- Representations on behalf of the Rodbourne Cheney Residents Association.
- The grounds for their initial objection to the grant of a Premises Licence for Moredon Off Licence.
- Police evidence which showed a number of breaches of the conditions in force on the current Premises Licence.
- The continual failure of management to have regard to managing the premises in a suitable manner.
- The failure of management to rectify issues raised by the Police during their initial visit on 20th December 2016.
- The lack of control and even involvement in the management of the premises by the Premises Licence holder.
- Clear evidence that the owner (Mr Keskin) and manager (Mr Sari) were subverting the Designated Premises Supervisor.
- Serious worries held locally regarding the inability of the premises to uphold the prevention of Crime and Disorder and Protection of Children from harm Licensing Objectives.
- The view of the Rodbourne Cheney Residents Association and Ward Councillors that the prudent course of action was the removal of the Premises Licence.

Points and issues raised by Mr Lucas and Ms Strange included, but were not limited to:

- There had been an increase in anti-social behaviour in the locality since the opening of the Moredon Off Licence which local people believed was linked to the opening of the store.
- Management generally, and specifically as evidenced by Mr Sari's arrest for a cannabis offence, was inadequate and undermined the Licensing Objectives.
- There had been a number of breaches of the conditions of the Premises Licence over the short period that the store had been operational.
- The customer base of the store given the stock and limited number of people seen using the store.

There were no questions put to the Ward Councillors or other persons present supporting the review.

Points and issues raised by Ms Gonul Howell opposing the application for review included, but were not limited to:

- She had closed the shop after she had spoken with Wiltshire Police in order to find trained staff. When she had been unable to find such staff Mr Keskin had helped out at the shop.
- She did not sell alcohol to people who were under 25 and accepted that trained staff were needed to undertake such sales.
- The operation of the shop which had nothing to do with her and she wanted to install new management to run the premises.
- She had been in discussion with Mr Keskin regarding ending his role in the operation of the shop.
- Since the store had been opened there had not been any noise complaints or complaints about under age sales of alcohol.
- She had now found a trained person with a personal licence and they would run the shop for half the day and she would work the other half of the day.

Ms Howell answered questions noting:

- That she recognised that things had gone awry and she planned to put these right, including the provision of staff training and management.
- That until the Police contacted her she was unaware of the extent of the issues at the premises.
- That she didn't want to lose the shop and wanted to work there.
- That Mr Sari did not sell cannabis, although he had previously, and that he had been clean since December.
- That Mr Sari previously employed people to work in the shop and that when she applied for the licence she didn't intend to run the premises or own it.
- That she didn't accept the premises hadn't been operated properly and she thought Mr Sari was running the store and had used her licence for that purpose.
- That she recognised the seriousness of the current situation and that she was aware the premises could sell other goods if it didn't have a valid Premises Licence.
- That Mr Keskin owned the premises; he put the money forward and she was to run it as she was a close friend.
- That she and Mr Keskin worked together.
- That she had trusted Mr Keskin although she accepted that he didn't involve her in the day to day management.
- That Mr Sari and Mr Keskin did not yet know that she wanted to take the shop over and that she would need to ask Mr Keskin prior to this happening.
- That there was no business plan in place to take over either the management or ownership of the premises.
- The shop's stock was owned by Mr Keskin.

Resolved - After considering: -

1. A review of the Premises Licence in respect of Moredon Off Licence, 275

Whitworth Road, Swindon relating to the Prevention of Crime and Disorder Licensing Objective.

2. Representations and material put forward on behalf of the Police, other interested person and the Designated Premises Supervisor;

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;

And that, having listened to and carefully considered all of the evidence and submissions put forward by the police, objectors and management of Moredon Off Licence, 275 Whitworth Road, Swindon the Panel reached the following conclusions:

The Police provided compelling evidence of a number of breaches of the Premises Licence leading to a failure to uphold the prevention of Crime and Disorder Licensing Objective.

The Panel noted its duty under paragraph 11.28 of the guidance of the Licensing Act in dealing with the undermining of the Crime and Disorder Licensing Objective and the expectation, that even in the first instance, that revocation of the licence should be considered.

Having considered the evidence given by the Premises Licence Holder and Designated Premises Supervisor of Moredon Off Licence, 275 Whitworth Road, Swindon the Panel was not satisfied that any compelling evidence was put forward that breaches of the licensing objectives would not continue.

The Panel, conscious of its duty to ensure that the licensing objectives are met, decided that the appropriate decision is to revoke the premises licence.

The Chair provided written copies of the decision to all parties and reminded all parties that they had the right of appeal to the Magistrates Court and that an application for any such appeal should be made within 21 days of this hearing.

Reasons

1. The Panel was satisfied that the Mrs Gonul Howell the current Premises Licence Holder and Designated Premises Supervisor did not have day to day control over the sale of alcohol.
2. The Panel heard evidence that there were sales of alcohol at the premises without a personal licence holder being present on the premises.
3. The Panel determined that there was a systematic failure of management resulting in breaches of conditions 5, 6 and 7 of the Premises Licence and was not satisfied that any compelling evidence was put forward that breaches

of the licensing conditions would not continue.

4. The Panel determined appropriate training in the sale of alcohol had not been provided to persons selling alcohol at the premises and that this undermined the Crime and Disorder Licensing Objective and was in breach of the premises licence conditions.
5. The Panel heard evidence that the premises were owned and controlled by a third party.
6. The Panel heard evidence from the premises licence holder that in future she would manage the premises day to day and that she would ensure the premises were properly managed. However, the Panel heard evidence that she had yet to seek agreement from the third party owner and had no confidence given the past issues, that she would be able to manage the premises in accordance with the licence.
7. The Panel heard evidence that further breaches of the premises licence were found on a second visit from Wiltshire police indicating that no effective action had been taken to address the concerns.

LICENSING PANEL

TUESDAY, 4 APRIL 2017

PRESENT:- Councillors Abdul Amin, Nick Martin and Vera Tomlinson

35. Appointment of Chair

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

36. Declarations of Interest

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

37. Application to Review the Premises Licence, 131 Manchester Road, Swindon, SN1 2AF

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 Efes, 131 Manchester Road, Swindon Sn1 2AF, (b) written representations from Wiltshire Police in support of the review, (c) oral submissions in support of the application for a review received from PC Michael Diffin, M.B.E., (Police Licensing Officer) in support of the Police Objection, (d) oral submissions received opposing the application for review from Mr Ali Sari (Premises Licence Holder), (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 application for review was called by Wiltshire Police under the Crime and Disorder Licensing Objective.
- The Council's Trading Standards Team have also made representations in support of the review and the submission is set out in the agenda papers pack.
- The Premises Licence was attached to the agenda papers pack.
- There was a change made to the Designated Premises Supervisor in January 2017.
- The current hours for the sale of alcohol set out on the Premises Licence.
- Since the application for review a request had been submitted to the Licensing Authority for a transfer of, and variation to the Designated Premises Supervisor for the premises.
- There had been a number of visits to the premises by Wiltshire Police, including a call for assistance following a theft on 3rd December 2016.
- On 8th December 2016 the Police conducted a licensing check at the property which included tobacco on sale at the premises noting a breach of condition 9 of the Premises Licence.
- On 12th December 2016 the Police visited the premises and made an arrest

related to the immigration status of an individual and noticed breaches of conditions 8 and 10 of the Premises Licence.

- The options available to the Panel following their consideration of the appeal.

PC Michael Diffin advised the Panel of typographical errors in his application for the review.

The Police case for a review and summary of raised points can be broadly summarised as follows:

- On 3rd December 2016 the Police attended the premises following a call from Mr Hider who was working at the store following a theft from the property. A statement was taken from Mr Hider, who confirmed that he worked at the premises, but Mr Sari did not wish to proceed with further action in respect of the incident.
- Immigration Checks confirmed Mr Aqeelshah Hider as being resident in the United Kingdom illegally with no right to work.
- Training records signed by Mr Hider were countersigned by Mr Sari.
- Thirty-nine packets of illicit cigarettes and three pouches of tobacco found at the property under the counter, and on sale for £5 per packet, were foreign branded and passed to Trading Standards for checks.
- The Police found a failure to comply with conditions 9 (weekly stock takes) and 10 (employment) were not being complied with.
- Paragraph 11.28 of the Guidance of the Licensing Act indicated that when dealing with the undermining of the Crime and Disorder Licensing Objective there was an expectation that even in the first instance, that the Panel should consider revocation of the Premises Licence.
- Confirmation by Trading Standards that the tobacco seized at the premises was illicit with no duty paid and/or counterfeit.
- The cigarettes were considered dangerous as it was not known what was in them.
- Mr Sari had previously been arrested for relevant offences.

The Police answered questions in respect of:

- The illicit tobacco found at the premises.

In the absence of a Trading Standards representative the Panel noted the written submission set out on Page 30 of the agenda papers.

Mr Ali Sari opposing the application for review included, but were not limited to:

- That the tobacco at the store was from Belgium and was not counterfeit.
- That he didn't have a choice but to sell the tobacco from Belgium as there were too many local stores selling tobacco (most of them illegal tobacco) and alcohol and he had a family to look after.

Mr Sari answered questions noting:

- Mr Hider had documentation in the form of a National Insurance Number,

Bank Card and Drivers Licence and Household Bill.

- No formal check on Mr Hider's right to work in the United Kingdom had been carried out as he had been told the documentation would take from six to eight weeks to eight months.
- Mr Hider worked for food money.
- Non-alcohol and tobacco products sold at the premises.
- That he was not currently involved in the management of the premises and that he had left the shop which was no longer in his name with a new Designated Premises Supervisor.
- That the alcohol was not currently being sold at the shop but was kept in his garage.

Resolved - After considering: -

1. A review of the Premises Licence in respect of Efes, 131 Manchester Road, Swindon relating to the Prevention of Crime and Disorder Licensing Objective.
2. Representations and material put forward on behalf of the Police, other interested person and the Premises Licence Holder;

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;

And having listened to and carefully considered all of the evidence and submissions put forward by the police, trading standards and Designated Premises Supervisor and Premises Licence Holder of EFES, 131 Manchester Road, Swindon the Panel reached the following conclusions:

The Police have provided compelling evidence of the employment of an illegal worker, sale of illegal tobacco and breaches of the Premises Licence leading to a failure to uphold the prevention of Crime and Disorder Licensing Objective.

The Panel noted its duty under paragraph 11.28 of the guidance of the Licensing Act in dealing with the undermining of the Crime and Disorder Licensing Objective and the expectation, that even in the first instance, that revocation of the licence should be considered.

Having considered the evidence given by the Premises Licence Holder and Designated Premises Supervisor of EFES, 131 Manchester Road, Swindon the Panel was not satisfied that any compelling evidence was put forward that breaches of the licensing objectives would not continue.

The Panel, conscious of its duty to ensure that the licensing objectives are met, have decided that the appropriate decision is to revoke the premises licence.

The Chair provided written copies of the decision to all parties and reminded all parties that they had the right of appeal to the Magistrates Court and that an application for any such appeal should be made within 21 days.

Reasons

1. The Panel was satisfied that the illegal worker encountered at the property by the Police on 30th November 2016 was working at the Premises. The Panel heard evidence from Mr Sari that he worked at the premises for £15 a day food money.
2. The Panel heard evidence that the illegal worker found on the premises had been confirmed as an illegal immigrant by the Home Office.
3. The Panel heard evidence from the Premises Licence Holder that he had documentation from the illegal worker in the form of a driving licence, household bill, national insurance card and bank card which he considered sufficient to show that the person was able to work in the United Kingdom. The Panel determined that there was a failure of management in not upholding its duty to undertake the appropriate legal checks in respect of the residential status and the right to work in the United Kingdom of persons working at the premises.
4. The Panel determined the employment of an illegal worker did undermine the Crime and Disorder Licensing Objective.
5. The Panel heard evidence that there was illegal tobacco at the premises for sale. Mr Sari confirmed tobacco from Belgium was sold at the premises. The Panel determined that there was no evidence that any duty had been paid in respect of this tobacco.
6. The Panel determined the sale of illegal tobacco did undermine the Crime and Disorder Licensing Objective.
7. The Panel determined that there was a failure of management resulting in breaches of conditions 9 and 10 of the Premises Licence and was not satisfied that any compelling evidence was put forward that breaches of the licensing conditions would not continue.
8. The Panel heard evidence from Mr Sari that he was no longer managing or had a business interest in EFES which were now managed by a third party. The Panel received no evidence of the sale of the premises or return of lease preventing him from returning to operate the premises.

LICENSING PANEL

WEDNESDAY, 5 APRIL 2017

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

An apology for absence was received from Councillor Malcolm Davies.

38. Appointment of Chair

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

39. 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.

**40. Application to Review the Premises Licence in respect of Best
Barbecue, 24 Victoria Road, Swindon, SN1 3AW**

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 Best Barbecue, 24 Victoria Road, Swindon, SN1 3AW, (b) written representations from Wiltshire Police in support of the review, (c) oral submissions in support of the application for a review received from PC Michael Diffin, M.B.E., (Police Licensing Officer), (d) oral submissions opposing the application received from Mr Mehmet Sancı (Premises Licence Holder) (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 had been called by Wiltshire Police on the grounds of the Prevention of Crime and Disorder.
- Since the application for the review the Premises Licence had been varied to remove the sale of alcohol. This meant there was no Designated Premises Supervisor and the sole licensable activity was the provision of Late Night Refreshments.
- The options available to the Panel in respect of the review.
- There was correspondence from the Council's Environmental Health Department within the Police submission but they had not made a formal submission to join the review process.

The Police case for a review and summary of points raised can be broadly summarised as follows:

- Police officers witnessed a breach of conditions 8, 9 and 10 of the Premises Licence during a visit on 11th November 2016.

- Mr Korkmaz (the Designated Premises Supervisor) confirmed to the Police that he was not involved in the management or operation of the premises.
- On 12th November 2016 a Closure Notice under Section 19 of the Criminal Justice and Police Act 2001 was served on the premises which were closed immediately.
- In the opinion of the Police, Mr Mehmet Sancı had no knowledge of his obligations under the Licensing Act.
- Mr Sancı had a history of confrontation with Police and Council Officers and had been aggressive and dismissive against them.
- Mr Sancı had been selling alcohol prior to obtaining a Premises Licence and only did so following discussions with the Police.

The Police answered questions in respect of:

- Incidents, public nuisance and/or breaches of the peace at the premises since November 2016.
- Mr Sancı's interaction with the Police since he started to operate the premises.
- The on-going request by the police to revoke the Premises Licence and their view that the lack of engagement by Mr Sancı was undermining the Prevention of Crime and Disorder Licensing Objective.

Points raised by Mr Sancı opposing the application for review included, but were not limited to:

- That he had operated the premises for 15 years and in that time there were only three incidents requiring police attendance due to trouble.
- When visited by the Police there were only two people in the shop, his father and a regular customer drinking alcohol.
- During the Police visit he asked them to wait for five minutes as he was busy serving a number of customers.
- The Police asked an employee who didn't speak English for a copy of the Premises Licence.
- There were eight or nine customers waiting to be served when an Environmental Health Officer visited the premises.
- He sold very little alcohol when he was licensed to do so.
- He had offered CCTV footage in respect of the incidents referred to by the Council and Police.
- His star rating had been downgraded because of a lack of staff training records.
- He was proud of his establishment and stayed until 04:00 hours cleaning up after the premises closed.
- He had lived in Swindon for 17 years and had never had a criminal record and tried to be law abiding.
- He accepted in Court offences at the premises relating to food hygiene.
- He had ceased selling alcohol.

Mr Sancı answered questions noting:

- The current hours of operation of his business.

- Confirmation that relevant paperwork was up-to-date and where applicable on public display.
- Historically he had applied for a Premises Licence when he was advised by the Police that he needed one, and had at that time stopped selling alcohol until it was issued. He noted that when he bought the business in 2005 the previous business had sold alcohol which lead to his confusion in respect of the need for a licence.
- He had not previously run a business that involved the sale of alcohol.
- The alcohol had been kept in a cabinet under the counter for convenience and was listed on his menus.
- The volume of stock he would normally keep and his subsequent disposal of the stock when he varied his Premises Licence.
- He also tried to comply with the requirements of the law.

Resolved - After considering: -

1. A review of the Premises Licence in respect of Best Barbecue, 24 Victoria Road, Swindon relating to the Prevention of Crime and Disorder Licensing Objective.
2. Representations and material put forward on behalf of the Police, other interested person and the Premises Licence Holder;

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;

And having listened to and carefully considered all of the evidence and submissions put forward by the Police and management of Best Barbecue, 24 Victoria Road, Swindon.

The Panel considered the breaches of conditions related to the sale of alcohol and noted that a variation of the Premises Licence on 8th December 2016 had removed the sale of alcohol as a licensable activity.

The Panel noted evidence from the Premises Licence Holder that relevant documentation relating to the Premises Licence was now up to date and where applicable on public display.

The Panel was disappointed to hear from two enforcement agencies that the premises Licence Holder had failed to be fully co-operative and/or had been aggressive in his attitude towards them. The observed that bit expected the Premises Licence Holder to be fully co-operative with enforcement authorities.

Having taken into account the removal of alcohol from the Premises Licence and

assurance that the maintenance and display of documentation pertaining to the licence was in accordance with Premises Licence requirements the Panel decided that no further action was necessary.

The Chair provided written copies of the decision to all parties and reminded all parties that they had the right of appeal to the Magistrates Court and that an application for any such appeal should be made within 21 days.

Reasons

1. Alcohol as a licensable activity had been removed from the Premises Licence through a variation of the Premises Licence agreed with Wiltshire Police subsequent to this application for review.
2. There was no evidence of any disorder or breaches of the conditions since 12th November 2016.
3. The Premises Licence Holder had confirmed that he was now in compliance with the documentation requirement of the Premises Licence.
4. The Panel heard evidence that the Premises Licence Holder had ceased the sale of alcohol immediately he was made aware that he was in breach of the Premises Licence.
5. The Panel whilst noting that the Licence Holder had not always been fully co-operative with enforcement authorities did not consider that the evidence before them suggested that the Crime and Disorder Licensing Objective was seriously undermined so as to warrant adopting any of the options available to the Panel under the Licensing Act.

LICENSING PANEL

MONDAY, 10 APRIL 2017

PRESENT:- Councillors Alan Bishop, Peter Watts and Caryl Sydney-Smith

41. Appointment of Chair

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

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. No declarations were made.

43. Consideration of an Objection Notice to a Temporary Event Notice, Simply Fresh, 160 Cricklade Road, Swindon SN2 8AG

The Council's Licensing Manager, at the request of the Panel telephoned the applicant and his legal advisor to clarify the reason for their absence at the hearing. The Council's Licensing Manager was unable to contact the applicant. However, the Council's Licensing Manager was able to confirm that the applicant's legal advisor had confirmed that he had not received instructions for the applicant and was therefore not representing him.

The Panel noted that the first date applied for under the Temporary Event Notice was Monday 13th April 2017 and determined that it was impractical to adjourn the hearing for this date. As the facts before Members were the same for all three dates the Panel determined that, as the Council's Licensing Manager had confirmed that the applicant was aware of the date and time of the hearing and that no application had been made for a deferral, the hearing for all three applications should proceed in the applicant's absence.

The Council's Licensing Officer introduced the report noting:

- The Police objection to the applications for Temporary Event Notices for 160 Cricklade Road, Swindon were made on the grounds the proposed events would undermine the Prevention of Crime and Disorder Licensing Objectives.
- There was currently no Premises Licence operational at the premises. This meant that the conditions previously in place for the premises would not be valid.
- The options available to the Panel when reaching their decision.
- The dates and times set out in the application.

PC Michael Diffin advised the Panel that the Police had supporting evidence to submit to the hearing. The Panel determined that the supporting information could be tabled.

The Police case for review and a summary of points raised can be broadly summarised as follows:

- That the Premises Licence previously held by the premises expired on 16th July 2016.
- Mr Thasarathkumaran had indicated to the Police that he was the Premises Licence Holder and Designated Premises Supervisor. The Police contended that in their opinion he was aware that these had not in fact been transferred when making an application for a Temporary Event Notice on 24th March 2017.
- A further application was received from Mr Ragunathan Rasaiya on 30th March 2017.
- On 18th October 2016 a Police visit found a lone female at the premises. This female had been refused leave to remain in the United Kingdom and had no right to work.
- When a transfer request was received on 13th March 2017 checks showed that the business had been dissolved in July 2016 and that no application to transfer the Premises Licence had been made and so there was no Premises Licence in existence.
- Discussions with Mr Thasarathkuman's solicitor indicated that his client owned the stock at the premises. The Police contended that although the application for a Temporary Event Notice had been received from Mr Rasaiya it was Mr Thasarathkumaran who would operate at the location.
- A visit to the store whilst it was managed by Mr Thasarathkuman on 18th October 2016 had identified breaches of conditions 5, 7, 8 and 9 of the Premises Licence.
- The Police believed that Mr Thasarathkuman's failure to comply with previous licence conditions proved that he was not actively promoting the Prevention of Crime and Disorder Licensing Objective at that time and would not promote licensing objectives in the future.

The Police answered questions in respect of:

- Details relating to the illegal worker found at the premises.
- The failure of Mr Thasarathkuman to maintain and operate CCTV at the premises.
- That whilst the Police had no direct evidence against Mr Rasaiya they believed that he would not be in control of the management of the premises should a Temporary Event Notice be granted.
- The Police contention that Mr Rasaiya's application was only forthcoming when Mr Thasarathkuman believed he would fail in his application.
- Mr Thasarathkuman's failure to engage with them in respect of someone managing the premises whilst he sold the remainder of his stock.

In the absence of the applicant the Panel considered the written submission for a temporary Event Notice.

Resolved - That having carefully considered (i) applications for three Temporary Event Notices and representations in relation to the objection from Wiltshire Constabulary, (ii) and taking into account the Secretary of State's Guidance and the Licensing Authority Licensing Statement, and (iii) having in mind the promotion of the Licensing Objectives in particular the prevention of Crime and Disorder the Panel has decided to issue a counter notice against the temporary event notices covering the periods Thursday 13th April 2017 to Tuesday 18th April,

2017, Thursday 20th April 2017 to Tuesday 25th April 2017 and Thursday 27th April 2017 to Tuesday 2nd May 2017, as it was not satisfied that Licensing Objectives in respect of the Prevention of Crime and Disorder would be upheld if the temporary event notices were permitted to proceed.

Reasons

1. The Panel heard evidence the Premise Licence held by Simply Fresh Limited, 160 Cricklade Road, Swindon, had lapsed in July 2016 when it went into voluntary liquidation. Nevertheless the business had continued to sell alcohol. Subsequently the Police found numerous breaches of the Premises Licence, including a failure to implement a Challenge 21 scheme, ensure training of all staff, the display of appropriate signage and the keeping of a single refusals book. There was also an illegal worker employed in the premises.
2. Although there was no actual evidence the applicant was connected to the premises at the time it had a Premises Licence, he did not appear before the Panel to give evidence as to how he would ensure that the Licensing Objectives would not be undermined.
3. The Panel had no confidence that the applicant would have sufficient autonomy from the business owner to ensure that the Licensing Objectives would not be undermined.

The Chair reminded the Police that they had the right of appeal to the Magistrates Court against this decision and that any such appeal should be made within 21 days of the receipt of the written determination and no later than five days before the scheduled event. The Panel also requested that the Council's Licensing Officer advise the applicant of this right of appeal when issuing a counter notice against the temporary event notices.

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PLANNING COMMITTEE

TUESDAY, 11 APRIL 2017

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

An apology for absence was received from Councillor Vera Tomlinson.

38. 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.

39. Minutes

Resolved – That the minutes of the meeting held on 14th February 2017, be confirmed and signed.

40. Public Question Time

No public questions were received during the meeting.

41. 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 Wayne Crabbe and Brian Ford in respect of application numbered S/OUT/15/1750 and Councillor Des Moffatt in respect of application numbered S/OUT/16/1800/RM
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/16/15/1750	Steve Smallman	Agent
S/16/15/1750	Steve Harcourt	Parish Council
S/16/15/1750	Liam Shortridge	Local Resident

Resolved – (1) That it be noted that application numbered S/16/2037 was withdrawn without consideration.

(2) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/16/2024 subject to the conditions listed in the Committee report and amendments to the conditions

numbered 12 and 13 to reflect the non-determination of application numbered S/16/2037.

(3) That the Head of Planning, Regulatory Services and Heritage be authorised

(a) to grant outline permission in respect of application numbered S/16/1750 subject to the conditions listed in the Committee report together with any amendments, omitted or additional conditions that may be necessary and subject to the completion of a Planning obligation (Section 106 agreement) to secure the necessary mitigation including:

- The provision and mix of affordable homes.
- If required, to provide for access through the site, to the adjoining land for the purpose of redeveloping the adjacent site for educational purposes and to facilitate consequential and necessary alterations to the junction with Swindon Road.
- Open space: The timing of the provision of the cricket pitch, pavilion and parking and an agreement for the future management / operation of the pitch and pavilion.
- Access to the rear of Clyde Cottages to continue to be maintained.

(b) The Head of Planning, Regulatory Services and Heritage be authorised to undertake further discussions with the applicant to secure improvements to the Clyde Cottages access and contributions towards improved bus services serving Swindon Road, Wroughton.

(c) In the event that that the applicant has not agreed an extension of time beyond 14th April 2017 to enable the planning obligation to be completed and the decision issued, the Head of Planning, Regulatory Services and Heritage be authorised to refuse the application

(4) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/16/1800 subject to the conditions listed in the Committee report as amended below and the following additional conditions:

amended wording to condition 8:

No Windows

8 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 or any Order revoking and re-enacting that Order, no windows other than those hereby approved shall be formed in the side elevations of the proposed dwellings on identified as plots 1 and 3, Reason: In order to protect the residential amenity and privacy of the occupants of the dwellings in The Gardens to the north.

Additional conditions:

11. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 or any Order revoking and re-enacting that Order, any structure situated in the location of the proposed garage space to the side of plot 3 shall be single storey only.

Reason: In order to protect the residential amenity and outlook of the occupants of the dwellings in The Gardens to the north.

12. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 or any Order revoking and re-enacting that Order, the access road hereby permitted shall be used solely by the 4 dwellings hereby permitted and No. 2 The Broadway and no new vehicular accesses shall be formed to or from the access road

Reason: In order to prevent an overuse of a private driveway in the interest of highway safety and amenity

Installation of a speed ramp

13. Prior to the first use or occupation of the approved development, a speed ramp shall be provided across the access roadway. The ramp shall be located four metres back from the back edge of the footway, where the access meets the footway on The Broadway. The ramp shall extend the full width of the access and be 250mm deep and 100mm high at its centre section. The works shall be completed in full in accordance with the above details prior to the development being brought into use and shall thereafter be retained.

Reason: In the interests of the safety and amenity of highway users.

42. Proposed Consultation Response on Technical Matters in the Government's Housing White Paper: "Fixing our Broken Housing Market"

The Head of Planning, Regulatory Services and Heritage submitted a report advising Members of measures contained within the Housing White Paper "Fixing Our Broken Housing Market" together with a proposed technical response to the White Paper.

Resolved - (1) That the proposed provisions of the Housing White Paper "Fixing Our Broken Housing Market" be noted.

(2) That the Head of Planning, Regulatory Services and Heritage be authorised to make any necessary amendments to the technical response to the White paper to reflect the comments of this Committee and that the Head of Planning, Regulatory Services and Heritage be authorised to submit the amended response to the Department for Communities and Local Government as part of the Council's response to the White Paper.

(3) That the Cabinet be invited to consider this report and amended technical response and to add its endorsement of the Council's response.

43. Variation to Commonhead S106 Legal Agreement

The Head of Planning, Regulatory Services and Heritage submitted a report seeking the Committee's agreement to enter into a Deed of Variation of the Commonhead Section 106 Agreement (Planning Reference S/10/0842) to reduce the affordable housing requirement on the site from 30% to 22% of the total housing units to be delivered.

Resolved – That the Head of Planning, Regulatory Services and Heritage and the Director of Law and Democratic Services be authorised to enter into a Deed of

Variance of the Commonhead Section 106 Legal Agreement of 23rd November 2011 (Planning Reference S/10/0842 refers) which would reduce the affordable housing requirement from 30% to 22% of the total housing units to be delivered on the site.

44. Protocol for Dealing with Planning and Related Applications and Local Planning and Related Application Validation Lists

The Head of Planning, Regulatory Services and Heritage submitted a report reviewing the Protocol for dealing with Planning and Related Applications and the local Planning Application Validation Lists.

Resolved – (1) That it be noted that the majority of comments are received electronically and approval be given to discontinue notification (other than by electronic means) to those persons who have made representations of the decision which shall be available via the planning pages on the Council's web site.

(2) That the procedures set out in Appendix 2 of the report of the Head of Planning, Regulatory Services and Heritage for the purpose of consultation on planning and related applications (the "consultation protocol") be approved.

(3) That approval be given for the application call in period for Members to be changed to 21 days and that the Council's Scheme of Delegation be amended to reflect this change.

(4) That the revised consultation protocol be circulated to all Borough Councillors, and Parish and Town Councils for information.

(5) That the Local Application Validation Lists be agreed and the Head of Planning, Regulatory Services and Heritage be authorised to republish them on the Council's web site.

(6) That the Council's Statement of Community Involvement in Planning be amended at its next review to reflect the changes set out in (1) to (5) above.

(7) That the Protocol for Dealing with Planning and Related Applications be agreed and the Head of Planning, Regulatory Services and Heritage be authorised to publish it on the Council's web site.

(8) That the Head of Planning, Regulatory Services and Heritage be authorised to make any minor typographical changes to the Protocol for dealing with Planning and Related Applications and the local Planning Application Validation Lists as may be necessary.

PLANNING COMMITTEE

TUESDAY, 9 MAY 2017

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

Apologies for absence were received from Councillor Stan Pajak.

45. 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.

46. Minutes

Resolved – That the minutes of the meeting held on 11th April 2017, be confirmed and signed.

47. Public Question Time

There were no public questions

48. 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 views of Councillor Holland in respect of application numbered S/OUT/15/1985
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/16/768	Linda O'Sullivan Stuart Leech Eva Hamilton Jason Greenstreet	Applicant Stratton Parish Council 30 Dores Road 5 Hermitage Lane
S/16/2037	Christopher Roberts	Agent
S/OUT/15/1985	Sharon Brentnall	Agent

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/16/768

subject to the conditions set out in the Committee report together with any amendments, omitted or additional conditions that may be necessary including conditions related to: (a) a drainage strategy for the site (b) a boundary treatment of not more than 600mm height to replace the picket fence and (c) the storage of cycles on the site. In discharging the conditions in respect of drainage the Planning Officer shall consult with Ward Councillors and local residents

(2) That permission be granted in respect of application numbered S/16/2037 subject to the conditions listed in the Committee report as amended at the meeting.

(3) That the Head of Planning, Regulatory Services and Heritage be authorised to grant outline planning permission subject to:

- (a) Completion of a legal agreement to secure the planning obligations that are material to the decision (as set out in paragraph 7.125 of this report); and,
- (b) The conditions set out in this report, with delegated authority to make reasonable amendments, additions or omissions to those conditions before issuing formal consent as may be necessary.

The applicant has agreed to extend the period in which the application can be determined until Friday 12th May 2017. In the event that a further extension(s) of time is not forthcoming to enable the planning obligation to be completed and the decision issued, the Head of Planning, Regulatory Services and Heritage be authorised to refuse the application for the following reason:

The proposal does not comply with policies IN1 and EN2 of the Adopted Swindon Borough Local Plan 2026 and the provisions of the NPPF, as an infrastructure package to mitigate the impact of the development has not been secured by means of a planning obligation and / or planning condition, so as to meet the infrastructure needs arising from the development.

(4) That permission be granted in respect of application numbered S/17/419 subject to the conditions listed in the Committee report.

PLANNING COMMITTEE

TUESDAY, 13 JUNE 2017

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

Apologies for absence were received from Councillor Nick Martin.

1. Appointment of Vice-Chair

Resolved – That Councillor Swinyard be Vice-Chair of this Committee for the Municipal Year 2017/18.

2. Declarations of Interest

Councillor Bishop made a personal and prejudicial declaration of interest in respect of application numbered S/17/213 as he lives in the same road as the application and left the room during its discussion and voting thereon

3. Minutes

Resolved – That the minutes of the meeting held on 9th May 2017, be confirmed and signed.

4. Public Question Time

Gary Llewellyn asked a question concerning the weight and status given to the Highworth Neighbourhood Plan in determining planning applications. The Head of Planning, Regulatory Services and Heritage responded at the meeting.

5. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments of Councillor Allsopp in respect of application numbered S/HOU/17/667
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/OUT/16/2034	Matthew Dawber Paul Smith	Agent 51 High Street Blunsdon
S/HOU/17/667	Neil Armstrong Gary Llewellyn	Agent On behalf of 69 Upham Road

S/17/213

Susan Williams
Keith Smith

Applicant
Highworth Town Council

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to grant planning permission in respect of application numbered S/OUT/16/2034 subject to the conditions set out in the Committee report as amended below, together with any amended, additional or omitted conditions as may be appropriate and following the completion of a Section 106 agreement to secure the necessary mitigation – open space provision and affordable housing.

Amended conditions:

1. This approval shall be in respect of drawing number SK08 A and the Transport Statement, Design & Access Statement, Arboricultural Planning Statement, Ecology Report and Landscape & Visual Impact Assessment received by the Local Planning Authority on 13th December 2016 and drawing number SK07 C received on 12th April 2017.

Reason: To define the scope of the development hereby permitted, in accordance with section 72 of the Town and Country Planning Act 1990 And the reason for condition 10 be amended by inserting the words vehicular and pedestrian as shown below

10. No dwellings shall be occupied until full details of the road widening on High Street and hatching on Ermin Street have been submitted to and agreed in writing by the Local Planning Authority, implemented in accordance with the approved plans and opened to the public.

Reason: To reduce potential highway impact by ensuring that there is a satisfactory vehicular and pedestrian access to the development and at the commencement and duration of construction works in accordance with Policy TR2 of Swindon Borough Local Plan 2026.

(2) That permission be granted in respect of application numbered S/HOU/17/667 subject to the conditions listed in the Committee report.

(3) That permission be granted in respect of application numbered S/17/213 subject to the conditions listed in the Committee report as amended below:

Amended condition:

4. A maximum of three dogs (in connection with the business) shall be groomed each day.

Reason: To safeguard the amenities of nearby occupiers.

6. New Eastern Villages (NEV) Island Bridge Vision Supplementary Planning Document (SPD)

The Head of Planning, Regulatory Services and Heritage submitted a report summarising the comments received following public consultation on the New Eastern Villages (NEV) Island Bridge Vision Supplementary Planning Document

(SPD) and recommending adoption of the SPD by this Committee subject to a number of changes in response to comments received.

Resolved – That this Committee:

1. Adopts the New Eastern Villages (NEV) Island Bridge Vision Supplementary Planning Document (SPD) and to make the SPD publically available in accordance with the arrangements as set out in paragraph 8.1 of the report.
2. Authorises the Head of Planning, Regulatory Services and Heritage, in consultation with the Director of Law and Democratic Services to make minor amendments to the content of the document, if required, prior to publication.

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

TUESDAY, 28 MARCH 2017

PRESENT: -

School Members: Jackie Smith, Vice-Chair - Special Headteacher
Rhian Cockwell, Primary Headteacher
Wendy Conaghan, Academy Headteacher
Andrew Henstridge, Academy Headteacher
Charles Law, Special Governor
James Povoas, Academy Headteacher
Ben Slater, Pupil Referral Unit Headteacher
Jackie Smith, Special Schools Headteacher
Jane Wheatley, Academy Primary Headteacher
Ray Williams, Primary Governor
Clive Zimmerman, Academy Headteacher

Non-School Members: Peter Smith, Trade Unions

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

Apologies for absence were received from Councillor Fionuala Foley, Cabinet Member for Children's Services, Andrew Ferguson (Head of Litigation and Personal), Mr Ram Thiagarajah (Black and Minority Ethnic Representative), Mr Mark Edwards (Secondary Governor), Janet Urban (Maintained Primary Headteacher), Alison Lowe (Maintained Primary Headteacher), Jane Wheatley, (Academy Primary Headteacher) and Ruth Lee (Diocese of Clifton).

26. Minutes of Previous Meeting

Resolved – That the minutes of the meeting held on 17th January 2017 be confirmed and signed as a correct record.

27. Public Question Time

No public questions were asked.

28. 2016-17 Dedicated Schools Grant Budget Position

The Finance Manager, Education, presented a report setting out the latest position of the 2016/17 Dedicated Schools Grant (DSG) budget. She advised that, based on information at the end of January 2017, an underspend of £0.424m was projected against the retained DSG Budget for the current financial year and an underspend of £0.633m against the unallocated DSG Budget. She drew attention to the main changes from the last report that included banding adjustments in High Needs Top ups and an increase in the risk forecast for external placements fees for

three placements. In response to a query regarding external placements, she confirmed that discussions were being conducted with Children Social Care and Health regarding tri-partite funding for these.

The Finance Manager, Education, advised that the DSG figures were submitted monthly to the Education Leadership Team and periodically to Corporate Management Team, Cabinet and the Children's Health, Social Care and Education Overview and Scrutiny Committee.

Resolved - That it be noted that:

(a) the latest projection on the 2016/17 retained budget was £0.424 below budget.

(b) following the projected out-turn position, the unallocated DSG balance will increase to £0.633m.

29. 2017_18 Dedicated Schools Grant Budget

The Head of Finance, Schools, submitted a report updating the Forum on the 2017/18 Dedicated Schools Grant (DSG) settlement, including (a) Tuition Service Review, (b) Alternative Learning Review, (c) High Needs strategic review, (d) Special School Support, (e) Early years deprivation criteria 2017/18, (f) Apprenticeship Levy, (g) High Needs Top-up for PI SRP units, (h) Post 16 update, (i) the Local Authority's response to the National Fair Funding consultation, (j) Admissions, and (k) School Place Planning.

The Head of Finance, Schools, guided members through the key points in the report, commenting on the most significant implications. He explained that the overall value of the 2016-17 centrally retained budget was £30.695m and that this had increased to £31.498m following receipt of £0.803m of 30 Hours Implementation Funding. He advised that a review of the baseline for the early years, high needs and centrally retained expenditure had been undertaken, resulting in the Education Funding Agency incorporating this into the DSG settlement for 2016/17. He drew attention to the increase in funding for disadvantaged 2 year olds which equated to £3,032.40 per child per year.

Following the introduction of the report, The Head of Finance, Schools, with the Head of Education, responded to members' comments and questions in respect of the following matters:

- The determination of the voluntary contribution expected from secondary schools, following the Alternative Learning Provision Review, and what the financial impact of this undertaking would be.
- The role of the part-time consultant undertaking the high needs strategic review.
- The list of stakeholders taking part in the high needs strategic review.
- Start date of the Apprentice Scheme and the number of apprentices being recruited.
- The Local Authority's responsibility to delegate the High Needs Budget and the determination of the Schools Blocks budget by Schools Forum members.
- The Local Authority's response to the National Funding consultation.

Resolved - That it be noted that:

(a) the outcomes and recommendations from the Tuition Service review are being implemented.

(b) there was a significant impact due to the Alternative Provision Review. This included the risk that an agreed voluntary contribution will be sought from all secondary schools in Summer 2017, to meet pupils' needs and reduce the requirement for additional pressures on the high needs budget for Alternative Provision.

(c) further to (b) above, following members' discussions with their respective Associations, another Schools Forum meeting be set up in May 2017 to discuss the matter further.

(d) the scope of the High Needs Strategic review was as set out in Appendix B of the report.

(e) further to (d) above, an update be submitted to the schools Forum meeting in October 2017.

(f) the Local Authority (LA) intends to use £42k of the current Dedicated Schools Grant (DSG) High Needs contingency funding to support St Luke's Special School.

(g) the Schools Forum members rejected the use of £10k of the 2017/18 DSG reserves to assist St. Luke's Special School with rebranding the school.

(h) Further to (g) above, the Head of Finance, School be requested to incorporate information regarding the purpose for this funding at the next meeting of the Schools Forums' in July 2017.

(i) the LA intends to allocate the Early Years deprivation enhancement at the end of the year as an hourly enhancement for pupils in receipt of Early Years Pupil Premium (EYPP).

(j) there would be potential impact on schools in Swindon due to the apprenticeship levy.

(k) the introduction of a Physical Impairment top-up fee to Commonweal Secondary School Special Resource Provision was £2,777.78 per annum.

(l) the Head of Education and Head of Finance, Schools, be requested to liaise with Human Resources Department regarding uniformity of pay bands within Special Resource Provision settings and report back to School Forum members.

(m) work was being undertaken to confirm the current location of 31 post 16 learners that have Education, Health and Care Plans.

(n) information on the Admissions Service and the overview of the Admission budget was considered by School Forum members.

(o) the Admissions Department undertook statutory and non-statutory work.

(p) information on the LA's School Place Planning function was submitted to the Schools Forum members.

(q) members of the Schools Forum responded to the Department for Education's consultation on Mainstream National Fair Funding and on High Needs funding.

30.

Any Other Business

The Head of Education reminded School Forum members that currently there were three vacancies from the Academy Representatives block. He requested that members include School Forum membership as an agenda item at the next Swindon Association of Primary Headteachers and Swindon Association of Secondary Headteachers meetings.

Resolved: That Membership of the School Forum be an agenda item at the next Swindon Association of Primary Headteachers and Swindon Association of Secondary Headteachers meetings.

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 7 MARCH 2017

PRESENT:-

Group A:
Christian Denominations and
Other Religions or Religious
Denominations

Jo Backus (Buddhist Community), Mr David
Burbidge (Baptist Church), Mrs Sarah Lane
Cawte (Chair and United Reformed Church),
Reverend David Howell (Swindon Evangelical
Alliance), Mr M S Khan (Muslim Community), Mr
Tony McAteer (Catholic Community) and Mr
Dinesh Patel (Hindu Community)

Group B:
Church of England

Miss Janet French and Reverend Norma
McKemey

Group C:
Teacher Organisations

Mrs Tracy Mason and Mrs Emma McCarthy

Group D:
Councillors

Councillors Fionuala Foley, Fay Howard,
Teresa Page and Barbara Parry

Also in attendance:

Katy Staples (SACRE Advisor) and Sarah
Foulkes (School Improvement Adviser)

Apologies for absence were received from Teresa Clerck, Fidelma Meehan, Peter Nathan, Reverend Clive Deverell, Ms Steph Mundin, Mrs Lottie O'Brien and Councillor Gemma McCracken.

22. Welcome from Holy Cross Catholic Primary School

The Deputy Headteacher, Robin Christian welcomed the SACRE to Holy Cross Catholic Primary School, and offered SACRE an interesting explanation about how Collective Worship is planned in the school.

23. Declarations of Interest

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

24. Public Question Time

Mr Brian Cockbill, a local resident, asked a question about homelessness in Swindon. The Chair explained that the question was not within the remit of the SACRE and suggested that the question was referred to a more appropriate Council committee.

Mr Cockbill, asked an additional question about Homelessness in Swindon. The Chair explained that the question was not within the remit of the SACRE and

suggested that the question was referred to a more appropriate Council committee.

25. Minutes and Matters Arising

Resolved – That the minutes of the meeting held on 1st November 2016, be confirmed and signed as a correct record.

26. The Agreed Syllabus Launch and Feedback from SACRE Members

The SACRE Advisor reported that the launch of the new Agreed Syllabus for Swindon had taken place at Tadpole Farm C of E Primary School on 8th November 2016 and had proven very successful.

The conference launch was attended by 82 people and was considered by many of whom attended to be an excellent event, providing relevant training and resources and an opportunity for networking. The SACRE Advisor thanked Tracy Mason for stepping in at the last minute to open the conference and welcome the delegates.

The SACRE noted that although a large number of schools attended the launch, there would have been a number of schools that were unable to attend. It was suggested that the SACRE Advisor approaches the Chair of the Head Teachers Association with a view to attend a future Association meeting to discuss the Agreed Syllabus.

The SACRE Advisor reminded members that the Agreed Syllabus needed to be hosted on a website that would allow it to be password protected, and provide Swindon schools with the ability to download it. Discussions were on-going between the SACRE Advisor and Swindon Borough Council to resolve the issue and in the interim, Bristol Diocese would be hosting the Syllabus on its website.

27. Annual Report 2015/16

The SACRE received its draft Annual Report covering the period September 2015 to August 2016.

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

- Support for schools
- Key events during the academic year 2015/16
- Best Practice Forum
- Learn Teach Lead Religious Education
- SACRE website
- Agreed Syllabus for RE in Swindon
- Monitoring of RE Provision in Swindon
- Public Exam Results
- Attendance by SACRE members at outside events
- Statutory Matters
- Membership
- Funding and administration issues
- Meetings held

In considering the Annual Report, the SACRE noted that Swindon no longer had the lowest percentage of entries nationally for their Key Stage 4 RE exams, mainly due to Lydiard Park Academy (LPA) entering all of its RE students to undertake the GCSE RE exam. The SACRE Advisor had been informed that LPA would not be offering GCSE RE in future years as a consequence of the school not achieving good results in the subject this year. This was due to entering a full cohort (not all of whom are choosing to study the subject) and being only offered a small allocation of curriculum time rather than the 5 hours a fortnight that is recommended for an option GCSE. It was noted that the SACRE would consider how to address these issues in its Development Plan 2016/18.

The SACRE was informed that the Annual Report, once finalised, would be submitted to the National Association of SACREs along with a copy to all schools and academies.

Resolved – 1) That the draft SACRE Annual Report is approved, subject to typographical amendments and that the SACRE Advisor be authorised to finalise the report and submit it to the National Association of SACREs (NASACRE).

- 2) That the draft Annual Report be forwarded to all schools and academies in Swindon to heighten the awareness within the Council of the work of Swindon SACRE.
- 3) That the SACRE Advisor be thanked for the work undertaken in the preparation of the Annual Report.

28. Development Plan - 2016/18

The SACRE received the updated Swindon SACRE Development Plan 2016-18, which was due to be developed further taking 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 Person Responsible and expected timescales for 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 June/July 2017.

29. Feedback from Hub Meetings

The SACRE received an update from Emma McCarthy, Hub Leader, about the recent RE Hub meeting. The Hub Leader explained that both primary and secondary schools attended the meeting and many activities were held during the meeting to help energise and grow RE teachers in Swindon.

The next meeting was arranged for 23rd March 2017 at the Hindu Temple and all SACRE members were invited to attend.

30. Date and Time of the Next Meeting

That the timetable of meetings of the SACRE in 2017/18 would be:

- 27th June 2017
- 5 December 2017
- 26th March 2018

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

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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Minutes of the
Dorset & Wiltshire Fire and Rescue Authority
held at 10:00hrs on Thursday 9 February 2017 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 Clark; Cllr Ronald Coatsworth; Cllr Malcolm Davies; Cllr Chris Devine; Cllr Peter Edge; Cllr Spencer Flower; Cllr Mollie Groom; Cllr Colin Jamieson; Cllr Susan Jefferies; Cllr Trevor Jones; Cllr John Knight; Cllr Christopher Newbury; Cllr Graham Payne; Cllr Garry Perkins; Cllr Christopher Rochester; Cllr Ricky Rogers; Cllr Vikki Slade; Cllr Ann Stribley; Cllr Joe Tray; Cllr Bridget Wayman and Cllr Nick Martin.

Officer attendance: Clerk & Monitoring Officer, Mr Jonathan Mair; Chief Fire Officer, Mr Benjamin Ansell; Director of Finance & Treasurer, Mr Phil Chow; Democratic Services Officer, Mrs Marianne Taylor.

17/1 Welcome

17/1.1 The Chairman opened the meeting and welcomed attendees including members of the public and the press.

17/2 Apologies

17/2.1 Apologies were received from Cllr Bob Jones; Cllr Beverley Dunlop and Cllr Colin Lovell

17/3 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

17/3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act.

17/3.2 No disclosures of pecuniary interests were reported.

- 17/4 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 15 December 2016**
- 17/4.1 The Chairman asked Members to review and approve the minutes from the last meeting.
- 17/4.2 The Director of Finance & Treasurer, Mr Phil, Chow drew Members attention to item 8.3 of the Minutes: "Mr Chow advised Members that the Authority must appoint an auditor by December 2017". It was not the responsibility of the Authority to appoint the external auditor, and therefore a change of wording was required. Mr Phil Chow went on to advise the minute to read: Mr Chow advised that the Authority must have an appointed external auditor by December 2017 for the auditing of the following years accounts, and recommended the approval of option 4: opting into a national scheme operated by Public Sector Auditor Appointments Ltd (PSAA).
- 17/4.5 Members discussed and agreed the change and approved the minutes of the meeting subject to this amendment.
- 17/4.6 The Chief Fire Officer, Benjamin Ansell, updated Members on the current position of the Safety Centre and advised that the procurement, tender and planning permission are underway. He further advised that ACFO John Aldridge will give a full update at the Authority meeting on 8 June.
- 17/4.7 **Resolved: Democratic Services to change minute 8.3 of the Fire and Rescue Authority meeting which took place on 15 December to read "Mr Chow advised that the Authority must have an appointed external auditor by December 2017 for the auditing of the following years accounts, and recommended the approval of option 4: opting into a national scheme operated by Public Sector Auditor Appointments Ltd (PSAA)".**
- 17/5 Appointment of Assistant Chief Fire Officer**
- 17/5.1 The Appointments and Disputes Committee met on 31 January 2017 to consider the appointment of the Assistant Chief Fire Officer (Operations) following the recruitment process.
- 17/5.2 The Appointments and Disputes Committee recommended that James Mahoney be appointed as Assistant Chief Fire Officer (Operations); with a starting salary of £96,000, rising to £106,050; and that all other candidates be thanked warmly for their applications.
- 17/5.3 The Authority unanimously approved the appointment of James Mahoney and agreed the salary recommendation with a performance improvement plan of 6 months.
- 17/5.4 **Resolved: Members approved the appointment of James Mahoney to the post of Assistant Chief Fire Officer (Operations).**

- 17/5.5 **Resolved: Members approved a starting salary of £96,000 rising to £106,050**
- 17/5.6 **Action: the CFO will ensure that all other candidates be thanked warmly for their applications.**
- 17/6 Verbal update of the Policy and Resources Committee meeting of 25 January 2017**
- 17/6.1 The Chairman gave a brief review of the recent Policy and Resources Committee meeting updating Members on its focus, which was to obtain guidance on the 2017/18 Budget and to receive an update on the work that Officers are progressing with in relation to health. The Chairman recognised and welcomed the good work being carried out by Prevention and the work undertaken with Local Authorities and Social Care.
- 17/6.2 Members were advised that the Policing and Crime Act 2017 had now received Royal Assent and it was highlighted that this included a Duty for the Service to collaborate.
- 17/7 Budget 2017/2018**
- 17/7.1 The Treasurer, Mr Phil Chow introduced the report which provides the final position on the revenue and capital budget requirement for 2017/18; presented the Medium Term Financial Plan; and considered three options for fire precept Band D.
- 17/7.2 Mr Chow advised that the budget requirement for 2017/18 is set out on section 3 of the report. It included provisional sums for business rates income as at the time of writing we have yet to receive final confirmation from the billing authorities. The report considered three options for fire precept Band D, ie: 1.99% increase; 1% increase; and no increase. Option 1 was recommended by the Policy and Resources Committee for Fire Authority approval, endorsed by the Treasurer, ie: an increase of only £1.38 (2.6p per week) or 1.99% resulting in a fire precept Band D of £70.59, providing a net budget requirement of £53.735m.
- 17/7.3 Mr Chow also highlighted that the finance settlement was expected before this meeting however it had yet to be finalised by DCLG. He did not expect any change to the figures announced in the provisional finance settlement of 15 December 2016.
- 17/7.4 Members agreed the recommendations to: approve the revenue and capital budgets for 2017/18 and the Medium Term Financial Plan; approve the

basic amount of fire precept Band D for the Dorset & Wiltshire Fire and Rescue Authority as set out in the appendix C, i.e. an increase of £1.38 (2.6p per week) or 1.99% resulting in a fire precept band D of £70.59; and authorised the Treasurer to issue precept notices on the Dorset & Wiltshire collecting authorities accordingly.

- 17/7.5 **Resolved: Members approved the revenue and capital budgets for 2017/18 and the Medium Term Financial Plan.**
- 17/7.6 **Resolved: Members approved the basic amount of fire precept Band D for the Dorset & Wiltshire Fire and Rescue Authority as set out in the appendix C, i.e. an increase of £1.38 (2.6p per week) or 1.99% resulting in a fire precept band D of £70.59**
- 17/7.7 **Resolved: Members authorised the Treasurer to issue precept notices on the Dorset & Wiltshire collecting authorities accordingly.**
- 17/7.8 **Action: The Treasurer to issue precept notices on the Dorset & Wiltshire collecting authorities accordingly**

17/8 Treasury Management 2017/2018

- 17/8.1 Director of Finance & Treasurer, Mr Phil Chow presented the treasury management paper advising that it was a regulatory requirement to bring to the Authority Treasury Management Strategy, Prudential Indicators and the Minimum Revenue Provision Policy for 2017/18. He went on to advise that the regulation was part of the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management (TM) Code of Practice.
- 17/8.2 Mr Chow took Members through Appendix A the Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy); and Appendix B the Capital Prudential indicators
- 17/8.3 Members discussed the paper and Mr Chow confirmed there was a procedure in place to cover overseas investments, following the Icelandic Bank situation, which required sign-off by the Treasurer, in consultation with the Chairman of the Authority and the chairman of the Finance, governance and audit committee.
- 17/8.4 The Chairman outlined the recommendations detailed within the paper that the Members were being asked to approve.
- 17/8.5 Cllr Christopher Devine proposed that all four recommendations be agreed and this was seconded by Cllr Trevor Jones; Members unanimously supported the proposal.

- 17/8.6 **Resolved: Members approved the Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy)**
- 17/8.7 **Resolved: Members approved the Minimum Revenue Provision Policy Statement as defined in paragraph 3.11**
- 17/8.8 **Resolved: Members approved the Treasury Management Prudential Indicators as per Section 5 (Pages 25-29), Appendix A of the Annual Investment and Treasury Management Strategy**
- 17/8.9 **Resolved: Members approved the Capital Prudential Indicators in respect of the Capital Programme 2017/18 (as per Appendix B)**
- 17/9 Proposed changes to the Governance arrangements**
- 17/9.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, introduced the paper advising Members that the aim was to clarify the Committees and their format to provide a clearer approach. He highlighted that the report included some of the recommendations that had come from the internal audit report, noting that the internal Audit report included a suggestion to add governance arrangements to the terms of reference of the Finance and Audit Committee. Following this suggestion Mr Mair highlighted the suggestion to rename the Finance and Audit Committee to the “Finance, Governance and Audit Committee”.
- 17/9.2 The Chairman of the Governance working group, Cllr Spencer Flower, confirmed his support of the recommendations for change outlined within the report.
- 17/9.3 Members discussed the report, highlighting the need for a further change in the quorate numbers for the two sub committees (Finance and Audit Committee and Policy and Resources Committee) suggesting that the quorate numbers for the Policy and Resources Committee and the Finance and Audit committee should be set at five Members on each of the committees.
- 17/9.4 Members also suggested that Group Leaders should be consulted with regards to populating the Appeals Committee.
- 17/9.5 The Chairman suggested to Members that the changes Members proposed should be considered further and that proposed changes to procurement and contractual regulations should be discussed between the Clerk & Monitoring Officer and the Chief Fire Officer.
- 17/9.6 Members agreed to the amendments to the Members’ Handbook, subject to Members’ suggested changes being considered further. This was proposed by Cllr Christopher Newbury and seconded by Cllr Spencer Flower.

- 17/9.7 **Resolved: Members approved the changes to the Members' Handbook subject to amending the quorum for the Finance and Audit Committee and the Policy and Resources Committee to five.**
- 17/9.8 **Resolved: Members approved the change to the title of the Finance & Audit Committee to the "Finance, Governance and Audit Committee".**
- 17/9.9 **Action: the Clerk & Monitoring Officer to consult with Group Leaders about Populating the Appeals committee.**
- 17/9.10 **Action: the Clerk & Monitoring Officer to amend quorate numbers on the Policy and Resources Committee and the Finance, Governance and Audit committee should be set at five Members on each of the committees.**
- 17/10 Pay Policy Statement 2017/2018**
- 17/10.1 Director of Finance & Treasurer, Mr Phil Chow, introduced the Pay Policy statement for 2017/18. He advised that the Localism Act 2011 places an annual requirement on Authorities to produce and publicise a statement setting out their policies on the remuneration of their Chief Officers and lowest paid employees.
- 17/10.2 Members discussed the paper and the pay gap between the lowest and highest paid members of staff. Mr Chow confirmed the pay multiple comparator used by the Government was 20 and referred Members to paragraph 8.10 of the report which provided details of the levels operated by the Service, which were considerably lower.
- 17/10.3 Members agreed they would like more information in the report when it is next provided, so that they are able to consider it more thoroughly, highlighting the requirement for transparency.
- 17/10.4 Referencing Pay Banding, Mr Chow advised that the information is available in the Authority's accounts on the website for the public to view and noted the requirement for further detail to support transparency. Members confirmed the importance of this, highlighting that not all members of the public had access to the internet.
- 17/10.5 Members requested that a breakdown of pay scales and wage brackets be provided to them separate from the meeting. Mr Chow confirmed that he would circulate these to Members.
- 17/10.6 Members suggested that within para 9.1 (Pensions) links should be provided to assist with access to other relevant information where it is available.

- 17/10.7 The Monitoring Officer & Clerk gave assurance that, with the links applied, the Pay Policy Statement would fulfil the requirement to 'produce and publicise' as set out in the Localism Act.
- 17/10.8 With that assurance Members approved the Pay Policy Statement for the financial year 2017/18 which was proposed by Cllr Ann Stribley and seconded by Cllr Garry Perkins.
- 17/10.9 **Resolved: Members approved the Pay Policy Statement for 2017/18.**
- 17/10.10 **Action: the Head of HR to provide links within para 9.1 (Pensions) of the Pay Policy statement to assist with access to other relevant information.**
- 17/11 Date of Next Meeting**
- 17/11.1 The Chairman confirmed with Members the date of the next DWFRA meeting as 9th March 2017 for principle discussion of the future size of the Fire Authority along with items brought forward from the cancelled Policy and Resources meeting, previously organised for 28 March 2017.

The meeting closed at 11:20am

Signature: _____

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DRAFT Minutes of the
Dorset & Wiltshire Fire and Rescue Authority
held at 10:00 hours on Thursday 9 March 2017 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury

These are draft minutes prepared by officers to be approved by the Fire and Rescue Authority at its next meeting.

Members present: Cllr Rebecca Knox, Chairman; Cllr Abdul Amin; Cllr Les Burden; Cllr Steve Butler; Cllr Ernie Clarke; Cllr Christopher Devine; Cllr Beverley Dunlop; Cllr Peter Edge; Cllr Spencer Flower; Cllr Mollie Groom; Cllr Susan Jefferies; Cllr Paul Kimber; Cllr John Knight; Cllr Colin Lovell; Cllr Nick Martin; Cllr Christopher Newbury; Cllr Graham Payne; Cllr Garry Perkins; Cllr Christopher Rochester; Cllr Ricky Rogers; Cllr Vikki Slade; Cllr Ann Stribley; Cllr Joe Tray and Cllr Bridget Wayman.

Officers in attendance: Chief Fire Officer, Benjamin Ansell; Director of Finance & Treasurer, Mr Phil Chow; Clerk & Monitoring Officer, Mr Jonathan Mair; and Democratic Services Officer, Mrs Marianne Taylor.

12/17 Welcome

12/17.1 The Chairman opened the meeting and welcomed attendees including Cllr Kimber to his first Authority meeting. The Chairman thanked the retiring Member, Cllr Mike Byatt, for his excellent contribution and commitment throughout his time as a member of the Authority.

12/17.2 **ACTION: The Clerk to write on behalf of the Authority to Cllr Byatt.**

13/17 Apologies

13/17.1 Apologies were received from Cllr Mark Anderson, Cllr Ronald Coatsworth, Cllr Malcolm Davies, Cllr Colin Jamieson, Cllr Bob Jones and Cllr Trevor Jones.

- 14/17 Code of Conduct and Declarations of Interest**
- 14/17.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act. No disclosures were made.
- 15/17 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 9 February 2017**
- 15/17.1 The Authority considered the minutes of the meeting held on 9 February 2017.
- 15/17.2 **RESOLVED that the minutes be confirmed without amendment, and signed by the Chairman as a correct record.**
- 16/17 Receive the Minutes of the Policy & Resources Committee meeting of 25 January 2017.**
- 16/17.1 The Authority received the minutes of the meeting of the Policy & Resources Committee held on 25 January 2017.
- 16/17.2 **RESOLVED that the minutes be received.**
- 17/17 Independent review of Conditions of Service for Fire and Rescue staff in England**
- 17/17.1 The Chief Fire Officer (CFO) introduced his presentation and provided Members with an update on the initial gap analysis presented to the Policy & Resources Committee on 29 November 2016. He outlined the links to the speech made by the Minister for Policing and the Fire Service on 7 February 2017. He further outlined the key focus areas for fire and rescue service reform.
- 17/17.2 The CFO advised Members that, to reinforce his message, the Minister had recently announced that the first areas of focus for the new inspection regime would be diversity, collaboration and flexible deployment.
- 17/17.3 The CFO added he was currently further strengthening the performance management regime within the Service and the Member oversight arrangements to ensure that the Authority was in the best possible position when the inspection process was initiated. He advised that a new further corporate priority and associated key lines of enquiry would be designed to respond to the Thomas Review to be monitored through the Finance, Governance and Audit Committee. This would be brought back to the Authority at its meeting on 8 June 2017 for its consideration.

- 17/17.4 Members' attention was directed to Appendix A to the report: Gap analysis. Members discussed a wide range of issues associated with the report and the position of the Authority in relation to the findings.
- 17/17.5 Members requested that the results of the staff engagement survey be presented to the next meeting of the Finance, Governance and Audit Committee on 7 July 2017.
- 17/17.6 Members discussed the Ministerial vision around the level of educational attainment for those entering the Fire and Rescue Service. Some Members agreed that there was a need to attract people with higher academic achievements into the Fire and Rescue Service. Other Members challenged the reasoning behind and expressed concern about changes which they believed would unnecessarily restrict entry to the Service by some candidates without the very highest standards of educational attainment.
- 17/17.7 Members requested that expected entry levels for firefighters, both whole time and retained (on-call), be reported to the next meeting of the Policy and Resources Committee on 27 June 2017 such that an Authority position could be communicated with the national working group via the Chairman
- 17/17.8 In considering the recommendations set out in the report, it was proposed that the word 'consult' be replaced with 'note'. Members agreed that this was appropriate.
- 17/17.9 **RESOLVED: That the progress made against the initial gap analysis since the first report was received be noted.**
- 17/17.10 **RESOLVED: That future reporting of progress be made to the Finance, Governance and Audit on a 6-monthly basis.**
- 17/17.11 **RESOLVED: Entry level qualifications for firefighters to be placed on the Policy and Resources Committee agenda for 27 June, for discussion.**
- 17/17.12 **ACTION: Democratic Services to update the Finance, Governance and Audit Committee agenda for 7 July 2017 to include monitoring of the gap analysis and results of the Staff survey.**
- 17/17.13 **ACTION: Democratic Services to update the Policy & Resources Committee agenda for 27 June 2017 to include expected entry levels for firefighters, both whole time and retained (on-call).**
- 18/17 Local Government Pension Scheme administration**
- 18/17.1 The Treasurer presented the report advising that it outlined the current position regarding the provision of administration of the Local Government

Pension Scheme (LGPS) and provides recommendations for the future harmonisation.

- 18/17.2 Currently the LGPS, applicable to corporate staff, was administered under two separate administrations. Staff who were previously employed by Wiltshire and Swindon Fire Authority were included in the Wiltshire Pension Fund administered by Wiltshire Council. Staff who were previously employed by Dorset Fire Authority were included in the Dorset County Pension Fund administered by Dorset County Council. He added that all new corporate staff employed since combination had been included in the Dorset scheme.
- 18/17.3 Members were informed that, whilst it would be possible to continue to participate in both schemes, it was recommended that participation in a single LGPS would provide for a simpler structure, reduce ongoing administrative costs and have more efficient and effective single procedures.
- 18/17.4 Members discussed the paper and the options contained within it, namely:
a) Option 1: Maintain two LGPS schemes;
b) Option 2: A non 'clear-out' transfer of members and associated funds; or
c) Option 3: A full 'clear-out' transfer of members and associated funds.
- 18/17.5 Members were advised that a contracted out reconciliation would need to be undertaken by the Service and that there would be a cost attached.
- 18/17.6 **RESOLVED: That the transfer of the LGPS administration to one of the current administrators under a full 'clear-out' option and application to the Secretary of State for this to go ahead be approved.**
- 18/17.7 **RESOLVED: That the Treasurer be delegated authority - after consultation with the Chairman, Chief Fire Officer and the Clerk & Monitoring Officer - to determine the LGPS administrator from April 2018**
- 18/17.8 **ACTION: The Treasurer to arrange to undertake a 'contracted out reconciliation'.**

19/17 Member Development

- 19/17.1 In the absence of Cllr T. Jones, Cllr Flower presented the paper, outlining the voluntary process for supporting Members in their role. He explained that this provided a personalised opportunity to increase understanding of a complex Service and to discuss areas of Members' personal development that may wish to be pursued. Cllr Flower advised that the process outlined within the paper would both support individual Members and allow the Authority to demonstrate effective governance arrangements and alignment to the Adrian Thomas review, adding that this may be the subject of interest by future government inspections.

- 19/17.2 Members discussed the paper and raised concerns about section 3 of the report stating that ungrouped Members would be disadvantaged by the proposed procedure and the ability of the Service to determine that all confidential conversations had been completed.
- 19/17.3 In order to address this, Members proposed that paragraph 3.1 be reworded to say "... meet individually with their Group Leader or the Chairman..." And that the wording at the beginning of paragraph 3.5 "Following completion of all conversations," be removed. This was agreed.
- 19/17.4 Having considered the paper, Members approved the Member development process as amended.
- 19/17.5 **RESOLVED: That the Member development process be approved, subject to the following amendments:**
- (i) paragraph 3.1 be amended to read "... meet individually with their Group Leader or the Chairman..."; and
 - (ii) the removal from paragraph 3.5 of the words "Following completion of all conversations".
- 19/17.6 **ACTION: Director of Corporate Services to amend the Member development process as agreed in minute 8.5 and put the necessary arrangements in place to deliver the process.**
- 20/17 Date of Next Meeting**
- 20/17.1 The Chairman confirmed with Members that the next meeting would be held on Thursday 8 June 2017 at DWFRS HQ, Wiltshire.
- 20/17.2 Chairman thanked Members and Officers for their hard work and dedication.
- 21/17 Consideration of the exclusion of the Press and Public**
- 21/17.1 The Clerk & Monitoring Officer outlined the law relating to the exclusion of the press and public from local authority meetings. He explained that there was a two-part test to be applied:
- 1. Is the subject matter of the report within one of the categories of potentially exempt information described in part 2 of schedule 12A Local Government Act 1972 and
 - 2. Is it in the public interest that the press and public should be excluded in order to enable confidential business to be dealt with in closed session.
- 21/17.2 In relation to the first part of the test the Clerk and Monitoring Officer explained that the information in the report related to the business affairs of

the Authority and so was potentially exempt from discussion in public. In relation to the second part of the test Members would need to decide whether the public interest required that the item should be dealt with in closed session. In this respect he referred to sensitivity around the pre-election purdah period and the timing of any consultation with constituent councils.

21/17.3 Members discussed the proposal to exclude the press and public for the reasons given by the Clerk & Monitoring Officer. However, following deliberation, Members voted in favour of keeping the meeting open to the public.

21/17.4 **RESOLVED: That the press and public not be excluded from the meeting for the remainder of the agenda.**

21/17.5 **ACTION: Democratic Service to ensure that the report was made publically available and publish in line with other papers.**

22/17 Possible change in the membership of the Fire and Rescue Authority

22/17.1 Cllr Flower introduced the report reminding Members that at its meeting on 23 June 2016 the Fire and Rescue Authority resolved that a Governance Working Group be formed to complete a review of the Authority's governance arrangements by May 2017.

22/17.2 The terms of reference of the Group included: to consider and provide options in respect of the total number of elected Members on the Authority and to determine the appropriate process for any subsequent amendment to the Combination Order and the Authority's standing Committees.

22/17.3 The Governance Working Group had met five times and a Governance Seminar was provided for all Members. There were a range of options for a possible reduction in the number of elected Members of the Authority; potential consequential changes to the Authority's governance arrangements and suggested next steps.

22/17.4 Members discussed the options fully and were generally in support of those options that gave equal representation between the north and south of the area served by the Authority. A number of Members raised issues associated with the timing of any potential reduction given that local government review was being considered across Dorset, Bournemouth and Poole. The Clerk and Monitoring Officer stated that any reviewed membership as a result of Local Government Reorganisation in Dorset would not have a significant impact on the proposals being considered by the Authority.

- 22/17.5 Members also raised issues about the effect that any potential membership might have on the existing governance arrangements and the committee structures. The Clerk and Monitoring Officer explained that any significant reduction would necessitate a review of the Authority's governance arrangements. Both of the predecessor fire and rescue authorities had operated effectively with fewer members and in a smaller Dorset and Wiltshire Fire and Rescue Authority it would be possible to devise governance arrangements which maintained local accountability and at the same time improved the efficiency and effectiveness of the Authority more generally.
- 22/17.6 The Clerk and Monitoring Officer also referred to the Adrian Thomas review, the Policing and Crime Act and recent announcements by the Minister for Policing and Fire as key factors driving the need to slim down governance structures across the fire and rescue service sector more generally.
- 22/17.7 After much debate and having been proposed by Cllr Flower and seconded by Cllr Perkins, upon being put to the vote, it was agreed in principle to support a reduction in the membership of the Authority to 18 members.
- 22/17.8 The Clerk & Monitoring Officer outlined the process that would follow this meeting; a letter would be sent to the five constituent councils seeking their views about the proposed changes. The views received would be presented to the meeting of the Authority on 8 September 2017.
- 22/17.9 **RESOLVED: That a proposed membership of the Dorset & Wiltshire Fire and Rescue Authority of 18 be approved in principle as the basis for consultation with constituent authorities.**
- 22/17.10 **RESOLVED: That the views of the constituent councils be reported at the meeting of the Dorset & Wiltshire Fire and Rescue Authority on 8 September 2017.**
- 22/17.11 **ACTION: the Clerk & Monitoring Officer to write to the constituent councils to consult them about the proposed membership changes.**

The meeting closed at 13:05hrs.

Signed: _____

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WILTSHIRE POLICE AND CRIME PANEL

**DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING
HELD ON 2 MARCH 2017 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE,
SALISBURY, SP2 7TU.**

Present:

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

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPPC
Naji Darwish – OPCC
Ryan Hartley – OPCC

Kevin Fielding – Wiltshire Council

1 Apologies for Absence

Apologies were received from Chris Henwood – Co-Opted, Independent member.

2 Minutes and matters arising

Decision:

- **The minutes of the meetings held on Thursday 1 December 2016 and Wednesday 11 January 2017 were agreed as a correct record and signed by the Chairman.**

3 Declarations of interest

There were no declarations of interest.

4 Chairman's Announcements

- That the Workshop held on Thursday 23 February at Wiltshire History Centre had been well received. The Commissioner was thanked for his input, and the members for their valued contributions.
- The Chairman asked members for their views on whether future March meetings would be better moved to a late March, or April date, as the next meeting in the schedule was June.
- That at a recent meeting of PCP Chairmen it had been decided to pursue the establishing of a National Association of Police and Crime Panels.

5 Public Participation

There was no public participation.

6 Quarterly data (Q3)- Performance / Risk / Finance / Complaints

The Commissioner outlined a report setting out his quarterly performance data – Quarter Three 2016-17 (1 April – 31 December 2016).

Points made included:

- There were 10,834 crimes recorded during quarter three.
- In the 12 months to December 2016, 40,812 crimes were recorded. This represented an increase of 12 per cent on the previous 12 months.
- Wiltshire's position was not statistically an exception with the recorded crime rate per 1,000 population and also percentage increase both being in line with national average.
- Nationally, there continued to be an increase in recorded crime, with the latest Crime Survey of England and Wales (CSEW)¹ citing an eight per cent increase in police recorded crime in the 12 months to September 2016.
- That Wiltshire Police had been graded Good by HMIC in its latest PEEL report.

Requests from PCP members:

- That a new sub group for Aggravated and Hate Crime be added to future Crime volume comparison to previous year tables. *It was agreed by the OPPC that this would be done.*
- That the next report would contain statistical information for Cracked and Ineffective Trials.
It was agreed by the OPPC that this would be done for the Q4 report.
- That a report re Responses to 101 Calls to come to the June meeting.
It was agreed by the OPPC that this would be done.

Deep Dive – Focus on particular Police and Crime Plan objective.

The report was noted.

Risk Register – Quarter Three 2016-17 (1 April – 31 December 2016).

After discussion the report was noted.

The Chairman thanked the Commissioner for his report, and congratulated Wiltshire Police and the OPPC on the recent HMIC report.

7 Police and Crime Plan

The commissioner presented the revised Wiltshire and Swindon Police and Crime Plan 2017-2021.

The consultation report and final draft Police and Crime Plan were noted.

8 Review of Community Policing

Cllr Richard Britton advised that he had met with Naji Darwish and Chris McMullen – OPCC to look at the structure of the review process.

Cllr Britton was impressed by the scope and ambition of the study. PCP members had been invited to contribute to the process.

It was agreed that Cllr Richard Britton, Cllr Chris Caswill, Cindy Creasy and Chris Henwood, (on a limited basis) would head up the PCP involvement, and would meet with Naji Darwish and OPPC staff for further scoping at a date to be agreed.

9 Service Commissioning - 2017/18

The Commissioner outlined the report which highlighted the PCC commissioning allocations for the Community Safety Fund and Victims Fund 2017/18.

The Chairman felt that the plan contained good useful information.

The report was noted.

10 Member Questions

Three questions raised by Cllr Richard Britton. These questions and responses from the OPPC were contained in the agenda pack.

Supplementary question re Special Constables raised by Cllr Richard Britton.

How will you integrate Special Constables into the New Policing Model?

This was very much a work in progress, the Specials do wish to become part of the wider team. They are a great asset to have, and part of the core of policing.

11 Commissioner's Blog

The Commissioner's Blog was noted.

12 Forward Work Plan

The Forward Work Plan was noted.

13 Future meeting dates

The next meeting of the Police and Crime Panel will be on Thursday 29 June 2017 – Corn Exchange, Devizes.

Future meeting dates were:

- Thursday 7 September 2017 – County Hall, Trowbridge.
- Wednesday 7 December 2017 – Swindon Borough Council Offices.

(Duration of meeting: 10.00 am - 12.25 pm)

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