



## **SWINDON BOROUGH COUNCIL**

**Municipal Year 2017/18**

**Meeting of Council on Thursday, 25 January 2018**

### **ITEM - MINUTES OF OTHER COUNCIL BODIES**

#### **SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES**

1. Minutes of meeting Monday, 27 November 2017 of Special Committee  
(Pages 5 - 6)
2. Minutes of meeting Tuesday, 28 November 2017 of Audit Committee  
(Pages 7 - 10)
3. Minutes of meeting Monday, 6 November 2017 of Standards Committee  
(Pages 11 - 16)

#### **SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES**

4. Minutes of meeting Monday, 23 October 2017 of Scrutiny Committee  
(Pages 19 - 24)
5. Minutes of meeting Monday, 20 November 2017 of Scrutiny Committee  
(Pages 25 - 30)
6. Minutes of meeting Monday, 11 December 2017 of Scrutiny Committee  
(Pages 31 - 34)
7. Minutes of meeting Monday, 8 January 2018 of Scrutiny Committee  
(Pages 35 - 38)

8. Minutes of meeting Tuesday, 7 November 2017 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 39 - 44)
9. Minutes of meeting Wednesday, 29 November 2017 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 45 - 50)
10. Minutes of meeting Monday, 27 November 2017 of Resources and Corporate Overview and Scrutiny Committee (Pages 51 - 52)

### **SECTION 3 - REGULATORY COMMITTEES**

11. Minutes of meeting Tuesday, 10 October 2017 of Planning Committee (Pages 55 - 58)
12. Minutes of meeting Tuesday, 14 November 2017 of Planning Committee (Pages 59 - 62)
13. Minutes of meeting Monday, 18 December 2017 of Licensing Committee (Pages 63 - 64)
14. Minutes of meeting Monday, 30 October 2017 of Licensing Panel (Pages 65 - 66)
15. Minutes of meeting Wednesday, 22 November 2017 of Licensing Panel (Pages 67 - 72)
16. Minutes of meeting Wednesday, 6 December 2017 of Licensing Panel (Pages 73 - 76)
17. Minutes of meeting Tuesday, 9 January 2018 of Education Transport Appeals Sub-Committee (Pages 77 - 78)

### **SECTION 4 - CHILDREN SERVICES BODIES**

18. Minutes of meeting Tuesday, 5 December 2017 of Schools Forum (Pages 81 - 84)
19. Minutes of meeting Tuesday, 5 December 2017 of Standing Advisory Council on Religious Education (Pages 85 - 90)

### **SECTION 5 - POLICE AND FIRE AUTHORITIES**

20. Minutes of meeting Tuesday, 8 September 2017 of Dorset and Wiltshire Fire Authority (Pages 93 - 98)

## **Section 1**

# **Special, Audit and Standards Committee Minutes**

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**SPECIAL COMMITTEE**

**MONDAY, 27 NOVEMBER 2017**

PRESENT:- Councillors David Renard (Chair), Steve Allsopp, Fionuala Foley, Jim Grant, Cathy Martyn, Des Moffatt, Stan Pajak, Garry Perkins, Kevin Small, Oliver Donachie and Mary Martin.

Apologies for absence were received from Councillors Brian Ford and Russell Holland (Vice-Chair).

**8. Declarations of Interest**

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

**9. Minutes**

Resolved –That the minutes of the meeting held on 19<sup>th</sup> July 2017 be confirmed and signed as a correct record.

**10. Public Question Time**

There were no public questions.

**11. Wichelstowe Joint Venture - Governance Arrangements**

Further to Minute 54 of the Cabinet, and Minute 59 of the Council, both regarding the proposed governance arrangements for the Wichelstowe Joint Venture, the Special Committee received a report inviting consideration of the appointment of Council representatives to the Wichelstowe Joint Venture Board.

It was noted that this matter had been the subject of a motion at Council which had proposed that the Council's representatives on the Joint Venture Board should be the Chief Executive, the Corporate Director, Resources and Growth, and the Director of Finance (S151 Officer). However, in response to concerns raised by the Labour Group at the meeting regarding the appointment of only non-elected representatives to the Board, and, in particular, matters of oversight and the potential for conflict of interest, Council agreed that, in order to allow for a more considered discussion of the proposal, and given the time constraints for the establishment of the Joint Venture Board, the matter of the appointment of representatives should be deferred for determination by the Special Committee.

The report offered additional explanation of the motion put at the Council meeting, advising that, since the work to be undertaken by the Board at this early stage would be of a, primarily, technical and professional nature, it was felt that officers would be better placed to respond. The meeting was also advised that there would be a significant time commitment during normal office hours, as with any commercial venture at commencement, and that it was felt this might place undue burdens on Councillors and their own employment commitments. Consequently, in order to expedite delivery of the Joint Venture, officer representation was considered to be most expedient and appropriate, at least in the initial stages. There was an

assurance in the report that this arrangement would be kept under review and that, in the interim, the responsible Cabinet Member would will retain political accountability and kept fully briefed.

Resolved – (1) That the Chief Executive, the Corporate Director, Resources and Growth, and the Director of Finance (S151 Officer) be appointed as the Council's representatives on the Wichelstowe Joint Venture Board,

(2) That, in response to members' comments at the meeting, arrangements be made for the Leader of the Council and the Leader of the Labour Group to attend a briefing meeting with the Cabinet Member for Strategic Planning and Sustainability on the detail of the draft Joint Venture Agreement and Business Plan.

(3) That the Council's representation on the Joint venture Board be reviewed at the Annual council meeting in May 2018.

### AUDIT COMMITTEE

**TUESDAY, 28 NOVEMBER 2017**

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

#### **23. Declarations of Interest**

The Chair reminded members to declare any known interests in any matter to be considered. No such declarations were made.

#### **24. Public Question Time**

There were no public questions.

#### **25. Minutes**

Resolved - That the minutes of the meeting held on 13<sup>th</sup> September 2017 be confirmed and signed.

#### **26. Mid Year Treasury Performance 2017/18**

The Committee received a joint report of the Cabinet Member for Finance and Commercialisation and the Corporate Director, Resources and Growth setting out the mid-year Treasury Management performance for 2017/18.

Resolved – That the mid-year Treasury Management performance as at the end of September 2017 be noted.

#### **27. Corporate Risk Management Update**

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

The Director of Performance, Organisational Improvement and Communications and the Corporate Planning Lead, Resources introduced the report, providing an overview of the work done in support of the Council's Risk Management processes and to integrate and align with the Council's performance management arrangements and changes made to the corporate risk management process and the Corporate Risk Register following input from members of the Audit Committee.

The Corporate Planning Lead, Resources took members through the detail of the report, expanding on the main key risk areas identified in the Corporate Risk Register, attached to the report at Appendix 1, and the respective causes, impacts

and mitigating actions to reduce likelihood for each of the major identified risk areas.

Councillors Des Moffatt and Kevin Small asked a series of questions including: the weightings used before and after mitigation, the quality assurance on mitigation measures, the effect of uncertainty from the national political context on risk, and the impact of safeguarding issues. Officers responded at the meeting.

Councillor Moffatt undertook to send an email to officers concerning meetings with parishes, to which he had not been invited as chair, to discuss mitigating measures. The Chair requested that the email be included alongside the Minutes.

Resolved – (1) That the report be noted and that the risk management approach and processes and risks captured in the Corporate Risk Register be endorsed.

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

(3) That the officers be thanked for attending the meeting and for their full and open responses to members' questions and observations on matters relating to the Council's Corporate Risk Management Strategy and specific issues relating to the key risk areas identified in the Corporate Risk Register.

## **28. Internal Audit report: Performance and Risk**

The Committee received a report of the Head of Internal Audit on the key findings of the Internal Audit of the Council's performance and risk management framework. It was noted that the review had identified number of areas where there remained opportunities to develop processes and increase the Council's maturity in relation to performance and risk, including:

The regular integrated review of performance and risk at CMT and LAG level

The inconsistent culture and practice below CMT level in relation to using performance and risk information.

Although performance culture appears to be improving, as evidenced by the ongoing development of performance and risk scorecards for each of the Council's directorates, it was recognised that Heads of Service and Corporate Management Team needed to champion performance and risk management at a directorate and service level, to ensure required processes embed in the organisation and the benefit of performance and risk management is delivered.

The absence of standards or guidance to determine how performance and risk management should be applied to the Council's partnerships. Issues had been identified in relation to a lack of transparent reporting, or lack of KPIs to govern these.

As a result, the Internal audit review had found that the impact and materiality of Performance and Risk Management was considered high and that satisfactory arrangements are in place resulting in a moderate risk to the Council.

The Council's Corporate Planning Lead Officer was in attendance and provided the meeting with 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.

**29. External Audit: Annual Audit letter**

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

Elizabeth Cave, the External Auditors' Director for the Council, introduced the report, summarising the key findings arising from their work at the Council for the year ended 31 March 2017, as reported in detail to the last meeting of the Audit Committee in the Audit Findings report. Ms Cave made reference to the Council needing to continue to review its accounts processes and supporting documentation to enable it to meet the requirement to have its accounts audited and opinion issued by the earlier deadline next year of July 31<sup>st</sup>, as set out by the Government.

Resolved – (1) That the report be noted.

(2) That, following the Chair's announcement that this would be the last Audit Committee attended by Elizabeth Cave, this Committee records its appreciation for the work of Ms. Cave on behalf of Swindon Borough Council.

**30. External Audit: Progress and update**

Chris Hackett (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at November 2017, in respect of the delivery of their audit responsibilities. .

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

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

**31. Head of Internal Audit update**

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in September 2017, progress made against the Annual Internal Audit Plan 2017/18 and Internal Audit staffing and resource issues.

Resolved – That the report be noted.

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**STANDARDS COMMITTEE**

**MONDAY, 6 NOVEMBER 2017**

PRESENT:- Councillors David Wood (Chair), Steve Weisinger (Vice-Chair), Jane Milner-Barry, Teresa Page, Kevin Parry, Eric Shaw, Vera Tomlinson and Joe Tray, Mr Trevor Davies, Mr Mike Compton, Mr Richard Hailstone, Mr Paul Morris and Mr Keith Strickland.

Apologies for absence were received from Councillor Timothy Swinyard and Mr David Dawson.

**10. Declarations of Interest**

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

Mr Keith Strickland declared a personal interest in Item 14 – Swindon Independent Remuneration Panel in his capacity as Chair of the Panel, and left the room during discussion of this item.

**11. Minutes**

Resolved – That the minutes of the meeting held on 17<sup>th</sup> July 2017 be confirmed and signed as a correct record.

**12. Public Question Time**

There were no public questions.

**13. Exempt Items - Exclusion of Press and Public**

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

<u>Item No.</u>	<u>Paragraph Nos.</u>	<u>Minute No.</u>
8	1 and 2	16

**14. Swindon Independent Remuneration Panel**

The Committee considered a report from the Director of Law and Democratic Services seeking approval of the appointment of a Lay Representative to serve on the Swindon Independent Remuneration Panel (IRP), and inviting the Committee to review the current role profile of Panel members and the level of allowance paid to them.

Appointment of Lay Representative

The Committee noted that the three year period of Mr Ram Thiagarajah's appointment to the IRP as a Lay Representative ended in October 2017. It was also noted that, since there is no restriction on the re-appointment of members, Mr Thiagarajah had been approached with a view to him continuing to serve on the IRP and that he had advised that he was willing to do so.

#### Panel Member – Role Profile

The Committee was invited to review the Panel Member Role Definition, attached at Appendix 1 to the report, used to assist in the recruitment of panel members. It was noted that the role profile had not been reviewed or updated for some years. To assist with their review, members were invited to compare the Council's role profile with those used by Medway Council and Plymouth City Council, two authorities within the former Audit Commissions 'family grouping' to which Swindon Borough Council belonged, which had been included in Appendix 1.

#### Panel Member – Remuneration

The Committee noted that an annual allowance of £200 is paid to members of the IRP for their service. This amount had remained constant since January 2005, at which time it had been increased from £125 to reflect the additional responsibilities that had been placed on the Panel as a result of the Local Authorities (Members Allowances) (England) Regulations 2003.

The committee observed that the prevalent fiscal and social circumstances in place at the time will affect the nature of each review of members' remunerations levels and, consequently, the time commitment required from Panel members. In view of the potential time commitment required from Panel members, and the period of time since the last review of the allowances paid to them, the Standards Committee was invited to consider whether an increase in the annual allowance paid to IRP members remained appropriate.

In order to assist the Committee, a matrix showing the IRP information provided by the local authorities within the Council's former 'family grouping' was provided for comparative purposes (Appendix 2 to the report). Additionally, the views of the Panel members themselves had been sought. It was noted that the panel members were generally supportive of a review being undertaken. It was also noted that none of the Panel members had asked for an increase in the amount payable.

Following the presentation of this item by the Monitoring Officer, members were given the opportunity to put questions and make observations on the matters raised. These included:

- Whether incremental payments should be paid on top of the existing allowance, to be determined by the number of hours Panel members end up spending on a review.
- General agreement by members of the Committee that there should be an increase to the allowance at this time, and that a system to regularly review the allowance should be introduced.
- Noting that the Basic Allowance (BA) paid to Councillors has been index linked to the percentage increase to officers awarded in the national pay round and whether this should also be applied to the IRP allowance.

- Whether a retrospective 1% increase of £2 per year would reasonably reflect how the allowance may have increased in the last 12 years should it have been reviewed during that time.

Resolved – (1) That the appointment of Mr Ram Thiagarajah as a Lay Representative on the Swindon Independent Remuneration Panel for a further period of three years be approved.

(2) That the current membership of the Independent Remuneration Panel be noted and endorsed.

(3) That the current role profile of the Swindon Independent Remuneration Panel Member (attached to the report at Appendix 1) be endorsed.

(4) That the level of allowance paid to the Swindon Independent Remuneration Panel members be increased to £225 with immediate effect.

(5) That, further to (4) above, the IRP allowance be index linked to any % increase awarded to officers in the national pay round until 2020, at which time the allowance be further reviewed.

## **15. Ethical Framework Update**

The Committee considered a report from the Director of Law and Democratic Services which provided an update on the following matters relating to the Ethical Framework and issues of probity in the Council.

### Dispensations

The Committee noted that no dispensations had been requested by Councillors since the last meeting.

### Summary of Code of Conduct Complaints

The Committee noted the summary of Code of Conduct complaints, set out in paragraph 3.5 of the report.

### The Council's Codes and Protocols

The Committee was invited to consider whether the Council's Various Codes and Protocols remained fit for purpose. No updates were recommended but, in accordance with the Committee's previously utilised review process, the Monitoring Officer was asked to consult on each of the Codes and Protocols with relevant officers, the political groups on the Council, and also with the Parish and Town Councils, and report back to the Standards Committee at its meeting on 15<sup>th</sup> January 2018.

In considering this item, the following matters were discussed:

- How the 'Recording, Photography and use of social media' protocol and guidance document had last been refreshed in May 2015 following legislative changes, and so is considered technologically up-to-date.
- That current Council employees receive a twice yearly update on the ethical framework, and are advised through the Core Brief when there has been any changes to the Codes and Protocols that affect them.
- The internal audit recently undertaken of social media in relation to officers, and how it could be extended to councillors considering the number of Code of Conduct complaints received relating to forums like Facebook.
- The research undertaken by the Council on live-streaming its meetings (which was ultimately determined to be cost-prohibitive).

### Update to the Council's Ethical Audit Self-Assessment

The Committee was invited to review the annual Ethical Audit Desktop Analysis, attached at Appendix 2 to the report. It was agreed that the Desktop Audit should be endorsed without amendment.

Councillor Steve Weisinger, in his capacity as Chair of the Audit Committee, advised members that the whistleblowing process is very successful, and that feedback from cases will be of benefit to the Council in numerous ways.

### Member Training

The Committee noted the details of the training and development events planned for the 2017-18 Municipal Year attached at Appendix 3 to the report. It was also noted that a log of member attendance, and the feedback received from councillors at these events, will be kept and reported to this Committee at a future meeting.

The Monitoring Officer confirmed that he had conducted two training sessions for Parish Councillors since the last meeting of this committee; namely, Code of Conduct on 18<sup>th</sup> September 2017 (9 attended), and Chairing Skills on 27<sup>th</sup> September 2017 (2 attended). A further session on decision-making / governance is planned for 8<sup>th</sup> November 2017.

### Consultation on updating the disqualification criteria for local authority members

The Committee was advised that, on 18<sup>th</sup> September 2017, the Department for Communities and Local Government had published a consultation paper setting out the government's proposals for updating the criteria disqualifying individuals from being elected, or holding office, as a local authority member or directly elected mayor. The proposal, attached at Appendix 4 to the report, is to update the disqualification criteria to include an individual being added to the sex offenders register, being given an Anti-social Behaviour Injunction, and being given a Criminal Behaviour Order. It was further noted that the consultation closes on 8<sup>th</sup> December 2017.

In considering this item, the Committee noted that Civil Injunctions (proposed by the paper as one of the disqualification criteria) are a particular type of injunction which have proven controversial and may require further thought before being used as a criteria because, as they currently stand, they have too broad a definition and are open to being used maliciously.

The Committee agreed that individual member responses would be submitted to the Monitoring Officer by 20<sup>th</sup> November 2017 in order that a draft response to the consultation on behalf of the Committee be created and circulated electronically to members for approval prior to final submission by the 8<sup>th</sup> December 2017.

### Committee on Standards in Public Life

The Committee was advised that the Committee on Standards in Public Life had held a 'horizon scanning' breakfast on 10<sup>th</sup> July 2017 which brought together a range of interested organisations and individuals to look ahead at possible ethical standards issues on the horizon. The discussions had included the role of the Committee, public perceptions of MPs, social media, local government, referendums, and public service providers.

The Committee noted the contents of the minutes from the 'horizon scanning' breakfast, attached at Appendix 5 to the report.

Resolved – (1) That the Ethical Framework Update, including dispensations granted to members of the Borough Council, the Summary of Code of Conduct complaints, the latest position regarding member training and development within the Borough, and the update from the Committee on Standards in Public Life be noted.

(2) That, in order to facilitate the Standards Committee's annual review of the Council's Codes and Protocols, attached at Appendix 1 to the report, the Monitoring Officer be asked to consult on each document with relevant officers, the political groups on the Council, and with Parish and Town Councils, and recommend any valid changes to the Standards Committee at its meeting on 15th January 2018.

(3) That, further to (2) above, members of the Committee be invited to submit to the Monitoring Officer the details of any particular issues that they would wish to be considered as part of the annual review of the Codes and Protocols.

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

(5) That members of the Committee be invited to submit responses to the consultation on the disqualification criteria for local authority members, as set out in Appendix 4, to the Monitoring Officer by 20<sup>th</sup> November 2017.

(6) That, further to (5) above, the Monitoring Officer, in consultation with the Chair of the Committee, be authorised to submit a response to the consultation on behalf of the Committee, the draft of which to be circulated electronically to members for approval prior to final submission by the 8<sup>th</sup> December 2017.

## **16. Ethical Compliance Report**

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

Resolved – That the Ethical Compliance Report be noted.

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## **Section 2**

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

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**SCRUTINY COMMITTEE**

**MONDAY, 23 OCTOBER 2017**

PRESENT:- Councillors Robert Wright (Chair), Mark Dempsey, Dale Heenan, Emma Faramarzi (Vice-Chair), Nick Martin, Des Moffatt, Kevin Parry, Gary Sumner, Caryl Sydney-Smith, Chris Watts and Steve Weisinger

Councillors Fionuala Foley (Cabinet Member for Children's Services and School Attainment), Russell Holland (Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation), Mary Martin (Cabinet Member for Communities and Place), Cathy Martyn (Cabinet Member for Housing and Public Safety) and Garry Perkins (Cabinet Member for Regeneration)

Apologies for absence were received from Councillors Claire Ellis, Timothy Swinyard and Vera Tomlinson

**28. Declarations of Interest**

The Chair reminded members to declare known interests in any matter to be considered. No such declarations were made.

**29. Public Question Time**

There were no public questions.

**30. Minutes**

Resolved – That the minutes of the meeting held on 11<sup>th</sup> September 2017, be confirmed and signed.

**31. Council Motion - Reducing Drugs Misuse**

On consideration of the following motion from Councillor Stan Pajak, seconded by Councillor Steve Allsopp, considered by Council, at its meeting on 28<sup>th</sup> September 2017:

“This Council notes:

1. Swindon like most towns and cities in this country has seen a shockingly high rise in the number of drug users.
2. That deaths related to drug misuse in this country are at their highest levels since records began.
3. The recent successful court case where drug dealers in Swindon were convicted was accompanied by a statement by Wiltshire Police regarding how London gangs are travelling to our town to sell class A drugs bringing with them violence and blighting the lives of people living within the local communities.
4. The dramatic rise in the highly dangerous disposal by users of needles and syringes in our public parks and open spaces exemplified by many recent cases.

This Council believes amid our continuing efforts with our Health partners to reduce drug misuse we must ensure that members of the public remain safe when using our open spaces and ensure our council workers remain safe when they collect sharps associated with drug usage. It therefore requests the Scrutiny Committee to consider setting up a task group to identify opportunities to reduce the incidence of drug related litter in Swindon.

Resolved – That the motion be referred to the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee for its consideration.

### **32. Consideration of Cabinet Decisions**

#### *44. Annual Report of the Dorset and Wiltshire Fire and Rescue Service and Authority*

Resolved – That Minute 44 of the Cabinet be noted.

#### *45. Swindon – A Learning Town*

Resolved – That Minute 45 of the Cabinet be noted.

#### *46. Council Tax and Care Leavers*

Resolved – That Minute 46 of the Cabinet be noted.

#### *47. Fire Safety in High Rise Residential Blocks of Flats*

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety responded to questions put by Councillors Mark Dempsey and Dale Heenan on the following matters:

- The materials used in cladding the David Murray John (DMJ) Tower
- The use of Sprinklers in the DMJ Tower

Resolved – That Minute 47 of the Cabinet be noted.

#### *48. Budget Update*

Councillor Russell Holland, Cabinet Member for Finance and Commercialisation, and Councillor Garry Perkins, Cabinet Member for Regeneration, responded to questions put by Councillors Mark Dempsey and Bob Wright on the following matters:

- The timescale for reorganising STEAM so as to maximise income generation
- The invitation to bid for the 100% business rates pilot scheme for 2018/19
- The Swindon Programme's £30m cuts in 30 months

Resolved – That Minute 48 of the Cabinet be noted.

#### *49. Swindon Museum and Art Gallery – Round 1 Bid Submission*

Councillor Garry Perkins, Cabinet Member for Regeneration responded to questions put by Councillors Mark Dempsey and Dale Heenan on the following matters:

- The total exposure to the Council's finances of the Heritage Lottery Fund bid to secure funding to develop a detailed business case for the proposed new Museum and Art Gallery.

Resolved – That Minute 49 of the Cabinet be noted.

#### *50. County Ground Recreation Improvements and Asset Transfer*

Resolved – That Minute 50 of the Cabinet be noted.

#### *51. Polling District and Places Review*

Councillor Mary Martin, Cabinet Member for Communities and Place responded to a question put by Councillor Chris Watts regarding apparent anomalies between new parishes and existing polling district areas

Resolved – That Minute 51 of the Cabinet be noted.

#### *52. Swindon Borough Local Plan Review – Regulation 18 (Issues and Options) Consultation*

Councillor Russell Holland, Cabinet Member for Finance and Commercialisation responded to questions put by Councillors Mark Dempsey and Gary Sumner on the benefits to the Council of producing the Local Plan

Resolved – That Minute 52 of the Cabinet be noted.

#### *53. Affordable Housing Development Update*

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, responded to questions put by Councillors Des Moffatt and Mark Dempsey on the following matters:

- The total number of Council affordable housing units developed this year compared to previous years.
- Consultation with Ward Members on the Queens Drive scheme.

Resolved – That Minute 53 of the Cabinet be noted.

#### *54. Wichelstowe Joint Venture*

Councillor Russell Holland, Cabinet Member for Finance and Commercialisation responded to questions put by Councillor Des Moffatt on the following matters:

- Ensuring that the Joint Venture agreement for the development of Middle and West Wichel is the best possible for the Council

Resolved – That Minute 54 of the Cabinet be noted.

#### *55. Site in South East Swindon – Proposed Disposal and Collaboration Agreement*

Resolved – That Minute 55 of the Cabinet be noted.

## *56. Carriage Works Investment*

Resolved – That Minute 56 of the Cabinet be noted.

### **33. Cabinet Member Question and Answer Session - Cabinet Member for Communities and Place**

Councillor Mary Martin, Cabinet Member for Communities and Place, was in attendance and presented to the Committee a detailed report summarising progress and performance in respect of each of the following areas within her portfolio of responsibility:

- Waterside Depot Management, including Household Waste Recycling Centre
- Streetsmart
- Public Toilets
- Waste Disposal/Waste Minimisation
- Street Lighting (maintenance and strategic)
- Street Cleaning
- Recycling
- Refuse Collection – Domestic and Trade
- Ground and Tree Maintenance and Open Spaces
- Removal of Graffiti and Abandoned Vehicles
- Parks (Streetsmart services only)
- Environmental Issues Landscape and Countryside (including Community Forest)
- Playgrounds, including those that are not presently utilised
- Maintenance of Roundabouts and non-HRA verges
- Cemeteries and Crematoria Assets
- Building and Engineering
- Building Services, cleaning, catering and security services
- Gullies and drainage, minor road repairs, potholes
- Strategic Transport Network
- Public Transport (including Concessionary Fare, Specialist Transport, Council Transport and Fleet Management)
- Traffic and Transport Forward Planning (including Local Transport Plan and implementation of Local Transport Plan)
- Strategic Highways and Maintenance Works
- Building community capacity
- Liaison with Parishes and increased collaboration
- Libraries
- Leisure Strategy and relationship with GLL

In overseeing these areas, the Cabinet Member for Communities and Place is responsible for the delivery of the following pledges in pursuance of the Council's Vision:

- Priority One: Improve infrastructure and housing to support a growing, low carbon economy

- Priority Three: Ensure clean and safe streets and improve our public spaces and local culture
  - Pledge 23: Find new ways to engage communities and neighbourhoods to increase the cleanliness of their local areas.

Following her presentation of the report, Councillor Martin responded to observations and questions put by the Chair and Councillors Dale Heenan, Chris Watts, Gary Sumner, Mark Dempsey and Kevin Parry on the following matters:

- The allocation of Streetsmart activities between different Parishes.
- Data sharing documentation with Libraries.
- The completion of the final design for the Junction 15 roundabout.
- Signalling and road signage issues at the Greenbridge roundabout.
- Parishes and the responsibility for footpaths.
- No increase in fly-tipping compared to the change of hours at the Household Waste Recycling Centre.
- The change in ownership of Thamesdown Transport to Gosouthcoast
- Charging for clearing up fly-tipping in Parished areas.
- A business case for the renewal of street lighting in relation to energy consumption and structural integrity.
- The monitoring of accident statistics on busy roads.
- The current state of play with regard to the proposed extension to Thamesdown Drive.
- The allocation of Street Wardens within Parished areas.

Resolved – (1) That Councillor Mary Martin 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 information requested by members during the course of the Committee's consideration of this item be forwarded to them via the Committee Officer.

### **34. Review of Full Council Decisions**

The Director of Law and Democratic Services submitted a report concerning the decisions made by Full Council between May 2016 and July 2017, the current status of these decisions (completed or outstanding) and outlining the actions taken by Officers in responding to the decisions.

Resolved – That the report be noted

### **35. 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, as agreed by the Committee at its meetings on 19<sup>th</sup> June and 17<sup>th</sup> July 2017.

Resolved – That the work programme 2017/18 be noted

### **36. 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**

**MONDAY, 20 NOVEMBER 2017**

PRESENT:- Councillors Robert Wright (Chair), Ray Ballman, Claire Ellis, Dale Heenan, Emma Faramarzi (Vice-Chair), Des Moffatt, Kevin Parry, Gary Sumner, Timothy Swinyard and Vera Tomlinson

Councillor Garry Perkins (Cabinet Member for Regeneration)

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

**37. 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 Timothy Swinyard made a personal, non-prejudicial declaration of interest in respect of agenda item 5 ("Cabinet Member Question and Answer session - Cabinet Member for Regeneration"), as he was a Board Member for the Lydiard Park Trust.

**38. Public Question Time**

Mrs Deborah Lewis, a local resident and Business owner, asked questions about the town centre regeneration, in particular Fleet Street and Bridge Street. The Chair asked for a written response be sent to Mrs Lewis.

**39. Minutes**

Resolved – That the minutes of the meeting held on 23<sup>rd</sup> October 2017, be confirmed and signed as a correct record.

**40. Cabinet Member Question and Answer Session - Cabinet Member for Regeneration**

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

- Current Museums, including STEAM
- Swindon Museum and Art Gallery
- Community Heritage
- Regeneration
- Client Member for FSL Ltd
- Town Centre regeneration (including inter alia, Aspen House, Kimmerfields, and the Carriage Works, bus station, town centre parking strategy, Fleming Way)
- North Star
- Securing capital investment

- Lydiard Park project

In overseeing these areas, the Cabinet Member for Regeneration is responsible for delivering the following Priorities:

- Priority one: Improve infrastructure and housing to support a growing, low carbon economy:
  - Pledge 3 – Demolish the obsolete Carlton Street and Wyvern car parks and use the space for regeneration.
  - Pledge 5 – Replace the current health centre in the town centre with a new and improved facility.
  - Pledge 6 – Establish effective and appealing pedestrian links from the town centre to North Star and enhance Wellington Street as a prime thoroughfare for the town.
  - Pledge 10 – As part of the town's regeneration: Redevelop the former Aspen House site/Granville Street area, to extend on the successful Regent Circus development; and make Havelock Square an attractive, safe open space to complement local shops.
  - Pledge 11 – Replace the current bus station with a new and modern facility.
  - Pledge 12 - Improve the town centre road network to pave the way for the Kimmerfields development.
  - Pledge 22 – Support the development of the new regional leisure destination and North Star.
  - Pledge 23 – Long term: to secure a sustainable future for the Mechanics Institute and support the redevelopment of the Corn Exchange.
- Priority three: Ensure clean and safe streets and improve our public spaces and local culture.
  - Pledge 21 – Secure a new museum and art gallery that can showcase the high quality art and exhibits that we possess.

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

Councillor Perkins responded to the observations and questions put by the Chair and Councillors Ray Ballman, Claire Ellis, Emma Faramarzi, Dale Heenan, Des Moffatt, Gary Sumner, Tim Swinyard and Vera Tomlinson on the following matters:

- The progress made in delivering projects over the last twelve months.
- The evidence identifying the Carriageworks being a suitable location for start-up businesses and how it would differ from other nearby business 'incubation centres'.
- The reasons for businesses using the Carriage Works as a location for hot desking.
- The success of the Carriage Works and its positive impact on businesses in other areas within the Town centre.
- Railway station regeneration and the impact of season tickets prices on the number of businesses using the Carriage Works.
- Documentary evidence about the clients likely to relocate businesses to the Carriage Works.
- Negotiation timescales with Network Rail in relation to land swaps in the vicinity of the railway station and duration of the lease.
- Grant funding for the railway station regeneration project.
- Members attendance at the Cabinet Members Advisory Group on Town Centre Regeneration.
- The use of independent advisors to analyse and review strategies and the delivery methods for the Town centre Review.
- The local knowledge and impartiality of the independent advisors.
- 13 screen cinema at North Star and its impact on other cinemas within the town.
- Economic value of the North Star development and income generation.
- Assurances that projects would be delivered.
- LEP funding for railway station improvements.
- North Star development and discussions on associated traffic issues.
- Timescales for the Kimmerfields Business District and the Bus Exchange and Fleming Way.
- Review of the Town centre masterplan required and development mix.
- Progress being made on Aspen House, Falcon House and the Corn Exchange projects.
- Council support for the new Swindon Museum and Art Gallery.
- Parking facilities for residential developments in the town centre.
- Timescales on town centre development and the effect on potential retail business investors.
- Utilising the town centre as a distribution hub.
- Understanding the spend-per-head in town centre businesses in preference to footfall.
- The need for a range of high end and small individual shops in the town centre.
- Meeting the legal requirements of Councils receiving best value assessments for the North Swindon and Kimmerfields sites.

Resolved – (1) That Councillor Perkins 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.

#### **41. Review of the 2016/17 Municipal Year - Scrutiny Annual report**

The Committee considered its Annual Report for 2016/17 prepared by the Director of Law and Democratic Services.

The Annual Report highlighted the work of the Scrutiny Committee and its five Overview and Scrutiny Committees during the Municipal Year 2016/17, in their role of supporting the Council's decision-making and policy development processes and the work of the Cabinet and the Council as a whole.

The Chair of the Scrutiny Committee explained in his foreword to the report that for Overview and Scrutiny to remain a powerful check and balance for Council decisions, Members also have to scrutinise service delivery which sits outside of the traditional delivery model. It is also important that decisions are made in a transparent way which involves those responsible for the decisions as well as those implementing decisions.

To keep pace with this potentially fragmented form of service delivery the Overview and Scrutiny process has adapted with the ability to pre-scrutinise reports with the potential to stop repeated wasted scrutiny time on the same report in different committees.

The Committee asked for the Annual Report to include, where it was appropriate, details of specific requests and how the outcomes have been delivered during the year.

The Committee thanked the Director of Law and Democratic Services for a very good report that highlighted the work of Scrutiny in Swindon.

Resolved – (1) That the Scrutiny Committee Annual Report 2016/17 be noted, subject to typographical amendments and the addition of specific requests outcomes being included in the report where appropriate; and  
(2) That the amended Annual report 2016/17 be referred to Full Council for information.

#### **42. 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, as agreed by the Committee at its meeting on 19th June 2017 and 17<sup>th</sup> July 2017.

Resolved – That the work programme 2017/18 be noted.

#### **43. 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**

**MONDAY, 11 DECEMBER 2017**

PRESENT:- Councillors Robert Wright (Chair), Dale Heenan, Emma Faramarzi (Vice-Chair), Des Moffatt, Kevin Parry, James Robbins, Gary Sumner, Timothy Swinyard, Vera Tomlinson and Chris Watts.

Councillors David Renard, Leader of the Council, Oliver Donachie (Cabinet Member for the Economy and Skills), Fionuala Foley (Cabinet Member for Children's Services and School Attainment), Mary Martin (Cabinet Member for Communities and Place) and Garry Perkins (Cabinet Member for Regeneration).

Apologies for absence were received from Councillors Ray Ballman, Mark Dempsey and Claire Ellis.

**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 such declarations were made.

**45. Public Question Time**

There were no public questions

**46. Minutes**

Resolved – That the minutes of the meeting held on 20<sup>th</sup> November 2017, be confirmed and signed.

**47. Consideration of Cabinet Decisions**

*61. 2017-18 Budget Update and Budget Strategy 2018-2020*

Councillor David Renard, Leader of the Council, Councillor Fionuala Foley, Cabinet Member for Children's Services and School Attainment, and Councillor Oliver Donachie, Cabinet Member for the Economy and Skills responded to questions put by Councillors Des Moffatt and the Chair on the following matters:

- Additional cost pressures under Adult Social Care
- The main reasons why children are currently placed in care
- The potential funding pressures of meeting the demand for increased school places in future years

Resolved – That Minute 61 of the Cabinet be noted.

*62. Capital Monitoring Quarter 2 2017-18*

Councillor David Renard, Leader of the Council, and Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety responded to questions put by Councillors Des Moffatt and Jane Milner-Barry on the following matters:

- The distribution of the non-parished CIL Neighbourhood Proportion to the new parishes as if they had existed at the date of receipt.
- The A419 Sound Barrier being removed from the 2017/18 Capital Programme.

Resolved – That Minute 62 of the Cabinet be noted.

*63. Mid-Year Treasury Performance 2017/18*

Resolved – That Minute 63 of the Cabinet be noted.

*64. Special Educational Needs and Disability (SEND) Capital Investment Strategy*

Resolved – That Minute 64 of the Cabinet be noted.

*65. Town Centre Car Parking Strategy*

Councillor Oliver Donachie, Cabinet Member for the Economy and Skills and Councillor Garry Perkins, Cabinet Member for Regeneration responded to questions put by Councillors Des Moffatt, James Robbins, Jane Milner-Barry, Emma Faramarzi, Gary Sumner, Dale Heenan and the Chair on the following matters:

- Charging for car parking on Bristol and Sheppard Streets
- Changes to the pricing for car parking charges
- The impact of proposed car parking charge increases on town centre workers
- Consultation with town centre businesses on proposed car parking charges increases
- Feedback from businesses on the level of support they receive from InSwindon
- Improving digital signage
- Inviting representatives from InSwindon to the Growing the Economy Overview and Scrutiny Committee to discuss town centre issues

Resolved – That Minute 65 of the Cabinet be noted.

*66. Reference from the Health and Wellbeing Board – Adoption of the Swindon Affordable Warmth Strategy*

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

- The adoption of the strategy halfway through the strategy period
- The demand for affordable warmth from the residents of the DMJ Tower

Resolved – That Minute 66 of the Cabinet be noted.

*67. Delivery of Town Centre Regeneration*

Councillor Garry Perkins, Cabinet Member for Regeneration responded to questions from Councillors James Robbins and Jane Milner-Barry on the following matters:



- The (a) cost of the independent review of the Swindon Town Centre Regeneration Delivery Model, (b) cross-party consultation undertaken as part of that review, and (c) the anticipated risks and rewards of the new Regeneration Delivery Model.
- The timescales for the future governance arrangements of Forward Swindon

Resolved – That Minute 67 of the Cabinet be noted.

#### *68. Kimmerfields: Delivery Options*

Councillor Garry Perkins, Cabinet Member for Regeneration responded to questions from the Chair on the following matters:

- The outcome of the town centre movement strategy review
- The apparent emphasis of the regeneration proposals on the establishment of food and drink outlets.
- The need for a hotel on the Kimmerfields site in view of new ones already in the pipeline and the creation of the Donut effect in the evenings.

Resolved – That Minute 68 of the Cabinet be noted.

#### **48. Leader of the Council: Six Month Update**

Further to Minute 5/2017 and in accordance with the Council's Constitution, Councillor David Renard, the Leader of the Council attended the meeting to report to the Committee on the Authority's performance in the first half of the 2017/18 Municipal Year in progressing the Council's priorities and targets, as outlined in his Annual presentation to the Committee at its June meeting. As in previous years, as previously requested by the Committee, the report outlined particular examples of where the Council had performed well and also advised on the challenges facing the Council in the year ahead.

In view of time constraints, the Chair advised that there would be no formal introduction of the report and, instead, invited members to put questions to the Leader on the various performance issues raised in his report. The Leader responded to questions put by the Chair and Councillors Emma Faramarzi, Dale Heenan, Gary Sumner, Des Moffatt, and Tim Swinyard on the following matters:

- The Council's policy with regard to town centre residential development and the provision of associated car parking.
- The continuing lack of affordable housing in the town centre and the possibility of developers being asked to provide affordable housing within new developments as an alternative to making a commitment to provide associated car parking
- The possibility that, as an alternative to providing associated car parking, town centre [developers might make a contribution to facilitate residents' parking in municipal car parks](#)
- The possible introduction of a special permit rate for town centre residents wishing to use Municipal car parks.

- The adoption of land and the suggestion that provision be made in the emerging Structure Plan to prevent parcels of undeveloped land remaining unadopted after a development is completed.
- The Swindon Programme and opportunities for engagement with members, particularly with regard to “spend to save schemes” and potential community schemes in furtherance of Council objectives
- Child Sexual Exploitation and the importance that all Councillors should completing the online corporate parent training module.
- The Council's policy for external organisations utilising Council owned display hoardings.
- The role of Switch onto Swindon (SOS) in promoting Swindon as a business and leisure destination and, in particular, the promotion of the “SOS” brand beyond Borough boundaries.
- The effects of busses on the Railway Village Conservation Area
- The amount of money needed to update the DMJ Tower.

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

#### **49. 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, as agreed by the Committee at its meetings on 19<sup>th</sup> June and 17<sup>th</sup> July 2017.

Resolved – That the work programme 2017/18 be noted

#### **50. Status of Requests for Action and/or Information**

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

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

(2) That the information provided in response to questions previously put by Councillor Claire Ellis at the previous meeting be circulated to all members of this Committee for information.

**SCRUTINY**

**MONDAY, 8 JANUARY 2018**

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

Councillor Russell Holland (Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation)

Apologies for absence were received from Councillor Emma Faramarzi

**51. Declarations of Interest**

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

**52. Public Question Time**

Mr Roy Worman, a local resident, asked a question about timeframes for the Council to continue communication with residents by phone, in view of the increasing use of web based communication. The Chair responded at the meeting.

Mr Worman asked a supplementary question about the potential for changes in contact phone numbers for Council Services and how residents would be informed of the changes. The Head of Customer and Business Services responded at the meeting.

**53. Minutes**

Resolved – That the minutes of the meeting held on 11<sup>th</sup> December 2017, be confirmed and signed.

**54. Budget Setting Process 2018/19**

The Committee received a report of the Director of Law and Democratic Services about the Budget setting process for 2018/19.

Members were reminded of their specific responsibility under the Committee's terms of reference, and under the Budget and Policy Framework Procedure Rules, to fulfil the Council's Budget Scrutiny Function. The report provided members with the opportunity to better understand the strategic context and framing for the direction of travel of the organisation to deliver the Council's priorities and specific objectives over the next two years. This was within the expected financial context, and the particular processes the Council had adopted to ensure a balanced budget for 2018/19 and achieving a sustainable financial position moving forward.

The Chair welcomed Councillor Russell Holland, Deputy Leader of the Council, Vice-Chair of Cabinet and Cabinet Member for Finance and Commercialisation to the meeting.

Councillor Holland introduced the report, providing an update from the Government budget announcement in December 2017. He explained that the announcement included improved funding allocations for (i) the New Homes Bonus, (ii) Better Care and (iii) Flexible Homelessness Support Grant. He also commented on an annual increase in basic council tax of 1.99% had been assumed for the financial period to 2019/20, and that the adult social care precept would be an assumed 3% in 2018/19.

The Cabinet Member responded to the following observations and questions from the Chair and Councillors Mark Dempsey, Des Moffatt, James Robbins and Chris Watts:

- The adult social care precept and proposals for its inclusion in the Council Tax rate.
- The management of the projected overspend.
- The proposed Increase in council tax for empty homes from 50% to 100% and the benefit to the Council.
- Budget pressures facing the Council over the next two years, particularly in relation to looked after children and adults in need of social care.
- Progress being made with the Swindon Programme to manage the financial challenge facing the Council over the next 30 months.
- The financial context within which the budget proposals have been framed, and the impact on the local economy of continuing austerity and, in particular, the effect of pay increase below the rate of inflation.
- Increasing demands on Council budgets as a consequence of an expanding population.
- The benefits of investigating alternative operational budget models, such as those models being developed and operated by the Councils in Thurrock and Preston.
- The availability of detailed information in relation to the budget proposals for 2018-2020 and the need to ensure that opposition Councillors are invited to attend budget presentations.

The Chair thanked the Cabinet Member for Finance and Commercialisation for attending the meeting and for his full and open responses to members' questions and observations on the issues raised in the Presentation.

Resolved – (1) That the Budget Position Update report be noted.  
(2) That the Cabinet Member for Finance and Commercialisation provide additional detailed information to members on the budget proposals for 2018-2020.

## **55. Cabinet Member Question and Answer Session - Cabinet Member for Corporate Services and Digitisation**

The Committee was informed that the Councillor Keith Williams, Cabinet Member for Corporate Services and Digitalisation, had been delayed at another meeting and would be unable to be in attendance at the meeting to present his Question and Answer report.

Resolved – (1) That consideration of Councillor Williams' Cabinet Member Question and Answer report be deferred to a future meeting of the Scrutiny Committee, to be determined by the Committee Officer in conjunction with the Chair.

(2) That, subject to the determination referred to in (1) above, the Scrutiny Committee Work Programme 2017/18 be updated accordingly.

**56. 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, as agreed by the Committee at its meeting on 19th June 2017 and 17<sup>th</sup> July 2017 and updated throughout the Municipal Year.

The Chair provided update with regard to the reports expected to be submitted to future meetings of the Committee on (i) the Outsourcing of Services and (ii) Policing in Swindon.

Resolved – That the work programme 2017/18 be noted.

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

**TUESDAY, 7 NOVEMBER 2017**

PRESENT:- Councillors Claire Ellis (Chair), Ray Ballman, Mary Friend, Eric Shaw, Caryl Sydney-Smith and Robert Wright and Tori Jones (Healthwatch).

Apologies for absence were received from Councillors Alan Bishop, Emma Bushell, Steph Exell and Julie Wright and from Michelle Howard (Equalities Advisory Forum) and Kate Moore (Tenant Scrutiny Panel).

Also present: Councillor Brian Ford, the Cabinet Member for Adult Social Care and Councillor Cathy Martyn, the Cabinet Member for Housing and Public Safety.

**22. Declarations of Interest**

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

**23. Minutes**

Resolved -That the minutes of the meeting held on 19<sup>th</sup> September 2017 be confirmed and signed as a correct record.

**24. Public Question Time**

No public questions were asked or submitted for this meeting.

**25. 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 referred to the approach being undertaken by partner agencies in preparation for the winter period and to the investment made to increase bed capacity following the NHS's loss of beds to Delay Transfer of Care (DTOCs).

Following her introduction of the report, Ms May responded to members' questions and comments on the following issues:

- The challenges faced by services in preparation for the winter months.
- Factors determining whether patients were transferred to a care home or their own home following discharge from hospital.
- How patients were supported following discharge from hospital and that this included domiciliary services.
- The availability of alternate provision to home and residential care homes.
- The steering group set up to address deaths of those with learning disabilities.
- Reintroduction of annual health checks by general practitioners.
- The availability of specialist orthodontist services in Swindon and the impact on patients who travel to Oxford for their treatment.

- Accountable care in Swindon and how this was integrated into the Local Plan.
- The decline in the number of nurses at the Great Western Hospital.

Resolved – (1) That the report be noted.

(2) That information regarding the membership and terms of reference of the Learning Disabilities Steering Group be circulated to the members before the next meeting of the Committee.

## **26. Update on Work of Dementia Steering Group**

The Director of Public Health submitted a report on the work of Cabinet Member's Advisory Group (CMAG) on Dementia and provided a summary of the Swindon Dementia Steering Group's work over the last 18 months. She advised the meeting that the Dementia Strategy was being updated and also provided statistical data on the number of people affected locally. The Committee noted the work undertaken by the recently appointed dementia friendly co-ordinator and on the actions being undertaken by the Dementia Steering Group which oversaw the strategy's delivery.

Councillor Bob Wright advised the Committee of a particular case he was aware of concerning ambulance response time to a person described as having dementia who had fallen on the pavement. It was agreed that members be provided with details of the particular case referred to by Councillor Bob Wright and its outcomes.

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

- Raising public awareness to ensure the needs of patients with dementia were understood.
- Availability of equipment to diagnose people with dementia.
- The assessment and review of processes for patients with dementia.
- The use of technology in ensure the safety of dementia patients when out in the community.
- Timescales for diagnoses.

Resolved – (1) That the report be noted.

(2) That Councillor Bob Wright be requested to submit the case referred to at the meeting to the Cabinet Member's Advisory Group for their consideration.

## **27. Housing Performance Report**

The Head of Housing and Community Safety submitted a report providing the Committee with updated information relating to the performance of Council's Housing Service. The report highlighted key challenges and successes and, in particular, responded to members' request for information on accommodation for Keyworkers and Homelessness. It was noted that the Council's draft Homelessness Strategy was currently being reviewed in the light of the new responsibilities placed on Councils by the provisions of the Homelessness Reduction Act 2017 and that it was anticipated that this would be completed once a new Homelessness Code of Guidance and details of the funding arrangements for the new responsibilities under the Homelessness Reduction Act have been published in Spring 2018. It was further noted that Councillor Bob Wright had submitted questions to the Head of Head of Housing and Community Safety regarding the report.



Following his introduction of the report, the Head of Housing and Community Safety, responded to members' questions and comments on the following issues:

- Definition of key workers.
- The amount of income needed for families to meet affordable rent.
- The continued implementation of the Homelessness Strategy until the Homelessness Reduction Act 2017 was enacted in April 2018.
- Winter provision for those who were homeless.
- Support available for those who involuntarily become homeless.

Resolved - (1) That the report be noted.

(2) That the Head of Housing and Community Safety be requested to circulate the responses to the questions submitted by Councillor Bob Wright to the Committee.

## **28. Repairs & Improvements to the Council's Housing Stock**

Further to Minute 19, the Head of Housing and Community Safety submitted a report updating the Committee on the repairs and improvements undertaken on the Council's housing stock and inviting members to review the strategy for the repairs and improvements. The Head of Property Maintenance summarised the detail of the report, advising members of the total housing stock and the various geographical and design factors that influence works undertaken by the integrated team within the Council's workforce in carrying out day to day repairs, minor adaptations, gas servicing/safety checks, electrical repairs and asbestos removal in Council-owned properties.

Following the introduction of the report, the Cabinet Member for Housing and Public Safety, the Head of Housing and Community Safety and the Head of Property Maintenance, responded to members' questions and comments on the following issues:

- Extensive support is being put in place to manage the new contractor delivering vacant property repairs
- A process has been implemented to develop apprentices as part of the in-house workforce for day to day repairs.
- Wider options are to be considered to increase capacity for delivering Housing Revenue Account capital works

Resolved - That the report be noted.

## **29. Great Western Hospitals NHS Foundation Trust Update**

The Committee received a report by the Chief Executive of the Great Western Hospital (GWH) NHS Foundation Trust on key issues and developments at the Great Western Hospital. Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), presented the report and highlighted matters of significance. In particular, Mr McNamara advised the meeting of the success of the "500 Lives" initiative, confirming that the Trust was on its way to hit the target of saving an extra 500 lives before 2020 through continuing provision of safe care, and also the successful recruitment of community nurses following the integration of Adult Community Health Services in October 2016.

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

- Information sharing between departments and its impact on referral times.
- Use of previously prescribed medication following admittance into hospital.
- Streamlining of medication allocation on discharge from hospital

Resolved – (1) That the report be noted.

(2) That an update on the Red2Green initiative be submitted at the next meeting of this Committee.

(3) That the Committee adds its congratulations to the personal congratulations offered by the Secretary of State for Health to staff working across the Outpatients department at GWH in recognition of the department's recent strong performance in the Friends and Family Test.

### **30. Avon and Wiltshire Partnership NHS Trust Update**

The Committee received a report by the Clinical Lead, Avon and Wiltshire NHS Partnership Trust (AWP), on achievements of the organisation and the challenges it was facing. Ms Celia Moore, Service Manager, (AWP) presented the report and afterwards responded to members' questions and comments on the following issues:

- Mental health issues and how these contribute to homelessness and alcohol and drug addiction.
- The support provided by Clinical Commissioning Group, Housing Department and AWP to help those homeless and with addictions due to mental issues.
- The on-going recruitment drive to reduce the number of agency staff.
- Actions to maintain a high standard of service during the winter months.
- The on-going "Place of Safety" consultation, aimed at patients with mental issues.
- The use of the ambulatory care unit to support patients.

Resolved - That the report be noted.

### **31. Performance for Adult Social Care Commissioning**

The Director, Adult Social Services, submitted a report updating the Committee on the performance of Adult Services for the period to end September 2017. The report had been structured to highlight the strengths and challenges of the work undertaken, making specific reference to the preventative work being done in collaboration with the Director of Health.

Following her introduction of the report, the Director, Adult Social Services, responded to members' questions and comments on the following issues:

- Provision of healthcare for rural and urban areas of Swindon.
- The types of networks set up for rural and urban areas to differentiate between the healthcare requirements needed.
- The use of technology to reach patients in rural areas.
- The Health Impact Assessment to be undertaken for Crowdy's Hill School following the development proposals for the area.
- The positive contribution to services provided by volunteers and

volunteer organisations.

- Areas of improvement identified within the Learning Disability Service.

Resolved – That the report be noted.

**32.**

### **Work Programme**

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

The Committee also considered the priorities and suggestions of Cabinet as detailed in the Cabinet Work Programme and Forward Plan when considering the work programme.

Resolved – That the report be noted.

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

**WEDNESDAY, 29 NOVEMBER 2017**

PRESENT:- Councillors Gary Sumner (Chair), Matthew Courtliff, Fay Howard, Colin Lovell, Gemma McCracken, Barbara Parry, Paul, Carol Shelley, Gary Sumner (Chair), Caryl Sydney-Smith and Nadine Watts.

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

Also present: Councillor Fionuala Foley, Cabinet Member for Children's Services and School Attainment.

Apologies for absence were received from Elaine Poulter (Parent Governor), Alison Paul (Association of Swindon Special School Headteachers), Liz Townend (Church of England Diocese), Spencer Allen, Swindon Association of Primary Headteachers, Steve Colledge (Swindon Association of Secondary Headteachers), Tori Jones (Healthwatch).

#### **15. Declarations of Interest**

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

Councillor Fay Howard made a personal, non-prejudicial personal declaration of interest in respect of Agenda item 21 (Children's performance Summary Quarter 2 17/18) on the grounds of her employment by Virgin Care.

Councillor Barbara Parry made a personal, non-prejudicial personal declaration of interest in respect of Agenda item 21 (Children's performance Summary Quarter 2 17/18) on the grounds of her employment by Ridgeway School.

Councillor Gary Sumner made a personal, non-prejudicial personal declaration of interest in respect of Agenda item 21 (Children's performance Summary Quarter 2 17/18) on the grounds that his wife was a deputy Headteacher at a Swindon School.

Councillor Carol Shelley made a personal, non-prejudicial declaration of interest to Agenda item 21 (Children's performance Summary Quarter 2 17/18) in her capacity as governor of Swindon Academy.

Councillor Matthew Courtliff made a personal, non-prejudicial declaration of interest to Agenda item 21 (Children's performance Summary Quarter 2 17/18) in his capacity as governor of Colebrook Junior School and as his wife was a teaching Assistant at Kingsdown School.

Councillor Caryl Sydney Smith made a personal, non-prejudicial declaration of interest to Agenda item 21 (Children's performance Summary Quarter 2 17/18) in her capacity as governor of Swindon Academy.

Councillor Nadine Watts made a personal, non-prejudicial declaration of interest to Agenda item 21 (Children's performance Summary Quarter 2 17/18) as her children attended Commonweal School.

**16. Minutes**

Resolved – That the minutes of the meeting held on 20<sup>th</sup> September 2017 be confirmed and signed as a correct record.

**17. Public Question Time**

No public questions were asked or submitted for this meeting.

**18. NHS Swindon Clinical Commissioning Group - Children's Services Review**

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), submitted a report providing the Committee with a performance update and a summary of the following key issues in relation to the planning and provision of health and social care services within the Borough:

- The Great Western Hospitals NHS Foundation Trust Dashboard Key Indicators.
- The publication of the final draft of the Local Transformation Plan in relation to children and young people's mental health
- NHS England's issue of a national standard aimed at incentivising improvements to the experience and outcomes for young people as they transition out of Children and Young People's Mental Health Services (CYPMHS) and into either Adult Mental Health Services (AMHS), other commissioned services or Primary Care
- The CCG's six month General Practice Forward View as an element of the NHS Five Year Forward View for strengthening and transforming general practice primary care services.

Following her presentation of the report, Ms May and the Divisional Director, Women's, Children's & Sexual Health, responded to the members' questions and comments in respect of the following matters:

- Provision of bespoke safeguarding training for each staff member.
- The evaluation of the Blue-Ice mobile app being trialled by Oxford Health Foundation Trust and confirmation that funding for this trial had been agreed until June 2018. This app is a prescribed evidence-based app to help young people manage their emotions and to reduce urges to self-harm.
- The project being undertaken to review software programmes that will facilitate information sharing between partners and that would instigate a whole system approach.

Resolved – That the report be noted.

**19. 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, with particular regard to the activities of Swindon's Members of Youth

Parliament (MYPs), Swindon Youth Council, Young Inspectors and Thought Tank (SEND Participation Group).

The Project Manager drew the meeting's particular attention to the "Your Space, Your Say", campaign supported by the Deputy Member Youth Parliament. This campaign concerned young people's access to health & leisure services. The meeting was advised that the campaign was a joint venture delivered by a PhD Student in Health from Bath University and the Youth Parliament members.

It was noted that in furtherance of the campaign objectives, the various youth participation groups had been invited to look at what they value about being active, and the factors that prevent them taking part in more active lifestyles, and also to identify opportunities for young people to lead a more active lifestyle. The Project Manager provided further detail on the various ideas put forward by young people to implement change, which ranged from providing more accessible leisure facilities to reducing bullying and negative behaviour by promoting bullying awareness in schools and on social media. It was noted that discussions with the Better Leisure Management Company were being conducted with the aim of reviewing young people's accessibility to leisure facilities. The use of discount cards by young people in leisure facilities was under consideration by the company.

In response to a query regarding the "The Dock", the Project Manager expanded on information available on the site (<https://thedockswindon.co.uk/>) and advised that "The Dock" was a new and different way for young people to find out about services within Swindon.

Resolved – (1) That the report be noted.

(2) That the Committee continues to support the work of the Members of Youth Parliament, Swindon Youth Council, Thought Tank and the wider youth participation agenda across Swindon.

(3) That the Committee continues to make available opportunities for children & young people to enable them contribute to the work streams of Health, Adults & Children Services Overview and Scrutiny Committee.

(4) That the Project Manager, Swindon Ten to Eighteen Project, be requested to submit a further report on the work of the Youth Parliament to the Committee at its meeting in January 2018.

(5) That, prior to the next meeting of the Committee, the Project Manager, Swindon Ten to Eighteen Project, be requested to circulate to members of the Committee, a protected characteristics breakdown of those attending participation groups.

## **20. Great Western Hospital Update**

The Committee received a report by the Great Western Hospital (GWH) NHS Foundation Trust, on key issues and developments at the Great Western Hospital. Teresa Harding, Divisional Director for the Women and Children's Division, (GWH), highlighted matters of significance including:

- The positive report by the Care Quality Commission following a routine inspection in March 2017.
- Discussions undertaken with the Swindon Clinical Commissioning Group around staffing and funding for Community Paediatrics.
- The benchmarking exercises for the neonates undertaken with the South West Clinical Network.

- The recent opening of the Childrens' Outside Space following a successful appeal by the Brighter Futures' Hospital Charity.
- The recent introduction of gathering customer feedback directly from children.
- The event held in September at GWH designed to offer support to families whose children were transferring from children's to adult services.

Following the presentation of her report, Teresa Harding, the Director of Children Services and Gill May, the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), responded to the members' questions and comments in respect of the following matters:

- The need to recruit staff in the Children's and Sick Children and Baby Units.
- The level of community involvement in the transition process of teenagers moving from children's into adult care.
- Prioritising and distribution of funding allocated by the CCG for GWH services including the Designated Medical Officer and Designated Commissioning Officer roles.
- The level and range of training available for staff within the paediatrics department.
- Waiting times for services within Community Paediatrics, the impact this was having on patients and actions being undertaken to reduce the waiting period.
- Joint working between Children Services and the Swindon Clinical Commissioning Group to identify and support young people officially or unofficially diagnosed with attention deficit hyperactivity disorder (ADHD) or autism spectrum disorder (ASD).
- Looked after children being given higher priority on any waiting list.
- Exclusions from school due to behavioural issues associated with ADHD and ASD and its impact on the pupil's education.

Resolved – (1) That the report be noted.

(2) That the Divisional Director for the Women and Children's Division be requested to circulate information presented at the event hosted by GWH for vulnerable teenagers moving into adult care.

## **21. Children's Performance Summary Quarter 2 17/18**

The Head of Education and the Head of Children, Families and Community Health, submitted a joint report providing an update on the performance within all service commissioning groups between April and September 2017. The Head of Children, Families and Community Health, introduced the report and explained that the report provides comparator performance data from the Childrens' social care in-year benchmarking group. This was essential intelligence in relation to current trends in other authorities.

The Head of Children, Families and Community Health highlighted the improvements that had been made including completing statutory assessments within timescales. Areas of improvement centred on the work required due to an increase in the number of children requiring statutory intervention.

The Head of Education referred to the attainment of pupils between Key



Stages 1 and 4. He advised that whilst the attainment level indicators for Early Years to Key Stage 4 were available, they were un-validated at present. It was explained that over ninety percent of the primary schools attained “Outstanding” Level in their Ofsted assessment. He advised that following the myriad of changes within secondary schools management, discussions were held with head teachers to improve Key Stage 2 results.

The Head of Education referred to the Swindon Challenge which was a partnership arrangement for driving improvement for pupils in Swindon schools and colleges. He further referred to the NEET (not engaged in education/employment/training) rate which was slightly higher in Swindon. It was explained that this was due to robust tracking processes resulting in the reduction in number of young people with unknown learning destinations.

Following the presentation of their report, the Director of Children Services, Head of Children, Families and Community Health, and the Head of Education, responded to the members’ questions and comments in respect of the following matters:

- The cost of out of borough placements and that local placements are and can lead to good outcomes for a young person.
- The Swindon Challenge Board’s involvement in improving Key Stage 4 attainment.
- Sharing of good practice between schools particularly following the introduction of the new curriculum.
- The quality of leadership and management of schools to address behavioural issues of children with attention deficit hyperactivity disorder (ADHD) or autism spectrum disorder (ASD).
- Swindon’s Key Stage 5 results as compared to regional and statistical neighbours.
- Outcomes of young people attending university and level of employment they subsequently achieved.
- Prevention of school exclusions through dialogue with schools to ensure access and inclusion of pupils.
- High youth unemployment rate figures as compared to national and regional data.

Resolved – (1) That the report be noted.

(2) That the Head of Education be requested to circulate information regarding the outcomes of young people attending university.

(3) That the Head of Education be requested to circulate information on the youth unemployment rate data before the next meeting of the Committee.

## **22. Targeted Mental Health Services (TaMHS)**

The Head of Children, Families and Community Health submitted a report providing an update on performance and key issues relating to Targeted Mental Health Services. The Principal Officer, Health and Wellbeing, introduced the report and explained that it reflected an update on work commissioned. She advised that the report described the TaMHS delivery model, which provides a single point of access and triage process for all children’s mental health services in Swindon. The Head of Children, Families and Community Health explained that the referral to assessment to treatment processes for mental health patients were being completed within timescales. She advised that the department offered traded

service to schools, allowing them to purchase consultations and group and individual work with children and young people from the department.

The Principal Officer, Health and Wellbeing, commented on the work being collaboratively undertaken with The Swindon Clinical Commissioning Group (CCG) and Oxford Health Foundation Trust on the Local Transformation Plan.

Following the presentation of her report the Principal Officer responded to the members' questions and comments in respect of the following matters:

- The success of nurture groups for those aged between 8 and 14 years old and the availability of one to one support for those younger or older than this age group.
- Engagement with parents, carers and schools to ensure young people attend referral appointments.
- Support was available for parents and carers through the Family Links Parenting Programme.

Resolved - That the report be noted.

## **23.**

### **Work programme**

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

The Committee also considered the priorities and suggestions of Cabinet as detailed in the Cabinet Work Programme and Forward Plan when considering the work programme.

Resolved – That the report be noted.

**RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE**

**MONDAY, 27 NOVEMBER 2017**

PRESENT:- Councillors Steve Weisinger (Chair), Steve Allsopp, Des Moffatt, Caryl Sydney-Smith, and Vera Tomlinson

Apologies for absence were received from Councillors Timothy Swinyard and Robert Wright.

**12. Declarations of Interest**

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

**13. Minutes**

Resolved – That the minutes of the meeting held on 18<sup>th</sup> September 2017 be confirmed and signed.

**14. Public Question Time**

There were no public questions

**15. The Swindon Programme - Organisational Excellence workstream**

The Director of Performance, Organisational Improvement and Communications, submitted a report outlining the Council's planned Organisational Excellence programme and seeking to give Members of the Committee confidence that a coordinated approach to organisational improvement is in place and that the Council's approach to improving the services it offers to its residents is robust and taking into account the needs of residents, members, officers and other stakeholders.

The Director advised the Committee that the intention of the Organisational Excellence theme is to ensure that at the completion of the programme by 2020 the Council will be offering its residents a personalised service accessible from their own homes. By ensuring that those who are able to use digital means can do so easily, the Council can best protect those services for the vulnerable who require a higher level of support from the Council and its staff.

The Organisational Excellence work stream is one of four themes within the Swindon Programme. The Swindon Programme is a £30m savings programme intended to ensure that the Council is financially and operationally sustainable by March 2020.

In presenting the report to the Committee, the Director expanded on the following areas:

- The Organisation becoming paper light, with an objective of :- producing less than 1m pieces of paper per year
- The anticipated £8m savings in digital services

- The expansion of the Council's Integrated digital services
- Improvements to corporate reporting systems
- The introduction of an electronic document management system
- Enhanced computer connectivity
- Sharing information with stakeholders/agencies
- Consolidating specialisations
- Learning and development
- Productivity and performance
- The alignment of pay structures
- A sustainable, forward looking workforce and more efficient ways of recruiting temporary workers
- Avoiding duplication of services
- Improving the docmail function
- Modernisation of customer services
- The role of the Digitisation CMAG, due to commence in January 2018, and, - meeting on a monthly basis

Resolved – (1) That the report be noted.

(2) That the Director of Performance, Organisation Improvement and Communications be thanked for a comprehensive and informative presentation on the Organisational Excellence workstream.

## **16. Communications - one year on**

The Head of Communications, submitted a report concerning the progress made in the last 12 months in enhancing the capability and delivery of the Council's Communications Team.

The report advised that a restructure of the Communications Team was completed in November 2016 creating new capability and capacity to deliver more proactive communications activity in support of Council priorities. Additionally a new set of role profiles and grade mix achieved an overall net saving in staff costs. It was noted that the core role of the Communications Team is to recommend and deliver communications solutions on behalf of Cabinet Members and Corporate Directors/Heads of Service linked to their priorities including engaging communities in proposed service changes and helping Council staff to understand and contribute to the delivery of the Swindon Programme.

Resolved – That the progress made in the past year developing a strategic communications function within the Council, forging stronger relationships with service areas to better plan and deliver communications activity, be noted.

## **Section 3**

# **Regulatory Committee Minutes**

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**PLANNING COMMITTEE**

**TUESDAY, 10 OCTOBER 2017**

PRESENT: - Councillors Kevin Parry (Chair), John Ballman, Alan Bishop, Malcolm Davies, Steph Exell, Nick Martin, Stan Pajak, James Robbins, Eric Shaw, Gary Sumner, Timothy Swinyard and Peter Watts.

Apologies for absence were received from Councillors Derique Montaut.

**20. Declarations of Interest**

Councillor Swinyard made a personal and prejudicial declaration of interest in respect of application numbered S/HOU/17/1137 as he knew the applicant and left the room during its discussion and voting thereon.

**21. Minutes**

Resolved – That the minutes of the meeting held on 14<sup>th</sup> September 2017, be confirmed and signed.

**22. Public Question Time**

Kareen Boyd, Old Town, asked a question concerning the powers that Parish Councils have in relation to planning applications.

Andy Brown, Service Manager and Kehinde Awojobi, Head of Conveyancing, Environment and Contracts responded at the meeting.

Martha Parry, Swindon Civic Voice, asked a series of questions concerning Council policies in relation to cases where speculative applications are made for development of sites which are owned by the Council.

Richard Bell, the Head of Planning, Regulatory Services and Heritage agreed to provide Ms. Parry with written responses to her questions.

**23. 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 Claire Ellis, Jane Milner-Barry and Nadine Watts in respect of application numbered S/OUT/17/882;
- (e) The comments of Councillors Maureen Penny and Steve Weisinger in respect of application numbered S/16/1781;
- (f) The comments of Councillor Bob Wright in respect of applications numbered S/17/673 and S/17/1012;
- (g) The comments of Councillors Bob Wright and Des Moffatt in respect

- of application numbered S/OUT/17/665;
- (h) The comments of Councillors Jane Milner-Barry and Nadine Watts in respect of application numbered S/HOU/17/1137;
- (g) The comments of Councillor Des Moffatt in respect of application numbered S/17/1097;
- (g) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/OUT/17/882	Struan Power Marco Di Pinto Nicholas Burns Reg Bates	Agent  Old Town Ward Parish Councillor
S/16/1781	Chris Minors Susan Douel Pauline Webster	Applicant 23 Shrivenham Road Highworth Town Councillor
S/17/673	Chris Moore Barrie Thompson  Paul Gregory	Agent Swindon Central Parish Councillor 69 Commercial Road
S/OUT/17/665	Paul Chamberlain Mrs Austin Barrie Thompson	FSL Local Resident Swindon Central Parish Councillor
S/HOU/17/1137	Peter Goldsworthy Nicholas Burns	Applicant Old Town Ward Parish Councillor
S/17/1097	Philip Allen	Applicant

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/OUT/17/882, subject to the conditions listed in the Committee Report together with any amended, omitted or additional conditions, and the completion of a Section 106 agreement to secure the necessary mitigation. In the event that the applicant fails to agree an extension of time to allow sufficient time for the Local Planning Authority to deal with these matters then the Head of Planning, Regulatory Services and Heritage be authorised to refuse planning permission.

(2) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/16/1781 subject to the conditions set out in the Committee Report together with any amendments, omitted or additional conditions and the completion of a Section 106 agreement to secure the necessary mitigation. In the event that the applicant fails to agree an extension of time to allow sufficient time for the Local Planning Authority to deal with these matters then the Head of Planning, Regulatory Services and Heritage be authorised to refuse planning permission.

(3) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/OUT/17/665



upon expiry of the consultation period with Historic England provided no significant concerns are raised and subject to the conditions set out in the Committee Report together with any amended, omitted or additional conditions as may be appropriate and the completion of a deed of planning obligation as follows:

- (a) to secure necessary mitigation for highways and open space (as set out in paragraphs 41 to 46 of the report); and
- (b) to carry out a post construction viability assessment to determine whether the development is viable enough to make an affordable housing contribution (as set out in paragraph 12 of the report). For the avoidance of doubt the development is considered viable if it achieves a profit of 20% or more.

In the event the applicant fails to agree to an extension of time to allow sufficient time for the Local Planning Authority to deal with these matters then the Head of Planning, Regulatory Services and Heritage be authorised to refuse planning permission.

(4) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/17/673 upon expiry of the consultation period with Historic England provided no significant concerns are raised and subject to the conditions set out in the Committee Report together with any amended, omitted or additional conditions as may be appropriate and the completion of a deed of planning obligation as follows:

- (a) to secure necessary mitigation for highways and open space (as set out in paragraphs 63, 64 and 65 of the report); and
- (b) to carry out a post construction viability assessment to determine whether the development is viable enough to make an affordable housing contribution (as set out in paragraph 16 of the report). For the avoidance of doubt the development is considered viable if it achieves a profit of 20% or more.

In the event that the applicant fails to agree to an extension of time to allow sufficient time for the Local Planning Authority to deal with these matters then the Head of Planning, Regulatory Services and Heritage be authorised to refuse planning permission.

(5) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/HOU/17/1137 subject to the conditions set out in the Committee Report.

(6) That permission be granted in respect of applications numbered S/17/1097 and S/17/1012 subject to the conditions listed in the Committee Report.

(7) That advertisement consent be granted in respect of application numbered S/ADV/17/1013 subject to the conditions listed in the Committee Report with the addition of an extra condition to prevent further lighting being installed.

## **24. Transport Requirements for Development Highway Design Standards**

On consideration of (a) a report of the Head of Highways and Transport Service Delivery concerning the Transport Requirements for Development (TRfD) which sets out the principles that Swindon Borough Council will apply to the design and construction of transport infrastructure associated with new development and which is designed to provide guidance to developers, consultants, contractors, Parishes and the public in respect of new developments within the Borough and (b) the comments of Councillor Bob Wright:

Resolved – That this Committee agrees that the draft Transport Requirements for Development (TRfD) document be taken to external consultation in its current form.

**25. Transport Requirements for Development Highway Design Standards - Sections to be considered as an SPD**

The Head of Highways and Transport Service Delivery submitted a report concerning the Transport Requirements for Development (TRfD) concerning the principles that Swindon Borough Council will apply to the design and construction of transport infrastructure associated with new development and specifically sections 2 and 3 and appendices A and C as they relate to highway requirements in terms of the planning application process.

Resolved – That this Committee:

- (1) Agrees the need for a more robust Supplementary Planning Document (SPD) in terms of highways requirements. SPD's are material considerations in the planning process, which carry weight when the Council makes decisions on planning applications.
- (2) Agrees the draft TRfD document to go to external consultation on the basis that sections 2 and 3 and appendices A and C are proposed to become an SPD in their own right.

**PLANNING COMMITTEE**

**TUESDAY, 14 NOVEMBER 2017**

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

**26. Declarations of Interest**

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

**27. Minutes**

Resolved – That the minutes of the meeting held on 10<sup>th</sup> October 2017, be confirmed and signed as a correct record.

**28. Public Question Time**

There were no public questions

**29. New Eastern Villages Infrastructure Delivery Plan Prioritisation Matrix**

The Head of Planning, Regulatory Services and Heritage submitted a report summarising work undertaken to prioritise the required infrastructure at the New Eastern Villages (NEV) to ensure timely delivery of all infrastructure given the scale and complexity of the site, to support the new community and deliver sustainable development in accordance with national and local policy.

In the absence of a Framework s106 agreement for the NEV, the NEV Infrastructure Delivery Plan Prioritisation Matrix, attached as Appendix 1 to the report, provides a robust framework for s106 negotiations on a site by site basis in accordance with Local Plan policy and the NEV Planning Obligations SPD

Resolved – That this Committee agrees to:

- (1) The New Eastern Villages (NEV) Infrastructure Delivery Plan Prioritisation Matrix as a framework for s106 negotiations where viability has been independently tested for development proposals at the NEV, be endorsed;
- (2) The Head of Planning, Regulatory Services and Heritage be authorised, in consultation with the Director of Law and Democratic Services, and Chair of Planning Committee and Cabinet Member for Strategic Planning to undertake any necessary minor amendments as required in accordance with the NEV Planning Obligations SPD
- (3) The Head of Planning, Regulatory Services and Heritage be authorised, in consultation with the Director of Law and Democratic Services, and Chair of Planning Committee and Cabinet Member for Strategic Planning to carry out any consultation that may be required for a future review in accordance with the NEV Planning Obligations SPD, and bring a report to Planning Committee in respect of the review for consideration.

### 30. 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 Jane Milner-Barry, Des Moffatt and Bob Wright in respect of application numbered S/OUT/15/0943/TB;
- (e) The comments of Councillor Emma Faramarzi in respect of application numbered S/17/0703;
- (f) The comments of Councillor Des Moffatt in respect of application numbered S/HOU/17/1371/FELY;
- (g) The comments of Councillors Junab Ali and Bob Wright in respect of application numbered S/17/1227/RA;
- (h) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/OUT/13/1555	Nick Freer Colin McKewan	Agent South Marston Parish Council
S/OUT/15/943	John Watkins Paula Carney Stephen Evans	Seven Capital – Applicant WYG Planning Consultants Transport Consultant – Agent
S/17/528	Emma Greening Trevor Morton Holmes	Agent 5 Beechlea
S/17/703	Sarah Hodgson Mark Keenan	Local resident Local resident
S/17/1227	Penny Robinson	15 Shrivenham Road
S/HOU/17/1409	Bob Keech	Agent
S/17/1301	Alistair Dixon Patterson Kevin Turner	Applicant Local resident

Resolved – That this Committee agrees to:

1. That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of applications numbered S/17/0703, S/17/0704, S/HOU/17/1409, S/17/1301 subject to the conditions listed in the Committee reports.

2. That the Head of Planning, Regulatory Services and Heritage be authorised to **GRANT** outline planning permission respect of applications numbered S/OUT/13/1555 subject to :

- (a) Completion of a legal agreement to secure the planning obligations that are material to the decision (as set out in paragraph 8.262 to 8.296 of this report); and,
- (b) The planning 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 12<sup>th</sup> January 2018. 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 NC3, RA3, IN1 and EN2 of the Adopted Swindon Borough Local Plan 2026 and the provisions of the National Planning Policy Framework (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.

3. That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/OUT/15/0943 subject to the conditions listed in the Committee report together with any amended, omitted or additional conditions, the completion of a Section 106 agreement to secure the necessary mitigation and the completion of a re-consultation process regarding the revised retail and food and drink floorspace totals provided no adverse impacts are demonstrated and no significant concerns are raised, and the following amended condition:

19) No construction works that gives rise to noise, vibration or are audible outside of the site associated with the development hereby permitted shall take place outside 0700 hours to 1900 hours on Mondays to Fridays and 0800 hours to 1800 hours on Saturdays nor at any time on Sundays or Bank Holidays.

Reason: In the interests of residential amenity

4. That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/17/0528 subject to the conditions listed in the Committee report together with any amendments, omitted or additional conditions and the completion of a Section 106 agreement to secure the necessary mitigation; and

In the event that the applicant fails to agree an extension of time to allow sufficient time for the LPA to deal with these matters then the Head of

Planning, Regulatory Services and Heritage be authorised to refuse planning permission.

5. That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/HOU/17/1371 subject to the conditions listed in the Committee report with the addition of an extra condition:

Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987, or any amended or re-enacted Order the property shall be used solely as a dwelling falling with Class C3 of the aforementioned order, and shall not be used for any other purpose including any commercial purpose without the prior express consent of the local planning authority.

Reason: To safeguard residential amenity

That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/HOU/17/1344 subject to the conditions listed in the Committee report with the addition of an extra condition:

The development hereby permitted, shall not be occupied at any time other than for purposes ancillary to the residential use of the main dwelling house and not as an independent residential unit.

Reason: The site is unsuitable to accommodate an additional residential unit.

6. That permission be refused in respect of application numbered S/17/1227 for the reasons set out below:
  1. The proposed development would result in the loss of open space/ playing field where no alternative provision of an equivalent or better size, quality and accessibility is being made locally. As such the proposal would reduce the amount of such open space enjoyed in the area to the detriment of users of the open space contrary policy EN3 of the Swindon Borough Local Plan 2026 and the NPPF.
  2. The proposed development by virtue of the noise and disturbance associated with the use of the 3G artificial pitch and the appearance and impact of the acoustic mitigation would be likely to cause harm to the living conditions of the occupants of neighbouring dwellings, to the detriment of their residential and visual amenity. As such the proposal is contrary policies DE1 and ENV7 of the Swindon Borough Local Plan 2026 and the NPPF.
  3. The proposed development would be likely to have a detrimental impact on the visual amenity enjoyed by users of the County Ground by virtue of the erection of a 3 metre high acoustic barrier. As such the proposal is contrary policy DE1 of the Swindon Borough Local Plan 2026 and the NPPF.

**LICENSING COMMITTEE**

**MONDAY, 18 DECEMBER 2017**

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

An apology for absence was received from Councillor Nick Martin.

**24. 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.

**25. Minutes**

Resolved – That the minutes of the meeting held on 5<sup>th</sup> October 2017, be confirmed and signed as a correct record.

**26. Public Question Time**

No public questions were received during the meeting.

**27. Review of the Licensing Conditions in regard to Background Checks with the Disclosure and Barring Service**

The Council's Licensing Manager submitted a report seeking the inclusion of a mandatory condition within the Driver's Handbook requiring all Hackney Carriage and Private Hire Drivers to register and maintain a subscription with the Disclosure and Barring Service update service.

Resolved – (1) That the Council's Drivers Handbook be amended to include a mandatory condition requiring all Hackney Carriage and Private Hire Drivers to register and maintain a subscription with the Disclosure and Barring Service update service for the duration of their licence to enable the Council's Licensing Team to check all driver's Disclosure and Barring Service Certificate status on an annual basis.

(2) That, further to (1) above, this condition be applied from 1st January 2018 for all new applicants for a Hackney Carriage or Private Hire Driver's Licence or upon renewal of all existing driver's licences.

**28. Review of the Licensing Conditions in regard to Wheelchair Accessible Van Conversions as Hackney Carriages**

The Council's Licensing Manager submitted a report setting out a request from the Swindon Taxi Association to change the entry age restrictions on wheelchair accessible "van" conversions as set out within the Council's Driver's Handbook.

Resolved – (1) That the Council's Driver's Handbook be amended to enable alternative wheelchair accessible vehicles to be licensed subject to them meeting all other current Swindon Borough Council licensed vehicle specifications.

(2) That, further to (1) above, the Licensing Manager be delegated, from 1st January 2018, to determine the suitability of future applications for vehicles provided they meet the specified criteria.

**29. Review of Licensing Conditions with regard to the Age of a Replacement Vehicle**

The Council's Licensing Manager tabled a report setting out a proposal to change the Council's licensing conditions to permit the replacement of hackney carriage vehicles that are written off due to accident damage with a like for like vehicle of a similar age, registered in the same year or earlier subject to the current vehicle inspection criteria.

Resolved – That, with effect from 1<sup>st</sup> January 2018 and , the Council's Licensing Manager be authorised to permit the replacement of hackney carriage vehicles that are written off a as result of accident damage with a like for like vehicle of a similar age, registered in the same year or earlier.

**30. Application for Street Trading within the Town Centre over the Christmas Period**

This item was withdrawn with the agreement of the Committee.



**LICENSING PANEL**

**MONDAY, 30 OCTOBER 2017**

PRESENT:- Councillors Vera Tomlinson (Chair), Alan Bishop and Carol Shelley.

**78. Appointment of Chair**

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

**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. Minutes**

Resolved – That the minutes of the meetings held on 17<sup>th</sup>, 29<sup>th</sup> and 31<sup>st</sup> August and 7<sup>th</sup> and 13<sup>th</sup> September 2017, be confirmed and signed.

**81. Application to Review Premises Licence in respect of Baileys News Agent, 2 Cheney Manor Road, Swindon, SN2 2NS**

The Panel considered (a) a request received from Mr Sunni Thakar (brother of Mr Nayan Thakar, the Premises Licence Holder of Bailey's Newsagent, 2 Cheney Manor Road, Swindon) for a postponement of the hearing in order to allow Mr Nayan Thakar to attend the hearing with legal representation, and (b) representations from the Police for the hearing to progress as scheduled.

Resolved – That the Panel be adjourned until Wednesday 6<sup>th</sup> December, 2017 at 11:30 a.m. in order to allow the applicant to be legally represented.

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**LICENSING PANEL**

**WEDNESDAY, 22 NOVEMBER 2017**

PRESENT:- Councillors Vera Tomlinson (Chair), Caryl Sydney-Smith and Peter Watts.

**82. Appointment of Chair**

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

**83. Minutes**

Resolved – That the minutes of the meetings held on 15<sup>th</sup> and 20<sup>th</sup> September and 30<sup>th</sup> October 2017, be confirmed and signed as a correct record.

**84. 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.

**85. Application to Review the Premises Licence for Rendezvous/The Tree, 2 Hoopers Place, Swindon, SN1 3A**

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 Rendezvous, The Tree, 2 Hoopers Place, Swindon, (b) written representations from Wiltshire Police in support of the review, (c) a set of conditions tabled at the meeting on behalf of Wiltshire Police and the Premises Licence Holder, (d) oral submissions in support of the jointly agreed additional conditions by Ms Sarah Le Favre (Solicitor to the Police), (e) oral submissions in support of the jointly agreed additional conditions by Mr Phillip Kolvin QC, on behalf of the Premises Licence Holder, (f) questions from Members to the Police, Premises Licence Holder and officers and answers received and (g) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

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

- The application for the review of the Premises Licence had been brought by the Police under the Crime and Disorder Licensing Objective.
- That additional conditions jointly agreed by the solicitor to Wiltshire Police and the Premises Licence Holder had been tabled for members' consideration.
- The options available to the Panel in determining the review and the tabled additional conditions were set out in paragraph 2.1 of the report.

Ms Le Favre supported the jointly agreed additional conditions and a summary of points raised can be broadly summarised as:

- That the jointly agreed additional conditions before Members was in

response the application for review of the Premises Licence brought under the Crime and Disorder Licensing Objective by the Police in October 2017.

- That the review covered the short period since the premises opened in August 2016.
- Incidents at the premises included, but were not limited to, excessive intoxication, alcohol related violence, disorder and abuse of the police.
- Since its opening the police and consultations have worked with the Premises Licence Holder to improve management systems at the premises.
- The police felt that they had no option but to seek a review of the premises licence.
- The additional conditions were proposed to address the root causes of the issues being faced at the premises.
- The additional conditions would also allow better supervision of patron on entry, during their stay and when they left the premises.
- In respect of the additional conditions Ms Le Favre made the following points:
  - Condition 1 – This allowed for accurate age related checks and would promote more moderate behaviour as patrons would realise their details were known and traceable.
  - Condition 2 - The overall capacity was based upon a recommendation of the Dorset and Wiltshire Fire and Rescue Service. The limit on the upper floor was intended to allow staff to better monitor patrons.
  - Condition 3 – This added to an existing condition.
  - Condition 4 – This added to the definition of training requirements.
  - Condition 5 – This condition was proposed by the management of the Tree to assist in assessing levels of intoxication.
  - Conditions 6 and 7 – This concentrated on the auditing and compliance of employment record keeping.
  - Condition 8 – This was standard practice in most large venues.
  - Condition 9 – That since May 2017 breathalysers had been used by the Police in Swindon to assess levels of intoxication at licensed premises and had proven to be successful in reducing incidents.
  - Condition 10 - This was to monitor alcohol consumption as well as to assist management of the area.

Mr Phillip Kolvin QC supported the jointly agreed additional conditions and a summary of points raised can be broadly summarised as:

- That his client Mr Mok was sorry that events at the premises had led to a review and recognised that changes at the premises were needed.
- That Mr Mok would actively engage with the Police and other authorities to improve controls at the venue.
- That the application had been properly brought and had been presented with clarity and fairness by Ms Le Favre.
- That having analysed the concerns of the police the tabled additional conditions were both parties' best efforts to reach a fair and balanced solution.
- That the conditions would reduce incidents at the premises but he noted that any venue with 150,000 visitors a year would have some alcohol related issues.
- His client would comply with the proposed additional conditions.

- In respect of the additional conditions Mr Kolvin QC made the following points:
  - Condition 1 – Some clubs resisted ID scanners because they feared losing their customer base. This was because it made individuals more identifiable and more easily traced should their behaviour require this.
  - Condition 2 - The capacity was set following a fire risk assessment. It had been accepted by his client even though it meant an 11% reduction in trading capacity. It would also facilitate better management at the premises as they wouldn't be so crowded.
  - Condition 3 - The CCTV system at the club was fit for purpose.
  - Condition 3 - The use of bodycams would help reduce confrontation from patrons.
  - Condition 4 - The commitment to serving staff passing the British Institute of Innkeeping's Certificate in Responsible Alcohol Retailing would give them more confidence in dealing with patrons and would increase standards.
  - Condition 5 - The paramedic would assist in spotting potential intoxication and help patrons if they had consumed too much alcohol. This was becoming more common in large London venues.
  - Condition 6 – The need for this was obvious.
  - Condition 7 – Ex-senior police officers have been used in this capacity before and can bring management's attention to issues they might not otherwise be aware of.
  - Condition 8 – His client agreed with this proposal.
  - Condition 9 - Breathalysers were a useful analytical tool.
  - Condition 10 - His client agreed with this proposal.

Responses to questions to the Police, Premises Licence Holder and Officers from Panel members can be broadly summarised as:

- All security staff employed at the premises were SIA qualified in line with relevant legislation.
- The reduced capacity in the upper floor area would allow better management of clientele.
- Any paramedic employed at the premises would have the authority to look for drug use as part of their duties.
- Should the paramedic employed at the premises be unavailable to work an agency replacement would be employed for the period in question.
- No test level had been set in respect the use of breathalysers as they were to be used as an analytical tool to support staff.
- The use of breathalysers had proven to be effective when used in Swindon at venues selling alcohol. At one venue there had been a fall of 95% in alcohol related incidents.
- VIP bookings would be mixed groups.
- There would be 19 staff on Saturdays and 12 on Fridays as Saturdays were busier.
- A running total of people entering and exiting the premises was kept by door staff and entered into a log every 30 minutes.
- A consultant from the company providing ID scanners was scheduled to visit the property in the coming week and it was anticipated a system would be installed within two weeks.

Resolved – After considering:

1. Representations made by the Police and their legal representative, the Premises Licence holder's legal representative and the jointly submitted conditions.
2. The revocation or suspension the premises licence due to the employment of an illegal worker.

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, the prevention of crime and disorder.

The Panel has imposed the jointly submitted additional conditions set out below:

1 (a) Every customer to the nightclub shall be processed through an ID scanning device. (b) Without prejudice to (a) above, the Designated Premises Supervisor shall not on any evening admit more than 12 people personally known to him, whose names and addresses shall be entered on a register which shall be maintained at reception for the immediate inspection of authorised officers at all times the premises are open.

2 The licensed capacity of the nightclub shall be 800 persons including a capacity of 225 customers for the second floor room shown as the Loft on the building floor plans. Security staff shall count customers both at the entry to the venue and at the entry to the second floor room. A register of customer counts shall be maintained at reception for the immediate inspection of authorised officers at all times the premises are open.

3. The nightclub security shall use at least 6 bodycams, of which at least 3 shall be used outside the premises and 3 inside.

4. All bar managers, nightclub supervisors, full time nightclub staff, VIP floor managers, floor walkers (as described in condition 22), and bar staff shall have taken and passed the British Institute of Innkeeping's certificate in Responsible Alcohol Retailing (or any successor qualification) within 1 month of commencement of employment. A register of such qualifications shall be maintained at the premises for the immediate inspection of authorised officers at all times the premises are open.

5. The nightclub shall employ a qualified paramedic at all times the club is open, whose duties shall include checking alcohol and/or drug intoxication levels at the club during trading hours.

6. No person shall be employed at the club, whether temporarily or permanently, unless they have presented documents proving that they have a right to reside and work in the UK. Copies shall be taken and a proper record maintained of all documents provided. The record shall be maintained at the premises for the

immediate inspection of authorised officers at all times the premises are open.

7. The premises shall be subject to an unannounced compliance audit by a suitably qualified licensing consultant at least once per month until 31st May 2018 and then once every two months thereafter. The audit shall include compliance with conditions and the right to work of those working at the venue. A copy of these audits will be made available to the police and licensing authority within one month of the audit taking place.

8. A deployment plan shall be drawn up and agreed with police, to include distribution of SIA staff within the premises.

9. The premises licence holder shall purchase and utilise a breathalyser and all readings recorded and made available upon request to the police and licensing authority. A policy for the use of breathalysers shall be drawn up by management and shall be agreed by the Police and Licensing Authority. This policy shall be available for inspection by the relevant authorities.

10. Two VIP floor managers shall be deployed whenever the VIP areas are open for use, whose responsibilities shall include the supervision and control of the consumption of alcohol in the VIP areas.

### Reasons

1. The Panel having regard to the submissions of both parties and the jointly submitted conditions decided not to revoke or suspend the Premises Licence given the police's agreement to additional conditions on the Premises Licence.

2. The Panel took into account during its deliberations the applicant's acceptance of the conditions jointly submitted by both parties, their co-operation in agreeing conditions and the fact that the conditions being imposed have addressed the concerns of the applicant for the review.

3. Whilst the Panel decided not to revoke or suspend the Premises Licence Panel at this time it did wish the Premises Licence Holder and Designated Premises Supervisor to understand the severity of the employment of an illegal worker, even unintentionally, and the possible sanctions available in accordance with paragraph 11.28 of the Section 182 guidance.

The Chair reminded both parties that they had the right of appeal against this decision to the Magistrates Court. Any such appeal should be made within 21 days of the decision.

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**LICENSING PANEL**

**WEDNESDAY, 6 DECEMBER 2017**

PRESENT:- Councillors Alan Bishop, Carol Shelley and Vera Tomlinson

Apologies for absence were received from Councillors .

**86. 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.

**87. Application to the Review Premises Licence in respect of Baileys News Agent, 2 Cheney Manor Road, Swindon, SN2 2NS**

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 Bailey's Newsagents, 2 Ferndale Road, Swindon, (b) written representations from Wiltshire Police in support of the review, (c) oral submissions in support of the review by PC Michael Dffin and PC Paul Bezzent, (d) oral submissions from Mr Sunni Thakrar (brother of the Premises Licence Holder) and Mr Nayan Thakrar (Premises Licence Holder) opposing the application for review, (e) questions from Members to the Police, Premises Licence Holder and officers 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 Manager introduced the report noting that:

- The application for the review of the Premises Licence had been brought by the Police under the Crime and Disorder Licensing Objective.
- That the original hearing held on 30<sup>th</sup> October 2017 had been adjourned in order to allow the Premises Licence Holder to seek legal advice.
- That since the previous meeting the Police had submitted an additional statement dated 2<sup>nd</sup> November 2017.
- The options available to the Panel in reaching its decision.
- That Police were the only party to the review.
- Two statements from the Council's Trading were attached as part of the representations received from the Police.
- Trading Standards were not part of the review but might be called as a witness by the Police.

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

- Mr Nayankumar Nanji Thakrar was both the Premises Licence Holder and Designated Premises Supervisor.
- On 21<sup>st</sup> July 2017 police attended the premises and purchased a packet of Mayfair cigarettes in a test purchase. These were taken from under the counter and tests showed they were counterfeit goods.
- The sale of counterfeit cigarettes on 21<sup>st</sup> July 2017 was made by Mr Gurman

Bajaas.

- On 27<sup>th</sup> July 2017 a visit by the police resulted in the seizure of 15 packets of counterfeit cigarettes, 5 packets of foreign label tobacco and approximately £3,000 of suspected stolen goods.
- Mr Thakkar attended the premises on a daily basis when in the country.
- In a police interview Mr Bajaas admitted to the sale of illegal tobacco and confirmed the goods seized on 27<sup>th</sup> July were stolen.
- The illicit tobacco seized was in the wrong packaging and was non UK duty paid.
- Mr Bajaas continues to work at the premises.
- The storeroom has little stock in it.
- There were additional issues at the shop such as the incorrect storage of fuel.
- On 2<sup>nd</sup> November 2017 the Police were called to attend Waitrose to deal with a theft. He shoplifter was found in possession of a receipt from Bailey's Newsagents. On the reverse of the receipt was Mr Thakkar's mobile telephone number and a shopping list of items which led the police to believe that Mr Thakkar was involved in handling stolen goods and encouraging theft.
- Shoplifting had a major and detrimental effect on retail businesses and was a considerable problem in Swindon.
- Shops selling stolen or illicit goods, in addition to breaking the law, were also creating unfair competition and encouraged more theft.

Responses to questions to Wiltshire Police from Panel Members and the Premises Licence Holder and his representative can be broadly summarised as:

- Whilst the shoplifter didn't admit who she was stealing the goods for the balance of probability was that they were for delivery to Bailey's Newsagents (she had the telephone number of the Designated Premises Supervisor with the list of items and stolen goods had been seized from the premises).
- The offence of handling stolen goods was the result of those goods being displayed on the shelves in the shop.
- Mr Thakkar had not been interviewed by the Police but Mr Bajaas had.
- Mr Thakkar had not been charged although he had allowed stolen goods and illicit tobacco on his premises.
- The police could not confirm whether Mr Thakkar was in the country at the time of the offences.
- Mr Bajaas was in day to day contact with Mr Thakkar and was running the business at the premises.
- Mr Bajaas told the police he was employing Mr Thakkar.
- Trading Standards confirmed that the tobacco seized was counterfeit.
- It was not possible to identify exactly where the goods seized had been stolen from.

The Premises Licence Holder's case for opposing the review and a summary of points raised can be broadly summarised as follows:

- That legal advice had been received but that it was too expensive to have a legal representative attend the hearing.
- The business had been sold to Mr Bajaas but not all the money had been

paid.

- Mr Thakrar had believed that Mr Bajaas had sent the appropriate paperwork to Swindon Borough Council to transfer the Premises Licence into his name and to confirm Mr Bajaas as the Designated Premises Supervisor. This paperwork had never been submitted.
- Mr Thakrar was the landlord of Bailey's Newsagents and was out of the country on a regular basis.
- Mr Thakrar visited the shop regularly but only to help the staff.
- Mr Thakrar did not know about the sale of illicit cigarettes or of the stolen goods found at the premises.
- Mr Thakrar hadn't seen the police evidence in respect of the illegal tobacco and stolen goods.
- All shops were struggling which was probably why Mr Bajaas sold illicit tobacco. Shopkeepers were buying goods on special offer from supermarkets to sell in their shops.
- Only one bottle at the premises had a security tag on it.
- The shoplifter having a receipt from the shop and Mr Thakrar's telephone number did not mean that he was in any way involved in the shoplifting.
- Mr Bajaas still owed Mr Thakrar money and was going to return to London. Because of this a new buyer had been found for the shop.
- Mr Bajaas had accepted responsibility for the goods seized at the premises.
- Mr Thakrar was innocent but should have checked on the transfer of the premises licence.
- Mr Thakrar would be willing to accept a suspension although Mr Bajaas was responsible.

Responses to questions to the Premises Licence Holder from Panel Members and the Police can be broadly summarised as:

- Staff were currently running the shop and Mr Bajaas was not in charge of daily activities.
- Mr Bajaas paid the staff's wages.
- Mr Thakrar did not know why his telephone number was on the receipt found in the possession of the shoplifter.

Resolved - That, having listened to and carefully considered all of the evidence and submissions put forward by the police and the management of Bailey's Newsagents, 2 Ferndale Road, Swindon the Panel reached the following conclusions:

The Police had provided compelling evidence of breaches of the failure of the management of Bailey's Newsagents to uphold the Prevention of Crime and Disorder Licensing Objective. There was evidence of the storage and the display for sale of stolen goods and the sale of illegal and non-duty paid tobacco and poor management relating to the premises.

Having considered the evidence given by the management of Bailey's Newsagents the Panel was not satisfied that any compelling evidence was put forward that the current management would resolve the issues being experienced at the premises.

The Panel conscious of its duty to ensure that the licensing objectives are met, and

having regard to the Secretary of State's Guidance, and in particular paragraphs 11.27 and 11.28, decided that the Premises Licence should be revoked.

### Reasons

1. The Management of Bailey's Newsagent did not dispute that 5 packets of illegal and non-duty tobacco, 15 packets of counterfeit cigarettes and stolen goods including alcohol, to the approximate value of £3,000, was being stored on the premises and being displayed for sale.
2. The Panel was satisfied from the evidence of the Police and Trading Standards Team that illegal and non-duty paid tobacco was kept in plain view of all staff and available for sale by them.
3. The Panel heard evidence from management that Mr Bajaas was still heavily involved in the day to day running of the premises, including paying staff wages for five weeks after the initial hearing.
4. The Panel was satisfied that there was a lack of supervision in the day to day running of the premises. This was supported by Mr Thakrar's lack of knowledge of who was the Premises Licence Holder and Designated Premises Supervisor as well as his evidence that he was regularly out of the country.
5. The Panel was not satisfied as to the nature of the business relationship between Mr Thakrar and Mr Bajaas and given the evidence of Mr Thakrar that he attended the premises on a regular basis to "help out" and the continuing role of Mr Bajaas in managing the premises.
6. The Panel noted that no concrete measures had been taken to uphold the Licensing Objectives, or prevent a re-occurrence of illegal activity given that Mr Bajass continued to operate the business.
7. The Panel heard evidence that there were on-going negotiations to sell the premises to a third party, however no evidence as to the sale, for instance through written documentation of an intention to buy, the timescales involved, or the buyer involved was presented to the Panel.
8. The Panel had no faith that if the Premises Licence was left in place or suspended that present management understood their legal responsibilities or had the will to put in place appropriate improvements to management processes to prevent future issues arising.
9. The Panel noted that the licence holder had not been interviewed or charged by the police in relation to these offences but considered that there was a lack of managerial oversight.

The Chair reminded both 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.

**EDUCATION TRANSPORT APPEALS SUB-COMMITTEE**

**TUESDAY, 9 JANUARY 2018**

PRESENT:- Councillors Alan Bishop, Carol Shelley and Wayne Crabbe.

Apologies for absence were received from Councillor Nick Martin.

**11. Appointment of Chair**

Resolved – That Councillor Carol Shelley be appointed Chair of the Sub-Committee for this meeting.

**12. Declarations of Interest**

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

**13. Minutes**

Resolved – That the minutes of the meeting held on 5<sup>th</sup> October 2017 be confirmed and signed as a correct record.

**14. Exempt Items - Exclusion of Press and Public**

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 15 refers.)

**15. Home to School Transport Appeals**

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

Resolved – (1) That, due to the exceptional circumstances set out in the appeal, appeal number TA/OMA be upheld and a taxi be provided until the end of Year 2.

(2) That, due to there being no exceptional circumstances, appeal number TA/JJ be refused

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## **Section 4**

# **Children Services Bodies Minutes**

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**SCHOOLS FORUM**

**TUESDAY, 5 DECEMBER 2017**

PRESENT: -

**Maintained School Members:** Janet Urban, Chair - Primary Headteacher  
Rhian Cockwell, Primary Headteacher  
Mark Edwards, Governor - Secondary  
Charles Law, Special Governor  
Alison Lowe, Primary Headteacher  
Ben Slater, Pupil Referral Unit Headteacher  
Jackie Smith, Special Schools Headteacher  
Ray Williams, Primary Governor

**Academy Members:** Fiona Godfrey, Mainstream Academy  
Andrew Henstridge, Mainstream Academy  
Emma Leigh-Bennett, Mainstream Academy  
Bob Linnegar, Mainstream Academy  
James Povoas, Mainstream Academy  
Karen Pyman, Mainstream Academy  
Clive Zimmerman, Mainstream Academy

**Non-School Members:** Peter Smith, Trade Unions  
Jo Morris, Early Years  
Emma Lindsay, Diocese of Bristol

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

Apologies for absence were received from Councillor Fionuala Foley, Cabinet Member, Children's Services and School Attainment, and Nick Capstick (Special Academy).

**18. Minutes of Previous Meeting**

Resolved - That the minutes of the meeting held on 3<sup>rd</sup> October 2017 be confirmed and signed as a correct record.

**19. Public Questions**

In accordance with Standing Order 28, Mr Alastair Dixon - Patterson of Lydiard Park Academy, Swindon, submitted written questions regarding the number of permanently excluded pupils and how the value for money requirement of public expenditure was tested on the current level of exclusions spend. It was noted that written responses had been prepared in respect of Mr Dixon-Patterson's questions and that these had been tabled at the meeting.

The Head of Education submitted a report providing an update in respect of education provision at Oakfield School and the funding needed to ensure that the Oakfield project can continue to provide a service to Swindon secondary schools. He advised that the project, established in 2009, to provide education for pupils at risk of exclusion, was at risk due to schools being less willing to fund places in light of their own financial pressures. It was noted that the management of Oakfield was taken over by secondary schools in 2010. Since 1<sup>st</sup> September 2017, the Council has taken over the management of Oakfield.

In response to queries regarding funding the project, the Head of Education elaborated on the project's funding for the previous three years and that expenditure was higher than income received. He confirmed that previously the service was block funded but now fixed places were bought as and when required.

Resolved -

- (1) That the report be noted.
- (2) That additional funding be provided for the Oakfield Project, as identified in the report, to ensure that the project has no budget deficit for the financial year 2017/18.
- (3) That additional funding be also provided to ensure the Oakfield project has no financial deficit until the end of term 6, 2018.
- (4) That a further report on the future funding of Oakfield be submitted to the Schools Forum meeting in May 2018, with a view to moving Oakfield to an agreed funding model within the Education Other Than At School setting (EOTAS).

The Forum considered a report submitted by the Head of Finance, Education, setting out the funding protocols that will be used to prepare the budgets for 2018/19. He explained that the report addressed (a) the Mainstream Funding Formula (b) the transfer of 0.5% Schools funding block to High Needs funding block and (c) it provided information regarding the statutory services carried out on behalf of all maintained schools. He advised that the Schools Forum was being given the opportunity to agree the approach to be adopted by the local authority when setting the Dedicated Schools Grant budget for 2018-19.

The Forum's discussion of this item centred on determining the approach to setting the principals to be applied. Members remarked on the impact the principles would have on the different school settings and how these would be implemented.

Resolved – (1) That it be agreed that the following principals be applied to the calculations of the Dedicated Schools Grant Budget for 2018-19:

- (a) The funding formula has a minimum per pupil value for primary schools and a minimum per pupil value for secondary schools.
- (b) The minimum per pupil values are to exclude premises factors.
- (c) The formula contains a Minimum Funding Guarantee ('MFG') that is between -1.5% and 0.5%.
- (d) That further to (c) above, the formula maximises the MFG percentage within the affordability envelope.
- (e) That the formula calculations move as close as possible to National Funding Formula by applying the principles above.
- (f) That the Primary Low Prior Attainment is-set at 100% weighting

- (2) That it be agreed that:
- (a) 0.5% of the Schools Funding Block be transferred to the High Needs Funding Block.
  - (b) The Local Authority retains the funding that will be announced in December as part of the Schools Block to meet its statutory duties for all pupils.
  - (3) That Maintained School Members agree that the Local Authority retains a £16 per pupil fee to cover the cost of providing its statutory duties for all maintained pupils.
  - (4) That further to (3) above, the charge will be adjusted prorata should a school become an academy during the financial year.
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**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION**

**TUESDAY, 5 DECEMBER 2017**

PRESENT:-

**Group A:** Jo Backus (Buddhist Community), Mr David  
Christian Denominations and Burbidge (Baptist Church), Reverend David  
Other Religions or Religious Howell (Swindon Evangelical Alliance), Mr M S  
Denominations Khan (Muslim Community) and Mr Dinesh Patel  
(Hindu Community)

**Group B:** Reverend Norma McKemey  
Church of England

**Group C:** Mrs Tracy Mason and Mrs Emma McCarthy  
Teacher Organisations

**Group D:** Councillors Fay Howard (Chair),  
Councillors Matthew Courtliff and Gary Sumner

Also in attendance: Katy Staples (SACRE Advisor) Jo Garton and  
Fidelma Meehan (Baha'i Community)

Apologies for absence were received from Peter Nathan, Reverend Clive Deverell, Mr Gurchoran Singh Lyal, Miss Janet French, Ms Steph Mundin, Mrs Lottie O'Brien, Mrs Mandy Sandleton, Mr Tony McAteer, Sarah Foulkes, Councillor Fionuala Foley, Councillor Barbara Parry and Michelle Howard

**12. Appointment of Chair**

Resolved: That Councillor Fay Howard be appointed Chair for the remainder of the Municipal Year 2017/18.

**13. Appointment of Vice-Chair**

Resolved: That Jo Garton be appointed Vice-Chair for the remainder of the Municipal Year 2017/18.

(Following the meeting and after consulting the SACRE Constitution, it was noted that a Vice-Chair would need to be appointed from one of the four Representative Groups. As Jo Garton was a co-opted member and not from one of the four Representative Groups, she was not eligible to be Vice-Chair. A new appointment would be made at the next SACRE meeting)

**14. 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.

**15. Public Question Time**

No public questions were received during the meeting.

## **16. Chair's Announcements**

The SACRE were reminded that the annual South West Conference for SACREs is being held on Monday 5<sup>th</sup> March 2018 at Dillington House, Ilminster. The theme for the conference is 'Religious Education: What are we doing? Where are we going?'. Fidelma Meehan and Jo Backus expressed interest in attending the event.

## **17. Minutes and Matters Arising**

Resolved: That the minutes of the meeting held on 27<sup>th</sup> June 2017, be confirmed and signed as a correct record, subject to the following amendments:

- To amend the spelling of Jo Garton's name in Minute 7, Resolved (2) and (6);
- To remove the word 'secondary' in Minute 7, Resolved (2).

### Matters Arising:

#### 1. Commission on Religious Education – Draft Response – Minute 8/17

The SACRE Advisor confirmed that a copy of the draft letter to the Commission on Religious Education had been forwarded to the local MP's for comment, as requested at the last SACRE meeting.

The SACRE noted that the local MP's had not responded to the letter within the timescales given, and therefore the SACRE Advisor had forwarded the letters to the Commission on behalf of the SACRE.

The Chair explained that she would contact the local MP's asking for comments on the original letter.

#### 2. Guidance on Responses to National and/or Local Crises

The SACRE Advisor reminded members that she had been asked at the previous SACRE meeting, to prepare guidance for RE Teachers about how they could respond to national and/or local crises. She advised that suitable material was currently available on this matter and she was proposing to signpost schools to this guidance.

## **18. Interim CoRE Report and SACRE's Response**

The SACRE considered an interim report from the Commission on Religious Education about Religious Education for All.

The SACRE Advisor informed the SACRE that the Commission on Religious Education had asked for responses to a number of questions raised within the interim report. The SACRE then made the following comments on the specific

questions within the interim report:

1. The National Entitlement for RE:

- Members were concerned that there was an absence of explicit reference to Spirituality and Spiritual Development in the description of Religious Education.
- The explicit expectation of the inclusion of Dharmic religions as well as Abrahamic ones was omitted. A phrase like “young people should be enabled to understand a variety of world views in order to make meaning. These should include Dharmic religions such as Buddhism, Hinduism, and Sikhism as well as Abrahamic faiths such as Judaism , Christianity and Islam and non- religious world views” was suggested.
- The possible omission of the epistemological approach to the study of religions which would include an exploration of truth and truth claims.
- The relationship and contribution of Religious Education to the greater educational endeavour of exploring “What makes a good human being?” and “What can religions and beliefs offer in terms of what it means to be a human and how we can we all get along together” could be strengthened.
- Support for the proposal that there would be a new KS4 entitlement for RE in the form of a nationally expected accredited qualification that was achievable by most schools in less curriculum time than the current GCSE. This course would need to include sufficient RE content and pedagogical rigour that it could not be squeezed into a few token “drop down days” shared with PSHE.

2. Name for the subject:

- a. SACRE was keen not to lose the word Religion from the title of the subject. It felt that any title should be sufficiently simple that a Year 1 class had a hope of understanding the content of this curriculum area. Therefore terms such as “Religion Beliefs and Spirituality” were all discussed - but no conclusion was reached.

3. Agreed Syllabus Conference:

- a. Swindon has adopted an “RE Today” Syllabus within the last Academic year.
- b. It is acknowledged that the Syllabus has seen an improvement in the teaching of RE and schools are reporting a higher level of engagement from pupils.
- c. At the time of the last Agreed Syllabus Conference it was decided that there was not enough capacity within Swindon Council to write and devise a local syllabus and that adopting a syllabus written by “RE Today” Services was the best and most affordable option available.
- d. There is insufficient local funding, capacity or talent to realistically write a locally agreed syllabus and therefore either the Government needs to ensure sufficient earmarked funding for SACREs or to accept that SACREs may need a Nationally Agreed syllabus for RE.

- e. It is felt that, in real terms, what is occurring is “market led” RE curriculums. This may offer greater subject expertise and be preferable to successive Secretaries of State deciding what Religious Education should be, and what service it should provide to the prevailing political agenda.
  - f. If the Government has no will to change the National Settlement for Religious Education and it seeks that RE should remain locally determined by SACREs and Agreed Syllabus Conferences, then it needs to support this current legislative framework by funding these bodies adequately.
4. A renewed and expanded role for SACREs:
- a. Swindon is a small Unitary Authority with very few schools that are not Academies (all Secondary Schools are now Academies). It has to make further quite radical cuts to its services in the next year.
  - b. Swindon SACRE has a current budget of £5000 a year.
  - c. Swindon SACRE is supported by a team of committed volunteers who work hard but it is barely functional as it currently exists and fulfills its duties to schools with the help of charitable giving through the Jerusalem Trust and St Matthias Trust “Learn Teach Lead” project whose funding is finite and will finish in the next year.
  - d. The possibility of a renewed and expanded role for Swindon SACRE would be impossible without considerable ring-fenced National funding.

The SACRE Advisor explained that she would prepare a written response based on the discussions and issues raised at this meeting. A copy of the draft letter would be circulated to SACRE members for comment prior to a final version being sent to the Commission on Religious Education.

Resolved – That the SACRE Advisor prepares a draft response to the Commission on Religious Education interim report, based on the discussions and issues raised at this meeting. A copy of the draft letter would be circulated to SACRE members prior to a final version being sent to the Commission on Religious Education.

## **19. Development Plan 2016-2018**

The SACRE received the updated Swindon SACRE Development Plan 2016-18, which was simplified at the last meeting to ensure the Plans deliverability.

The SACRE Advisor set out how the goals included in the Development Plan had been delivered during 2017 and how the remainder would be delivered during 2018, as follows:

- Goal 1 – Improving Standards of pupil engagement and attainment.
  - Hub meetings taking place to offer more effective support to schools and improve the quality of Religious Education.
  - Example of work undertaken by Wanborough Primary School during Inter Faith Week.
  - Annual RE Conference 2018 being held in Bristol on 26<sup>th</sup> January 2018, with a focus on “Clearing the Fog” – Demystifying Key Beliefs of World Faiths.
- Goal 2 – Assess the impact of the new locally agreed syllabus launched in 2016.



- Interviews with school children undertaken by Jo Garton. It was noted that children enjoyed RE lessons if the teacher enjoyed teaching the lessons.
- An electronic survey would be sent to schools in March 2018.
- Goal 3 – To develop and enhance the possibilities for spiritual, moral, social and cultural development offered through Collective Worship.
  - Meeting to undertake a review of Collective Worship planned for 2<sup>nd</sup> January 2018. Contributions from SACRE members was welcomed.
- Goal 4 – Enhance the vital role that RE must play in contributing to understanding diversity, including through offering direct opportunities for engagement for pupils.
  - Directory of key speakers and places of worship in Swindon being developed.
  - The importance of diversity amongst speakers and places of worship was highlighted.

Resolved – That the Development Plan actions taken during 2017 and to be undertaken during 2018 be noted.

## **20. 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 two of the teachers spoke about their recent attendance at the Learn, Teach, Lead RE conference.

Other highlights from the meeting included:

- Support for new RE co-ordinators,
- A new Hub Facebook Group
- Visit from Fidelma Meehan – SACRE Co-opted member

The SACRE members also raised the following general issues:

- The use of Discovery RE schemes of work by some Swindon schools following the launch of the new agreed syllabus.
- Accessing the link to the new agreed syllabus.
- The need to investigate the use of the new agreed syllabus by all Swindon schools.

Resolved – (1) That the feedback from Hub meetings be noted.  
 (2) That the link to the new agreed syllabus be circulated to SACRE members.  
 (3) That details of the Swindon RE Teachers Facebook Group be circulated to SACRE members.  
 (4) That each SACRE member be allocated a number of schools to investigate their usage of the new agreed syllabus, with feedback at the next SACRE meeting in March 2018.

## **21. Date and Time of the Next Meeting**

It was noted that the next meeting of the SACRE would be held on Monday,

26<sup>th</sup> March 2018, commencing at 6.00pm at the Gateway Church, Swindon.

**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 10:00 hours on  
Friday 8 September 2017 at the  
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Cllr Spencer Flower (Chairman); Cllr Garry Perkins (Vice Chairman); Cllr Steve Allsopp; Cllr Abdul Amin; Cllr Richard Biggs; Cllr Kevin Brookes; Cllr Steve Butler Cllr Les Burden; Cllr Ernie Clark; Cllr Andrew Davis; Cllr Brian Dalton; Cllr Peter Hutton; Cllr Bob Jones; Cllr Rebecca Knox; Cllr Colin Lovell; Cllr Christopher Newbury; Cllr Byron Quayle; Cllr Pip Ridout; Cllr Christopher Rochester; Cllr Ann Stribley; Cllr Robert Yuill.

Officer attendance: Chief Fire Officer, Mr Ben Ansell; Clerk & Monitoring Officer, Mr Jonathan Mair; Director of Finance & Treasurer, Mr Phil Chow; Director of Corporate Services, Mr Derek James; Director of People Services, Ms Jenny Long; Director of Operations, ACFO Jim Mahoney; Director of Prevention and Protection, ACFO Mick Stead; Area Commander Bournemouth, Poole and Swindon, Craig Baker; Head of Information Management and Communications, Mrs Vikki Shearing; Media & Graphic Designer, Mr Max Furneaux; Safety Centre Project Manager, Group Manager Kathy Collis.

Guest: Mr Scott Tacchi, Project Manager and Partner, Ridge.

**17/39 Welcome**

17/39.1 The Chairman opened the meeting and welcomed attendees.

**17/40 Apologies**

17/40.1 Apologies were received from Cllr Mark Anderson; Cllr Malcolm Davies; Cllr Matthew Dean; Cllr Beverley Dunlop; Cllr Colin Jamieson; Cllr Susan Jefferies; Cllr Nick Martin; Cllr Paul Oatway; Cllr Vikki Slade; Director of Assets, ACFO John Aldridge.

- 17/41 Code of Conduct, Declarations of Interest and Notifications of Any Other Business**
- 17/41.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures.
- 17/42 Review and approve Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 27 June 2017**
- 17/42.1 The chairman asked Members to review and approve the minutes from the last meeting.
- 17/42.2 The Chief Fire Officer confirmed that all outstanding actions had been completed.
- 17/42.3 **RESOLVED: That the Minutes be confirmed, subject to amending the name of the Labour Group Leader to Cllr Steve Allsopp, and be signed by the Chairman as a correct record.**
- 17/43 Receive the minutes from previous Finance, Governance and Audit meeting, 27 June 2017, and update on Member Development**
- 17/43.1 Members received the minutes, with no further comment.
- 17/44 Pensions board nomination (Firefighter pensions)**
- 17/44.1 **RESOLVED: Cllr Pip Ridout to be added to Local Government Pensions Board**
- 17/45 Planned changes to the membership and governance of the Fire and Rescue Authority**
- 17/45.1 The Chairman reminded Members that at their meeting on 9 March 2017 the Authority received a joint report from the Chairman of the Governance Working Group and the Monitoring Officer on possible changes to the membership of the Authority. Having considered the report, the Authority approved in principle and, as the basis for consultation with the five constituent Councils, an Authority membership of 18. The views of the constituent Councils were then to be reported to this meeting. The report drew together the responses received to the consultation and recommends that the Authority make a formal request to the Home Secretary for a variation of the Combination Order to reduce the Authority's membership from 30 to 18.

- 17/45.2 The Chairman brought Members attention to the Adrian Thomas Review and the Policing and Crime Act 2017; he outlined the changes at other fire and rescue authorities. He added that there were a number of key drivers for making changes to the membership.
- 14/45.3 The Chairman had received feedback from all five constituent councils all with their support to reduce the membership to 18 except one which argued for a reduction to 24 Members.
- 17/45.4 The Chairman moved the recommendations, seconded by Cllr Bob Jones.
- 17/45.5 Members suggested that a 'requirement to attend' should be put in place and reinforced by constituent authorities; along with assured equality of representation across both the north and the south of the area served by the Authority.
- 17/45.6 Recognition was made of the need to undertake a review of Governance to be undertaken by Officers and overseen by Finance, Governance and Audit Committee.
- 17/45.7 The Chairman was grateful for Members and their in-depth considerations and reminded them that the authority needs to consider its the long term future sustainability and that of the Service.
- 17/45.8 Asked by the Chairman, the Chief Fire Officer, Ben Ansell, outlined the benefits this change would bring to the efficiency of the Service itself, but stated that governance arrangements were clearly a matter for Members.
- 17/45.9 **RESOLVED: That a formal request is made to the Home Secretary for a variation to the Dorset & Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015 to reduce the membership of the Authority from 30 to 18, with each constituent Council appointing members to the Authority in proportion to its share of the total electorate of the five constituent Councils (16 in favour, 5 against).**
- 17/45.10 **RESOLVED: That an internal review of governance arrangements be held suitable to the reduced Membership, and overseen by the Finance, Governance and Audit Committee.**
- 17/46 Asset Department resources update**
- 17/46.1 The Chairman introduced the Head of Corporate Services, Derek James, who presented this item on behalf of ACFO John Aldridge. The Chairman of Finance, Governance and Audit, Cllr Bob Jones, gave some background on his request and the discussions previously undertaken.
- 17/46.2 Following combination, the Asset department has suffered from a large number of vacancies, significantly in excess of what could be predicted. The

reasons for the high level of vacancies included retirements, promotion to other roles or movement to other organisations of key members of staff. However, during this period the teams have continued to ensure that they have undertaken all of the key elements of their work that ensures all premises, fleet and equipment are maintained and fit for purpose. As a result of recent recruitment campaigns there is now greater stability in the department and the capacity of the teams has been largely restored. As a result we are now in a strong position to work towards full implementation of recognised asset management plans, systems and procedures that were planned to be delivered.

17/46.3 The Chairman of the Finance, Governance and Audit Committee added that they will continue to monitor the resourcing of the Assets Department.

**17/46.4 RESOLVED: Members noted the report.**

#### **17/47 Members Podcast**

17/47.1 The CFO introduced the Podcast and the Media and Graphic Designer, Max Furneaux. Station Manager Wayne Presley provided highlights on the Podcast and the CFO thanked the Members for their continued support over what has been a very busy summer.

17/47.2 Members supported Cllr Jones when he asked that thanks be recorded for all the work carried out by staff and volunteers both front line and support.

17/47.3 **ACTION: The CFO to convey thanks to all teams on behalf of the Fire and Rescue Authority.**

#### **17/48 Public Health England Wellbeing Charter/Dying to work charter**

17/48.1 The Director of People Services, Jenny Long was welcomed to the table and introduced this item.

17/48.2 Dying to Work is a Trade Union Congress (TUC) campaign to gain support and encourage employers to sign a voluntary charter that sets out how employees will be supported, protected and guided through their employment should they receive a terminal diagnosis. Ms Long added that prior to combination both Services had a history of providing excellent care to our staff who have been diagnosed with a terminal illness or acquired a life changing injury and, whilst this has not yet needed to be considered for Dorset & Wiltshire Fire and Rescue Service, it is a legacy we are keen to continue.

17/48.3 Ms Long outlined a number of fire and rescue services and other organisations who had already signed the Charter.



- 17/48.4 Members discussed the scheme of delegation and Monitoring Officer agreed that the CFO was entitled to sign up the Service but that delegated authority for the signing of future charters should be included in the governance review.
- 17/48.5 **RESOLVED: Members noted the content of the report and supported the intention of the CFO to sign the Charter.**
- 17/48.6 **ACTION: The scheme of delegation to be part of the Governance Review discussed earlier in the meeting at item 17/45.6.**
- 17/49 Date of Next Meeting**
- 17/49.1 The chairman confirmed the date of the next DWFRS meeting as Tuesday 5 December 2017 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury, SP1 3NR, from 10am.
- 17/50 Consider passing the following resolution**
- 17/50.1 In accordance with Section 100A (4) of the Local Government Act 1972, to exclude the press and public for the business specified below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.
- 17/50.2 **RESOLVED: Members passed the resolution and closed the meeting to the press and public.**

## PART 2

- 17/51 Marauding terrorist fire arms response capability**
- 17/51.1 The director of Operations, ACFO Mahoney, introduced the paper to Members giving some background to the paper and the changing nature of terrorism.
- 17/51.2 In 2012, the Home Office supported the establishment of fifteen Fire and Rescue teams to provide a joint response capability with Ambulance staff in the event of a Marauding Terrorist Firearms Attack (MTFA). In light of recent events and following a review of the risk associated with terrorist activities, the Home Office has revised its thinking and is enhancing the national MTFA response capability through an uplift programme. Dorset & Wiltshire Fire and Rescue Service (DWFRS) has received a request from the Home Office to

establish an MTFA response capability as part of this uplift programme in order to enhance and support the national capability. DWFRS has agreed to support the uplift programme subject to both the Authority's approval and the resolution of a number of outstanding national issues.

17/51.3 AM Craig Baker took Members through the detail of the report, our current response, the proposed future response and budget.

17/51.4 Budget costs and additional expenditure possibilities were discussed by Members alongside grant funding to cover all costs.

17/51.5 **RESOLVED: Having considered the report, its implications and expectations, Members approved the two recommendations.**

## 17/52 **Safety Centre**

17/52.1 Director of Prevention and Protection, ACFO Mick Stead was welcomed to the table, he introduced GM Kathy Collis who is the Project manager for the Safety Centre. Mr Scott Tacchi, Partner and Project manager at Ridge was also welcomed to the table.

17/52.2 GM Collis took Members through the presentation on the Safety Centre and outlined how far the project had come in recent months.

17/52.3 The Safety Centre delivery is subject to a comprehensive project plan, which has been approved by the Safety Centre Working Group who monitors progress against its timeline. The key areas within the project plan are the lease arrangements, planning arrangements, procurement for design and build, partnering, sponsorship and long term sustainability.

17/52.4 Members discussed the sponsorships, support and community impact for the Safety Centre project; project costs and long term benefits to the community and the wider impact this would have.

17/52.5 **RESOLVED: Members noted and reviewed the progress of the project**

17/52.6 **RESOLVED: That the revised budget for the Safety Centre be approved.**

17/52.7 **RESOLVED: Additional funding to support delivery in line with the recommendation of the Members Working Group (Option 1) be approved.**

Meeting closed at: 12:35

Signed: \_\_\_\_\_

Initials \_\_\_\_\_