

Swindon Borough Council

Scrutiny Committee

Monday, 13 January 2020

Committee Room 6, Civic Offices

At 6.00 p.m.

Conservative Councillors

Emma Faramarzi (Vice-Chair)
Matthew Courtliff
Brian Mattock
Barbara Parry
Roger Smith
Timothy Swinyard
Vera Tomlinson

Labour Councillors

Robert Wright (Chair)
Steve Allsopp
Emma Bushell
Jim Grant
Carol Shelley

Committee Officer: Vicki Yull, 07980 752043, CommitteeServices@swindon.gov.uk

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 445500)

Access Arrangements - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting, or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

AGENDA

1. Apologies for Absence

2. Declarations of Interest

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

3. Minutes (Pages 5 - 10)

To receive the minutes of the meeting held on 9th December 2019.

4. Public Question Time

See explanatory note below. Please contact the Committee Officer whose details appear at the top of this agenda if you need further guidance.

5. Budget Setting Process 2020-21 (Pages 11 - 14)

6. **Cabinet Member Question and Answer Session - Cabinet Member for Strategic Planning** (Pages 15 - 28)
7. **Work Programme 2019/2020** (Pages 29 - 42)
8. **Status of Requests for Action and / or Information** (Pages 43 - 48)

Date of Despatch: 03 January 2020

Public Question Time - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above. We will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available from the Committee Officer named above or on the Council's Website at:
<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>.

The Scrutiny Committee - Terms of Reference

- To meet at regular intervals to review the policies, process and implications of Cabinet, Cabinet Member and Officer decision making and the way in which Cabinet and Cabinet Member decisions are made;
- To consider requests for "Call-in" as defined in the Council's "Call-in" Procedure;
- To refer decisions back to Cabinet (or the decision maker) for reconsideration. It may do this once for any individual decision, after which if there is no agreement the decision will be referred to the full Council for determination;
- To refer Cabinet and Cabinet Member decisions to the relevant Overview and Scrutiny Committee for investigation without delaying the implementation of the decision concerned;
- To receive a report by the Leader of the Council at its first meeting after each Annual Council Meeting (or at such a meeting as is agreed by the Chair of the Committee and the Leader of the Council) on the service issues for the year ahead, the Leader of the Council's priorities for the coming year and on the Council's performance in the previous year;
- To oversee the arrangements for Overview and Scrutiny within the Council, including determining (i) where matters fall within the remit of more than one Overview and Scrutiny Committee which of those Committees will assume responsibility for any particular issue, (ii) a system to ensure that referrals from Committees to the Cabinet, either by way of report or for reconsideration are managed efficiently and do not exceed any limits set out in the Council's Constitution, and (ii) in the event of reports to the Cabinet exceeding any limits in this Constitution or if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business, at the request of the Cabinet to make decisions about the priority of

referrals made.

- To carry out any investigation into the business and functions of the Council and to call in any Cabinet Member or senior officer of the Council so that they can offer advice, support or answer any question that will assist the Committee in carrying out its functions.
- To carry out an external scrutiny function, particularly in relation to corporate issues and issues falling into the remit of a number of Overview and Scrutiny Committees.

To fulfil all the functions of an overview and scrutiny committee as they relate to –

- the review, scrutiny and development of policy recommendations;
- the management of performance,
- the monitoring of progress against corporate priorities and
- the formulation of advice for the Cabinet, Council and other partners and stakeholders.

To have specific responsibility (but not limited to)

- Good governance
- The Budget Scrutiny function.

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SCRUTINY COMMITTEE

MONDAY, 9 DECEMBER 2019

PRESENT: Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Steve Allsopp, Emma Bushell, Jim Grant, Robert Jandy, Brian Mattock, Barbara Parry, James Robbins, Carol Shelley, Roger Smith, Vera Tomlinson and Steve Weisinger.

Also in attendance were: Councillors David Renard (Leader of the Council), Russell Holland (Deputy Leader and Cabinet Member for Finance, Education and Skills), Dale Heenan (Cabinet Member for the Town Centre), Cathy Martyn (Cabinet Member for Housing and Public Safety), Gary Sumner (Cabinet Member for Strategic Planning) and Keith Williams (Cabinet Member for Corporate Services and Operational Excellence).

Apologies for absence were received from: Councillors Matthew Courtliff and Timothy Swinyard.

45. Councillor Des Moffatt

The Committee noted that Councillor Des Moffatt had sadly passed away recently. A Minute's Silence was held in his honour and in reflection of his contribution to this Committee and other forums.

46. Declarations of Interest

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

- Councillor Steve Allsopp made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet decisions) as a Director of the Swindon Housing Company.
- Councillor Brian Mattock made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet decisions) as a Director of the Swindon Housing Company.
- Councillor Roger Smith made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet decisions) as an employee of a company involved with the review of the Local Plan.

47. Minutes

Resolved – That the minutes of the meeting held on 18th November 2019 be confirmed and signed as a correct record.

48. Public Question Time

Mr Roy Worman, a Haydon Wick resident, asked a number of questions relating to the Leader of the Council's six month update, in particular:

- The timeline for identifying a new use of the Mechanics Institute, potential sources of funding, and the likelihood of a Compulsory Purchase Order being required in the future.

- The impact on Swindon from the potential withdrawal of funding for the Oxford / Cambridge road proposals following the General Election.

The Leader of the Council and the Chair responded to the questions at the meeting.

49. Consideration of Cabinet Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 6th December 2019.

Minute 48. Budget Management 2019/20

Councillors Russell Holland (Deputy Leader and Cabinet Member for Commercialisation, Education and Skills) and Cathy Martyn (Cabinet Member for Housing and Public Safety) responded to questions put by Councillors Emma Bushell, Jim Grant and the Chair on the following matters:

- The voids rents having reduced less than planned in the first half of the year, resulting in a further budget pressure of £43k on the Housing Revenue Account (HRA), and the programme that has been implemented to help reduce these budget pressures and resolve issues and which has brought the voids down to below 100.
- The potential savings to the HRA from staff vacancies, some of which relate to the current consultation on whether to retain in-house warden positions in sheltered housing.
- The scope for members to be involved in budget saving discussions and projects.
- The disruption to the typical budget setting timetable caused by the General Election on 12th December and when it is anticipated that this Committee will have consideration of the draft budget proposals prior to February 2020.

Resolved – That Minute 48 of the Cabinet be noted.

Minute 49. Capital Monitoring Quarterly Reports – second quarter 2019/20

Councillor Gary Sumner (Cabinet Member for Strategic Planning) responded to questions put by Councillors Steve Allsopp, Jim Grant, Brian Mattock and the Chair on the following matters:

- The potential risk to the development of the New Eastern Villages scheme from the result of the public enquiry currently taking place in to the proposals for the southern connector road.
- The anticipated pressures on the existing road network should the southern connector road not be built.
- The length of time it would take the Council to build the southern connector road without government assistance.
- The Community Infrastructure Levy (CIL) having a Neighbourhood Proportion allocated to the relevant parishes with the remainder being attributed by Cabinet as a whole to agreed priorities.

Resolved – That Minute 49 of the Cabinet be noted.

Minute 50. Treasury Management Performance 2019/20

Councillor Russell Holland (Deputy Leader and Cabinet Member for Finance, Education and Skills) responded to a question put by the Chair on the changes to the Public Works Loans Board finances and the subsequent effects an increased cost of borrowing may have on planned developments by the Council.

Resolved – That Minute 50 of the Cabinet be noted.

Minute 51. Housing Revenue Account – Housing Development Sites

Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety) responded to questions put by the Chair on how the carbon neutral agenda is taken into account in the design and build of properties.

Resolved – That Minute 51 of the Cabinet be noted.

Minute 52. Swindon Borough Local Plan Review – Regulation 19 Consultation (submission draft) (Minute for Confirmation)

Councillor Gary Sumner (Cabinet Member for Strategic Planning) responded to questions put by Councillor James Robbins and the Chair on the following matters:

- How public responses to the consultation will be considered and acted upon.
- How addressing environmental concerns through the Local Plan is limited as it concerns the allocation of suitable sites for development and not the development itself.

Resolved – That Minute 52 of the Cabinet be noted.

Minute 53. Corporate Customer Feedback Policy

Councillor Keith Williams (Cabinet Member for Corporate Services and Operational Excellence) responded to questions put by the Chair on the reduction in the use of legal jargon within the Policy, and the availability of online / offline options for people wishing to complain.

Resolved – That Minute 53 of the Cabinet be noted.

Minute 54. Amending the Diversity Impact Assessment Process to strengthen Swindon Borough Council's role as a Corporate Parent

Councillor Keith Williams (Cabinet Member for Corporate Services and Operational Excellence) responded to questions put by Councillor James Robbins and the Chair on the positive move this takes towards placing young people at the centre of policy and service decision-making, and the other initiatives planned to ensure that any potential impact on looked after children is considered and mitigated.

Resolved – That Minute 54 of the Cabinet be noted.

Minute 55. Adult Community Learning Plan 2019-21 (Minute for Confirmation)

Resolved – That Minute 55 of the Cabinet be noted.

Minute 56. Natural England District Licensing Project for Great Crested Newts Habitats

Councillor Gary Sumner (Cabinet Member for Strategic Planning) responded to questions put by Councillors Emma Faramarzi, Roger Smith and the Chair on how the Council respects and protects species and their habitats, and the potential soft changes that could be made through planning conditions to help maintain and improve biodiversity that would not require policy changes.

Resolved – That Minute 56 of the Cabinet be noted.

Minute 57. Carriage Works Regeneration – Phase II

Councillor Dale Heenan (Cabinet Member for the Town Centre) responded to questions put by Councillors Steve Allsopp, Jim Grant and the Chair on the following matters:

- The net increase in the number of people employed as a consequence of Phase 1, and the anticipated net increase in the number of people that will be employed as a consequence of Phase 2. It was agreed that this information would be circulated following the meeting.
- The launch of the Royal Agricultural University Cultural Heritage Institute expected in May 2020, and the numbers of teaching staff, students and ancillary staff this is expected to bring. It was agreed that this information would be circulated following the meeting.
- The variances in payback times, which is dependent on how quickly a unit can be turned around from refurbishment and how quickly it is expected that units will be let out. It was agreed that further information would be circulated following the meeting.
- The certainty regarding projections on income and the guaranteed income from pre-lets so far. The Committee noted that investments are made on a managed-risk basis with no guaranteed income.
- The wider impact this development has had on attracting additional businesses to the area.

Resolved – (1) That Minute 57 of the Cabinet be noted.

(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.

Minute 58. Nythe Road / Oxford Road Capacity Enhancement Scheme: New Eastern Villages (NEV)

Councillors Councillor Russell Holland (Deputy Leader and Cabinet Member for Finance, Education and Skills), Dale Heenan (Cabinet Member for the Town Centre) and Gary Sumner (Cabinet Member for Strategic Planning) responded to questions put by Councillors Jim Grant, James Robbins and the Chair on the following matters:

- How additional traffic is expected to be managed as a result of this scheme.
- How there are no plans for a dual carriageway on Oxford Road.
- The possibility of work being done on the network travelling from the west of Swindon to the White Hart exchange in response to increased traffic from this scheme.

Resolved – That Minute 58 of the Cabinet be noted.

50.

Leader of the Council: Six Month Update

Councillor David Renard, Leader of the Council, was in attendance and presented to the Committee a report outlining how the Authority had performed in the first half of the 2019/20 Municipal Year towards the Council's priorities and targets.

Councillor Renard responded to questions put by Councillors Steve Allsopp, Emma Bushell, Emma Faramarzi, Jim Grant, Brian Mattock, James Robbins and the Chair on the following matters:

- The actions taken to improve the traffic issues being experienced in the Rodbourne area. A list of the extra measures planned will be circulated subsequent to the meeting, along with details of any meetings planned with Ward members.
- The possibility of using digital billboards to advise of traffic congestion within the town.
- The increase in the number of staff having received their mid-year appraisal, and the focus of the Chief Executive in improving the quality of appraisal conversations once the regularity of the appraisals has been embedded.
- The work being undertaken to try to ensure that other Local Authorities have a focus on improving the Delayed Transfer of Care figures from the Great Western Hospital for their residents in line with the improved figures for Swindon.
- The partnership activity being undertaken with Central Swindon South Parish Council and Historic England on enhancements to key community buildings and spaces within the Heritage Action Zone.
- The ending of Swindon Programme, which has produced £30m of savings over the last 30 months, on 31st March 2020 and the plans for continuing the drive for savings and improved efficiencies going forward.
- The work being undertaken to improve and enhance broadband provision across Swindon.
- When the updated Homelessness Reduction Strategy will be available. Further information on this will be circulated subsequent to the meeting.
- The timeline for reviewing success against the Customer Access Strategy, and the drop off in demand as an unintentional result of service changes which will be closely monitored.
- The numbers of young entrants to the labour market shrinking due to falling birth rates, and how this is balanced against the numbers of children moving in to the area.
- The Council's performance on the public provision of charging points for electric vehicles, and how the Parking Strategy will accelerate this delivery.

Resolved – (1) That Councillor Renard be thanked for attending the meeting to present his 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.

51.

North Star Regional Leisure Development

The Committee considered a report setting out progress on the North Star Development trigger points, which had been requested by the Committee as part of its agreed Work Programme for the current Municipal Year.

Councillor Dale Heenan, Cabinet Member for the Town Centre, responded to questions put by Councillors Jim Grant, Brian Mattock, James Robbins and the Chair on the following matters:

- The ability of Severn Capital to fund this project.
- How the Council is the landowner, with Severn Capital being the developer of this scheme.
- The proposals for residential development on this site, and assurances that this will not occur until the leisure complex has been developed. The Committee noted that over 60% of the site has now been pre-let to businesses with signed lease agreements in place.
- Anticipated changes to the scheme as a result of environmental demands.
- The possibility of holding a private and confidential session with Mr Watkins from Severn Capital in the new year to raise concerns and seek responses.

Resolved – (1) To note the contents of the report.

(2) That Mr Watkins from Severn Capital be invited to a future meeting of this Committee to respond to members concerns and questions regarding the scheme

52. Work Programme 2019/2020

The Committee considered a report of the Chief Legal Officer setting out the topics for inclusion in the 2019/2020 Scrutiny Work Programme, as agreed by the Committee at its meeting on 10th June 2019, and updated during the course of the Municipal Year. The Committee considered a report of the Chief Legal Officer setting out the topics for inclusion in the 2019/2020 Scrutiny Work Programme, as agreed by the Committee at its meeting on 10th June 2019, and updated during the course of the Municipal Year.

The Chair confirmed that the 6th April 2020 meeting of this Committee will be brought forward to 30th March 2020 following changes made to the timetable for Cabinet meetings.

The Committee noted that a private and confidential session with Mr Watkins at Severn Capital will be incorporated in to the Work Programme, as agreed under Minute 51.

53. 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.

Budget Setting Process – 2020/21

Scrutiny Committee

Date: 13th January 2020

Author: Chief Legal Officer

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 The Scrutiny Committee has specific responsibility under its terms of reference, and under the Budget and Policy Framework Procedure Rules, to fulfil the Council's Budget Scrutiny Function. This report is intended to afford members an opportunity to better understand the strategic context and framing for the direction of travel of the organisation to deliver the Vision for Swindon, within the expected financial context, and the particular processes the Council has adopted to ensure it has a balanced budget for 2020/21 and a sustainable financial position moving forward.
- 1.2 Responsible financial management underpins the Council's Vision, Priorities and Pledges by ensuring best use is consistently made of all available resources as well as providing focus for its transformation work. The scrutiny of the budget function is an important element in ensuring the organisation understands the financial context within which it operates and develops plans to remain financially stable that will underpin the Council's ability to achieve its Vision, strategies, plans and priorities, including the corporate objectives.
- 1.3 The report will also afford the Committee an opportunity to receive a current budget position statement from the Cabinet Member for Finance, Education and Skills and the Corporate Director of Finance and Assets.

2. Recommendations

The Committee is recommended to:

- 2.1 Note the budget position update and, in furtherance of the Committee's budget scrutiny function, to put questions to the Cabinet Member for Finance, Education and Skills and the Corporate Director of Finance and Assets on issues relating to:
 - 2.1.1 the financial context within which the budget proposals have been framed, and
 - 2.1.2 the budget and policy framework utilised by the Council in setting its 2020/21 budget.
- 2.2 Consider what it wishes to report to Cabinet as the outcome of its deliberations on the Budget setting process for 2020/21.

Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), 07980 752043, VYull@swindon.gov.uk.

Budget Setting Process – 2020/21

Scrutiny Committee

Date: 13th January 2020

3. Detail

2019/20 Budget Management and Budget Strategy up to March 2021

- 3.1 The Cabinet Member for Finance, Education and Skills, Councillor Russell Holland, and the Corporate Director of Finance and Assets (Section 151 Officer), submitted a joint report to the Cabinet meeting on 16th October 2019 setting out a strategic context and framing for the direction of travel of the organisation to deliver the Vision for Swindon, within the expected financial context. The report provided an update on the 2019-20 forecast outturn, and set out the approach for addressing the financial challenges in the period up to March 2021.
- 3.2 A further report, building on the decisions taken by Cabinet on 16th October 2019, and providing an update on the position in relation to the 2019/20 forecast outturn and the work underway to address the financial challenge in the period up to March 2021, was submitted to Cabinet on 4th December 2019.
- 3.3 Following its consideration of that report, Cabinet determined:
 - 3.3.1 That the in-year forecast outturn position for 2019/20 be noted along with the responding management actions that continue to be employed to eliminate the projected yearend overspend.
 - 3.3.2 That the in-year forecast outturn position for 2019/20 be noted along with the responding management actions that continue to be employed to eliminate the projected yearend overspend.
 - 3.3.3 That the proposed budget and policy framework to address the estimated budget gap of £48m over the four year period to March 2024 be noted.
 - 3.3.4 That it be noted that the Local Government Finance Settlement for 2020/21 has yet to be published and therefore the funding position for that year remains uncertain.
 - 3.3.5 That it be noted that the council tax base for 2020/21 will be 75,878.9.
 - 3.3.6 That the Council's approach to promoting tax compliance through its procurement process be noted.
 - 3.3.7 That the virements set out in Appendix 2 to the main report be agreed.
 - 3.3.8 That it be agreed that the Local Council Tax Support (benefits) scheme in 2020/21 be amended in line with the national scheme in that, applicable amounts and non-dependant deductions will be increased and mixed age couples claims, where one of the couple becomes a pensioner, will be processed as a working age couple claim.

Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), 07980 752043, VYull@swindon.gov.uk.

Budget Setting Process – 2020/21

Scrutiny Committee

Date: 13th January 2020

- 3.3.9 That it be agreed that the Local Council Tax Support (benefits) scheme in 2020/21 be amended to clarify the intention that households where children become 18 and have benefited from the disabilities protection under the local scheme, continue to be protected and do not have their support limited to 80% of the Council Tax liability.
- 3.3.10 That it be agreed that the Council Tax on unfurnished and unoccupied properties in excess of five years be increased from 200% to 300% with effect from 1st April 2020, in accordance with the Rating and Council Tax Act 2018, to encourage their owners to bring them back into use.
- 3.3.11 That it be agreed that the Council's share of the estimated surplus on the council tax element of the Collection Fund as at 31 March 2020 is £991k.
- 3.4 In accordance with its specific responsibility as set out in the Council's Constitution (Article 6 and the Budget and Policy Framework Procedure Rules refer), Scrutiny Committee is invited to note the budget position update and, in furtherance of the Committee's budget scrutiny function, to put questions to the Cabinet Member for Finance, Education and Skills and the Corporate Director of Finance and Assets, on issues relating to:
- 3.4.1 the financial context within which the budget proposals have been framed, and
- 3.4.2 the budget and policy framework utilised by the Council in setting its budget to address the financial challenge in the period up to March 2021.
- 3.5 The Committee is also asked to consider what it wishes to report to Cabinet as the outcome of its deliberations on the Budget setting process.
- 3.6 Copies of the Cabinet reports can be viewed on the Council's website.

4. Alternative Options

- 4.1 There are no specific proposals put forward as it is a matter for the Committee as to how it fulfils the Council's Budget Scrutiny function.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 This report has no direct financial or procurement implications. However, the adoption by the Council of any recommendations arising from members' consideration of the report, might have implications for specific budget proposals and the setting of the budget in the period up to March 2020.

Budget Setting Process – 2020/21

Scrutiny Committee

Date: 13th January 2020

Legal and Human Rights Implications

- 5.2 Legal and human rights implications have been taken into account in preparing this report. It is considered that the recommendations are consistent with Convention Rights.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no such direct implications.

Diversity Impact Assessment

- 5.4 There are no such direct implications. Any changes to services that do require consultation will have a formal consultation process that shall be reported to Cabinet and Council in February 2020.

Risk Management

- 5.5 There are no such direct implications.

6. Consultees

- 6.1 The author has consulted, where appropriate, with Corporate Directors, Directors, Heads of Service, other officers and relevant partners on the purpose, content and recommendations of the report.

7. Background Papers

- 7.1 Cabinet Report – 16th October 2019 – Budget Management Update.
7.2 Cabinet Report – 4th December 2019 – Budget Management 2019/20.

8. Appendices

- 8.1 None.

Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

Author: Cabinet Member for Strategic Planning

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report sets out details of the portfolio for the Cabinet Member for Strategic Planning.
- 1.2 A key purpose of the Scrutiny Committee function is to hold the Cabinet to account and ensure that Council priorities and performance are being delivered. The Scrutiny Committee partly fulfils this requirement through 'question and answer' sessions with the Cabinet Member for Strategic Planning.
- 1.3 The purpose of the Question and Answer session is to ensure that the Cabinet Member provides the Scrutiny Committee with performance information that relates to their portfolio responsibilities. It also requires the Cabinet Member to provide budget information for their portfolio responsibilities and provides an opportunity for the Scrutiny Committee to ask questions on the portfolio responsibilities.
- 1.4 The remit of the Committee includes the review, scrutiny, and development of policy recommendations and the monitoring of performance of corporate priorities.

2. Recommendations

The Scrutiny Committee is recommended to:

- 2.1 Take note of the report by the Cabinet Member for Strategic Planning,
- 2.2 Put appropriate questions to the Cabinet Member for Strategic Planning,
- 2.3 Decide if any further action is required.

3. Detail

- 3.1 The Cabinet Member for Strategic Planning is Councillor Gary Sumner who is accountable for the following Pledges from the Council's Vision:
 - 3.1.1 Pledge 6:

Further information on the subject of this report can be obtained from Richard Bell, Head of Planning, Regulatory Services and Heritage, Communities and Housing, rbell@swindon.gov.uk.

Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

- Deliver infrastructure in a timely way to assist in phased housing and employment delivery for the New Eastern Villages including White Hart Junction and A420
 - Working with Barratt Homes through the Joint Venture, we will deliver the District Centre facilities including a public house, the next phases of housing, a retirement complex and education facilities – whilst also delivering new sections of canal
 - Create the southern access to Wichelstowe via a tunnel to be constructed under the M4 to link to Junction 16
 - Through the Local Plan review, identify brown field and green field sites for housing to deliver homes and employment land on a range of sustainable sites whilst ensuring that urban extensions are of the highest quality
 - Continue to work with the developers at Tadpole Garden Village to bring forward facilities to ensure a sustainable community can continue to thrive
 - Ensure that there is a range of good quality housing options in Swindon, including affordable opportunities to buy and rent
 - Work with Nationwide Building Society to deliver homes at the former Oakfield campus
 - Support final phases of additional housing at Badbury Park with community space and improvements to Day House Lane to link to Coate Water
- 3.1.2 Pledge 7: In addition to the two new free secondary schools, build one secondary and 13 primary schools to meet the needs of our increasing population
- 3.1.3 Pledge 15: Work to secure a viable and sustainable future for our key heritage assets.
- 3.2 The Portfolio responsibilities for this Cabinet Member include the following areas:
- 3.2.1 Strategic Spatial Planning and Development Framework Planning
 - 3.2.2 The New Eastern Villages
 - 3.2.3 Wichelstowe, Tadpole Garden Village and Badbury Park
 - 3.2.4 Neighbourhood Planning
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Further information on the subject of this report can be obtained from Richard Bell, Head of Planning, Regulatory Services and Heritage, Communities and Housing, rbell@swindon.gov.uk.

Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

3.2.5 Building Control, Local Land Charges and Street Naming & Numbering

3.2.6 Strategic flood and water management

Update on current priorities and key achievements

Delivering The Council's Vision and Pledges

3.3 Pledge 6.

During the year, strong progress has been made on Pledge 6, which is detailed elsewhere within this report

3.4 Pledge 7.

In the last year planning applications have been granted for the erection of a secondary school for special educational needs at Tadpole Garden Village and a new primary school at Badbury Park. The Deanery Secondary School opened in September in the Wichelstowe District Centre. The Kingfisher Primary School at Wichelstowe is under construction.

3.5 Pledge 15.

Over the last 12 months the Council has established a Heritage Action Zone to secure Historic England monies and expertise to transform the Railway Works and Railway Village areas into a vibrant, coherent heritage destination with a national profile.

Strategic Planning

3.6 I am committed to ensuring that Swindon receives the right development in the right locations. To achieve this, and to get back in control of our housing supply, I have been driving through the review of the Swindon Borough Local Plan, looking forward to 2036. Progress has been good. We published the Regulation 18 Draft of the Local Plan in the summer for consultation. This was followed by the Regulation 19 draft in December, the public consultation on which concludes on 31st January 2020. Having carefully considered all representations made to the Plan during this consultation period, and with the backing of the Council, I expect to be in a position to commend the Plan for Examination in late Spring \ early summer of 2020.

3.7 It is essential that the new Local Plan is based on a robust housing trajectory to maintain a reliable supply of housing. To this end, I have been keen to ensure that the new Plan allocates a portfolio of housing sites at a wider range of locations than its predecessor. I am also committed to ensuring that the Plan will

Further information on the subject of this report can be obtained from Richard Bell, Head of Planning, Regulatory Services and Heritage, Communities and Housing, rbell@swindon.gov.uk.

Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

deliver growth in a manner that brings tangible benefits to existing communities. By placing a reliance on a greater number of smaller housing sites, I believe that we can deliver the types of housing development that existing communities want, whilst at the same time providing a platform to enable investment in infrastructure that will benefit both new and existing residents.

- 3.8 The Plan also seeks to ensure that Swindon's economic growth is secured in a sustainable manner. The Town Centre is the most accessible location in the Borough by a range of modes of transport and investment in this area through new development is vital. The Plan also protects the strategically important employment site at Honda for industrial and business use.
- 3.9 I have also sought to ensure that the Local Plan responds to the challenge of Climate Change. The Plan seeks to establish a sustainable development pattern, to reduce travel distances by the private car, thereby contributing to achieving our air quality obligations. It also requires sustainable construction and energy efficiency in new buildings to accord with the most recent guidelines and for new housing and commercial developments to provide Electric Vehicle Charging Points. Increasing biodiversity is also an important aspect of the Local Plan, which will ensure that net gains are secured and carbon off-setting is built in to all schemes.
- 3.10 Supplementing the preparation of the new Local Plan, officers have been working on a number of further initiatives to place us on the front foot in shaping the future development of the Borough;
- (i) We are establishing an "Article 4 Direction" for the Town Centre, which will enable officers to proactively manage the conversion of offices to flats at key locations across the Town Centre. The Article 4 Direction will ensure that our best office stock is not lost, and that the quality of homes delivered is of a good standard and contributes to public realm improvements and affordable housing.
 - (ii) The Council continues to maintain a Self-Build Register, which is providing a robust evidence base to enable officers to bring forward additional sites for self-build and custom build housing schemes.
 - (iii) We have worked in partnership with Natural England on the new District Level Licensing Scheme for Great Crested Newts so that the long-term protection of this species is improved whilst positively enabling planned growth. Swindon's proactive work on this project has put us ahead of almost the entire country. The formal launch of this innovative scheme will take place in early spring 2020.
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Further information on the subject of this report can be obtained from Richard Bell, Head of Planning, Regulatory Services and Heritage, Communities and Housing, rbell@swindon.gov.uk.

Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

- (iv) The Planning Team have undertaken a Strategic Housing and Employment Land Availability Assessment (SHELAA) which identifies sites that are likely to be suitable for housing and employment land and assesses their likelihood of delivery during the Local Plan period. The SHELAA is kept under review and calls for additional sites are made from time to time, ensuring that our planning policies are relevant and up to date.
- (v) We have visited communities during this process to explain the rationale for draft site allocations and continue to engage with communities to ensure that they are with us on the choice of sustainable locations for growth.
- (vi) Underlining the Council's commitment to enable local communities to influence development in their area, the Council has provided support on the progression of following Neighbourhood Plans in the last year:
 - a. Hannington (adopted)
 - b. Stratton (in preparation)
 - c. Blunsdon (in preparation)

New Eastern Villages

- 3.11 The co-ordination of development at the New Eastern Villages continues to provide a challenge. Here land for around 8,000 homes, business, education, leisure and community facilities is allocated for development. This land is in over one hundred separate ownerships and requires strategic infrastructure to enable it to come forward.
- 3.12 In the last year officers have consented a site at Redlands and Rowborough (a large strategic allocation north of the A420) has authorisation to grant. Completion of the legal agreement is imminent. Two other strategic sites at Lotmead and Great Stall East are subject to live applications and determination of both is anticipated in the first half of this year.
- 3.13 The access strategy for the NEV is complex, but I have secured external funding from the LEP (via the Local Growth Fund) for improvements to Gablecross, White Hart and Piccadilly roundabouts and the Nythe Road \ Oxford Road junction on the A420. These schemes are moving forward on time. Works were undertaken at White Hart Junction over the Christmas period with Network Rail possessions, in order to enable the groundworks to be completed in readiness for the improved junction.

Further information on the subject of this report can be obtained from Richard Bell, Head of Planning, Regulatory Services and Heritage, Communities and Housing, rbell@swindon.gov.uk.

Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

- 3.14 We have been awarded £48.7m from the Local Growth Fund (LGF) to deliver the strategic transport improvements and a £19m Housing Infrastructure Fund (HIF) grant for the delivery of the Southern Connector Road. Additional transport improvements will be delivered by developers in line with new development, and managed through the development management and financial contribution (S106) framework.
- 3.15 We have a Compulsory Purchase Order Inquiry at the end of this month to ensure that the assembly of a small number of outstanding parcels of land to deliver the Southern Connector Road is completed.
- 3.16 We have secured a £750,000 Great Western Community Forest s106 contribution from the Symmetry Park development. This is the first development to contribute the Green Infrastructure of the New Eastern Villages. Officers are working with the Wiltshire Wildlife Trust to create nature reserves as an integral part of the expansion area. These nature reserves will provide biodiversity gain and new outdoor recreation opportunities for residents of the Borough.
- 3.17 The NEV officer team covers a wide range of disciplines from planning to scheme development. Their task is complex and they work with integrity and enthusiasm. I was delighted to attend the Employee Recognition Awards last month when the NEV team were deservedly recognised as the 'Team of the Year' as well as recognition for our Conservation officer

Wichelstowe

- 3.18 This year has seen two significant community milestones with the opening of the Hall & Woodhouse pub in February 2019 and the Deanery CE Academy in September 2019. A range of community events have been held throughout the year, including the Wichelstowe Games in August and the recent Christmas event.
- 3.19 The Deanery Secondary School has hosted BBC's Question Time within the specially design theatre. Local sports clubs are also using the excellent indoor and outdoor facilities creating activity into the after school period and supporting the evening economy. The Kingfisher Primary School is under construction and the double height colonnade of this building further supports the attractive, high quality architecture at the District Centre.
- 3.20 In terms of construction within Canalside, this year saw the completion of 500m of new highway, restoration of a section of the Wilts & Berks canal, and the new landmark footbridge and Public Square.

Further information on the subject of this report can be obtained from Richard Bell, Head of Planning, Regulatory Services and Heritage, Communities and Housing, rbell@swindon.gov.uk.

Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

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- 3.21 The first transfer of residential development land to Wichelstowe LLP took place in June 2019 and housebuilding commenced on the initial 208 units in August 2019. A successful sales launch took place in October with 12 properties being reserved during the first week of sales. Steady sales have continued and the first roofs were installed before Christmas.
- 3.22 I believe that the District Centre is turning out to be a great success, with high quality buildings and public realm coming together to create a destination with a unique sense of place. I have asked officers to put the District Centre forward for a RTPI award, to provide Wichelstowe with the national attention it deserves and as a showcase for the excellent schemes we are delivering in Swindon.
- 3.23 Officers are also managing the implementation of a further three urban extensions:
- (i) Badbury Park – Housing provision within this development has remained ahead of the Local Plan trajectory and in September 2019 the Primary School was opened within temporary accommodation. The permanent school is under construction and on track for opening in 2020. Officers have also dealt with a “Phase 3” application increasing the potential number of houses here to up to 1,190.
 - (ii) Tadpole Garden Village – Officers have won awards for their collaborative work on this development. The housing provision has also come forward ahead of the Local Plan trajectory and the high sales values attained have meant affordable housing is provided at the 30% Local Plan target. 14 plots for custom build housing were approved last month. The application for the Public House was submitted in December and the remaining sports provision proposals are likely to come forward early this year. The new community at Tadpole, continues to thrive having recently won silver in the Royal Horticultural Society’s Britain in Bloom competition and the success of the Community Interest Company there has attracted interest from other authorities as a model of good practice.
 - (iii) Kingsdown – We were unsuccessful in securing Housing Infrastructure Funding towards a new bridge to support delivery of Kingsdown, but are continuing to work with MHCLG to secure support to deliver the infrastructure needed to unlock this urban extension. Negotiations with Persimmons continue on an outline planning application for 1,650 homes.

Planning Applications and development

- 3.24 It has been a very busy year for the Planning Department beyond the Local Plan review and our urban extensions. Officers continue to manage a high

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Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

volume of planning applications including strategic town expansion schemes and several potentially game-changing regeneration schemes.

- 3.25 Highlights for the year include the granting of permission for a new office HQ at Kimmerfields; a new £2.5m pavilion and sports complex at the County Ground; a 239 home scheme (including a new community hub public, open space, and play facilities) at Oakfield, and a scheme for the demolition of substandard flats and replacement with 149 new homes at George Gay Gardens on Queen's Drive.
- 3.26 Planning Officers continue to work collaboratively with developers to progress schemes on a number of sites across Swindon Town Centre in support of the centre's regeneration, including the development of the Tented Market Site, Aspen House, the next phase of Carriage Works and the bus boulevard (Fleming Way).

Government Performance Measures

- 3.27 The Government assesses the performance of Local Planning Authorities on their turnaround times on planning applications and on their success rates at Appeal.
- 3.28 I am pleased to report that the service is performing well against both of these indicators, having determined over 90% of applications within the Government's target determination periods (8 weeks for a minor and 13 weeks for a major application, 16 weeks for an application with an Environmental Impact Assessment).

Infrastructure Planning

- 3.29 The planning system provides a means of securing developer contributions for infrastructure. This comes in the form of S106 and Community Infrastructure Levy monies to mitigate development impacts on public services and facilities. For site-specific infrastructure, in financial year 2018/2019, the Council receipted £11,399,906 of s106 payments, earmarked for improvements to essential infrastructure. In financial year 2019/20 (in the period April to December 2019) a further £3,356,802 of s106 payments has been received. The Council's Community Infrastructure Levy is now starting to bed in as a way of funding the delivery of 'pooled' infrastructure. In 2018/19 the Council secured £1,674,176 in CIL receipts. Of this total for 2018/19, £249,995 was passed to Parish/Town Councils through the CIL "Neighbourhood Proportion" mechanism. In financial year 2019/20 (in the period April to December 2019) the Council has secured a further £950,488 in CIL receipts.

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Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

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- 3.30 By 31st December 2020 the Council is required to publish a report on how S106 and CIL are being allocated to deliver infrastructure improvements. To enable us to be in a position to do this, we are introducing a new back office system for the management of CIL and S106 receipts, which will provide greater transparency on the monies receipted and how the monies are being spent to improve Swindon's infrastructure. We continue to support the Parish Councils in ensuring robust governance in the allocation of "Neighbourhood Proportion" monies.

Building Control, Land Charges and Street Naming & Numbering

- 3.31 The Building Control Service continues to secure the majority of major commercial and regeneration schemes coming forward in the Borough. The service is advising a number of the Borough's major employers, including BD Medical, Catalent, BMW, McArthur Glen, Patheon, The Research Councils, and GW Hospital on how their buildings can be extended or adapted to meet changing needs.
- 3.32 The back office systems of the Land Charges Service have been overhauled to enable the service to become fully digitised.
- 3.33 The Street Naming and Numbering service is a new addition to my portfolio. I am seeking to ensure that this service operates in manner that ensures that fees cover costs. This will enable the service to operate without subsidy.

Strategic flood and water management

- 3.34 As Lead Local Flood Authority (LLFA) under the Flood and Water Management Act, flood risk is managed by the Council through its Local Flood Risk Management Strategy (LFRMS) approved by Cabinet in 2014. The National long-term Strategy produced by the Environment Agency is currently delayed until further notice, therefore the decision has been made to update our LFRMS to be in-line with the key focus areas of the draft National Strategy.
- 3.35 Highway & Transport's flood risk team has worked alongside Planning Policy team to update the Strategic Flood Risk Assessment linked to the Local Plan review. This will strengthen Swindon's stance on surface water flood risk, giving it equal weighting to fluvial flood risk.
- 3.36 The LLFA are handling over 450 applications a year with this significantly increasing each year, 95% of which are responded to within the 21 day time limit set by legislation. The team currently handle each application multiple times due to lack of understanding from some developers. To help reduce the number of iterations received as well as the time each application is handled,

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Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

the team are building standard responses and working with Transport Development Management to provide guidance and best practice within the Transport Requirements for Development.

- 3.37 Covingham and Nythe Flood Alleviation Scheme is being progressed with help from the EA's Project Delivery Unit (PDU). The initial data gather has been completed and Jacobs (PDU's chosen consultant) are building the integrated fluvial and surface water model to represent the flood risk. This modelling work is timetabled for completion by May 2020.

Planning as an enabler

- 3.38 Development Briefs for the Head of Property Assets have been prepared on four sites to ensure that planning considerations are taken into account at an early stage of scheme development. This has helped the Council's Property team in marketing sites and/or delivering schemes with certainty over the Council's planning requirements.
- 3.39 The specialist skills in the Planning Team have been recognised by external partners through commissions to provide training, to give expert advice on Regional and National Panels and to produce a range of planning documents to enable development and support neighbourhood plans. This not only results in improved guidance for developers but it also supports the expertise we have in house and provides an additional, valuable income source for the Planning Team.
- 3.40 The Planning Team has overseen implementation of the Swindon Heritage Action Zone (HAZ), which was launched in June 2019. The aim of the HAZ is to enable the Railway Works and Railway Village areas to become a vibrant visitor destination with a national profile. This in turn will support the wider regeneration of Central Swindon and burnish civic pride. The HAZ is being managed through a joint Council / Historic England project team, supported by a Project Officer. The Project Officer, who is employed by the Council but funded by Historic England, was the 2019 winner of the prestigious RTPI South West Young Planner of the Year Award.
- 3.41 Key workstreams for the HAZ include delivery of schemes that will enhance routes into and around the HAZ area, realising the potential of vacant and under-used buildings in the area (such as the Health Hydro, the Cricketers Arms, and the Mechanics Institute), and rebranding the HAZ area to enable the Railway Works and Railway Village to become a heritage destination with a national profile.

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Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

- 3.42 The Council has teamed up with the Wiltshire Wildlife Trust to deliver the Forest Meadows Project, a three-year programme which will include 12 sites in Swindon covering more than 170 hectares. Most of the meadow and forest sites are located along the corridor of the River Ray, but the project will also link to other parts of Swindon, including Sevenfields and Lawns. Existing meadows will be sustained by the establishment of annual maintenance programmes and other locations will be managed more intensely with existing vegetation being stripped away and re-sowed and planted with wildflowers. Grazing animals such as cattle could also be introduced on some of the areas in order to enhance biodiversity.

What would you do differently?

- 3.43 The NEV continues to be a very difficult urban extension to facilitate. The NEV remains the most sustainable option for delivering the level of growth required at Swindon but also requires developers to work together to deliver strategic infrastructure, which has to be overlain across multiple land ownerships. The NEV is nothing like previous urban extensions at Swindon, which are in single or at worst dual ownership. The level of challenge in delivering a sustainable co-ordinated scheme at the NEV should not be underestimated. With hindsight the NEV co-ordination work could have been resourced in a different way to reduce pressure on the small team who have worked over and above expectations to get the NEV to the cusp of delivery.
- 3.44 The decision to grant planning permission for 8 dwellings and an employment building at Land at Manor Farm, Hannington was subject to a legal challenge. The Council was required to pay £6,000 in costs, following legal advice that the LPA had not properly grappled with the “tilted balance” assessment of the scheme’s impact on heritage assets. Following on from this decision, to prevent future legal challenges, the LPA has amended its approach to assessing schemes where there is an impact on heritage assets so as to avoid further threats of Judicial Review.
- 3.45 The Strategic Housing and Employment Land Review was a resource intensive piece of work. Public engagement enabled early considerations of potential local plan allocations, but its status as an evidence base document was not clear to the public. It is, of course important to move the Local Plan review forward rapidly so that we are not hostage to fortune on 5 year land supply. The lack of a 5 year land supply has left us vulnerable to schemes at locations that we would not necessarily wish to see developed, and which don’t provide the critical strategic mass to viably assist in infrastructure provision.

What are the Challenges and Priorities facing your Portfolio?

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Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

- 3.46 There are a number of challenges facing several aspects of the portfolio. Although fees cover costs of the Development Management process, resourcing remains tight and the service is now geared to focus on its statutory functions. Specific challenges exist in the following areas;
- 3.46.1 Land supply – move the new Local plan to adoption without delay to ensure that we have a 5 year supply of housing land at the earliest opportunity.
 - 3.46.2 Infrastructure – continue to ensure that Swindon is well placed to secure external funding for essential infrastructure, in particular that which alleviates existing problems and enables strategic housing delivery
 - 3.46.3 Honda site - ensure that the site has a viable future as a redevelopment opportunity that meets Swindon's employment needs and contributes positively to quality of life
 - 3.46.4 A Flexible resource – manage and support the planning teams development to ensure that staff are multi skilled and have the flexibility to operate in a variety of roles. It is now more important than ever to prove that the public get value for money from planning in Swindon whilst developing talent and ensuring residents benefit from the highest calibre, well trained officers, and benchmarking exercises will enable us to view how Swindon performs against other local authorities.
 - 3.46.5 Unlocking difficult schemes – I will continue to work with strategic providers to bring forward schemes that will derive local benefits and deliver infrastructure improvements to enable new homes and businesses to come forward.
 - 3.46.6 CIL/S106 - The Council holds CIL and S106 receipts from developments in the Borough. New CIL reporting requirements are a catalyst for reviewing how we make S106 and CIL contributions more visible. Work is in hand to redesign our CIL / S106 back office systems to enable meaningful reports to be produced and agreements interrogated with ease.
 - 3.46.7 Enforcement – The Planning enforcement function deals with complaints about unauthorised land use and schemes not being built in accord with approved plans. The team is small and their work is both triaged and prioritised with respect to harm caused. The team's workload is likely to increase as we take a more proactive approach to

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Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

dealing with untidy sites and buildings, and officers are considering how resources may be bolstered in this area.

3.46.8 Gypsy and traveller site – We have a responsibility to plan proactively to meet housing needs. This includes a requirement to find land for a gypsy and traveller site(s) to meet needs. The Local Plan provides a policy framework within which to consider applications for gypsy and traveller sites.

3.46.9 Parishes – The Council has a role in supporting Parish Councils in the production of Neighbourhood Plans, to equip Parishes with the skills to enable them to proactively plan for their communities, and to make the most meaningful and effective contributions that they can to planning applications

4. Alternative Options

4.1 The Committee can choose not to operate a Cabinet Portfolio Question and Answer session system.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

5.1 There are no direct financial or procurement implications arising from this report.

Legal and Human Rights Implications

5.2 Section 21 of the Local Government Act requires every local authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor, and improve performance.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

5.3 There are no other direct implications arising from this report. Any further implications will be identified when a topic is reviewed by the Overview & Scrutiny Committee and in any recommendations made by it.

Diversity Impact Assessment

5.4 No Diversity Impact Assessment is required at this stage. Any DIA that is required during review of topics included within the work programme will be identified at the appropriate stage.

Further information on the subject of this report can be obtained from Richard Bell, Head of Planning, Regulatory Services and Heritage, Communities and Housing, rbell@swindon.gov.uk.

Cabinet Member Question and Answer Session

Cabinet Member for Strategic Planning

Scrutiny Committee

Date: 13th January 2020

Risk Management

- 5.5 No risk management issues have been identified at this stage. Any risk management issues will be identified at the appropriate time when a topic is under review by the Overview Scrutiny Committee and if it makes any recommendations.

6. Consultees

- 6.1 The author has consulted, where appropriate, with Corporate Directors, Directors, Heads of Service, other officers, and relevant partners on the purpose, content, and recommendations of the report.

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 None.

Further information on the subject of this report can be obtained from Richard Bell, Head of Planning, Regulatory Services and Heritage, Communities and Housing, rbell@swindon.gov.uk.

Work Programme 2019/2020

Scrutiny Committee

Date: 13th January 2020

Author: Chief Legal Officer

Wards: All Wards

Parishes Affected: All Parish Areas

1. Purpose and Reasons

- 1.1 This report sets out details of the topics for the Scrutiny Committee Work Programme for 2019/2020, as agreed at the Scrutiny Committee meeting on 10th June 2019 and revised at subsequent meetings throughout the year.
- 1.2 Each Overview and Scrutiny Committee is required to have a Work Programme that details the activities that it will be undertaking during the Municipal Year.
- 1.3 The Work Programme details the various topics and issues that each Committee intends to look into during the coming year with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies / bodies to consider.

2. Recommendations

The Committee is recommended to:

- 2.1 Note the approved Work Programme for the Scrutiny Committee for the 2019/2020 Municipal Year.

3. Detail

The Work Programme

- 3.1 Each Overview and Scrutiny Committee is required to have a Work Programme that details the activities that it will be undertaking during the Municipal Year.
- 3.2 Under the Council's Constitution, Overview and Scrutiny Committees are required to agree a Work Programme at the start of the Municipal Year outlining their priorities and likely outcomes of considering these issues. This task was completed by all Overview and Scrutiny Committees at their first meetings during June and July 2019.
- 3.3 The Work Programme is developed taking into account:
 - 3.3.1 Corporate priorities and objectives, including the Cabinet Forward Plan.
 - 3.3.2 Partnership strategic priorities and objectives.
 - 3.3.3 The interests and concerns of Members, Council officers, members of the public, and other stakeholders such as community and voluntary groups and local businesses.

Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), 07980 752043, VYull@swindon.gov.uk.

Work Programme 2019/2020

Scrutiny Committee

Date: 13th January 2020

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- 3.4 Committees are encouraged to review the Work Programme on a regular basis to ensure it remains relevant and to prioritise the workload of the Committee.
 - 3.5 Members are reminded that the Work Programme must also take into account:
 - 3.5.1 The workload of the Committee and of individual members.
 - 3.5.2 The capacity of officers to support a review.
 - 3.5.3 The resource implications of carrying out a review.
 - 3.5.4 The timescales for a review.
 - 3.5.5 The most appropriate method of carrying out a review e.g. Committee meeting, Task Group, Member Champion review.

Developing the Work Programme – The Executive

- 3.6 It is important that Overview and Scrutiny adds value to the work of the Council and its partner agencies, and produces tangible outcomes for local people that result in real service improvements. Selecting the right topics is crucial to ensure that scrutiny will be effective.
- 3.7 In order to help the Scrutiny Committee select the right topics for the Work Programme, the Leader of the Council will be giving his annual presentation to the Committee at this meeting, where he will outline priority areas for the coming twelve months, and highlight problem areas or policies that require development and / or renewal. These issues should be considered by the Scrutiny Committee for possible inclusion in the Work Programme. In addition, the Leader may make suggestions for the Scrutiny Committee to include in its Work Programme.
- 3.8 Members of the Scrutiny Committee are encouraged to work with Cabinet in the best interests of the Borough and to take into account the priorities and suggestions of Cabinet as detailed in the Cabinet Work Programme and Forward plan, attached at Appendix 2, when considering the contents for the Work Programme.
- 3.9 In addition, Members attention is drawn to the Scrutiny Process Flowchart, attached at Appendix 3, which is aimed at assisting Members in identifying how they could influence policy development.

Standard Work Programme items

- 3.10 In addition to selecting various topics and issues for inclusion in the Work Programme, the Scrutiny Committee has a number of additional items that it has incorporated into its Work Programme, such as:
 - 3.10.1 Cabinet Member Question and Answer Sessions. Each Cabinet Member will be expected to appear before the Scrutiny Committee to answer

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Work Programme 2019/2020

Scrutiny Committee

Date: 13th January 2020

questions relating to their portfolio responsibilities, performance and future plans.

3.10.2 Review of Cabinet Decisions. The Scrutiny Committee will be required to review the decisions taken by Cabinet.

3.10.3 Leader's Report. The Scrutiny Committee will receive an annual presentation and a six monthly update from the Leader of the Council on the administrations priorities for the year and performance.

4. Alternative Options

4.1 The Committee can choose not to have a detailed Work Programme although it is recommended that it is best practice to do so.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

5.1 There are no financial or procurement implications arising as a result of this report. Any expenditure arising as a result of an item on the Committee's Work Programme will be met by the Overview and Scrutiny Support budget, subject to the approval of the Committee.

Legal and Human Rights Implications

5.2 Section 21 of the Local Government Act requires every local authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor and improve performance.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

5.3 There are no other direct implications arising as a result of this report. Any further implications will be identified when a topic is reviewed by the Scrutiny Committee and in any recommendations made by the Scrutiny Committee.

Diversity Impact Assessment

5.4 No Diversity Impact Assessment (DIA) is required at this stage. Any DIA that is required during review of topics included within the Work Programme will be identified at the appropriate stage.

Risk Management

5.5 No risk management issues have been identified at this stage. Any risk management issues will be identified at the appropriate time when a topic is under review by the Scrutiny Committee and if it makes any recommendations.

Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), 07980 752043, VYull@swindon.gov.uk.

Work Programme 2019/2020

Scrutiny Committee

Date: 13th January 2020

6. Consultees

6.1 None.

7. Background Papers

7.1 None.

8. Appendices

8.1 Appendix 1 – Scrutiny Committee Work Programme 2019/2020.

8.2 Appendix 2 – Current Cabinet Forward Plan.

8.3 Appendix 3 – Scrutiny Process Flowchart.

Scrutiny Committee

Work Programme 2019-2020

Terms of Reference of the Committee

- To meet at regular intervals to review the policies, process and implications of Cabinet, Cabinet Member and Officer decision making, and the way in which Cabinet and Cabinet Member decisions are made;
- To consider requests for “Call-in” as defined in the Council’s “Call-in” Procedure;
- To refer decisions back to Cabinet (or the decision maker) for reconsideration. It may do this once for any individual decision, after which if there is no agreement the decision will be referred to the full Council for determination;
- To refer Cabinet and Cabinet Member decisions to the relevant Overview and Scrutiny Committee for investigation without delaying the implementation of the decision concerned;
- To receive a report by the Leader of the Council at its first meeting after each Annual Council Meeting (or at such a meeting as is agreed by the Chair of the Committee and the Leader of the Council) on the service issues for the year ahead, the Leader of the Council’s priorities for the coming year, and on the Council’s performance in the previous year;
- To oversee the arrangements for Overview and Scrutiny within the Council, including determining (i) where matters fall within the remit of more than one Overview and Scrutiny Committee which of those Committees will assume responsibility for any particular issue, (ii) a system to ensure that referrals from Committees to the Cabinet, either by way of report or for reconsideration, are managed efficiently and do not exceed any limits set out in the Council’s Constitution, and (iii) in the event of reports to the Cabinet exceeding any limits in the Constitution, or if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business, at the request of the Cabinet to make decisions about the priority of referrals made;
- To carry out any investigation into the business and functions of the Council and to call in any Cabinet Member or senior officer of the Council so that they can offer advice, support or answer any question that will assist the Committee in carrying out its functions; and
- To carry out an external scrutiny function, particularly in relation to corporate issues and issues falling into the remit of a number of Overview and Scrutiny Committees.

To fulfil all the functions of an overview and scrutiny committee as they relate to –

- The review, scrutiny and development of policy recommendations,
- The management of performance,
- The monitoring of progress towards delivering corporate priorities,
- The formulation of advice for the Cabinet, Council and other partners and stakeholders, and
- Strategies to reduce or prevent Crime and Disorder.

To have specific responsibility (but not limited to)

- Good governance.
- The Budget Scrutiny function.

Review of the Work Programme

The work programme will be reviewed at every meeting of the Scrutiny Committee to ensure that it remains relevant, to ensure that Members and Officers have sufficient capacity to deliver the work programme and to include any additional items on the work programme, if appropriate.

To assist members in developing the Committee’s work programme, a copy of the current Cabinet Work Programme and Forward Plan is attached at Appendix 2 to the covering report.

Contact details

Committee Officer: Vicki Yull
 Email: vyull@swindon.gov.uk
 Tel: 07980 752043

10th June 2019		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Work Programme 2019/20	To discuss and agree a rolling work programme for the 2019/20 Municipal Year and review the Overview Task Groups	n/a

15th July 2019		
Item	Objectives	Witnesses
Leader of the Council update	To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation.	Councillor David Renard
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet

12th August 2019		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Adults and Health	To review the portfolio and performance of the Cabinet Member for Adults and Health.	Councillor Brian Ford
Cabinet Member Q&A – Cabinet Member for Corporate Services and Operational Excellence	To review the portfolio and performance of the Cabinet Member for Corporate Services and Operational Excellence.	Councillor Keith Williams

9th September 2019		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Cabinet Member Q&A – Cabinet Member for Economy and Place	To review the portfolio and performance of the Cabinet Member for Economy and Place.	Councillor Oliver Donachie

21st October 2019		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Cabinet Member Q&A – Cabinet Member for Children's Services	To review the portfolio and performance of the Cabinet Member for Children's Services.	Councillor Mary Martin

18th November 2019		
Item	Objectives	Witnesses
Review of the 2018/19 Municipal Year	To receive the Scrutiny Committee Annual Report.	Chief Legal Officer
Moredon Playing Fields Sports Hub	To review a progress report.	Head of Property Assets
Cabinet Member Q&A – Cabinet Member for Housing and Public Safety	To review the portfolio and performance of the Cabinet Member for Housing and Public Safety.	Councillor Cathy Martyn

9th December 2019		
Item	Objectives	Witnesses
Leader of the Council update	To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation.	Councillor David Renard
North Star Development – Trigger Points	To review a progress report.	Head of Property Assets
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet

13th January 2020		
Item	Objectives	Witnesses
Budget Scrutiny	To review the Budget proposals for 2020-2021.	Councillor Russell Holland
Cabinet Member Q&A – Cabinet Member for Strategic Planning	To review the portfolio and performance of the Cabinet Member for Strategic Planning.	Councillor Gary Sumner

10th February 2020		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Cabinet Member Q&A – Cabinet Member for Transport and the Environment	To review the portfolio and performance of the Cabinet Member for Transport and the Environment.	Councillor Maureen Penny

16th March 2020		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Cabinet Member Q&A – Cabinet Member for Finance and Education and Skills	To review the portfolio and performance of Finance and Skills.	Councillor Russell Holland

30th March 2020		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Cabinet Member Q&A – Cabinet Member for the Town Centre	To review the portfolio and performance of the Cabinet Member for the Town Centre.	Councillor Dale Heenan

Other issues for Scrutiny Committee to consider		
Item	Objectives	Witnesses
Averies Task Group Final Report	To receive the final report of the Task Group and make appropriate recommendations to the Cabinet and Council.	Task Group Members
Anti-social enforcement	To review what is being done to address enforcement against anti-social issues including: <ul style="list-style-type: none"> • Parking • Public Space Protection Orders in the town centre • Anti-social behaviour 	Councillor Maureen Penny Councillor Oliver Donachie Councillor Cathy Martyn
An examination of the relationship between the Borough and Parish / Town Councils	One day review by Scrutiny Committee	Chief Executive
Closure of Honda	To receive a confidential update	Leader of the Council Chief Executive

Other issues to be referred		
Item	Objectives	Witnesses
Food Waste	To review proposals for dealing with food waste in the Borough	To be referred to Communities and Place Overview and Scrutiny Committee
Collection and Disposal of Used Needles	To review proposals for dealing with the collection and disposal of used needles	To be referred to Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee
Leisure Contracts	To review the leisure contracts, in particular those run by GLL	To be referred to Resources and Corporate Overview and Scrutiny Committee
Procurement	To review how SBC uses its procurement budget locally	To be referred to Resources and Corporate Overview and Scrutiny Committee
North Star	To review the ongoing development at North Star	To be referred to Growing the Economy Overview and Scrutiny Committee

CABINET WORK PROGRAMME

Proposed AGENDA ITEMS/DELEGATED DECISIONS

If you wish to make your views known on any matter set out in this work-plan, please contact the relevant Cabinet Member or the officer identified.

Councillor:	Portfolio:
David Renard	Leader of the Council and Chair of Cabinet
Russell Holland	Deputy Leader of the Council and Vice-Chair of Cabinet and Cabinet Member for Finance, Education, and Skills
Oliver Donachie	Cabinet Member for Economy and Place
Brian Ford	Cabinet Member for Adults and Health
Dale Heenan	Cabinet Member for the Town Centre
Mary Martin	Cabinet Member for Children' Services
Cathy Martyn	Cabinet Member for Housing and Public Safety
Maureen Penny	Cabinet Member for Transport and the Environment
Gary Sumner	Cabinet Member for Strategic Planning
Keith Williams	Cabinet Member for Corporate and Organisational Excellence

Senior Committee Clerk: Douglas Campbell, CommitteeServices@Swindon.gov.uk

Cabinet Member Delegated Decisions

Subject	Portfolio Holder / Cabinet Member	Lead Director
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Cabinet Meeting Date - 4th December 2019 - Minutes for Confirmation

Subject	Portfolio Holder / Cabinet Member	Lead Director
Adult Community Learning Plan 2019-21	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Corporate Director of Children's Services Head of Skills, Employment & Lifelong Learning

Cabinet Meeting Date - 5th February 2020

Subject	Portfolio Holder / Cabinet Member	Lead Director
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Budget 2020/21 and Beyond	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Corporate Director of Finance and Assets Corporate Director of Finance and Assets
Capital Programme 2020/2021	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Corporate Director of Finance and Assets Head of Finance - Deputy Section 151 Officer
Treasury Strategy Statement 2020/21	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Corporate Director of Finance and Assets Head of Finance - Deputy Section 151 Officer
Housing Revenue Account - Rents and Charges	Cabinet Member for Housing and Public Safety	Corporate Director Communities and Housing Director of Finance (s151) Officer
School Admission Arrangements 2021-22 and Home to School Transport Policy	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Corporate Director of Children's Services Strategic School Admissions Manager
Swindon Pay Policy Statement	Cabinet Member for Corporate Services and Operational Excellence	Director of Performance, Organisational Improvement and Communications Director of Performance, Organisational Improvement and Communications
Transfer of the Community Meals Service to AGE UK Wiltshire	Cabinet Member for Transport and the Environment	Corporate Director Communities and Housing

		Head of StreetSmart
Land in Central Swindon	Cabinet Member for the Town Centre	Head of Town Centre Development Head of Town Centre Development
References from Other Council Bodies - Health and Wellbeing Board	Cabinet Member for Adults and Health	Chief Legal Officer (Monitoring Officer) Senior Committee Clerk

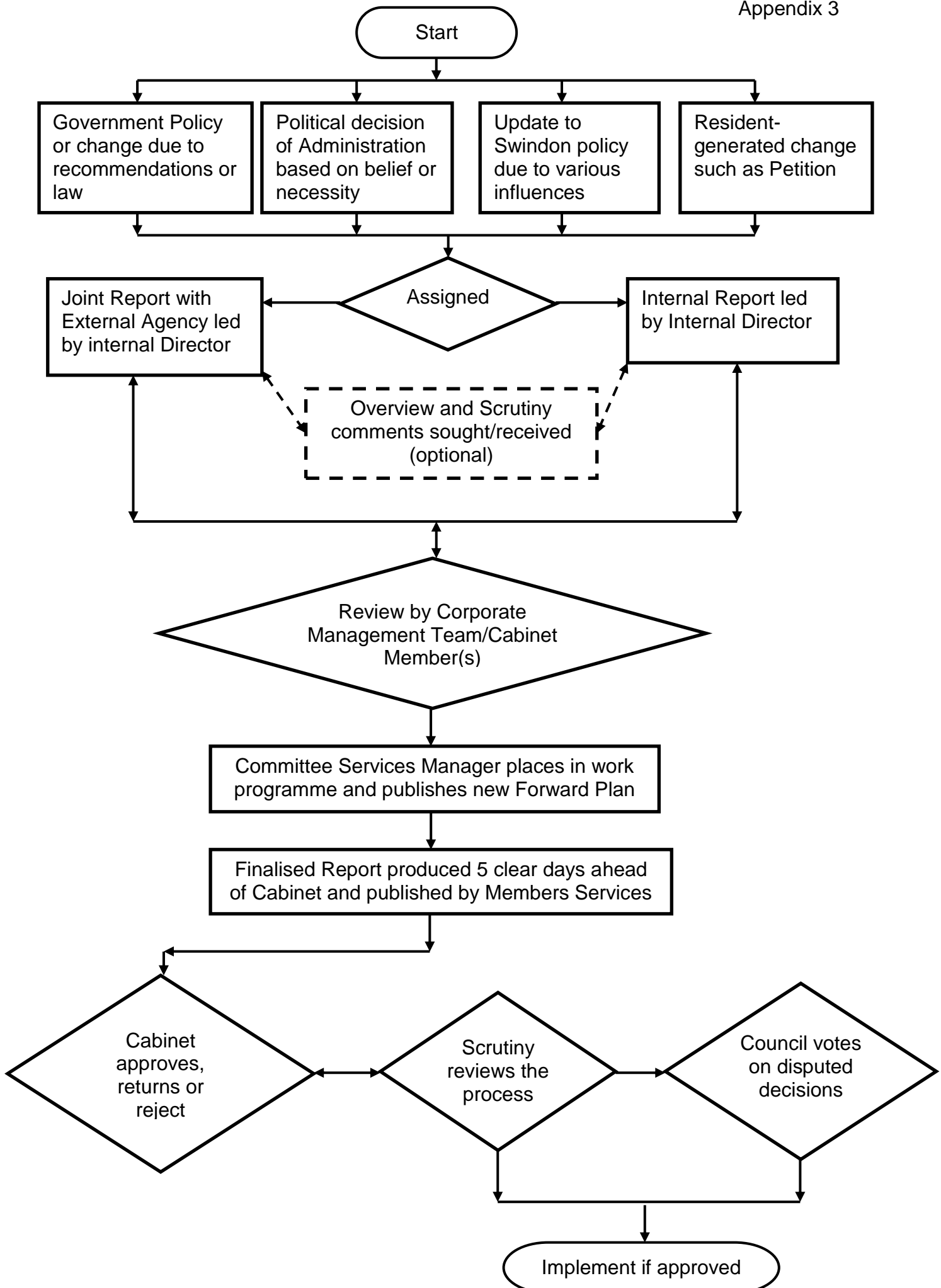
Cabinet Meeting Date - 11th March 2020

Subject	Portfolio Holder / Cabinet Member	Lead Director
Capital Programme Monitoring 3rd Quarter 2019/20	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Corporate Director of Finance and Assets Head of Finance - Deputy Section 151 Officer
Public Open Space and Parish Asset Transfers - Response to Council motion	Leader of the Council	Head of Property Assets Head of Property Assets
PPS Annual Business Plan	Cabinet Member for Economy and Place	Corporate Director Communities and Housing Corporate Director Communities and Housing

Cabinet Meeting Date - June 2020 TBC

Subject	Portfolio Holder / Cabinet Member	Lead Director
Food Waste collection service - Borough rollout	Cabinet Member for Transport and the	Corporate Director Communities and

	Environment	Housing Rachel Ind
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Status of requests for action and / or information

Scrutiny Committee

Date: 13th January 2020

Author: Chief Legal Officer

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To advise the Committee of the status of requests for action to be taken or information to be provided.

2. Recommendations

The Committee is recommended to:

- 2.1 Note the contents of the report.
- 2.2 Consider the responses provided by officers, and actions taken in relation to each issue, and determine if any further action is required.
- 2.3 Agree that, subject to the Committee's requests for further action to be taken, issues shown as being completed be removed from the status report.

3. Detail

- 3.1 The Scrutiny Committee has requested that a report be submitted to each meeting on the status of its earlier decisions, allowing members to consider if any further action is required.

4. Alternative Options

- 4.1 None.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 This report has no financial or procurement implications.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been fully taken into account in compiling this report. It is considered that the recommendations of this report are compatible with convention rights.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 None.
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Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), 07980 752043, VYull@swindon.gov.uk.

Status of requests for action and / or information

Scrutiny Committee

Date: 13th January 2020

Diversity Impact Assessment

- 5.4 No Diversity Impact Assessment (DIA) is required at this stage. Any DIA that is required during review of topics included within the Work Programme will be identified at the appropriate stage.

Risk Management

- 5.5 No risk management issues have been identified at this stage. Any risk management issues will be identified at the appropriate time when a topic is under review by the Scrutiny Committee and if it makes any recommendations.

6. Consultees


- 6.1 None.

7. Background Papers

- 7.1 The Minutes of previous meetings of the Committee.


8. Appendices

- 8.1 Appendix 1 – Schedule of the status of requests for action to be taken or information to be provided.

SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE AND MEMBER REQUESTS FOR INFORMATION 18 November 2019		
Minute No. 41	Cabinet Member Question and Answer Session - Cabinet Member for Housing and Public Safety	Outcome
<p>Cllr Steve Allsopp referred to the 146 affordable homes enabled as part of S106 agreements in the first two quarters of 2019/20 and asked what ratio is that of the overall numbers of houses built during that same period, and is it matching the Council's aspiration of 30%.</p>	<p>Response received from the Cabinet Member for Strategic Planning and the Cabinet Member for Housing and Public Safety on 9th December 2019 as follows:</p> <p>Monitoring of housing completions is undertaken annually, therefore the figure for completions 2019/2020 will not be available until mid-2020. However based on permissions and other information it is estimated that total completions for 2019/2020 will be about 1130. On a proportional split this would equate to 565 completions in the first 2 quarters. In total therefore 146 affordable equals 25%</p> <p>It should be noted that currently only sites of 15 or more units have to provide 30% affordable housing in line with policy. Also prior approval schemes such as office to residential conversions are also exempt. Also Wichelstowe has to currently provide a minimum of 15% and Badbury Park at 22% on the grounds of viability.</p>	Complete
<p>Cllr Jim Grant requested that the legal definition used by the Council as to what constitutes acceptable levels of air quality be circulated to members.</p> <p>Cllr Emma Faramarzi requested information on where the air quality measuring tubes are currently located, and when (if ever) the area on Purton Road, leading</p>	<p>Response received from the Cabinet Member for Housing and Public Safety on 5th December 2019 as follows:</p> <p> Air Quality Written Response.docx</p>	Complete

from Thamesdown Drive, has been monitored.		
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SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE AND MEMBER REQUESTS FOR INFORMATION 9 December 2019		
Minute No. 49	Consideration of Cabinet Decisions	Outcome
Cllr Steve Allsopp requested information on the net increase in the number of people employed as a consequence of Phase 1, and the anticipated net increase in the number of people that will be employed as a consequence of Phase 2.	Response requested from the Cabinet Member for the Town Centre on 19 th December 2019.	Ongoing
Cllr Bob Wright requested information on the numbers of teaching staff, students and ancillary staff that the launch of the Royal Agricultural University Cultural Heritage Institute expected in May 2020 is expected to bring.	Response requested from the Cabinet Member for the Town Centre on 19 th December 2019.	Ongoing
Cllr Bob Wright requested further information on the variances in payback times (which is dependent on how quickly a unit can	Response requested from the Cabinet Member for the Town Centre on 19 th December 2019.	Ongoing

be turned around from refurbishment and how quickly it is expected that units will be let out).		
Minute No. 50	Leader of the Council: Six Month Update	Outcome
Cllr Jim Robbins requested the list of measures planned to improve the traffic issues being experienced in the Rodbourne area, along with details of any meetings planned with Ward members.	<p>Response received from the Cabinet Member for Transport and the Environment on 23 December 2019 as follows:</p>  <p>Rodbourne Action Plan Updates 101219</p>	Complete
Cllr Emma Bushell requested information on when the Homelessness Reduction Strategy is going to be updated and published.	<p>Response requested from the Cabinet Member for Housing and Public Safety on 20 December 2019.</p> <p>The Draft Homeless Strategy is out to consultation and will run until the 2/2/20 and then the responses will be collated and any revisions made. The Strategy is scheduled to be discussed at the Health & Wellbeing Board in March before being approved by Cabinet.</p> <p>The Strategy covers all aspects of homelessness, single persons, families and the causes of wider homelessness, whereas the Reducing Rough Sleeper Strategy is very specific to a small cohort and the issues related. There are purposely similar threads in both strategies with an emphasis on early prevention, partnerships and the Private Rented Sector that ensure consistency and synergies that neatly link them together to ensure that while Swindon has 2 strategies it ensures we have clear a strategy to cover all aspects of homelessness.</p>	Complete

	<p>Please see the link to the questionnaire:</p> <p>https://www.swindon.gov.uk/info/20019/consultations_engagement_and_surveys/1060/homeless_strategy_consultation</p> <p><i>contact us on 01793 445503 or via email snelson@swindon.gov.uk or nkemmett@swindon.gov.uk if:</i></p> <ul style="list-style-type: none"> • You have any questions about the consultation • You would like to receive a hard copy of the consultation questionnaire • You require additional support to understand or complete the questionnaire • You would like to invite us to visit interest groups to talk about our proposed priorities and take feedback • If you prefer, you can write to us to let us know your comments at: Housing Strategy, Wat Tyler East 3rd Floor, Beckhampton Street, Swindon, SN1 2JH 	<p><i>P l e a s e</i></p>
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