



SWINDON BOROUGH COUNCIL
Municipal Year 2019/20

Thursday, 23 January 2020

**COUNCIL CHAMBER
CIVIC OFFICES
SWINDON**

15 January 2020

Dear Councillor,

Summons to attend Council Meeting

A MEETING of the **Council**, which you are requested to attend, is to be held at the CIVIC OFFICES, SWINDON, on **Thursday, 23 January 2020 at 7.00 p.m..**

The business to be transacted will be as follows:-

AGENDA

- 1. Apologies for Absence**
- 2. Communications**
To receive any communications or letters which the Mayor or Chief Executive may have to bring before the Council.
- 3. Minutes** (Pages 9 - 20)
To receive the minutes of the Council meetings held on 7th and 21st November 2019.
- 4. 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.

5. Public Question Time

See explanatory note below.

6. Minute for Confirmation (Pages 21 - 56)

To consider a Minute for Confirmation from the Cabinet:

- Minute 55 (Adult Community Learning Plan 2019-21)

7. Motions

(a) Motion - Anti-Semitism

Councillor Roger Smith will move and Councillor Vinay Manro will second:

“This Council notes:

- Swindon Borough Council is proud of its efforts to tackle discrimination in all its forms, we celebrate our diverse community and we condemn racism and antisemitism wherever it is found.
- That the annual figures for 2018 showed the highest number of anti-Semitic incidents on record, and reflected the Home Office official statistics from October 2019 which show that 18% of religiously motivated hatred is targeted at Jewish people – up from 12% in 2018 – and that, per capita, Jewish people were most likely to report experiencing hatred.
- That eradicating antisemitism is not a task for the Government alone, and all Local Authorities have been written to by the Secretary of State, asking them to adopt the International Holocaust Remembrance Alliance’s working definition of antisemitism.
- That Semite people include Arabs, Akkadians, Canaanites, Hebrews, some Ethiopians and Aramaean tribes.

Further notes:

- As part of the Council’s ongoing equalities work we are committed to joining with the Government in signing up to the internationally recognised International Holocaust Remembrance Alliance (IHRA) guidelines on antisemitism which defines antisemitism as:-

‘Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed towards Jewish or non-Jewish individuals and/or their property, towards Jewish Community institutions and religious facilities.’

Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that leveled against any other country cannot be regarded as anti-Semitic. Antisemitism frequently

charges Jews with conspiring to harm humanity, and it is often used to blame Jews for “why things go wrong.” It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavor.
- Applying double standards by requiring of it a behavior not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or

blood libel) to characterize Israel or Israelis.

- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

Resolves that this Council:

- Underlines its condemnation of all forms of racism in all its manifestations and adopts the IHRA definition of antisemitism as the working model for challenging and confronting incidents of this form of racism.
- Continues to work with partner organisations to ensure hate crime – including antisemitism – is being correctly reported, recorded and tackled, building resilience and integration locally to challenge the factors that cause hate crime.”

(b) **Motion - Carbon Neutrality**
Councillor Jane Milner-Barry will move:

“This Council congratulates the Leader of the Council on his recent comments in which he commits the Council to a carbon neutral Swindon by 2030.

In light of these comments we call upon this council to formally adopt the policy of a carbon neutral Swindon by 2030 and further requests that the Leader commissions a report to determine how this aspiration can be achieved.”

(c) **Motion - Carbon Neutrality by 2030**
Councillor Gary Sumner will move:

“Council Notes that:

- A cross-party Motion was passed in January 2019
- Climate change is an urgent issue and we are already taking a leading role by challenging ourselves and others to take steps towards becoming carbon neutral through the Councils Climate Change Working Group and its five Steering Groups:
 - Policy and Lobbying
 - Transport
 - Environment, Air Quality and Farming
 - Education, Engagement and Communication

- Buildings, Economy Industry and Planning
- By taking a lead in the climate movement the Council can create something of a domino effect of climate action among local businesses, residents and policymakers alike.

Requests that the Leader of the Council:

- Commits the Council to an 80 per cent reduction in the council's corporate carbon emissions no later than 2030, striving towards 100 per cent with carbon offsetting by the same date, with the aim of making the council's estate and activities net-zero carbon by 2030.
- Ensures that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by that date.
- Ensures that the council supports and works with other agencies towards making Swindon zero carbon within the same timescale.
- Ensures that political and chief officer leadership teams embed this work in all service areas.
- Asks the Council's Scrutiny Committees to consider the impact of climate change and the environment when reviewing policies and strategies."

(d) **Motion - Tree Cover**
Councillor Jim Grant will move and Councillor Claire Crilly will second:

"This Council notes:

- the benefits that trees can have on a local area in air quality, and their role in helping mitigate climate change;
- that the Great Western Community Forest was founded in 1994 with a target of 30% tree cover across the GWCF area which includes the whole Swindon borough area, but that today tree cover in the borough has only reached around 8% to 10%; and
- that Policy DM29 of the draft Local Plan states that "Development shall contribute towards the aims and objectives of the Great Western Community Forest."

This Council believes it is time to set a date by which the 30% target will be reached.

This Council will therefore add to Policy DM29 a commitment to planting trees on 30% of the Borough area by 2030 and requests its Climate

Change Working Party to report on how the Council could work with the Borough's Parish Councils to realise this commitment."

(e) **Motion - Commitment to the Armed Forces Covenant**
Councillor Matthew Courtliff will move and Councillor Russell Holland will second:

"This Council notes that:

- The Armed Forces Covenant is a promise by the nation ensuring that those who serve or who have served in the armed forces and their families are treated with fairness and respect in the communities, economy and society they serve with their lives. The Covenant does not intend to replace current work by public service providers, charities and individuals, but rather formalise a commitment and build on existing sources of support.
- The Armed Forces Covenant has mitigated disadvantage arising from Service for our armed forces and their families since its introduction.
- There is a national commitment from Government to further incorporate the Armed Forces Covenant in law.

This Council recognises:

- The selflessness and bravery that members of the Armed Forces display in service of our country and thanks them for their sacrifice
- That a career in the armed forces is unique and that our Service personnel and their families can face disadvantages due to the unique nature of their service and that they deserve the highest levels of care and support.
- That the Head of Housing and his team has renewed the existing Armed Forces Covenant, which has duly passed scrutiny at the Communities and Place Overview and Scrutiny committee.

This Council Resolves to:

- Thank the Head of Housing and his team for their commitment and work in updating the Swindon Borough Council Armed Forces Covenant.
- Ask the Leader of the Council to commit once again to upholding the principles of the covenant and to work with the Armed Forces Champion and continue to mitigate disadvantage wherever it is found within the Armed Forces community.
- Ask the Leader of the Council to work closely with leaders within the Armed Forces to build on the success of the Swindon Borough Council Armed Forces Covenant and strengthen the bond between our town and the armed forces community."

8. **Appointments to Committees and Other Bodies** (Pages 57 - 58)
9. **Indicative Calendars of Meetings 2020-21** (Pages 59 - 64)
10. **Minutes of Cabinet and Decisions Delegated to Cabinet Members** (Pages 65 - 78)
Members have the opportunity to raise questions with the relevant Cabinet Member in respect of Cabinet minutes (which are not reserved for Council for decision) and in respect of individual Cabinet Member delegated decisions.
11. **Minutes of other Council Bodies**
Members have the opportunity to raise questions with the relevant Chair in respect of all other Committee minutes (not reserved to Council for decision), as set out in the Minute Book circulated separately.
12. **Councillors Question Time**
Questions (if any) of which notice has been given by Councillors in accordance with Standing Order 15.

Yours faithfully

Lisa Hall

Chief Legal Officer

Questions by Members of the Public in accordance with Standing Order 11

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 Shaun Banks (07980752047 sbanks@swindon.gov.uk) or to the Chief Legal Officer, 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 on the Council's Website (<http://www5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sched=doc&cat=13338&path=0>) or from the Committee Officer named above.

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.

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COUNCIL

THURSDAY, 7 NOVEMBER 2019

PRESENT:- The Worshipful The Mayor in the Chair; Councillors Junab Ali, Steve Allsopp, Abdul Amin, John Ballman, Ray Ballman, Alan Bishop, Nick Burns-Howell, Emma Bushell, Matthew Courtliff, Claire Crilly, Malcolm Davies, Mark Dempsey, Paul Dixon, Oliver Donachie, Steph Exell, Emma Faramarzi, Brian Ford, Jim Grant, Dale Heenan, Steve Heyes, Russell Holland, Fay Howard, Janine Howarth, Oladapo Ibitoye, Robert Jandy, Jenny Jefferies, Vinay Manro, Mary Martin, Nick Martin, Cathy Martyn, Brian Mattock, Stan Pajak, Barbara Parry, Maureen Penny, Garry Perkins, David Renard, James Robbins, Adorabelle Shaikh, Imtiyaz Shaikh, Carol Shelley, Kevin Small, Roger Smith, Basil Solomon, Andy Spry, Gary Sumner, Timothy Swinyard, Caryl Sydney-Smith, Rahul Tarar, Vera Tomlinson, Nadine Watts, Peter Watts, Steve Weisinger, Keith Williams and Robert Wright.

39. Apologies for Absence

Apologies for absence were received from Councillors Jane Milner-Barry and Des Moffatt.

40. Communications

The Chief Executive reported that she had received a writ from the Government calling a General Election on 12th December 2019.

41. Minutes

Resolved – That the minutes of the meeting held on 19th September 2019, be confirmed and signed.

42. Declarations of Interest

The Worshipful The Mayor reminded Members of the need to declare any known interests in any matters to be considered at the meeting. The Worshipful The Mayor made a personal declaration of interest in respect of Agenda Item No. 8(b) in his capacity as a Chair of Nythe, Eldene and Liden Parish Council.

43. Public Question Time

Mr Tom Butcher asked a public question regarding the provision of financial subsidies should the No. 20 bus service be reinstated. The Leader of the Council indicated that a written response would be provided.

Mr Barrie Jennings asked a public question requesting the reinstatement of the No.20 bus service and promotion of public transport. The Leader of the Council indicated that a written response would be provided.

Mr Davies asked a public question regarding the likely adverse effect on residents of Oxford Road should the proposed improvement works to the Oxford Road/Nythe Road junction be undertaken. The Leader of the Council indicated that a written response would be provided.

44.

Minute for Confirmation

Councillor David Renard moved and Councillor Russell Holland seconded:

“That Minute 40 of the Cabinet (Polling Districts and Places Review) be confirmed and adopted.”

The resolution was put to the vote and declared carried.

45.

Council Petition Scheme

The Council considered a report of the Chief Legal Officer concerning the receipt of a petition containing 364 signatures calling on the Council “not to undertake the proposed changes to the junction of Nythe Road and Oxford Road”.

In accordance with the Council’s Petition Scheme, Mr Ron Fox (on behalf of the Petition Organisers) introduced the petition the petition.

Councillor Gary Sumner moved and Councillor Maureen Penny seconded:

“This Council:

- Thanks for the petitioners for their petition.

This Council notes:

- The NEV has been planned for a number of years and as a result of more realistic aspirations championed by local Conservative Councillors the quantum of developments has reduced - but not the need to deliver high quality infrastructure to make this a great place in which to live, but also to ensure that the effect on the existing residents is negligible.
- That the original proposal was for 12,000 homes derived from the draft South West Regional Spatial Strategy (RSS) which identified growth at the east of Swindon making the NEV will be one of the most sustainable developments in the country with new Conservative policies on EVCP and benefiting from our huge investment in renewable energy.
- That journey times are reduced as all facilities are nearby and all ‘villages’ will be sustainable with walking and cycling routes, key facilities such as schools and shops within walking distance.
- That every house will have an electric vehicle charging point and be designed to make the most of passive solar benefits such as orientation to retain heat and reduce running costs.
- That for existing residents we have carefully calculated the likely pressures and have been supported by the Government with funding to deliver nearly all of the major highway infrastructure required - years ahead of the eventual need. Indeed the Council has been successful in securing £11.34m of funding

for the upgrading of the A420 schemes, £28.2m for improvements to the White Hart roundabout and Southern Connector Road funding from HIF (£19million confirmation Friday) and DfT (£22.5m) confirmed on 30th September.

- This will lead to improved air quality issues, reduced congestion (which is a major cause of pollution) and 'greener' highways corridors incorporating tree planting and wild-flower verges.
- That within two years residents will see a transformed White Hart Junction, Gablecross junction and the Southern Connector road will ensure that 1/3rd of the traffic generated will not touch the local highways network in Stratton St Margaret.
- The new schemes will deliver a new entrance to Swindon from the East and a transformation in the daily lives of local residents at the same time as providing new homes and a large number of affordable homes, education and medical facilities. A comprehensive development showcasing the best design we can deliver for both homes and highways.
- That consultation events with residents took place on a number of dates between July and October:
 - 20 July 2019 at Grange Leisure Main Hall, Grange Drive, Swindon,
 - 24 July 2019 at Coleview Community Centre, Towcester Rd, Swindon
 - 25 July 2019 at Hooper's Field Hall, Rotten Row, Wanborough
 - 24 September 2019 at Coleview Community Centre, Towcester Rd
 - 26 September 2019 at Hooper's Field Hall, Rotten Row, Wanborough,
 - 03 October at South Marston Village Hall, Swindon

This Council Recognises:

- The need to make appropriate improvements to the road network in light of the development to the East of Swindon.
- The concerns expressed by local residents.
- That the scheme will bring with it, numerous benefits including a shortening of the future queuing lengths on Oxford Road Eastbound and Westbound by an average of 55% (i.e. from 21 to 9 cars). There is also a reduction in the waiting time of vehicles wanting to turn into Nythe Road by an average of 53% (from 80.6s to 39.8s)

I propose:

- That the Cabinet Member brings a report to Cabinet on 4th December to consider any options arising out of the consideration of the petition."

The Council's response to the petition was noted.

46.

Motion - Fair Tax

Councillor Steve Allsopp moved and Councillor Kevin Small seconded:

“This Council recognises:

- 1) The importance business taxation plays in supporting public services.
- 2) That the tax system needs to be fair and equitable across the economy.
- 3) That many small and medium sized businesses pay higher rates of net taxation than our largest companies.
- 4) The activity of the Fair Tax Campaign in seeking to encourage businesses in all sectors to develop tax strategies which are open, transparent and avoid aggressive tax avoidance.

This Council calls upon the Cabinet Member for Finance and Education to support the work of the Fair Tax Campaign and requests he brings a report to Cabinet outlining the feasibility of including the campaign’s underlying principles in the Council’s procurement processes.”

Councillor Oliver Donachie moved and Councillor Steve Allsopp seconded that the Motion be amended to read:

“This Council recognises:

The importance business taxation plays in supporting public services.

That the tax system needs to be fair and equitable across the economy.

Further notes:

- That the Council has adopted the Government’s supplier selection and auditability questions for regulated procurement exercises which includes the right for the Authority to exclude a potential supplier where it can demonstrate that the potential supplier is in breach of its obligations relating to the non-payment of taxes.
- That the Council has extensive guidance and procedures in relation to the tax implications of IR35 with specific regard to the engagement of consultants.

This Council Requests that:

- The Cabinet Member for Finance and Education brings a report to Cabinet outlining the feasibility of including the Governments underlying principles on fair tax in the Council’s procurement processes.”

The Amendment was put to the vote and declared carried becoming the Substantive Motion.

The Substantive Motion was put to the vote and declared carried.

47.

Motion - Number 20 Bus Service

Councillor Bazil Solomon moved and Councillor Steve Allsopp seconded:

“This Council:

- Notes the closure of the 20 Bus Service in 2015 as a result of subsidy cuts and that Stratton Parish council have looked in to part-funding a bus service along the old 20 bus route.
- Recognises how passengers of the former 20 Bus service valued having a public transport service along stretches of the Borough without any other bus service nearby and in helping people get to the Great Western Hospital.
- Supports the Leader of the Council’s view (expressed through the Local Government Association) that there is a need for local authorities to both protect bus services and to invest in subsidised routes.
- Believes the Council should work with Parish Councils whose boundaries the 20 Bus went through to find a solution to reintroducing a bus services along the old 20 bus route.
- Requests the Cabinet Member for Transport and the Environment set up a working party with representatives of all political groups and representatives of Parish Councils which the old 20 bus services went through to find a way to reintroduce such a service.”

Councillor Dale Heenan moved and Councillor Steve Heyes seconded that the Motion be amended to read:

“This Council notes:

- When the 400 bed Great Western Hospital was opened in 2003 to replace the larger 524 bed Princess Margaret Hospital, there was an agreement that the NHS would subsidise public transport for 10 years to pay for bus travel to the new site.
- This funding was used by the Service 20 bus route to cover the annual losses from low passenger numbers.
- The closure of the 20 Bus Service was taken by the bus company, as a result of the s106 funding from Great Western Hospital ending, and the service running at a £100,000 annual loss.
- That local Councillors in Stratton & South Marston, and Covingham and Dorcan, along with Stratton Parish council, have for many years looked into all of the possible ways that a new Service 20 bus service could be restarted.

- Recognises how passengers of the former 20 Bus service valued having a public transport service along stretches of the Borough without any other bus service nearby and in helping people get to the Great Western Hospital.
- Supports the Leader of the Council's view (expressed through the Local Government Association) that there is a need for local authorities to protect bus services.
- Believes the Council should continue to work with Parish Councils whose boundaries the 20 Bus went through to try to find a solution to reintroducing a bus services along the old 20 bus route.

This Council Requests:

- That the Cabinet Member for Transport and the Environment writes to the Swindon Bus Company to ask them to consider re-instating a sustainable route similar to the No 20 bus service at their next review."

At the request of the mover and seconder of the Amendment and with the agreement of the Council the Amendment was amended to read:

"This Council notes:

- When the 400 bed Great Western Hospital was opened in 2003 to replace the larger 524 bed Princess Margaret Hospital, there was an agreement that the NHS would subsidise public transport for 10 years to pay for bus travel to the new site.
- This funding was used by the Service 20 bus route to cover the annual losses from low passenger numbers.
- The closure of the 20 Bus Service was taken by the bus company, as a result of the s106 funding from Great Western Hospital ending, and the service running at a £100,000 annual loss.
- That local Councillors in Stratton & South Marston, and Covingham and Dorcan, along with Stratton Parish council, have for many years looked into all of the possible ways that a new Service 20 bus service could be restarted.
- Recognises how passengers of the former 20 Bus service valued having a public transport service along stretches of the Borough without any other bus service nearby and in helping people get to the Great Western Hospital.
- Supports the Leader of the Council's view (expressed through the Local Government Association) that there is a need for local authorities to protect bus services.
- Believes the Council should continue to work with Parish Councils whose boundaries the 20 Bus went through to try to find a solution to reintroducing a bus services along the old 20 bus route.

This Council Requests:

- That the Cabinet Member for Transport and the Environment writes to interested parties to ask them to consider re-instating a sustainable route similar to the No 20 bus service at their next review.”

The Amendment was put to the vote and declared carried becoming the Substantive Motion.

The Substantive Motion was put to the vote and declared carried.

48. Appointments to Committees

(1) Councillor David Renard moved and Councillor Russell Holland seconded:

“That Councillor Emma Faramarzi be replaced by Councillor Steve Heyes to serve on the Licensing Committee for the remainder of the Municipal Year 2019/20.”

(2) Councillor Jim Grant moved and Councillor Steve Allsopp seconded:

“That Councillor Jane Milner-Barry be replaced by Councillor Carol Shelley to serve on the Planning Committee for the remainder of the Municipal Year 2019/20.”

(3) Councillor Jim Grant moved and Councillor Steve Allsopp seconded:

“That Councillor Jane Milner-Barry be replaced by Councillor Emma Bushell to serve on the Scrutiny Committee for the remainder of the Municipal Year 2019/20.”

The resolutions were put to the vote and declared carried.

49. Minutes of Cabinet and Decisions Delegated to Cabinet Members

The Council considered (a) the minutes of the meetings of the Cabinet held on 4th September and 16th October 2019, (b) questions to the Cabinet Members regarding their portfolio responsibilities and answers received, and (c) a Cabinet Member Decision Notice.

50. Minutes of other Council Bodies

The Council (a) received the minutes set out in the “Minutes of Other Council Bodies” circulated with the Agenda, and (b) considered questions to Chairs relating to the work of their Committees and other bodies and answers received.

51. Councillors Question Time

The Chief Legal Officer reported that a Standing Order 15 Questions had been received from Councillors Steve Allsopp and Emma Bushell.

Councillor Steve Allsopp asked a supplemental question seeking clarification as to whether the Council could report its environmental data more widely. The Leader of the Council responded at the meeting.

Councillor Emma Bushell asked a supplemental question (a) asking that the written response to her question be forwarded to all Councillors, and (b) seeking clarification as to the monitoring of the Homebid scheme and its effectiveness. The Cabinet Member for Housing and Public Safety indicated that a written response would be provided.

COUNCIL

THURSDAY, 21 NOVEMBER 2019

PRESENT:- The Worshipful The Mayor in the Chair; Councillors Junab Ali, Steve Allsopp, Abdul Amin, John Ballman, Ray Ballman, Alan Bishop, Nick Burns-Howell, Emma Bushell, Matthew Courtliff, Claire Crilly, Malcolm Davies, Mark Dempsey, Paul Dixon, Oliver Donachie, Steph Exell, Emma Faramarzi, Brian Ford, Jim Grant, Dale Heenan, Steve Heyes, Russell Holland, Fay Howard, Janine Howarth, Oladapo Ibitoye, Robert Jandy, Jenny Jefferies, Vinay Manro, Mary Martin, Nick Martin, Cathy Martyn, Brian Mattock, Jane Milner-Barry, Stan Pajak, Barbara Parry, Maureen Penny, Garry Perkins, David Renard, James Robbins, Adorabelle Shaikh, Imtiyaz Shaikh, Carol Shelley, Kevin Small, Gary Sumner, Timothy Swinyard, Caryl Sydney-Smith, Rahul Tarar, Vera Tomlinson, Nadine Watts, Peter Watts, Steve Weisinger, Keith Williams and Robert Wright.

52. Apologies for Absence

Apologies for absence were received from Councillors Des Moffatt, Roger Smith, Bazil Solomon and Andy Spry.

53. Communications

The Chief Executive reported that no communications had been received.

54. Declarations of Interest

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

Councillors Junab Ali, Steve Allsopp, John Ballman, Ray Ballman, Alan Bishop, Claire Crilly, Steph Exell, Steve Heyes, Janine Howarth, Oladapo Ibitoye, Rob Jandy, Jenny Jefferies, Vinay Manro, Mary Martin, Nick Martin, Jane Milner-Barry, Stan Pajak, Kevin Parry, Maureen Penny, Kevin Small, Tim Swinyard, Caryl Sydney-Smith, Nadine Watts, Steve Weisinger and Keith Williams made personal and non prejudicial declarations of interest in respect of Agenda Item No. 5 in their capacity as Parish Councillors.

Councillor Stan Pajak made personal and non prejudicial declaration of interest in respect of Agenda Item No. 5 as was a Parliamentary Election candidate.

55. Public Question Time

Mr John Ranford table a written question regarding the scheduling arrangements and charring of the Council's Climate Change Cabinet Member Advisory Group and its Sub-Groups. A written response was tabled.

56. The Frequency of Council Elections in Swindon

The Chief Legal Officer submitted a report setting out the outcome of a public consultation undertaken as to whether to retain the current system of elections by thirds or adopt all-out/whole council elections.

Councillor David Renard moved and Councillor Russell Holland seconded:

- “(1) That the outcome of the consultation be noted.
(2) That the cycle for electing councillors to Swindon Borough Council from ‘elections by thirds’ to all-out/whole council elections, to commence in 2022 be approved.
(3) That the Chief Executive and Chief Legal Officer be authorised to issue the necessary public information as required by the Local Government and Public Involvement in Health Act 2007 and undertake any further actions necessary to give effect to Council’s resolution.
(4) That the Chief Executive be authorised to make a formal request to the Local Government Boundary Commission for England (LGBCE) to review Swindon’s ward boundaries to achieve greater numerical parity of electors in each ward and to create boundaries that better reflect Swindon’s communities, which may include a wider range of single and two member wards rather than three member wards, to be included in the 2020/21 LGBCE review programme.”
(5) That the Chief Executive and Chief Legal Officer be authorised to make the order to harmonise all town and parish council elections with the Borough Council’s electoral cycle, as permitted by the Local Government and Public Involvement in Health Act 2007, providing that a further consultation with those councils confirms that a majority of them are in favour of such a change.”

Following a debate resolution (1) was put to the vote and declared carried.

Resolutions (2), (3) and (4) were put to the vote and declared lost.
(Resolutions (2) and (3) were declared lost having failed to achieve a two thirds majority of those Councillors present and voting.)

Council agreed that resolution (5) would be withdrawn following the loss of resolutions (2) and (3).

A formal division was requested in respect of resolutions (2) and (3) in accordance with Standing Order 14(2).

Members voting for the resolution were Councillors Alan Bishop, Nick Burns-Howell, Matthew Courtliff, Malcolm Davies, Oliver Donachie, Emma Faramarzi, Brian Ford, Dale Heenan, Steve Heyes, Russell Holland, Oladapo Ibitoye, Robert Jandy, Jenny Jefferies, Vinay Manro, Mary Martin, Nick Martin, Cathy Martyn, Brian Mattock, Stan Pajak, Barbara Parry, Kevin Parry, Maureen Penny, Garry Perkins, David Renard, Gary Sumner, Timothy Swinyard, Caryl Sydney-Smith, Rahul Tarar, Vera Tomlinson, Steve Weisinger and Keith Williams.

Members voting for the resolution were Councillors Junab Ali, Steve Allsopp, Abdul Amin, John Ballman, Ray Ballman, Emma Bushell, Claire Crilly, Mark Dempsey, Paul Dixon, Steph Exell, Jim Grant, Fay Howard, Janine Howarth, Jane Milner-Barry, James Robbins, Adorabelle Shaikh, Imtiyaz Shaikh, Carol Shelley, Kevin Small, Nadine Watts, Peter Watts and Robert Wright.

(Councillors Junab Ali, Steve Allsopp, John Ballman, Ray Ballman, Alan Bishop, Claire Crilly, Steph Exell, Steve Heyes, Janine Howarth, Oladapo Ibitoye, Rob Jandy, Jenny Jefferies, Vinay Manro, Mary Martin, Nick Martin, Jane Milner-Barry, Stan

Pajak, Kevin Parry, Maureen Penny, Kevin Small, Tim Swinyard, Caryl Sydney-Smith, Nadine Watts, Steve Weisinger and Keith Williams made personal and non prejudicial declarations of interest in respect of this item in their capacity as Parish Councillors.)

(Councillor Stan Pajak made personal and non prejudicial declaration of interest in respect of this item as was a Parliamentary Election candidate.)

57. Councillors Question Time

The Chief Legal Officer reported that a Standing Order 15 Question had been received from Councillor Jim Robbins.

Councillor Jim Robbins asked a supplemental question relating to the use and pricing of tickets at Bristol Street Car Park. The Cabinet Member for Transport and the Environment indicated that a written answer would be provided.

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COUNCIL

THURSDAY, 23RD JANUARY 2020

MINUTE FOR CONFIRMATION

CABINET

WEDNESDAY 4TH DECEMBER 2019

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

The Cabinet Member for Finance, Education, and Skills along with the Head of Skills, Employment and Life Long Learning submitted a joint report setting out the findings or a review of the needs of adult learners in Swindon. The report requested that Cabinet recommend Council approve and implement the new Adult Community Learning Plan 2019-2021 and note the Theory of Change as appended to the main report. Councillor Holland requested that Members note the success rate of the courses provided as reflected in the tables in the joint report.

Councillor Mary Martin, Cabinet Member for Children's Services, asked how the Council was seeking to engage with hard to reach groups, particularly those who had come to Swindon without much experience of formal education or similar opportunities. Councillor Holland responded at the meeting. Councillor Bob Wright asked a question about the numbers who were completing courses and then finding employment. The Head of Skills, Employment and Life Long Learning undertook to provide a written response

Resolved:-

1. That Council be recommended to approve the ACL Plan 2019-21 and the 'Theory of Change' attached at Appendix 1 to the main report and to note the summary of performance.
2. That, subject to Council approving the ACL Plan, that the Head of Skills, Employment and Lifelong Learning be authorised to implement it.

The reasons for the decision and alternative options are as set out in the report to the meeting.

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Adult Community Learning Plan 2019-21

Cabinet

Date: 4th December 2019

Author: Cabinet Member for Finance, Education and Skills
Head of Skills, Employment and Lifelong Learning

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report summarises the planned priorities for Swindon Borough Council (SBC) Adult Community Learning (ACL) that are detailed in the ACL Plan 2019-2021 and the Theory of Change.
- 1.2 In January 2019, the Council undertook a review of the needs of adult learners in Swindon and this informed an update of the 2017-20 plan, now ACL Plan 2019-21. The aims of the Council's provision and how the impact of the courses are measured are detailed in the ACL Theory of Change that Cabinet is asked to endorse.
- 1.3 The ACL Plan aims to contribute to the following Vision Priorities and Pledges.

Priority 2: Right Skills, Right Job, Right Place

- 1.3.1 Pledge 8. Improve educational attainment, in particular at ages 16-19 so we are above the average in England by 2021.
- 1.3.2 Pledge 11. Work with partners to increase the level of skills of Swindon's workforce to support all our residents, including the most vulnerable, to access employment.

Priority 3: Ensure clean and safe streets and improve our public spaces and local culture

- 1.3.3 Pledge 12. Work with partners to promote healthy lifestyles for the population of Swindon.

Priority 4: Help people to help themselves while always protecting our most vulnerable children and adults

- 1.3.4 Pledge 18. Deliver a borough-wide approach to increase the impact of volunteering, enabling more people to be active in supporting vulnerable people.
- 1.3.5 Pledge 19. Ensure that more people and their carers are supported to live as independently as possible and reduce the length of time people need to spend in residential care.

Further information on the subject of this report can be obtained from *Sally Burnett*, 07718918197 or sburnett@swindon.gov.uk.

Adult Community Learning Plan 2019-21

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- 1.3.6 Pledge 21. Ensure that there is a partnership approach to early prevention and intervention across Swindon so that more children and families are supported early.

2. Recommendations (Minute for Confirmation)

Cabinet is recommended to request the Council to:

- 2.1 Approve the ACL Plan 2019-21 and the 'Theory of Change' attached at Appendix 1 and note the summary of performance.
- 2.2 Authorise the Head of Skills, Employment and Lifelong Learning to implement the Plan.

3. Detail

- 3.1 The aim of SBC's Adult Community Learning is to provide high quality learning to enable learners to develop the skills and knowledge to achieve outstanding outcomes so that they can progress in life, work and well-being regardless of their starting points.
- 3.2 The strategic priorities are to: Target, Aspire and Progress our learners.

TARGET	ASPIRE	PROGRESS
We target Swindon's most disadvantaged learners and communities.	We aspire for our learners to achieve outstanding outcomes.	We want all learners to progress. We work with others to achieve this.

- 3.3 The ACL Plan 2019-21 outlines the needs of priority learners. The curriculum aims to meet the identified needs of:
- 3.3.1 Adults, regardless of age, who are unemployed, economically inactive or in low paid employment, including those who may not be currently job seeking but are at risk of social exclusion.
- 3.3.2 Residents with multiple support needs: including those recovering from mental ill health, drug and alcohol addiction, single parents, ex-offenders.
- 3.3.3 Adults with learning difficulties and/or disabilities.
- 3.3.4 Those where a lack of digital skills could result in isolation and limit entry to the labour market.
- 3.3.5 Those eligible learners who are unemployed where English is a barrier.

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- 3.4 To meet the needs of these learners, the curriculum is broad and aims to support individuals to develop their life and work skills to support:
 - 3.4.1 Improvements to health and well-being.
 - 3.4.2 Positive change in lifestyles and social inclusion.
 - 3.4.3 Improvements in knowledge and skills for progression.
- 3.5 All provision is delivered in community settings in the priority communities or accessible venues in the town centre.
- 3.6 The courses are all short (10 to 50+ hours) to acknowledge that our learners may be new to learning after a break and have low confidence and in some cases low resilience.
- 3.7 Until September 2018 this service was fully contracted out to seven subcontractors. Following an Ofsted Inspection in October 2017 when we received a 'Requires Improvement' judgement, officers commenced a re-structure that in 2019-20 will see the councils' ACL direct delivery rise up to 70% of our provision with 30% delivered by three subcontractors. This change has ensured that we are responding positively to the shift away from using subcontractors in the sector whilst maintaining specialist provision and innovation through our subcontractors.
- 3.8 Our subcontractors in 2019-20 are: Madanu, Dorset and Wiltshire Fire and Rescue Service, Smiley Cats.
- 3.9 From September 2019 we employ eleven casual tutors and one full time permanent tutor. The service is currently managed by 2.7 full time equivalent staff and 2.2 full time equivalent support staff.

Management and Governance

- 3.10 Service managers meet monthly to monitor performance and plan corrective actions.
- 3.11 A Quality Assurance Performance Improvement Board (QAPIB) meeting takes place every month with the Head of Service and Corporate Director, Children's Services. A full performance report is prepared for this meeting.

ACL Plan Implementation

- 3.12 Our courses are developed to meet need identified in the ACL Plan 2019-21. Courses are all pre-entry, entry or level one. This avoids duplication with our local colleges that tend to focus on higher level skills. Our courses include: English, Maths, English for Speakers of Other Languages (ESOL), Health and

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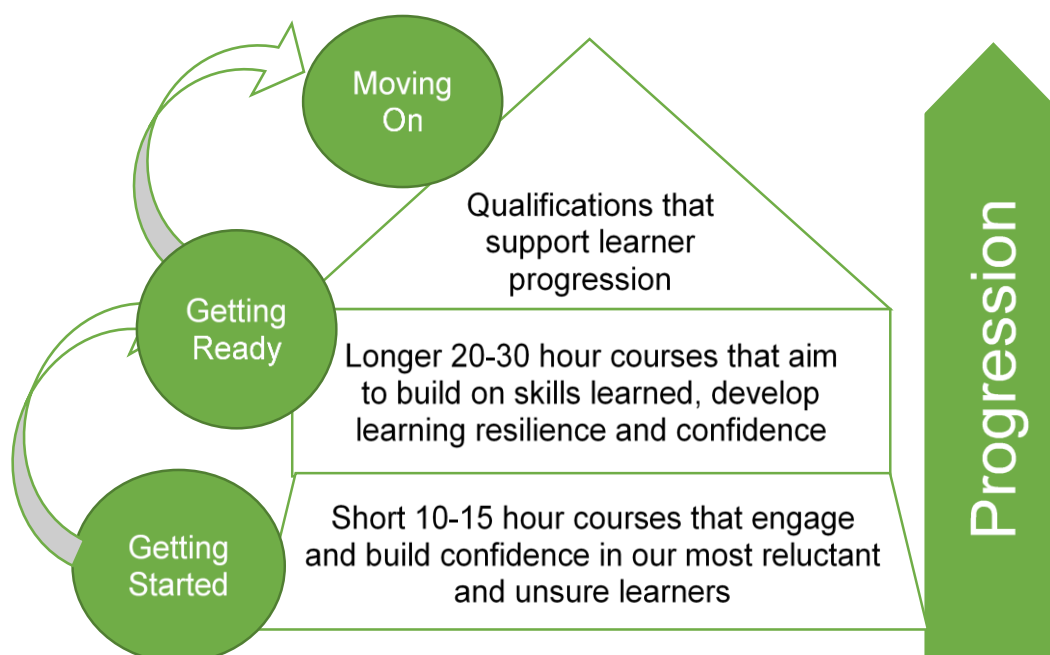
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Wellbeing, Helping Your Child to Learn, Personal Development, Employability and Digital Skills.

- 3.13 Where appropriate courses will be developed to meet the needs of adults identified by other services. For example, we run a Healthy Cooking course for learners referred to us by GWH dieticians; a Green Light to Housing Pre-Tenancy course has been developed and run in partnership with SBC Tenant Academy; a Healthy Relationship course was established to meet the needs of young people receiving the services of our Adult Social Care Transitions Team, and Helping Your Child To Learn and Parenting courses with some primary schools. We are currently co-designing a course with our Health Visitors that will focus on cooking on a budget and weaning.
- 3.14 Courses are developed to engage and progress learners.



- 3.15 We create progression opportunities internally and externally. Examples of internal progression are:

Talk English (ESOL)	Everyday English (ESOL)	Moving On with English	English and Maths Stepping Stone qualifications
Explore Your Options	Employability E3	Employability L1	
Salamander – (Personal Development course)	GOALS and the Confidence course	**Achieve Your GOALS	
Internet for Beginners	Microsoft for Beginners	**BCS Digital qualifications	

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**Green Light to Housing – pre-tenancy

**These courses are currently being developed

Performance and Impact of Delivering the ACL Plan

- 3.16 We engage the learners that we plan to target. In academic year 18-19 55% of learners had skill levels below Level 2 and 30% had a learning difficulty or disability. 95% of all our learners achieve their courses. Overall performance for 18-19 is outlined below.

KPI	Target 2018-19	Achieved in 2018-19
Enrolments (first year of direct delivery)	1000	696 (700 in 17-18)
New learners	60%	70%
Ethnic Minority	30%	47%
Learner below Level 2	60%	55%
Learners with learning disability / difficulty	25%	30%
Male	28%	23%
Achievement	95%	95%
Retention	98%	98%
Attendance	95%	94%

- 3.17 Our Theory of Change details how we will measure the impact of our planned curriculum on the broader knowledge and skills of our learners.

Has this course helped you improve any of the following?	
Confidence to engage in learning and meet new people	99.6%
Skills to progress into work or volunteering	96.9%
Ability to support my child's/grandchild's learning	98.5%
Improved my maths skills	86.3%
Improved my English skills (including communication)	96.1%
Improved IT my skills	87.6%

(Ref: 18-19 Data Report)

- 3.18 Learners' feedback is collected at the end of each course. A summary of 18-19 is below:

End of Course Satisfaction Survey	
1. I was given useful information and advice when choosing and starting this course	97.5%

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2. My course met my needs	99.8%
3. I have been treated fairly and respectfully	97.9%
4. I had the support I needed to help me progress	99.6%
5. My lessons have been well taught	99.3%
6. I was encouraged to use technology and online resources to support my learning	97.7%
7. I have been given feedback that helped me to improve	99.5%
8. My course has helped me to understand how to keep myself safe	99.8%
9. I was told how to make a complaint if I was unhappy	99.5%
10. I felt safe on this course	99.1%
11. I have been given information and advice about what I could do next including English, maths and IT	99.3%

Key Areas for Service Improvement

- 3.19 Our provision is due to receive an Ofsted Inspection.
- 3.20 The Inspection framework changed in August 2019 to become the new Education Inspection Framework (EIF). The majority of the inspection is based in classrooms observing and talking to learners, staff and partners. This moves the emphasis of the inspection away from a focus on process and outcome data to:
- 3.20.1 The Quality of Education: they ask, "What is it like to be a learner in this organisation?" There is a new emphasis on Intent, Implementation and Impact (what do leaders plan for learners to learn (the curriculum), how is it implemented (planning and implementation of teaching learning and assessment), and how do we know we are successful).
- 3.20.2 Personal Development and Attitudes and Behaviours: how the curriculum supports the development of learners in the broadest sense.
- 3.20.3 Leadership and Management, including safeguarding.
- 3.21 Our Key Areas for Improvement are detailed in our Quality Improvement Plan. This is regularly monitored and updated. Good progress has been made against all of the areas listed below. However, they are not signed off as complete until the impact on the learners can be evidenced.

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Areas for Improvement	Improvement Actions Underway
Learners work is coherently planned and sequenced towards developing knowledge and skills that learners can recall and use to progress. (in response to the EIF)	All courses have been revised to ensure teaching, learning and assessment supports learners to be able to recall and use their new knowledge and skills. Learning is sequenced in a way that builds on learners' knowledge and skills. Assessment plans reflect Blooms taxonomy.
Ensure tutors use learners' starting points to plan sessions and set realistic and stretching targets for all learners .	A new Initial Assessment form is being used (from Sept 19) to provide more information on the learners' starting point and identify any risk factors so that tutors can support and keep all learners safe.
Learners develop their English, Mathematical and Digital knowledge and skills	Implementing the English, Maths and Digital skills Policy that was developed with tutors. Most tutors appropriately correct spelling and grammar. Functional Skills word lists added to the Policy. 'Words I Need To Know' leaflet will be used in classrooms from November to support learners' learning accurate spellings. Digital skills CPD planned.
Feedback to Learners confirms what they have learned and is developmental	We have some outstanding practice and are seeking to develop this across the service.
Destination and impact data informs improvements to the curriculum	Impact questions to learners have been changed on the Individual Learner Plan be more coherent for the learner.
Celebrate staff and learners' achievements	Monthly newsletter, monthly tutor meetings. Annual Adult Learner Awards

4. Alternative Options

- 4.1 There are no alternative options to consider. We minimise duplication with other local providers of adult skills, such as the colleges, by focusing our provision on adults with lower skill needs and we deliver in the communities where learners live.

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5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 SBC ACL is fully funded through a ring fenced annual grant of £455k from the Education and Skills Funding Agency (ESFA). We are contracted to meet the funding rules of this grant, for example, learners must be 19 years in the September of the year they start the course. There is no additional cost to SBC.

Legal and Human Rights Implications

- 5.2 The ESFA Funding Rules include detailed eligibility rules. These are subject to change: <https://www.gov.uk/government/publications/adult-education-budget-aeb-funding-rules-2019-to-2020>
- 5.3 Legal and Human Rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention Rights.

Staff

- 5.4 Tutors are supported to develop professional practice through regular and focused Continuous Professional Development. The workload and well-being of staff is managed in monthly 1:1s and by appraising and reducing unnecessary workload that can be generated by unnecessary paperwork and processes.

Social Implications

- 5.5 Courses include opportunities to: increase cohesiveness and capacity of the local community; promotes respect and understanding of other cultures; and supports community participation.

Economic Implications

- 5.6 Courses are targeted at disadvantaged groups and aim to develop learners' employability, English, maths and digital skills. Tutors are aspirational for all learners to progress regardless of their starting point.

Diversity Impact Assessment

- 5.7 The Diversity Impact Assessment has been updated for this report. This identified that there was no actual or potential adverse impact in the delivery of this service for residents, visitors or staff on the basis of age, disability, sex, gender, race, religion or sexual orientation, marital/civil partnership status or pregnancy/maternity. A copy of the DIA with more detailed information can be obtained from the ACL Service by emailing ACL@swindon.gov.uk.

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Risk Management

- 5.8 A Risk Assessment has been completed and is available from the author. Key risks are identified, managed and actively monitored. Risks tend to fall into the following themes: quality of provision; learner recruitment; meeting budget; KPIs. These risk areas are reported against in the monthly QAPIB meeting with senior leaders.

6. Consultees

- 6.1 The Director of Children's Services and key officers were consulted on the purpose, content, and recommendations of the report before presenting the draft report to Cabinet Agenda Review.
- 6.2 The Corporate Director of Finance and Assets (Section 151 Officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all Cabinet reports.

7. Background Papers

- 7.1 None

8. Appendices Cabinet Report

- 8.1 Appendix 1: ACL Plan 2019-2021 (The appendix is available online at the Council's website or on request from Committee and Member Services committeeservices@swindon.gov.uk)
- 8.2 Appendix 2: ACL Theory of Change (The appendix is available online at the Council's website or on request from Committee and Member Services committeeservices@swindon.gov.uk)

9. Decision in Cabinet Work Programme

- 9.1 This is not a Key Decision and is included in the Cabinet Work Programme for December 2019.

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Swindon Borough Council
Adult Community Learning Plan
2019 – 2021

February 2019

Final draft Feb 13th 2019



Adult Community Learning

1. Introduction

1. This Adult Community Learning (ACL) Plan sets out Swindon Borough Council's (SBC) plans for ACL for the period 2018 – 2021. The refreshed strategy has been developed to take account of our recent Ofsted inspection; national changes in policy and funding; our local priorities and a review of Swindon's changing social and economic needs. It sets out our vision for SBC ACL and the role and contribution of the ACL sector in achieving local priorities.

Background

2. Funded through the Adult Education Budget (AEB), ACL has a distinctive role, focused on working within communities and engaging individuals in learning to develop the skills, confidence, motivation and resilience of adults of different ages and backgrounds in order to:
 - progress towards formal learning, employment or volunteering and/or
 - improve individuals' health and well-being, including mental health and/or
 - develop stronger communities and promote social inclusion.¹
3. Community learning can transform people's attitudes and ambitions about the future for themselves and their families, deliver long-term economic benefit, improve health and wellbeing, build personal confidence and independence, and ease pressure on other public services. Through delivery in local communities it reaches out to adults who find difficulty engaging with more traditional forms of learning. In Swindon, our aim is to target priority learners to ensure that learning delivers not just individual outcomes but outcomes which also contribute to Swindon's strategic priorities and support the service delivery of our strategic partners and stakeholders.
4. In order to effectively capture data on those outcomes, the Plan seeks to ensure that information is collected which clearly demonstrates ACL's impact on its residents, communities, economy and Swindon as a whole, and to inform quality improvement and curriculum planning.
5. From 2018/19 SBC has moved away from fully subcontracted provision to a mix of subcontracted provision and direct delivery, with the aim of moving towards a 50:50 split by 2019/20. This development has been introduced in response to:
 - Swindon's 30/30 commitment to delivering Organisational Excellence
 - The need to implement service improvements faster, particularly in the light of our Ofsted Inspection, October 2017.
 - The targeting of adults known to SBC requiring an intensive approach to planning and joint working that is easier to achieve with internal staff.
6. The retention of some subcontracted provision is designed to provide us with the breadth of specialisms and innovation to achieve a progressive and responsive curriculum.
7. In the following document, our Plan sets out:
 - Our evidence-based assessment of needs and how ACL can address these needs.

¹ ESFA: Adult education budget: funding and performance management rules, 2018-19

- Our vision for Swindon Borough Council Adult Community Learning (SBC ACL)
 - Our intent – the focus of our activities to support the strategic outcomes of SBC and our partners and support learners progress into positive outcomes that equip them well to meet these strategic outcomes
 - Implementation – how we target our learning and design a curriculum framework to meet learner needs.
 - Our impact - our approach to measuring outcomes.
8. Our approach to ACL is designed to maximise the impact of the funding, ensure accountability; avoid duplication of effort and renew our drive to improve learner outcomes and progression.

2. The challenges we face

9. A review of the latest local and national data shows that whilst some areas of Swindon have longstanding issues to be addressed such as social exclusion, there are also emerging issues which ACL is well-placed to address and can support partners in their work in tackling these challenges. Many of these issues are not unique to Swindon but reflect national economic and social trends. The issues and demographic groups affected are set out below.

Rising skills shortages, unemployment and economic inactivity

10. In recent years, Swindon has experienced strong levels of business growth with a 27% increase² in businesses between 2012 and 2017 – a rate of growth outstripping the national average. However, there are indications that the labour market is being squeezed by growing levels of economic inactivity and unemployment, which in turn is accentuating skills shortages and hindering employment prospects.
11. During 2017/18 the local unemployment rate rose above the British rate for the first time since 2010. Although currently the difference is marginal (4.3% Swindon compared with 4.2% in Great Britain, June 18), ONS estimates show that around 5,000 people are unemployed in Swindon (between July 2017 and June 2018). A further 5,600 people are on long-term sick leave which is equivalent to one in four of the economically inactive and a higher total than two years ago. One in five of the economically inactive would like to work³, with the vast majority of these being women. Taken together (the unemployed and inactive who want a job), the data shows that an estimated 9,700 people out of work would like to work – equivalent to 7% of the working age population.
12. At the same time, the national Employer Skills Survey 2017 shows that Swindon has some of the highest rates of skills shortage vacancies in England, with 10% of local employers experiencing skills shortages, more than twice the national rate of 4%. 47% of employers in Swindon with hard to fill vacancies said that the reasons for their shortages were a lack of skills and 25% said that applicants lacked the right attitude and motivation. In response, almost one in three have sought to recruit non-UK nationals to fill their employment gaps and currently an estimated 9% of staff in Swindon are estimated to be EU nationals (other than UK).
13. With the full impact on the labour market of the UK leaving the European Union not yet clear and a rising demand for higher skill and qualification levels there is a risk that

² SWLEP Local Economic Assessment

³ ONS Annual Population Survey June 17 - 18

mismatches between the supply and demand for labour are putting Swindon's economic growth at risk. It is clear that there is a pressing need to support people's skills development and employability amongst those looking for work. Since many of those out of work are not eligible for support from JobCentre Plus, ACL has a central role in helping support people out of work develop the skills to move into or closer to employment as well as a new role in helping the lower paid progress at work into the skilled occupations employers demand.

Worklessness, social exclusion and family learners

14. In Swindon 15% of children are in workless families⁴, significantly more than national average of 12%. In 2016, Ofsted feedback placed Swindon in the "bottom 10 LAs nationally" and our 7-year olds were classed as the "joint lowest performers in reading in the South West". Data for 2017 shows that the percentage of pupils aged 16 years achieving grade 5 or above in English and Maths was 35% compared to 42% in England.
15. Research has shown that parental involvement in their child's literacy practices positively affects children's academic performance and is a more powerful force for academic success than other family background variables, such as social class, family size and level of parental education⁵. Reaching and engaging adults and parents with low skills has to date proved successful in engaging a range of hard to reach learners and their families, enabling them to better support their children.
16. With the percentage of Swindon pupils eligible for Free School Meals above the national average, targeted action to work closely with schools with above average proportions of pupils eligible for Free School Meals or where English is not the first language is important in supporting parents and their children develop the skills they need for life, work and well-being, through short engagement courses and learning in English, Maths, IT, ESOL and Employability.

The ageing population and older learners

17. Swindon's demography is changing, and the workforce and wider population are ageing. Over the past decade to 2015, people over 65 have increased by 28%, and by 2021 it is estimated that the proportion of the labour force below the age of 45 will fall to 56 per cent, compared with 59 per cent in 2011⁶. Absence of qualifications rises with age and 36% of the over 50s are qualified to below Level 2⁷.
18. Whilst work rates for the over 50s are above the national average, in the past two years, rates have fallen back from an all-time high in 2015, almost entirely due to a fall in economic activity rates amongst men⁸.
19. The number of unemployed aged over 50 has now overtaken the number of young people unemployed in Swindon, and at October 2018 there were 740 people over 50 unemployed, the highest number since 2011⁹.

⁴ ONS: Children in poverty estimates, July - Sept 17

⁵ National Literacy Trust, A research review: the importance of families and the home environment by Angelica Bonci, 2008, revised June 2010 by Emily Mottram and Emily McCoy and March 2011 by Jennifer Cole

⁶ SBC Population Projections to 2031

⁷ ONS: Annual Population Survey, Jan – Dec 2017

⁸ ONS: Annual Population Survey, July 2017 to June 2018

⁹ NOMIS Claimant Count by sex and age October 2018 (Note: Under Universal Credit a broader span of claimants are required to look for work than under Jobseeker's Allowance. As Universal Credit Full Service is

20. Increased automation and digital transformation mean that low and basic-skilled workers face a far steeper learning curve in order to remain productive in the changing workplace. A recent report estimated that up to 30% of UK jobs are at high risk of automation by the 2030s.¹⁰ With skills shortages already high, ACL can play a key role in engaging learners in first steps learning as the foundation for progression to reskilling and upskilling older workers, as well as providing older residents with the digital skills needed for modern life.

Young people aged 19-25 who are NEET

21. Nationally, care leavers are three times more likely to be NEET and in 2016 only 14% gained 5 GCSEs including English and maths compared with 53% of the student population¹¹. Not only is there a gap between care leavers and the wider youth population but in Swindon, care leavers perform less well than their national counterparts with an average Attainment 8 score 13.9% compared with England (19.3%).¹²
22. Research by the Learning and Work Institute¹³ shows that the nature of care leavers' lives means that they often experience a range of barriers to progression into FE and HE. The nature and scale of the challenges faced by care leavers mean it is difficult for them to be tackled by individual service providers and ACL can support partners in developing effective and integrated approaches to supporting care leavers through learning.

Those with multiple support needs and a targeted approach

23. Worklessness and living in a lone parent family are key determinants of child poverty. 80% of children living in poverty in Swindon live in families who are in receipt of out of work benefits such as income support or job seekers allowance rather than in work benefits. 71% of children living in poverty in Swindon live in lone parent households.¹⁴ This is slightly higher than the national rate of 68.5%.
24. The proportion of families living in poverty who are lone parent families varies considerably across the borough from 50% in Ridgeway ward to 83% in St Andrews and Priory Vale wards.¹⁵
25. Although Penhill has the highest proportion of people with low qualification levels, numerically, the largest numbers of people qualified to below Level 2 are to be found in the Parks, Gorse Hill and Pinehurst wards.

rolled out in particular areas, the number of people recorded as being on the Claimant Count is therefore likely to rise.)

¹⁰ Berriman, R. and Hawksworth, J. (2017), 'Will robots steal our jobs? The potential impact of automation on the UK and other major economies', in 'UK Economic Outlook March 2017', PwC, available at <https://www.pwc.co.uk/economic-services/ukeyo/pwc-uk-economic-outlook-full-report-march-2017-v2.pdf>

¹¹ <https://www.learningandwork.org.uk/our-work/life-and-society/improving-life-chances/care-leavers/>

¹² Outcomes for children looked after by local authorities in England, 31 March 2017; SFR 20/2018 published March 2018

¹³ <https://www.learningandwork.org.uk/our-work/life-and-society/improving-life-chances/care-leavers>

¹⁴ SBC JSNA Rapid Review of Child Poverty, 2016

(http://www.swindonjsna.co.uk/Files/Files/Child_Poverty_Rapid_JSNA_2016_-_FINAL.pdf)

¹⁵ Ibid

26. English language proficiency is lowest in Walcot and Park North Ward; Penhill and Upper Stratton; Rodbourne Cheney; Priory Vale, Central and Gorse Hill and Pinehurst.
27. Four out of ten people claiming out of work benefits live in Walcot; Gorse Hill and Pinehurst; Central and Parks wards. The Index of Multiple Deprivation 2015 shows that Penhill and Upper Stratton; Walcot and Park North and Gorsehill and Pinehurst are the most deprived wards in Swindon.
28. Overall, Swindon is ranked 141st out of 324 authorities (where 1 = the most socially mobile) but is ranked 324th and last on the proportion of young people eligible for Free School Meals (FSM) at age 15 who enter higher education by age 19. Nine percent of 15-year olds eligible for FSMs in Swindon enter higher education by age 19 compared to a crude average of 18% in England overall and 51% in the highest performing area in the country (Ref: JSNA, Swindon's Inequalities).
29. By delivering ACL in community settings and in local schools with high proportions of disadvantaged pupils ACL can reach out and help address the above needs by targeting areas in Swindon that have the most need for skills and employment interventions up to Level 2.

Adults with learning difficulties and disabilities

30. Swindon Borough Council's Supported Employment Strategy aims to double the percentage of adults with a learning difficulty/disability in paid employment from 5.6% in 2018 to 10% by March 2022. It also wants to be more ambitious for people with disabilities and care leavers to achieve a significant increase in those leaving care into paid work.
31. Through ACL we can support that ambition and help people with learning difficulties or disabilities to develop their skills for independence and to improve their health and well-being as a foundation for progression into further learning and/or meaningful work.

The digital economy and digital skills shortages

32. With the launch of the national Digital Skills Strategy in 2017 the government has prioritised action to tackle digital exclusion and to develop the full range of skills amongst *"Those who have basic digital skills and connectivity, but lack the confidence and knowledge to make the most of the digital economy, whether at work or beyond."*
33. Digital technology is changing every aspect of life whether for work, life or leisure from emails to booking appointments, benefit applications or keeping in touch with family and friends. Digital services are becoming the default option for accessing public services, information, entertainment and each other.
34. Reducing digital exclusion improves people's job prospects and job security as well as helping address many wider equality, social, health and wellbeing issues such as isolation. According to the Lloyds Consumer Digital index 2018, 33% of people over 60 say digital skills help them to manage and improve their health and to feel less alone.
35. Digital learning is a key element of our ACL programme and as well as delivering digital courses, IT is embedded in many programmes. In 2017/18, 94% of ACL learners stated that they have been encouraged to use technology in their learning and everyday lives.

ESOL learners

36. A wide range of statistics point to increased ethnic diversity in Swindon suggesting an on-going need for ESOL. 15.4% of the Swindon population are from BME groups almost twice the proportion in 2001 (8.5%). Although the workforce is more diverse than it ever has been, the employment rates for the Black and Other Ethnic Group categories are below the Swindon average.
37. The annual schools survey, which includes data on the number of children with English as an Additional Language (EAL) attending Swindon schools highlights the extent of change. The proportion of primary school pupils with EAL has increased from 14% in 2007 to 18% in 2018. The average disguises significant disparities across the borough and in many of Swindon's primary schools more than 30% of pupils have English as an Additional Language.

3. Our vision: How Adult Community Learning will address the challenges we face and contribute to other strategic priorities

38. In response to these challenges we have developed a vision for SBC ACL as a framework for our curriculum. Our vision is:

To provide high quality learning to support learners develop the skills and knowledge to achieve outstanding outcomes to enable them to progress in life, work and well-being regardless of their starting points.

39. This vision and our service is informed by a range of existing partner and stakeholder strategies, including the overarching strategy for Swindon set out in the **Vision for Swindon 2030** which the Council adopted in September 2015. The Vision for Swindon sets out how the Council will shape the Borough and deliver growth that allows communities to prosper, families to live healthy and happy lives and children to fulfil their potential. Updated in September 2018, ACL can make an active contribution to three of the strategy's four priorities and their accompanying relevant pledges:

Priority 2: Right Skills, Right Job, Right Place

Relevant pledges

Pledge 8. Improve educational attainment, in particular at ages 16-19 so we are above the average in England by 2021.

Pledge 11. Work with partners to increase the level of skills of Swindon's workforce to support all our residents, including the most vulnerable, to access employment.

40. ACL will support these pledges by delivering:
 - Family learning to give parents the skills to support their children's learning, thereby contributing to the raising of achievement levels in the long term. This type of learning supports the development of a positive home learning environment in line with the ambitions set out in the HMG/National Literacy Trust publication, "Improving the Home Learning Environment: A Behaviour Change Approach, 2018". The report notes that the quality of the home learning environment is a key predictor of a child's future success

and that there are specific activities and ways of communicating which can help support a child's early language development.

- ESOL to help individuals acquire spoken and written English skills which in turn enables parents to better support their children's schooling; reduces social exclusion and improves their employability.
- Opportunities and programmes for young adults lacking level 2 qualifications who are NEET to develop the skills they need to become economically active and progress into employment, volunteering or training.
- Learning for those without a Level 2 qualification through which skills can be improved leading to clear progression routes, providing opportunities and programmes for learners to develop the skills they need to become economically active and to compete for jobs.

Priority 3: Ensure clean and safe streets and improve our public spaces and local culture

Relevant pledge

Pledge 12. Work with partners to promote healthy lifestyles for the population of Swindon.

41. Through ACL we will seek to equip and empower those who are socially excluded e.g. through ill health, addiction or lone parenthood to gain the confidence to learn; improve their mental health; reduce their vulnerabilities and increase their ability to operate independently and to progress.
42. Our curriculum is designed to promote/maintain independent living and support carers.

Priority 4: Help people to help themselves while always protecting our most vulnerable children and adults

Relevant pledges

Pledge 18. Deliver a borough-wide approach to increase the impact of volunteering, enabling more people to be active in supporting vulnerable people.

Pledge 19. Ensure that more people and their carers are supported to live as independently as possible and reduce the length of time people need to spend in residential care.

Pledge 21. Ensure that there is a partnership approach to early prevention and intervention across Swindon so that more children and families are supported early.

Pledge 23. Ensure that Swindon's vulnerable adults are safeguarded and protected.

43. ACL will contribute to these pledges in many different ways including the following:
 - By engaging/re-engaging people with learning, raising aspirations about how they can contribute to society through progression to volunteering.
 - Targeting people with learning difficulties or disabilities to engage them in community learning to reduce their vulnerabilities, improve their self-confidence and increase their ability to live independently and to progress.
 - Delivering Family Learning helps create a positive home learning environment and gives parents the skills to support their children's learning.
 - Working in partnership with others in the council enables priority learners to be targeted thereby supporting outcomes for our target groups.

- Providing learning to meet the needs of people with multiple support needs, giving them the confidence to better manage their lives and feel more part of the community, engendering positive attitudes about learning and progression to work.
- 44.** As well as contributing to Swindon’s priorities and pledges our ACL adds value to many other services and supports wider council objectives. Our priorities for 2018-2021 complement those detailed in other council and partner policies and strategies, so that our outcomes will bring about change and have a wider positive impact. Relevant policies and ACL’s role include:
- **SWLEP Strategic Economic Plan:** Realising the potential of residents with barriers to employment; improving progression routes to employment **and** improving educational attainment.
 - **SWLEP LEA:** Tackling the underlying causes of deprivation and economic exclusion.
 - **Swindon Supported Employment Strategy:** Focusing on supporting those with vulnerabilities including adults with LDD.
 - **Swindon Digital Capabilities Strategy 2018:** Ensuring that digital skills are accessible to residents who need support to access council online services and to all ACL learners by embedding digital learning into courses.
 - **Strategic Priorities of the Skills for Inclusion group detailed in the Skills and Employment Board Strategy 2017-20.**
 - **Swindon Learning Town:** Swindon aims to be the first town in England to become part of the UNESCO Global Network of Learning Cities. Its aim is *“To engage the whole community of Swindon in a campaign to improve education in the borough, recognising its value and importance economically, socially and culturally. Its aim is to raise the aspirations of everyone living in the Borough of Swindon, whatever their age, to enjoy and achieve in learning.”* Our ACL strategy supports this aim providing opportunities to learn within local communities.
 - **Swindon Stories (National Literacy Trust Hub):** Designed to encourage the whole town to make ‘reading, writing and talking’ a priority, it encompasses a range of projects and initiatives to give young people the literacy skills they need to succeed in life. ACL is represented on the Strategic and Operations Group meetings which examines how different stakeholders can contribute to the project. Our ACL provision supports the programme’s aims by working in partnership with Swindon Stories and other stakeholders to create a 0-5 years Literacy Pathway.

4. Our intent: How Adult Community Learning will address the challenges we face

- 45.** To address the issues identified through a review of the evidence and to deliver our vision, three priorities have been identified for ACL. These are:
- 1. To target provision** to widen participation and meet the needs of local people who are disadvantaged and least likely to participate in learning or to be able to self-help.

2. To **aspire** for all our learners to achieve outstanding outcomes no matter what their starting point, supporting all adults to make progress towards their first L2 English and Maths qualification.

3. To **progress** learners by working with partners and stakeholders to develop accessible progression routes that meet all learner's needs.

5. Implementation: Designing and delivering the curriculum

46. Through our curriculum we will implement these priorities through:

1. Targeting the right learners

47. By fostering close working with partners and stakeholders we will:

- Identify and reach our priority groups and meet local needs
- Create holistic approaches that support learners to progress
- Create joined up routes into work, volunteering and further learning
- Working with local colleges to ensure that a universal adult education curriculum is available for everyone.

48. Our SBC internal partners and stakeholders include: Education Team and School Improvement Managers, Adult Social Care (ASC), ASC Transitions team, ASC Supported Housing, SBC Housing, Early Help, Children in Care and Care Leaver team, Supported Employment, Public Health, the Health Ambassador Team, Voluntary Sector commissioners, Libraries, Customer Service and Digital Hub teams, Family Services, Family Nurse Partnership, Health Visitor and Benefits team.

49. External partners and stakeholders include Swindon and Wiltshire Local Enterprise Partnership (LEP), Primary and Secondary schools, New College and Swindon College, training providers, Jobcentre Plus, DWP Providers, Great Western Hospital, voluntary sector, the Swindon Skills and Employment Board and its subgroup members.

50. We will target our provision on the following priority learner groups:

- Adults, regardless of age, who are unemployed, economically inactive or in low paid employment, including those who may not be currently job seeking but are at risk of social exclusion, and where learning will enable adults to develop new skills including literacy and numeracy and build learner confidence.
- Those aged 19-25 years such as Care Leavers or those who have had an Education Health and Care Plan (EHCP) who are NEET
- Residents with multiple support needs: including those recovering from mental illness, drug and alcohol addiction, single parents, ex-offenders
- Adults with learning difficulties and/or disabilities
- Those where a lack of digital skills could result in isolation and limit entry to the labour market
- Those eligible learners who are unemployed where English is a barrier.

51. We will target Swindon's priority and most deprived areas:

- Penhill
- Parks
- Pinehurst

- Central
- Upper Stratton
- Walcot
- Gorse Hill
- Rodbourne Cheney
- Toothill

2. Aspiring for all regardless of individual starting points

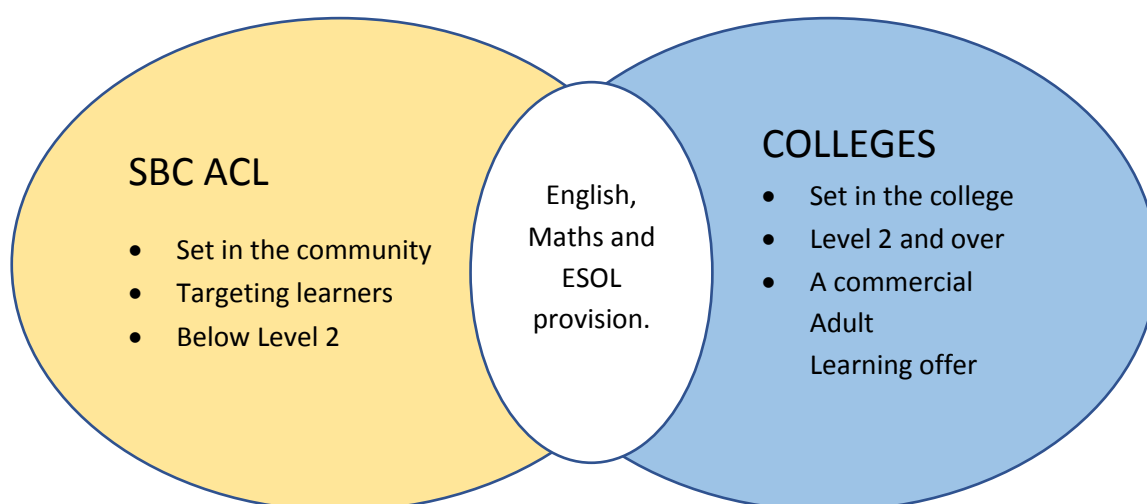
52. In order to achieve our priorities, we will work with partners to keep up to date a Curriculum Framework that will meet needs, attract and engage learners, and support our priority groups to progress regardless of their starting point. The Framework will identify the types and mix of courses, times, locations and modes of delivery on offer to meet the priorities outlined below and in compliance with the Education and Skills Funding Agency Rules, published annually.
53. Our direct and subcontracted provision will be led and managed to deliver courses that achieve outstanding learner outcomes and will:
- Consistently apply continual quality improvement using a quality improvement cycle; this cycle is a planned sequence of activities aimed at improving a process or the outcome of a process. The cycle is embedded in all activities from procurement through to learner outcomes and is detailed in our Quality Policy August 2018.
 - Use the results of this cycle to inform the annual Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) which is reviewed and updated at least monthly.
 - Teaching, learning and assessment is based on effective use of initial assessment resulting in good planning and delivery to meet the needs of learners.
 - Meet the needs of our priority groups by ensuring that learners have clear objectives based on each learner's starting points, abilities and aspirations and that achievements are accurately assessed.
 - Ensure that evaluations make use all available evidence including observations, data and quality assurance activities.
 - Leaders motivate tutors to take pride in their work and do their best.
 - Ensure that we invest in our tutors and that they are supported and able to deliver outstanding outcomes for their learners.
 - Enable learners to develop, retain and apply the skills and knowledge that they need to progress to successful entry to the labour market, training or further learning; and/or volunteering.
 - Include the collection and analysis of information about the impact of the provision on learners, including specific outcome measures, progress to other courses and other destinations so that managers and leaders know the impact of their courses on learners and can use the information to inform future curriculum.
 - Celebrate the success of learners, tutors and managers.

3. Progressing and moving forward

54. People need easy access to high quality impartial Information Advice and Guidance (IAG) to enable them to make effective decisions and choices about their next steps to progress to:
- Education and training
 - Employment or self-employment
 - Volunteering

Personal development

55. In accordance with our IAG strategy, Information Advice and Guidance will be embedded in our ACL programme and will adopt the following principles:
- Be accessible and timely
 - Be impartial and transparent
 - Be service user centred and encourage autonomy
 - Be fair, inclusive and promote equality and diversity
 - Be respectful of the service user's privacy and clear on the limits of confidentiality and data sharing at the outset (including Safeguarding and Prevent issues)
 - Raise aspirations
 - Support the 6 Stage RARPA process
56. Our objective is to ensure that all IAG supports outstanding outcomes and accordingly partnership work is essential to ensure that there are clear lines of sight to further learning, employment, volunteering or personal development opportunities. We will work closely with our partners to deliver these progression opportunities. A review of learning provision has been undertaken and this work will continue with our local colleges to clearly map and provide learning pathways from each of our ACL courses.



5. Delivery for impact

57. A key task in the light of our recent Ofsted inspection is to ensure that we collect and collate better information to illustrate impact for Swindon and its learners, which in turn will inform curriculum development and quality improvement. In the short-term, our view is that the focus should be on measuring engagement of learners from priority groups, tracking educational and/or employment-related progression, whilst developing our social metrics to demonstrate improvements in inclusion and wellbeing.
58. Our outcome measures need to be meaningful, and ACL will need to have in place rigorous processes both for planning their learning offer to meet local need, and for collecting, recording and reporting on the outcomes they achieve.

59. We have high expectations for our learners and have consequently set a range of challenging targets for ACL that are reviewed annually, including for 2018-19:
- 98% retention
 - 95% achievement
 - 95% attendance
 - 45% learners who are job seeking move into a positive progression
 - 80% of our repeat learners make progress - enrolling on additional courses which are more challenging than their initial engagement. (SBC repeat learner monitoring within MIS)
60. In the table below we have set out how ACL will actively measure the delivery of our 3 priorities of Target, Aspire and Progress:

TARGET	ASPIRE	PROGRESSION
Target Swindon's most disadvantaged learners and communities	Aspire for our learners to achieve outstanding outcomes	Progression opportunities through effective partnerships
Measures		
Postcodes, age, gender, skill level, employment status, ethnicity and LDD status	Achievement, attendance and retention rates, other outcome measures, e.g. improved confidence and wellbeing, developing the independence to access local services and jobs, parents developing the skills and knowledge to work effectively with their children to improve their literacy, maths and ICT	Move to progressive learning either internal or external, progression to other positive destinations including employment or volunteering.

61. Our provision is subject to Ofsted and our recent inspection judged that our outcome measurement required improvement, lacking reliable destination data and not accurately reporting the impact of learning on learner progression.
62. Going forward we will ensure that our learning is quality assured through the six step RARPA process (Recognising and Recording Progress and Achievement). In broad terms, RARPA expects community learners, with support from their tutors as appropriate, to identify and record their learning goals, and periodically to determine progress towards achieving them.
63. We will measure:
- Impact as set out in a Theory for Change below
 - Learner satisfaction against a number of measures
 - Progression and destination including:
 - Internal progression within the ACL curriculum
 - Follow up progression and destination survey two months plus after their course ends for all learners. Report separately on learners who declare that they are unemployed and job seeking at the start of their course.

- We will work with other Local Authorities in the Southwest through the Southwest Learning and Skills Network to benchmark outcome and progression measures.
64. Drawing on the toolkit developed for the UK Financial Capability Strategy and work by the Learning and Work Institute (LWI), commissioned by the DfE, we propose to ensure that our learning captures a wider number of social metrics for community learning which have been identified as producing validated data for demonstrating the impact of community learning. In particular we will seek to address the need for metrics on:
- **Confidence and Progression** – Although we already capture confidence questions, additional questions could focus on people’s attitude to being ambitious for themselves and their family.
 - **Health and wellbeing**, which includes questions about improved mental health/ wellbeing, including for example, being able to find solutions to problems.
 - **Social Relationships** asks questions such as the breadth of friendships, and people’s sense of ‘belonging’ to their community/social inclusion, for example their readiness to join a club or a local activity
65. Implementing these changes will require the development of a Theory of Change model, spending time with tutors explaining their potential value, and embedding social metric questions alongside other evaluative questions to relieve the burden of multiple surveys. Our goal is to have revised our evaluation materials by the end of 2018/19.

Annex B - Community Learning Objectives

- Focus public funding on people who are disadvantaged and least likely to participate, including in rural areas and people on low incomes with low skills
- Collect fee income from people who can afford to pay and use where possible to extend provision to those who cannot.
- Widen participation and transform people's destinies by supporting progression relevant to personal circumstances, e.g.
 - improved confidence and willingness to engage in learning
 - acquisition of skills preparing people for training, employment or self-employment
 - improved digital, financial literacy and/or communication skills
 - parents/carers better equipped to support and encourage their children's learning
 - improved/maintained health and/or social well-being
- Develop stronger communities, with more self-sufficient, connected and pro-active citizens, leading to:
 - Increased volunteering, civic engagement and social integration
 - reduced costs on welfare, health and anti-social behaviour
 - increased online learning and self-organised learning
 - the lives of our most troubled families being turned around
- Commission, deliver and support learning in ways that contribute directly to these objectives, including:
 - bringing together people from backgrounds, cultures and income groups, including people who can/cannot afford to pay
 - using effective local partnerships to bring together key providers and relevant local agencies and services
 - devolving planning and accountability to neighbourhood/parish level, with local people involved in decisions about the learning offer
 - involving volunteers and Voluntary and Community Sector groups, shifting long term, 'blocked' classes into learning clubs, growing self-organised learning groups, and encouraging employers to support informal learning in the workplace
 - supporting the wide use of online information and learning resources
 - minimising overheads, bureaucracy & administration



Adult Community Learning



Theory of Change April 2019

1. Background

This Theory of Change Model has been developed to describe the activities that SBC will deliver through ACL, and the expected changes in people's knowledge, attitudes, and/or behaviours that we want to happen as a result.

In preparing this Theory of Change we aim to ensure that all involved in ACL:

- Have a clear understanding of the aims of the curriculum and its impact on learners skills and knowledge development and application
- Understand how we think the activities the ACL programme contains will help bring about change.
- Consider what evidence already exists that links activities to changes, and where there are gaps in our evaluation activity that we need to address to ensure this change happens.
- Are able to clearly identify the outputs and outcomes to include in our evaluation.

2. The context in which ACL is delivered in Swindon: Why it does what it does

The people ACL aims to reach:

1. The overarching aim of ACL in Swindon is to target the following priority groups including those adults who are known to SBC internal partners and stakeholders:
 - Adults, regardless of age, who are unemployed, economically inactive or in low paid employment, including those who may not be currently job seeking but are at risk of social exclusion, and where learning will enable adults to develop new skills including literacy and numeracy and build learner confidence.
 - Residents with multiple support needs: including those recovering from mental illness, drug and alcohol addiction, single parents, ex-offenders
 - Adults with learning difficulties and/or disabilities
 - Those where a lack of digital skills could result in isolation and limit entry to the labour market
 - Those eligible learners who are unemployed where English is a barrier

Our SBC internal partners and stakeholders include: Education Team and School Improvement Managers, Adult Social Care (ASC), ASC Transitions team, ASC Supported Housing, SBC Housing, Early Help, Children in Care and Care Leaver team, Supported Employment, Public Health, the Health Ambassador Team, Voluntary Sector commissioners, Libraries, Customer Service and Digital Hub teams, Family Services, Family Nurse Partnership, Health Visitor and Benefits team.

External partners and stakeholders include but is not limited to Swindon and Wiltshire Local Enterprise Partnership (LEP), Primary and Secondary schools, New College and Swindon College, training providers, Jobcentre Plus, DWP Providers, Great Western Hospital, voluntary sector, the Swindon Skills and Employment Board and its subgroup members.

These partnerships contribute to the context of our provision, enabling a more specific curriculum that will address specific needs and skills development.

For example:

- In 2018-19 we have worked with Great Western Hospital Dietician team to develop and run a cookery course aimed at developing improved attitudes towards food and food preparation skills.
- Dorset and Wiltshire Fire and Rescue Service deliver Salamander. This specialist course has a high level of coaching set in a Fire and Rescue environment.
- Work is in progress to develop a 'Roof Over My Head' course with our Social Housing team aimed at improving successful tenancy. This has involved learning from Bristol ACL and Bristol County Council and aims to coordinate a multi-agency approach.

Where they are now and how we will engage our priority learners (and keep them engaged)

By fostering close working with partners and stakeholders we will:

- Identify and reach our priority groups and meet local needs through delivery in the community, for example, Walcott, Parkes, Central.
- Create holistic approaches that support learners to progress and to inform the development of a curriculum based on evidence of need.
- Create joined up routes into work, volunteering and further learning by, for example, working with a housing contractor offering training and routes into paid employment in the construction sector and their supply chain.
- Work with New College and Swindon College to ensure that a universal adult education curriculum is available for everyone. This will include highly effective progression routes for all learners to ensure they can make informed choices about their future and use impartial advice and guidance to ensure they take the right steps to achieving their aspirations.

The need for ACL

Based upon a review of local and regional data the learning/curriculum offered will be a mixture of short courses designed to engage learners in community settings to develop the skills, confidence, motivation and resilience of adults of different ages and backgrounds in order to:

- improve individuals' health and well-being, including mental health, social cohesion and confidence to fully engage in the community
- develop stronger communities and promote social inclusion and improve the economic capital for our learners
- progress towards formal learning, employment or volunteering, and support learners to lead full and productive lives that bring them a sense of stability, belonging and satisfaction

Our understanding of learner needs and therefore our revised curriculum model is set out in our ACL Plan, which is based on local and regional demographic evidence taken from 2018 – 2021 which demonstrates the following trends and needs:

- Rising skills shortages, unemployment and economic inactivity
- Worklessness, social exclusion and the need to improve the home learning environment
- An ageing population facing digital exclusion

- A need to work very cohesively with internal to SBC and external partners and stakeholders to engage those priority adults with multiple support needs/learners with learning difficulties or disabilities
- Rising numbers of people with ESOL needs
- The need for a targeted approach within the Swindon geographic area.

The above information about learners and their needs have influenced the design of our curriculum and through close working with strategic partners and stakeholders we have been able to identify where ACL can add value to the wider vision for Swindon. Our priorities for 2018-2021 complement those detailed in other council and partner policies and strategies, so that our outcomes will bring about individual change as well as having a wider positive impact.

3. Our intent: The change we want to see

Our vision for ACL is: **“To provide high quality learning to support learners to develop the necessary knowledge and skills to achieve outstanding outcomes to enable them to progress in life, work and well-being regardless of their starting points.”**

Socially vulnerable adults face multiple barriers in relation to confidence and self-esteem, health, poverty, social inclusion and the ability to live independently, among other factors. Research by a number of agencies such as NIACE, the Learning and Work Institute and WEA shows that adult community learning can be effective in reaching people who are not engaged in more traditional ways of learning. This learning almost always leads to an increase in self-esteem, confidence and autonomy. Greater responsibility for personal lifestyles and choices, problem solving and the ability to set and achieve realistic goals are all linked to better health and well-being delivered through ACL.

In turn the positive outcome of people in the community learning to develop a broad individual skill set can then have wider impacts on people’s involvement in community life, improved home learning environments, employment prospects and social and cultural capital.

In 2017-18 our learners were asked at the end of their course about the impact the course. The summary results show that:

- ✓ 100% of learners improved their confidence to engage in learning and meet new people
- ✓ 95% improved their skills to progress into work or volunteering
- ✓ 98% where relevant improved their ability to support their child’s or grandchild’s learning
- ✓ 92% improved their Maths skills
- ✓ 98% improved their English skills
- ✓ 84% improved their IT skills

Our own learner satisfaction data from 2017/18, collected at the end of the course, shows that:

- ✓ 99% of learners have had the support they needed to progress
- ✓ 94% of learners had been given information on what they could do next
- ✓ 99% of learners had been given feedback to help them improve

“.....this course [cookery] is excellent, it is changing our lives; the herbs and spices are hiding the taste of vegetables and salads that I don't like but today I had celery (which I don't like) and tried dips which I would not have dreamed of eating; my partner and I have integrated soup into our diet routine [and our son's] and now we are making our own salsa and coleslaw to add variety to our

bland diet; as a side issue the enjoyment of the course is helping my depression.” Ref: learner on the GWH/SBC cookery course 2018-19

4. Impact: How we will know if we have succeeded?

Our monitor and plan corrective action against our three strategic priorities as follows:

TARGET	ASPIRE	PROGRESSION
Target Swindon’s most disadvantaged learners and communities	Aspire for our learners to achieve outstanding outcomes	Progression opportunities through effective partnerships
Measures		
Postcodes, age, gender, skill level, employment status, ethnicity and SEND status	Achievement, attendance and retention rates, other outcome measures, e.g. improved confidence and wellbeing, developing the independence to access local services and jobs, parents developing the skills and knowledge to work effectively with their children to improve their literacy, maths and ICT	Move to progressive learning either internal or external, progression to other positive destinations including employment or volunteering.

A theory of change model is an approach for representing the way a programme’s various components are expected to fit together to achieve its outcomes. It can help shape how we evaluate impact and creates a diagrammatic representation of the key components of the programme and the way that actions are intended to lead to outcomes and our goal for ACL.



Critical to making the case for investment in ACL will be showing how it contributes to delivering strategic priority outcomes across different policy sectors within Swindon. Unlike other publicly funded further education, ACL has not historically included any requirement that learners progress to further learning or achieve a regulated qualification, therefore information on a broader range of outcomes needs to be evidenced. At the same time, there needs to be a balanced approach to evaluation so that it is not too onerous.

Currently in Swindon, evaluation is undertaken through:

- Key performance data
- Our RARPA and accreditation processes
- Impact assessment on last page of ILP.
- End of course learner feedback (satisfaction survey)

- Follow up destination survey (2 months after course ends)

In the Theory of Change model which follows we list what we will measure. Data will be monitored, appraised and inform our continuous improvement. This will be primarily through the Quality Assurance Performance and Improvement Board, the ACL Management Team and our tutor team. Tutors, as the primary change agents, have been involved in the development of this Theory for Change.

Group	Meeting arrangement
Quality Assurance Performance and Improvement Board (SLT)	4-6 weekly
Management team	Monthly
Tutor meetings	Monthly
Subcontractor performance review	3 times a year
Community Learning Partnership	3 times a year

We will monitor the broader skills that learners acquire whilst ensuring quality of delivery:

Theory of Change - Summary

Improvements to health and well-being	Positive change in lifestyles and social inclusion	Improvements in knowledge and skills for progression
<ul style="list-style-type: none"> • Increased confidence to engage in learning and meet new people • Improved resilience (completion of course) • Better able to support child's/grandchild's learning • More able to find solutions to problems • More ambitious for themselves and /or their family 	<ul style="list-style-type: none"> • Improved confidence to join a club or a group • Improved confidence to be involved in community activities • A better understanding of other cultures • Improved English, Maths • Improvement in digital skills 	<ul style="list-style-type: none"> • Improved English and maths • Improved digital skills • Improvements in skills for employment • Learners attend well and are punctual • Learners progress to higher level qualifications in a college setting



Excellence in delivery

- Application of a quality improvement cycle embedded in all activities from procurement through to impact on our learners.
- Development of an annual Self-Assessment Report (SAR) and active monitoring of the Quality Improvement Plan, which is routinely monitored for impact on improving provision and learning.
- Creates a culture where tutors and learners can excel and that aims towards outstanding teaching, learning and assessment that. This will be delivered through specific CPD and sharing of good practice for example
- The application of an English, Mathematics and Digital Literacy policy that aims to ensure all tutors have access to current information and best practice guidelines in delivering and embedding English, maths and digital literacy skills to learners.
- Managers and leaders know the impact of their courses on learners and can use the information to inform future curriculum.
- Celebrate the success of learners, tutors and managers.
- Develop the skills of tutors in wider contexts such as understanding mental health and developing positive mindsets and then applying their skills and knowledge to ensure a consistent approach to all learners across the provision.

Design of relevant curriculum

Work with partners to keep up to date a Curriculum Framework that will meet local needs, attract and engage learners, and support our priority groups to progress regardless of their starting point.

Targeted interventions

Close work with partners and stakeholders to identify and reach priority groups.

Creation of a flexible curriculum and course offer that is able to engage and respond to learners whatever their starting point (pre-entry to Level 1).

Creation of improved progression routes including progression to qualifications.

Working in partnership with local colleges to ensure that a universal adult education offer is available for everyone.

Inputs

Staff development / CPD

Tutor Resource development

Staff resources (organisational structure)

National and local priorities, funding rules

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Appointments to Committees

Council

Date: 23rd January 2020

Author: Chief Legal Officer

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To approve changes to the Membership of Committees requested by the Council's political groups.
- 1.2 The recommendations support the delivery of effective, accountable, and transparent decision-making by the Council and is linked directly to its overall policy and objectives.

2. Recommendations

The Committee is recommended to:

- 2.1 Approve the changes to Committee Memberships requested by political groups as set out in paragraph 3.2 of the report for the remainder of the Municipal Year 2019/20.
- 2.2 Approve any further changes to the membership of the Council's Committees as may be tabled by the relevant political party group leader(s) at the meeting.

3. Detail

- 3.1 At the meeting of Annual Council held on 17th May 2019 Council approved Memberships of its Committees and Outside Bodies (Council Minute 13 refers).
- 3.2 Following the recent passing of Councillor Des Moffatt the Chief Legal Officer has received a request from the Council's Labour Group to replace Councillor Des Moffatt as a representative on the following Committees and other bodies with the changes set out below for the remainder of the Municipal Year 2019/20.

<u>Committee/Body</u>	<u>Representative</u>
Appointments Committee	Councillor Bob Wright
Audit Committee	Councillor Steve Allsopp
Averies Task Group (of the Scrutiny Committee)	To be confirmed
Resources and Corporate Overview and Scrutiny Committee	Councillor Jim Grant
Scrutiny Committee	Councillor Jim Robbins

Further information on the subject of this report can be obtained from Shaun Banks, (07980752047), sbanks@swindon.gov.uk

Appointments to Committees

Council

Date: 23rd January 2020

Joint LEP Overview and
Scrutiny Task Group

Councillor Jim Grant

Welfare Advisory Group

To be confirmed

4. Alternative Options

- 4.1 No alternative options are proposed.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no financial procurement implications to this report. Any Councillor Basic Allowance arising from attendance at these meetings will be met from existing budgets

Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been taken fully into account in compiling this report.

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

- 5.3 There are no additional implications.

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment is not required.

Risk Management

- 5.5 A Risk Management Assessment is not required.

6. Consultees

- 6.1 The Corporate Director of Finance and Assets (Section 151 Officer) and Chief Legal Officer (Monitoring Officer) have been consulted in respect of this report.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 None

Further information on the subject of this report can be obtained from Shaun Banks, (07980752047), sbanks@swindon.gov.uk

Indicative Calendars of Meetings 2020-2021

Council

Date: 23rd January 2020

Author: Leader of the Council and
Chief Legal Officer (Monitoring Officer)

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To consider and agree indicative dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies for the 2020-2021 Municipal Year.
- 1.2 The Council Constitution requires the formal confirmation of the dates of Council meetings at its Annual Meeting. To enable appropriate planning of meetings and nominations to Committees of the Council to take place, and to assist Members in planning their work and family commitments, the Council is asked to approve provisionally the full calendar of meetings for 2020-2021 in advance of the Annual Council meeting.

2. Recommendations

Council is recommended to:

- 2.1 Agree that the Indicative Timetable of Meetings for 2020-21 and as set out in Appendix 1 be approved for formal adoption by Annual Council in May 2020, with the provisions that:
 - 2.1.1 The dates for Audit, Council, Cabinet, Licensing, Planning, and Scrutiny shall not be changed as far as is practicable.
 - 2.1.1 In accordance with current practice, Annual Council will be asked to authorise the Chief Legal Officer (Monitoring Officer), in consultation with the Leader of the Council, to vary the dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies should this prove necessary for the efficient discharge of Council business.

3. Detail

- 3.1 It is good practice to assist Members that the Council publishes a draft timetable for the subsequent Municipal Year as early as is practicable. Furthermore, some Members have requested via the Leader of the Council that the indicative timetable be brought to Members' attention before Christmas. This is to assist those who need to plan their work, family, or care commitments alongside their Council commitments.

Further information on the subject of this report can be obtained from Douglas Campbell 07779 413886 docampbell@swindon.gov.uk

Indicative Calendars of Meetings 2020-2021

Council

Date: 23rd January 2020

- 3.2 To allow greater time for their own agenda planning, Members are invited to consider the draft calendar attached at Appendix One. It is recommended that Officers make as few changes to the core meetings to which either all Members are required to attend or for which substitutes are not permitted. These are Full Council, Licensing Committee, and Planning Committee.
- 3.3 In addition to these, it is recommended that Officers also seek to make as few changes as possible to Cabinet and Scrutiny meeting dates. Having these known further in advance can assist Cabinet Members and Officers in making better use of Overview and Scrutiny Committees to permit non-executive Members a greater role in policy development (Corporate Governance Review Working Group Minute 8, 2015/16 refers). Since the Audit Committee has consider business to meet statutory deadlines, it is suggested that this also be included as one of the core committees.
- 3.4 Dates are included in these appendices for Wiltshire Police and Crime Panel, Dorset and Wiltshire Fire Authority and Safeguarding Boards for information only, as these meeting dates are arranged separately.

Possible Changes to the Timetables

- 3.5 Members are invited to note that these proposed timetables are still liable to variation. In particular, Members may request changes to the number of Overview and Scrutiny Committees or the frequency with which they meet.
- 3.6 There are also the existing external factors that can alter schedules, for example, additional General Elections, a public health issues, or the need to hold days of public days of mourning. These could alter the dates for elections as well as any meetings in public that are scheduled.

4. Alternative Options

- 4.1 Council could continue its practice of considering the draft timetable for just a single year at the February Council meeting prior to the Annual Meeting at which the timetable would be adopted.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no financial or procurement implications as the costs of meetings is met from within existing departmental budgets.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been taken fully into account in compiling this report.

Indicative Calendars of Meetings 2020-2021

Council

Date: 23rd January 2020

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

- 5.3 There are no specific implications that relate to staff, sustainability, health, rural, crime and disorder within this report.

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment has not been completed for this report as no changes to services are proposed.

Risk Management

- 5.5 Members are reminded that any early draft timetable can only be indicative and that the final version will not be determined until the Annual Council meeting at the start of the Municipal Year.

6. Consultees

- 6.1 The Corporate Director of Finance and Assets (Section 151 Officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 - Proposed Council timetable 2020 - 2021

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Swindon Borough Council Calendar of Meetings 2020 - 2021																	
Meeting		Ctte Officer	Day	Time	2020							2021					
					May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Advisory	Archaeological Advisory Body	RGG	Th	15:00			2			15				4			
	Climate Change Working Group	DC	var	18:00		3		5	16	28		16			3		
	Corporate Parenting Advisory Board	SB	M	17:00		8			14		9				1		
	Equality Advisory Group CMAG	RGG	W	12:45		3			2			2			3		
	Housing Management CMAG	SB	W	18:00			15			7			20			14	
	Member Development Advisory Group	VY	Var	18:00					23						16		
	Shareholder Panel CMAG	DC	Tu	18:00			14					15					
	Town Twinning Network	SB	W	18:00		3			30			2				14	
Groups	Conservative Group Meetings	CR	M, Th	18:00	11, 18, 22 (F)	1, 22	6, 9	3	7	1	2, 16, 19	7	4, 18, 21	1, 15, 18	8, 22, 25		10, 17, 21
	Labour Group Meetings	MB	M, Th	18:00	11, 18, 22 (F)	1, 22	6. 9		7	1	2, 16, 19	7	4, 18, 21	1, 15, 18	8, 22, 25		10, 17, 21
	Liberal Democrat Group Meetings	Cllr SP	-	-	Meetings arranged as required												
	Member Training	VY	Var	Var	26, 27	23, 30	20, 22		15, 28	6, 14, 19	11 17	1	5, 13, 26	25			
Dates	Bank Holidays	-	-	-	8 (F), 25			31				25, 28	1			2,5	3, 31
	Swindon School Holidays	-	-	-	25 - 29		23 - 31	1 - 31		22 - 30		21 - 31	1	15 - 19		2 - 16	31
	Elections	-	-	-	7												
Key: (M)=Monday, (Tu)=Tuesday, (W)=Wednesday, (Th)=Thursday, (F)=Friday, (B)= budget meeting, (R)=reserve date, (A)=Annual Council																	
Committee Officer Column: DC=Douglas Campbell, SB = Shaun Banks, VY = Vicki Yull, RGG = Rita Glen-Gallo, CR = Caroline Ramsey, MB = Matthew Bradley, Cllr SP = Cllr Stan Pajak.																	

CABINET

WEDNESDAY, 4 DECEMBER 2019

PRESENT:- Councillors David Renard (Chair), Oliver Donachie, Brian Ford, Dale Heenan, Russell Holland, Mary Martin, Cathy Martyn, Maureen Penny, Gary Sumner and Keith Williams

There were no apologies

The following councillors attended the meeting in respect of the following Minutes: Councillor Emma Bushell, Minute 51; Councillor Jim Grant, Minutes 49 and 58; Councillor Vinay Manro, Minute 56; Councillor Bob Wright, 52, 55, 57, and 58

44. Councillor Des Moffatt

The Chair advised that Councillor Des Moffatt, a long-serving Thamesdown and Swindon Borough Councillor, had sadly recently died. He expressed his and the Council's condolences to Councillor Moffatt's family.

The Cabinet held a Minute's Silence in memory of Councillor Moffatt.

45. Declarations of Interest.

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

46. Minutes.

Resolved – That the minutes of the meeting held on 16th October 2019 be confirmed and signed as a correct record.

47. Public Question Time.

Mr Gary Llewellyn, a town planner, Highworth resident, and Warneford School governor asked Councillor Sumner, the Cabinet Member for Strategic Planning:

- a) To confirm whether the land at Shrivenham Road and Redlands phase two were in the Strategic Housing and Economic Land Availability Assessment (SHELAA) document and
- b) To clarify why officers had informed a developer that a site could have 250 housing units when it was specified for 200

Councillor Sumner responded at the meeting.

Mr Roy Warman, Haydon Wick resident, asked a series of questions about the availability of responses to the initial consultation, the five-year land supply figure and the possible effect of accelerated house construction on that figure. The Service Manager – Planning Policy responded at the meeting.

48. Budget Management 2019/20

Councillor Russell Holland, the Cabinet Member for Finance, Skills, and Education

and the Corporate Director of Finance and Assets submitted a joint report updating the position in relation to the 2019-20 forecast budget outturn and the work underway to address the financial challenge in the period to March 2021. In addition, Councillor Holland and the Corporate Director of Finance and Assets stated that the report was to meet the requirement to publish initial proposals for the Budgetary and Policy Framework at least two months before the Framework must be adopted, in accordance with (paragraph 2 (a), Budget and Policy Framework Procedure Rules, part 4 of the Council's Constitution.

Councillor Holland added that the report set out how Cabinet and officers were working to reduce the current projected overspend to end the financial year in balance. Councillor Holland elaborated on how the Council was responding to changes in the local Council Tax benefit scheme in order to ensure recipients were not adversely affected. In response to Council's resolution about Fair Tax (7th November 2019), Councillor Holland drew Cabinet's attention to the joint report and stated how the Council would retain its current procurement processes.

Resolved:-

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;
2. 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. 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;
4. That it be noted that the council tax base for 2020/21 will be 75,878.9;
5. That the Council's approach to promoting tax compliance through its procurement process be noted;
6. That the virements set out in Appendix 2 to the main report be agreed;
7. 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;
8. 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;
9. 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;
10. 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.

The reasons for the decision and alternative options are as set out in the report to the meeting.

49. Capital Monitoring Quarterly Reports - second quarter 2019/20

Councillor Russell Holland, the Cabinet Member for Finance, Skills, and Education and the Corporate Director of Finance and Assets submitted a joint report setting out the second quarter's monitoring position for the Council's capital programme and some proposed changes to the programme. Councillor Holland welcomed the Planning Committee's recent decision in support of the Southern Connector Road.

Councillor Jim Grant asked a question about what would happen to the Government funding if the compulsory purchase orders did not proceed.

Councillor Gary Sumner, Cabinet Member for Strategic Planning responded in part at the meeting and undertook to provide a full written response.

Resolved:-

1. That the forecast capital expenditure set out in Table 1 & 2 of the joint report and Appendices 1 and 2 be noted.
2. That the changes detailed at paragraphs 3.2 to 3.3 of the joint report be noted.
3. That the additions to the programme noted at section 3.4 of the joint report be approved.
4. That the contents of Appendix 3 regarding the 2018-19 Community Infrastructure Levy (CIL) and its publication on the Council's website be approved;
5. That the annual retention of 5% of the total annual CIL receipts to cover administration costs as per paragraph 3.5 to 3.12 of the joint report be approved;
6. That the intention to allocate CIL receipts to support capital programme proposals will be taken to Cabinet in February 2020 as part of the annual capital budget setting process be noted.

The reasons for the decision and alternative options are as set out in the report to the meeting.

50. Treasury Management Performance 2019/20

Councillor Russell Holland, the Cabinet Member for Finance, Skills, and Education and the Corporate Director of Finance and Assets submitted a joint report setting out the mid-year Treasury Management performance for 2019/20. The joint report noted that the CIPFA Treasury Code of Practice recommends that Treasury Management performance is reported at least twice a year.

Councillor Holland drew Members' attention to possible increases interest rates that might affect the Council's investment priorities. Councillor Mary Martin, Cabinet Member for Children's Services, asked about whether the change in Public Works Loan Board interest rates affected existing loans, to which Councillor Holland responded at the meeting.

Resolved:- That the mid-year Treasury Management performance be noted.

The reasons for the decision and alternative options are as set out in the report to the meeting.

51. Housing Revenue Account - Housing Development Sites

Councillor Cathy Martyn, the Cabinet Member for Housing and Public Safety, and the Corporate Director of Communities and Housing submitted a joint report seeking approval from Cabinet to allocate the proposed housing site at Bromley Close in order for the Council, through the Housing Revenue Account (HRA), to continue developing social housing for the residents of Swindon. The joint report note that the identified site has been selected following Member engagement and the initial undertaking of due diligence by the Council's Planning Department in terms of constraints. In addition, the joint report sought to inform Cabinet of the intended development of the site at Windmill Hill and how this would be brought forward, as well as to provide an update for Members on the intention of developing an options appraisal regarding a High-Rise strategy within the Walcot and Park North Wards.

Councillor Emma Bushell asked the Cabinet Member questions regarding the number of council properties that might be provided, the possible tenancy mix, the design, the engagement with ward members, tenants, and leaseholders, and the need to keep the same level of maintenance, especially in the high rise blocks. Councillor Cathy Martyn responded at the meeting.

Resolved:-

1. That the allocation of the land at Bromley Close, detailed on the plan attached at Appendix 1 to the joint report, be approved as a future housing development site to be delivered through the HRA.
2. That the Head of Property Assets in consultation with the Chief Legal Office be delegated the authority to take all necessary steps to appropriate the land at Windmill Hill, detailed on the plan attached as Appendix 2 to the joint report, from the General Fund to the HRA at a value to be determined, to enable it to be developed through the HRA with potential collaboration with the Swindon Housing Company.
3. That a budget of £50K be approved, to be allocated from the HRA, to progress the detailed feasibility and design for the sites at Bromley Close and Windmill Hill, as well as the work to progress the development of Milverton and Torrington Courts

The reasons for the decision and alternative options are as set out in the report to the meeting.

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

Councillor Gary Sumner, the Cabinet Member for Strategic Planning and the Head of Planning, Regulatory Services, and Heritage submitted a joint report seeking Cabinet's recommendation to Council to approve undertaking public consultation on the submission draft Swindon Borough Local Plan Review for a period of 6 weeks in accordance with Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Councillor Sumner added that the consultation would be for a six week period and that the draft text would be checked prior to publication.

Councillor Brian Ford, Cabinet Member for Adults and Health, spoke on behalf of Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety in their roles as Wroughton and Wichelstowe Ward councillors. Councillors Ford and Martyn advised that they both supported the recommendation that the Local Plan

continue to the next round of consultation. They requested that it be recorded in the minutes that this did not mean they agreed with the proposed site allocations for Wroughton. Councillor Ford added that they would be encouraging residents to respond to the draft. Councillor Ford requested that Councillor Sumner and relevant officers arrange a meeting in Wroughton to inform and consult residents.

Councillor Bob Wright and Councillor Dale Heenan, Cabinet Member for the Town Centre asked questions about:

- How the Local Plan would identify sufficient land for additional tree planting,
- How it would assist the Council in preserving the Borough's existing trees, and
- Whether it would consult on the contraction of the town centre shopping area in line with changing retail trends.

Councillor Sumner and Councillor Keith Williams, Cabinet Member for Customer Services and Operational Excellence responded at the meeting.

Resolved:-

1. That Special Committee be recommended that the Head of Planning, Regulatory Services, and Heritage be authorised to undertake public consultation on the Draft Swindon Borough Local Plan Review as attached at Appendix 1 in accordance with the arrangements set out in paragraph 3.24 of the joint report.
2. That Special Committee be recommended that the Head of Planning, Regulatory Services, and Heritage, in consultation with the Cabinet Member for Strategic Planning, and the Chief Legal Officer, be authorised to make minor non-material changes to the content of the documents if required, prior to publication.

The reasons for the decision and alternative options are as set out in the report to the meeting.

53. Corporate Customer Feedback Policy

Councillor Keith Williams, Cabinet Member for Corporate Services and Operational Excellence and the Head of Customer Services, Registrars and Bereavements submitted a joint report setting out proposed alterations to the Council's current Corporate Customer Feedback Policy following a recent review. The joint report noted that the Corporate Customer Feedback Policy was previously reviewed in February 2015 and therefore required reviewing following the outcome to the Annual Local Government and Social Care Ombudsman's Report 2018-19.

Councillor Williams thanked officers for their work in producing the draft policy and informed Members that the changes reflected common practice in other local authorities and would continue to ensure a consistent approach across the Council.

Resolved:-

1. That it be agreed that the policy be renamed the Customer Feedback and Complaints Handling Policy.
2. That it be agreed that the purpose of the Customer Feedback and Complaints Handling Policy is to provide customers with clear guidance about how to achieve a prompt resolution to complaints in a fair and consistent fashion.

3. That the adoption of the reviewed and updated Customer Feedback and Complaints Handling Policy be authorised as the Council's method for handling all relevant complaints to ensure that, where possible, complaints are resolved internally before such matters are referred to the Local Government Ombudsman (LGO).
4. That the adoption of a new Customer Behavioural Policy be authorised to replace the Council's current Persistent and Vexatious Customer section within the current Corporate Customer Feedback Policy.

The reasons for the decision and alternative options are as set out in the report to the meeting.

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

Councillor Keith Williams, the Cabinet Member for Customer Services and Organisational Excellence and the Director of Performance, Organisational Improvement and Communications submitted a joint report to update Cabinet on some key actions driven by the Children's Service Improvement plan. The report also sought Cabinet's approval to adopt the equality and diversity strategy, which would lead to an amendment of the Council's current Equality & Diversity policy and process, (Cabinet Minute 132, 2009/2010 refers), to ensure that the needs of Children in Care and Care leavers are at paramount when proposing any policy or service changes across Swindon Borough Council (SBC).

Councillor Williams drew Members' attention to the fact that while children in care and care leavers were not protected characteristics set out in law, the proposals reflected the Council's wider duties towards those young people in and leaving its care.

Councillor Mary Martin, Cabinet Member for Children's Services and Councillor Russell Holland, Cabinet Member for Finance, Education, and Skills, both spoke about the importance of helping young people through the transition stages of care as well as councillors' duty as corporate parents.

Resolved:-

1. That the Equality and Diversity strategy considered by both the Equality Task Group and Equality Advisory Group CMAG in 2018 be approved and that the Equality and Diversity Policy be aligned to deliver the strategy.
2. That beyond the statutory definitions, it be approved that children in care and care leavers be included as a tenth characteristic for the Council's diversity impact assessment process at Swindon Borough Council.
3. That the Chief Executive and relevant officers be authorised to implement the updated diversity impact assessment policy as part of the Council's decision-making processes.

The reasons for the decision and alternative options are as set out in the report to the meeting.

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

The Cabinet Member for Finance, Education, and Skills along with the Head of

Skills, Employment and Life Long Learning submitted a joint report setting out the findings or a review of the needs of adult learners in Swindon. The report requested that Cabinet recommend Council approve and implement the new Adult Community Learning Plan 2019-2021 and note the Theory of Change as appended to the main report. Councillor Holland requested that Members note the success rate of the courses provided as reflected in the tables in the joint report.

Councillor Mary Martin, Cabinet Member for Children's Services, asked how the Council was seeking to engage with hard to reach groups, particularly those who had come to Swindon without much experience of formal education or similar opportunities. Councillor Holland responded at the meeting. Councillor Bob Wright asked a question about the numbers who were completing courses and then finding employment. The Head of Skills, Employment and Life Long Learning undertook to provide a written response

Resolved:-

1. That Council be recommended to approve the ACL Plan 2019-21 and the 'Theory of Change' attached at Appendix 1 to the main report and to note the summary of performance.
2. That, subject to Council approving the ACL Plan, that the Head of Skills, Employment and Lifelong Learning be authorised to implement it.

The reasons for the decision and alternative options are as set out in the report to the meeting.

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

Councillor Gary Sumner, the Cabinet Member for Strategic Planning and Councillor Keith Williams, the Cabinet Member for Customer Services and Operational Excellence, along with the Head of Planning, Regulatory Services and Heritage & Head of Property Assets, submitted a joint report seeking authority for Swindon Borough Council to become part of the national roll-out by Natural England of District Level Licensing (DLL) for Great Crested Newt habitats. This would provide an alternative mechanism for protecting newts, which is intended to reduce the costs on developers and which would enable newt populations to flourish in suitable locations.

Councillor Sumner introduced the joint report, informing Members that a site had been identified and additional sites would be sought.

Councillor Brian Ford, Cabinet Member for Adults and Health, and Councillor Vinay Manro asked question about the size of the great crested newt population and the proposed site. Councillor Sumner and the Planning Manager responded at the meeting. Councillor Dale Heenan, Cabinet Member for the Town Centre, welcomed the report and noted how it would support future development in the Borough.

Resolved:-

1. That the Head of Planning, Regulatory Services and Heritage in consultation with the Chief Legal Officer be authorised to enter into a Memorandum of Agreement to progress the Council's involvement in Natural England's District Level Licensing project for Great Crested Newts (GCN) on such

terms and conditions that are necessary in order to protect the Council's interests.

2. That the Head of Property Assets, in consultation with the Head of Planning, Regulatory Services and Heritage be authorised to:
 - a) Utilise the land at Mouldon Hill, Swindon as shown on the plan attached as Appendix 1 to the main report, for GCN habitat purposes.
 - b) Identify further Council owned land, which is assessed as suitable for GCN habitat and unsuitable for any alternative development, and in consultation with the Cabinet Member for Corporate Services and Operational Excellence, to utilise that land for GCN habitat purposes in line with the District Level Licencing initiative.
3. That the Head of Property Assets in consultation with the Chief Legal Officer be authorised to enter into an agreement with Natural England to regulate the use of land identified in 2(a) and 2(b) above as GCN habitat on such terms and conditions that are necessary in order to protect the Council's interests.

The reasons for the decision and alternative options are as set out in the report to the meeting.

57. Carriage Works Regeneration - Phase II

Councillor Dale Heenan, the Cabinet Member for the Town Centre, and the Head of Town Centre Development submitted a joint report setting out how in 2017 Cabinet approved capital investment of £3.6m for the refurbishment of units 7/9/11 on the basis that the works would only proceed on a pre-let basis. The joint report sought approval for an uplift in the previously agreed budget to £4.6m as well as approval for funds for major structural works to units 7/9 to be released in advance of pre-lets.

Councillor Heenan introduced the joint report by summarising the improvements in phase one and how these proposals, if adopted, would support attracting further jobs as well as promote the Railway Village by opening up the undercroft spaces. Councillor Bob Wright asked a question about financial details, to which Councillor Heenan undertook to provide a written response.

Resolved:-

1. That an increase in the budget for units 7/9/11 of £530,000 funded through borrowing be approved, of which the debt charges will be financed from the existing capital financing budget in year 1, and from rental income beyond that.
2. That it be agreed that a budget of £480,000, funded through borrowing, for additional works to the undercroft as set out at paragraph 3.5 of the joint report. Further, that it be agreed that resulting debt charges will be financed from the existing capital financing budget in year 1, and from rental income beyond that.
3. That it be approved that £0.9m of the total revised budget to be released in advance of prelets.

The reasons for the decision and alternative options are as set out in the report to the meeting.

58. Nythe Road/Oxford Road Capacity Enhancement Scheme: New

Eastern Villages (NEV)

Councillor Gary Sumner, the Cabinet Member for Strategic Planning, and Councillor Maureen Penny, the Cabinet Member for Transport and the Environment, along with the Corporate Director for Communities and Housing submitted a joint report to respond directly to concerns raised by local residents, by petition, to the Nythe Road/Oxford Road Capacity Enhancement Scheme (Draft Council Minute 45, 2019/2020 refers). The joint report outlined the benefits of the scheme, which is being delivered as a part of mitigation requirements for the New Eastern Villages (NEV) development.

Councillor Sumner introduced the draft report and requested that paragraph 1.3 be deleted as this was retained in error from an earlier draft, to which Cabinet consented.

Councillor Russell Holland, Cabinet Member for Finance, Education, and Skills spoke as a ward councillor about the concerns of residents but the greater investment that had been secured for the transport infrastructure. Councillor Dale Heenan, Cabinet Member for the Town Centre, noted the need to make the changes to ensure traffic kept flowing.

Councillors Jim Grant and Bob Wright asked a number of questions relating to:

- Why the Council was not widening some existing roads that had the land to permit this,
- The pattern of traffic flows,
- The degree of concern felt by residents at the proposals affecting Oxford Road, and
- The lack of improvements reported by residents when major works were undertaken at Bruce Street Bridges.

Councillor Gary Sumner responded at the meeting.

Resolved: -That, in light of the residents' petition and Council's resolution, the Corporate Director of Communities and Housing in consultation with the Cabinet Member for Strategic Planning and Cabinet Member for Transport and the Environment, be authorised to proceed with delivering the scheme as it relates to the Oxford Road/Nythe Road junction as approved by Cabinet on July 2019 (Cabinet Minute 21, 2019/20 refers) and summarised in the body of the report

The reasons for the decision and alternative options are as set out in the report to the meeting.

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Notice of Decisions Made

Decision Maker: Councillor Dale Heenan, Cabinet Member for the Town Centre

Subject: North Star Regional Leisure Development

Decision(s): That the Head of Property Assets, in consultation with the Chief Legal Officer and Cabinet Member for the Town Centre, is authorised to

(1) Amend the Council's right to terminate the North Star development agreement as per the conditions set out in the body of the private and confidential report.

(2) Amend the clause relating to the duration of the least as per as per the conditions set out in the body of the private and confidential report.

Consultation: The following Opposition Spokespersons / Ward Members have been consulted on the recommendations of the report and their responses are summarised below:

Councillor Bob Wright, Opposition spokesperson, expressed concern that the report did not provide certainty over the development.

Councillor Stan Pajak, Minority Group Leader, did not support the proposal and requested that the decision be referred to Cabinet.

Ward councillors: Jim Grant, Des Moffatt and Peter Watts did not submit comments.

Date of Publication: Thursday 3rd October 2019

Date for receipt of requests for call-in: Thursday 10th October 2019

For more details on the subject of the Decision or for a copy of the Decision Note please contact: Rob Richards, Direct Dial 07400 37316, rrichards@swindon.gov.uk or Douglas Campbell, Committee and Member Services, Mobile: 07779 413886 or Email committeeservices@swindon.gov.uk.

The Decision Note (report) sets out the background to, and reasons for, the decisions referred to in the Notice above. Details of the alternative options put forward for consideration (if any) are also recorded in the Decision Note (report). Any alternative options considered that did not appear in the initial report will be recorded as part of the above Notice of Decisions. The Decision Note is available via the following link on the Council's website =

<http://ww5.swindon.gov.uk/moderngov/mgListPlanItems.aspx?PlanId=652&RP=285>

Notice of Decisions Made

Decision Maker: Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety

Subject: Review of Flexible Fixed Term Tenancies

Decision(s): Resolved:-

- 1) That the Council's Housing Tenancy Strategy and Allocations Policy be amended so that the vast majority of tenants of general needs properties are offered introductory tenancies followed by lifetime tenancies. This excludes offers of accommodation made under the provisions of the Housing Act 1996, Part 7 and the Homelessness Act 2002, as amended by The Homelessness Reduction Act 2017 when the Council will continue to offer temporary tenancies. As part of this, that residents of homeless supported accommodation continue to be offered licence agreements.
- 2) As the existing secure lifetime tenancy agreement was last revised in 2004.,that a new secure tenancy agreement be introduced which will contain the same rules as the present flexible agreement but with all reference to flexible and fixed term tenancies removed.
- 3) That the Director of Housing be authorised to write to all Flexible Tenants to advise them of this change and that they will automatically become lifetime (secure) tenants when the current term ends.

Consultation: The following Opposition Spokespersons / Ward Members have been consulted on the recommendations of the report and their responses are summarised below:

Councillor Emma Bushell confirmed that she formally supports the proposal and will report any comments to the Housing Management CMAG in January 2020.

Councillor Stan Pajak confirmed that he was happy to support the proposal.

Date of Publication: Friday 20th December 2019

Date for receipt of requests for call-in: 17:00, Tuesday 31st December 2019

For more details on the subject of the Decision or for a copy of the Decision Note please contact: Sylvia Darragh, 01793 464416, sdarragh@swindon.gov.uk, or Douglas Campbell, Democratic Services, 07779 413 886, docampbell@swindon.gov.uk or Vicki Yull, Democratic Services, 07810 501253, committeeservices@swindon.gov.uk.

The Decision Note (report) sets out the background to, and reasons for, the decisions referred to in the Notice above. Details of the alternative options put forward for consideration (if any) are also recorded in the Decision Note (report). Any

alternative options considered that did not appear in the initial report will be recorded as part of the above Notice of Decisions. The Decision Note is available via the following link on the Council's website =

<http://ww5.swindon.gov.uk/moderngov/mgListPlanItems.aspx?PlanId=652&RP=285>

Notice of Decisions Made

Decision Maker: Councillor Russell Holland, Cabinet Member for Finance, Education, and Skills

Subject: Dynamatic Ltd UK – Commercial Development Loan

Decision(s): That the Director of Finance, in consultation with the Chief Legal Officer (Monitoring Officer), is authorised to negotiate and agree to negotiate and agree with Dynamatic Ltd the terms of an increase in the existing loan agreement, for the amount as set out in the body of the report, for the development of existing premises, and any other relevant legal documentation.

That the Head of Property Assets, in consultation with the Chief Legal Officer (Monitoring Officer), and the Director of Finance, is authorised to negotiate and agree a revised lease with Dynamatic Ltd.

Consultation: The following Opposition Spokespersons / Ward Members have been consulted on the recommendations of the report and their responses are summarised below:

Councillor Jim Grant – no comment received

Councillor Peter Watts – no comment received

Councillor Kevin Small (Opposition Spokesperson) – no comment received

Councillor Stan Pajak (Minority Group Leader) – “Though far from ideal but necessary, I am happy to support the proposal.”

Date of Publication: Thursday 5th December 2019

Date for receipt of requests for call-in: Thursday 12th December 2019

For more details on the subject of the Decision or for a copy of the Decision Note please contact: Paul Smith, 07500 884176 psmith2@swindon.gov.uk or Douglas Campbell, Committee Services, Mobile: 07779 413886 or Email committeeservices@swindon.gov.uk.

The Decision Note (report) sets out the background to, and reasons for, the decisions referred to in the Notice above. Details of the alternative options put forward for consideration (if any) are also recorded in the Decision Note (report). Any alternative options considered that did not appear in the initial report will be recorded as part of the above Notice of Decisions. The Decision Note is available via the following link on the Council's website =

<http://ww5.swindon.gov.uk/moderngov/mqListPlanItems.aspx?PlanId=652&RP=285>