



## **SWINDON BOROUGH COUNCIL**

**Municipal Year 2019/20**

**Meeting of Council on Thursday, 7 November 2019**

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

#### **SECTION 1 - OVERVIEW AND SCRUTINY COMMITTEES**

1. Minutes of meeting Monday, 9 September 2019 of Scrutiny Committee (Pages 5 - 12)
2. Minutes of meeting Wednesday, 11 September 2019 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 13 - 20)
3. Minutes of meeting Wednesday, 3 July 2019 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 21 - 30)
4. Minutes of meeting Wednesday, 25 September 2019 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 31 - 38)
5. Minutes of meeting Tuesday, 3 September 2019 of Communities and Place Overview and Scrutiny Committee (Pages 39 - 42)
6. Minutes of meeting Tuesday, 24 September 2019 of Resources and Corporate Overview and Scrutiny Committee (Pages 43 - 46)
7. Minutes of meeting Wednesday, 18 September 2019 of Growing the Economy Overview and Scrutiny Committee (Pages 47 - 50)

## **SECTION 2 - REGULATORY COMMITTEES**

- 8.** Minutes of meeting Tuesday, 10 September 2019 of Planning Committee (Pages 53 - 58)
- 9.** Minutes of meeting Thursday, 5 September 2019 of Licensing Committee (Pages 59 - 60)
- 10.** Minutes of meeting Thursday, 26 September 2019 of Education Transport Appeals Sub-Committee (Pages 61 - 62)

## **Section 1**

# **Overview and Scrutiny Committee Minutes**

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## SCRUTINY COMMITTEE

**MONDAY, 9 SEPTEMBER 2019**

**PRESENT:-** Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Steve Allsopp, Matthew Courtliff, Steph Exell, Jim Grant, Robert Jandy, Brian Mattock, Des Moffatt, Barbara Parry, Carol Shelley, Timothy Swinyard and Caryl Sydney-Smith.

Also in attendance were: Councillors David Renard (Leader of the Council), Oliver Donachie (Cabinet Member for Economy and Place), Dale Heenan (Cabinet Member for the Town Centre), Cathy Martyn (Cabinet Member for Housing and Public Safety), and Gary Sumner (Cabinet Member for Strategic Planning).

Apologies for absence were received from: Councillors Jane Milner-Barry, Roger Smith and Vera Tomlinson.

### **21. Declarations of Interest**

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

- Councillor Brian Mattock made a personal and prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions) as a Director of Swindon Housing Company Ltd.
- Councillor Steve Allsopp made a personal and prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions) as a Director of Swindon Housing Company Ltd.
- Councillor Barbara Parry made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions) as an employee at The Ridgeway School and Sixth Form College.
- Councillor Bob Wright made a personal, non-prejudicial declaration of interest in respect of agenda item 4 (Public Question Time) as a Trustee of the Community and Libraries Trust in North Swindon.
- Councillor Matthew Courtliff made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Cabinet Member Question and Answer Session – Cabinet Member for Economy and Place) as an employee at Network Rail.

### **22. Minutes**

Resolved – That the minutes of the meeting held on 12 August 2019 be confirmed and signed as a correct record.

### **23. Public Question Time**

Mr Roy Worman, a resident of Haydon Wick, asked a number of questions regarding:

- The future proposals and funding for the MUGA @ Haydon Wick.
- The funding of core library services via S106 contributions.

Councillors David Renard (Leader of the Council) and Dale Heenan (Cabinet Member for the Town Centre) responded at the meeting.

## 24.

### Consideration of Cabinet Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 4 September 2019.

#### *Minute 26. Report of the Ofsted Inspection of Children's Social Care Services July 2019*

Councillor Renard, assisted by the Corporate Director - Children's Services, responded to questions put by Councillors Allsopp, Grant and the Chair on the following matters:

- The challenges in improving the balance between permanent and temporary staff in Children's Social Care Services (which is currently running at 63% agency staff), especially given the £1.25m overspend on employing temporary workers as identified in the Budget Management report for 2019/2020, and how improvements in the Service can be sustained.
- How Government is addressing the regional and national problems with recruitment to Children's Social Care Services. The Committee noted that a training academy for Social Workers will be launching in Swindon in mid-November 2019.
- The political approach adopted when problems in Children's Social Care Services had been identified, and the benefits of adopting a similar approach should other service areas have issues highlighted in the future.
- How budget pressures are affecting the victims of domestic violence and their children, and the combined Housing and Children's Services Panel tasked with looking at these issues.
- The one-off £8m invested to reshape Children's Services and improvements seen as a result. The Committee noted that a comprehensive three-year plan has been put in place, aligned to the budget plan, designed to reduce demand in high cost services and increase ability in early intervention and prevention services.

Resolved – That Minute 26 of the Cabinet be noted.

#### *Minute 27. Budget Management 2019/20*

Councillors Renard and Oliver Donachie (Cabinet Member for Economy and Place), assisted by the Corporate Director for Communities and Housing and the Corporate Director for Adult Social Services, responded to questions put by Councillors Faramarzi, Grant, Mattock and the Chair on the following matters:

- The success of the zero-based budgeting exercise undertaken in Children's Services, which identified mitigating savings of £694k, and the plans for rolling this exercise out to other service areas.
- The reasons for the shortfall on the saving linked to the LED replacement programme, and the subsequent delay in procurement.
- The forecasted overspend, which is higher than usual for this time of year, and where savings are being identified to mitigate this.
- The reasons for the shortfall on predicted income from parking and enforcement, and future expectations for revenue.
- How mobile cameras are available for temporary placement in areas where traffic problems have been identified.

- Out of Borough placements and the work being done to bring back people, where possible, in to the Borough.
- The Secretary of State having indicated in a letter to the Leader of the Council that more funding will be allocated to Adults and Children's Services at a national level.

Resolved – That Minute 27 of the Cabinet be noted.

*Minute 28. Capital Monitoring Quarter 1 2019-20*

Councillors Renard, Heenan and Cathy Martyn (Cabinet Member for Housing and Public Safety) responded to questions put by Councillor Grant and the Chair on the following matters:

- Proposals for the use of the combined underspend of £2.051m from the HRA Small Build Schemes and Sussex Place.
- The £1.5m allocated for the Health Hydro as a result of the conditions survey, which resulted in an agreed capital programme of repair works.
- The £339k spent on Aspen House, which included its demolition.
- The breakdown of funding contributions towards the Bus Boulevard project from the Local Enterprise Partnership, Central Government and the Council.

Resolved – That Minute 28 of the Cabinet be noted.

*Minute 29. Strategic Partnerships – Local Industrial Strategy and Great Western Powerhouse*

Resolved – That Minute 29 of the Cabinet be noted.

*Minute 30. Annual Review of Local Ombudsman Complaints*

Resolved – That Minute 30 of the Cabinet be noted.

*Minute 31. Housing Revenue Account Medium Term Financial Plan*

Councillors Renard, Donachie, Martyn and Gary Sumner (Cabinet Member for Strategic Planning) responded to questions put by Councillors Grant, Moffatt and the Chair on the following matters:

- The borrowing of funds against the HRA to finance the Queens Drive regeneration, and the Council's plans to build more council houses.
- Plans for the repayment of the amount borrowed against the General Fund to bring forward the New Eastern Villages development.
- The HRA having a sustainable thirty year business plan, with external funding contributions from Homes England.

Resolved – That Minute 31 of the Cabinet be noted.

*Minute 32. Reference from the Health and Wellbeing Board – Swindon Borough Council's Reducing Rough Sleepers Strategy*

Councillor Martyn, assisted by the Head of Housing, responded to questions put by Councillors Grant, Swinyard and the Chair on the following matters:

- The relatively small number of former Armed Forces Personnel who are rough sleeping in Swindon and the review of the Armed Services Covenant being undertaken.
- The process by which those with substance misuse and mental health problems are assisted in obtaining a place at Haven.
- The provisions in place to help reduce the numbers of rough sleepers with substance misuse issues in the town centre.
- The Day Centre for rough sleepers, opened in January 2019.
- Progress on the Housing First initiative, which commenced three years ago. The Committee noted that all the Housing First flats in Carfax Street are now occupied, with additional social and psychological assistance being provided.
- That funding had not been directly received for reducing homelessness in the recent spending round.

Resolved – That Minute 32 of the Cabinet be noted.

*Minute 33. Land for the Commercial Housing Programme*

Resolved – That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of Minute 33 of the Cabinet meeting held on 4<sup>th</sup> September 2019, on the grounds that it may involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Councillors Allsopp and Mattock left the room during discussion of this item.

Councillor Sumner responded to questions put by Councillors Exell, Faramarzi, Grant, Moffatt, Parry, Swinyard and the Chair on the following matters:

- Concerns expressed regarding a proposed site identified in the report, and the existing green infrastructure that will be lost should the site be developed for housing.
- How environmental impact assessments were not completed for the identified sites prior to Cabinet as this is a matter for the planning application process. Detailed consideration of the perceived social impact from development also forms part of the planning process, along with other issues such as Tree Preservation Orders and sites of special scientific or wildlife interest.
- The criteria used to determine the sites identified in the report, which will be circulated to members of the Committee subsequent to the meeting.
- Opportunities afforded to Ward members to inform decision-making on the list submitted to Cabinet, and prior to the planning process commencing.

Resolved – (1) That Minute 33 of the Cabinet be noted.

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

**Cabinet Member Question and Answer Session - Cabinet Member for Economy and Place**

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



- Set the strategic vision to allow the economy to prosper.
- Provide the political leadership for business growth in all areas including town centre, investment, R&D and tourism.
- Ensure Swindon has the ability to be part of the next generation of Digital & Smart Cities.
- Ensure that the Council's agreed priorities within the portfolio are delivered.

In overseeing these areas, the Cabinet Member for Economy and Place is responsible for delivering the following Priorities and Pledges of Swindon's Vision:

- 1. Set the ambition for Swindon to compete to at the forefront of digital innovation with a commitment to using technology for positive change.
- 2. Enhance Swindon's reputation as a sustainable energy exemplar, by exploring technology that converts energy from waste, facilitating the move to electrified transport, and delivering opportunities to invest in renewable energy to reduce carbon footprint.
- 3. Refresh and implement the Masterplan for Swindon Town Centre, supporting our vision that Swindon is a vibrant, modern place. We will do this through "g) Working with ambassadors and partners to promote Swindon effectively to improve the town's reputation, increase income from business rates and compete for the best business growth opportunities, inward investment and talent."
- 4. Support businesses by working in partnership to create conditions in which businesses succeed and grow.
- 16. Deliver a programme of work to ensure that residents, visitors and businesses feel that Swindon is a safe place to live, work, visit and do business.

The Committee noted that the Cabinet Member for Economy and Place has delegated responsibility for:

- Representing the Council on the Local Enterprise Partnership.
- Strategic Asset Management of employment / business land.
- Country Parks (securing sustainable uses) – excluding Lydiard.
- Enforcement and Regulatory Services.
- Envirocrime.
- Renewable energy.
- To lead on the implementation of PSPOs, in collaboration with Cabinet colleagues.
- Tourism.
- Client for PPS.

Councillors Donachie and Renard, with assistance from the Corporate Director for Communities and Housing, the Head of Strategic Growth, and the Inward Investment Officer, responded to questions put by Councillors Allsopp, Courtliff, Faramarzi, Mattock, Moffatt and the Chair on the following matters:

- Enforcement of the Town Centre Public Space Protection Order (PSPO) in conjunction with the Police, and forthcoming changes to the way in which envirocrime, enforcement and regulatory programmes operate.
- Raising awareness of and changing attitudes towards the PSPO using signs erected in the town centre and other deterrents such as floor demarcation.
- How the Town Centre Enforcement and Behaviour Change Initiative, going live on 1<sup>st</sup> October 2019, will be monitored, reported on and maintained.

- The use of body cameras and other equipment to stop speeding cyclists in the town centre. The Committee noted that around 80% of people challenged will comply and dismount, with a specialist response required for the other 20% involving police co-ordination.
- The enhanced enforcement of parking deterrents having led to a doubling of tickets issued, with this number expected to decrease as behaviour is changed.
- Proposals for the Institute of Technology going forward, including when it is expected to be built.
- How the Council is helping the current occupants at the Carriage Works to grow and occupy larger spaces within the complex.
- That a business case for funding the M4 underpass has been submitted, and a response is expected shortly.
- The favourable economy of scale that membership of the Local Enterprise Partnership (LEP) attracts.
- The expected opportunities and benefits from producing a Local Industrial Strategy for Swindon and Wiltshire.
- Development plans for the Cultural Quarter in Swindon using local growth funding from the LEP.
- The opportunities available to help improve the broadband speeds in Swindon, and the Fast and Ultrafast vouchers that members of the public can apply for.
- The development plans for the Kimmersfield site.
- The proposed activities aimed at attracting 'digitech' employees to Swindon through the Switch on to Swindon project.

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

(2) That the thanks and ongoing support of the Committee be recorded for the ambassadors and businesses involved in Switch on to Swindon.

## **25. Cabinet Member Question and Answer Session - Cabinet Member for Economy and Place**

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- Provide the political leadership for business growth in all areas including town centre, investment, R&D and tourism.
- Ensure Swindon has the ability to be part of the next generation of Digital & Smart Cities.
- Ensure that the Council's agreed priorities within the portfolio are delivered.

In overseeing these areas, the Cabinet Member for Economy and Place is responsible for delivering the following Priorities and Pledges of Swindon's Vision:

- 1. Set the ambition for Swindon to compete to at the forefront of digital innovation with a commitment to using technology for positive change.
- 2. Enhance Swindon's reputation as a sustainable energy exemplar, by exploring technology that converts energy from waste, facilitating the move to electrified transport, and delivering opportunities to invest in renewable energy to reduce carbon footprint.

- 3. Refresh and implement the Masterplan for Swindon Town Centre, supporting our vision that Swindon is a vibrant, modern place. We will do this through “g) Working with ambassadors and partners to promote Swindon effectively to improve the town’s reputation, increase income from business rates and compete for the best business growth opportunities, inward investment and talent.”
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- Enforcement and Regulatory Services.
- Envirocrime.
- Renewable energy.
- To lead on the implementation of PSPOs, in collaboration with Cabinet colleagues.
- Tourism.
- Client for PPS.

Councillors Donachie and Renard, with assistance from the Corporate Director for Communities and Housing, the Head of Strategic Growth, and the Inward Investment Officer, responded to questions put by Councillors Allsopp, Courtliff, Faramarzi, Mattock, Moffatt and the Chair on the following matters:

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- How the Town Centre Enforcement and Behaviour Change Initiative, going live on 1<sup>st</sup> October 2019, will be monitored, reported on and maintained.
- The use of body cameras and other equipment to stop speeding cyclists in the town centre. The Committee noted that around 80% of people challenged will comply and dismount, with a specialist response required for the other 20% involving police co-ordination.
- The enhanced enforcement of parking deterrents having led to a doubling of tickets issued, with this number expecting to decrease as behaviour is changed.
- Proposals for the Institute of Technology going forward, including when it is expected to be built.
- How the Council is helping the current occupants at the Carriage Works to grow and occupy larger spaces within the complex.
- That a business case for funding the M4 underpass has been submitted, and a response is expected shortly.
- The favourable economy of scale that membership of the Local Enterprise Partnership (LEP) attracts.

- The expected opportunities and benefits from producing a Local Industrial Strategy for Swindon and Wiltshire.
- Development plans for the Cultural Quarter in Swindon using local growth funding from the LEP.
- The opportunities available to help improve the broadband speeds in Swindon, and the Fast and Ultrafast vouchers that members of the public can apply for.
- The development plans for the Kimmersfield site.
- The proposed activities aimed at attracting 'digitech' employees to Swindon through the Switch on to Swindon project.

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

(2) That the thanks and ongoing support of the Committee be recorded for the ambassadors and businesses involved in Switch on to Swindon.

## **26. Work Programme 2019/2020**

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

Resolved – That, should the report of the Cabinet Member for Commercialisation and Education and Skills, due at the next meeting of this Committee, duplicate his report to the Children's Health, Social Care and Education Overview and Scrutiny Committee, it be removed from this Committee's Work Programme.

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

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

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

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

**WEDNESDAY, 11 SEPTEMBER 2019**

PRESENT:- Councillors Roger Smith (Chair), Junab Ali, Janine Howarth, Robert Jandy, Jenny Jefferies, Nick Martin. Carol Sydney-Smith and Robert Wright.

Rosemary Curtis (Homeless Organisations Standing Together in Swindon) and Carol Willis (Healthwatch).

Apologies for absence were received from Councillors Malcolm Davies and Steph Exell and Michelle Howard (Equalities Advisory Forum) and Phil Matthews (Tenant Scrutiny Panel).

**12. Declarations of Interest**

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

**13. Public Question Time**

In accordance with Standing Order 28, Ms Samantha Wathen, Chair of "Keep our NHS Public Swindon", submitted a written question regarding the temporary closure of Health Based Places of Safety in Swindon.

The Chair thanked Ms Wathen for her question and advised the Committee that a written response provided by Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) was tabled at the meeting.

Mr Tony Hillier, Swindon resident, asked a number of public questions regarding a) the lack of an agenda for public perusal at the Reception desk of the Civic Offices b) the collection of rent by Integral Medical Holdings (IMH) or another private company for the building IMH was involved with.

The Chair thanked Mr Hillier for his questions and Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) responded to both points raised by Mr Hillier at the meeting.

Mr Roy Warman, Swindon resident, asked a number of public questions regarding the prescription ordering direct (POD) service and on the future provider of services at the Moredon Medical Centre.

The Chair thanked Mr Warman for his questions and Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) and Mr Kevin McNamara, Interim Chief Executive, Great Western Hospital (GWH) NHS Foundation Trust, responded at the meeting. Mr Warman thanked the officers and agreed to visit the POD service to offer constructive feedback on the service provided. The Committee welcomed the positive feedback received from Mr Warman regarding the call centre staff at the POD service.

14.

## Minutes

Resolved -That the minutes of the meeting held on 11<sup>th</sup> September 2019 be confirmed and signed as a correct record.

15.

### Performance for Adult Social Care Commissioning

The Corporate Director Adult Social Services and Health submitted a report that provided an update on performance and key issues relating to Adult Social Care commissioning. Councillor Brian Ford, the Cabinet Member for Adults and Health, explained that the report had been structured to highlight the strengths and challenges of the work undertaken. These included the projected overspend due to increased demand for services from older people and that the overspend had been reduced since publication of the report. It also reflected the reduction in the number of delayed transfer of care cases following partnership working with Great Western Hospital, making Swindon's figures one of the lowest in the South West region.

Following the introduction of the report, the Cabinet Member for Adults and Health, with the Corporate Director Adult Social Services, responded to members' questions and comments on the following issues:

- Details of actions being undertaken to manage the challenges on current and future budgets due to the rise in demand for adult social care.
- The different methods being used to measure obesity.
- The implementation of a programme enabling people with learning disability who were on out of borough placements to return to Swindon.
- How, together with the Housing Department, local facilities were being reviewed to ensure people with learning disability returning to Swindon were placed in suitable accommodation to meet their needs.
- The need for the various Swindon organisations to co-ordinate and focus their efforts on making Swindon a dementia friendly town.
- The actions undertaken with providers and stakeholders to improve provision of residential homes across Swindon following a Care Quality Commission inspection.

Resolved –

1. That the report be noted.
2. That the Corporate Director of Public Health, be requested to circulate information regarding the methods used by NHS England to measure obesity.
3. That the Corporate Director Adult Social Services and the Head of Housing update the Committee on housing costs for supporting people with learning disability returning to Swindon.
4. That the Cabinet Member for Adults and Health be requested to invite Councillor Jenny Jefferies to join the Cabinet Member Advisory Group working to promote Swindon as a dementia friendly town.

## **16. Great Western Hospital NHS Foundation Trust Update**

Mr Kevin McNamara, Interim Chief Executive, Great Western Hospital (GWH) NHS Foundation Trust, submitted a report providing the Committee with a performance update and a summary of the following key issues in relation to the planning and provision of health and social care services provided by the hospital. Issues reported on by Mr McNamara included:

- The resignation of Nerissa Vaughan as Chief Executive at GWH due to ill health and his interim appointment to the vacant post.
- The increase in demand for urgent and emergency care and the range of conditions being presented at the Emergency Department (ED).
- How the opening of the Urgent Care Centre by the ED has reduced pressures there.
- How four main projects to develop services on the GWH site were being progressed through the Way Forward Programme.
- Achieving national targets in the timely identification and treatment of sepsis at GWH.

Following his introduction of the report, Mr McNamara, together with Councillor Brian Ford, the Cabinet Member for Adults and Health, the Corporate Director Adult Social Services and Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) responded to members' questions and comments on the following issues:

- How the Medicine Optimisation Programme had developed over the past eighteen months to ensure patients awaiting discharged were not delayed by waiting for their prescription.
- Utilising a computer algorithm when receiving calls to assess patient risk and suitable response vehicles required.
- The use of private paramedics to complement the ambulance service.
- The effect on the Emergency Department following the cessation of Integral Medical Holdings services in Swindon and how staff from the walk in centre were being assisted in transferring to GWH.
- How GWH were addressing the potential effects of the walk-in centre closure on asylum seekers and the homeless in Swindon.
- How future care would be rebalanced to ensure patients were seen in the right place first time.
- How GWH were preparing for a no-deal Brexit.
- The constructive dialogue between GWH and Social Services to ensure support for patients with dementia was in place on discharge from hospital.
- The processes in place to ensure patient safety after discharge.
- The collaborative work by the Clinical Commissioning Group with the Threshold Charity to ensure the homeless and rough sleepers in Swindon were provided with the services they require and the need to promote the Carfax Health Enterprise for their registration, screening and provision of services.
- The on-going actions being undertaken by GWH to secure national funding for the expansion of the hospital.

### Resolved –

1. That the report be noted.

2. That the Interim Chief Executive (GWH) be requested to include an update on the medicine optimisation programme in his next report to the Committee.

## **17. Clinical Commissioning Group Update**

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), presented a report providing the Committee with a performance update and a summary of key issues in relation to the planning and provision of health and social care services within the Borough. Ms May referred to the Health Based Place of Safety advising that a report on future provision would be presented to the Swindon and Wiltshire CCGs in September. She also updated the Committee on the current facilities being utilised by patients at the walk-in centre and how these patients would have been better supported by using other premises.

Following the introduction of the report, Ms May and Mr Kevin McNamara, Interim Chief Executive, Great Western Hospital (GWH) NHS Foundation Trust, responded to members' questions and comments on the following issues:

- How discussions on the future of the walk-in centre had been ongoing since July 2019.
- That the best practice for patients was to utilise local primary healthcare over opting to attend the walk-in centre.
- The challenge for the CCG to ensure the Emergency Department at GWH did not experience a rise in footfall following changes at the walk-in centre.
- How NHS 111 was able to respond to all medical emergencies and how they would guide the patient to receive out of hours medical support.
- The on-going doctor recruitment programme in Swindon.
- The discussions undertaken with local practices to enable them to provide the services patients were accessing at the walk-in centre.
- The completion of a Diversity Impact Assessment with various groups of the community regarding the walk-in centre's closure.
- How CCG engaged with the five North Swindon practices and supported them in their decision to outsource services to Integral Medical Holdings (IMH).
- CCG's consultation exercise that was undertaken as part of the North Swindon practices amalgamation and engagement of IMH.
- Details of actions undertaken to mitigate the impact on patients following IMH's contract termination, addressing patients' subsequent increased usage of the walk-in centre and the arrangements being made for the transfer of this service to GWH.

### Resolved –

1. That the report be noted.

## **18. Housing Performance Report**

The Cabinet Member for Housing and Public Safety with the Head of Housing submitted a joint report updating the Committee on the performance of Housing Services. The Head of Housing explained that the report had been structured to



highlight key statistics and headlines reflecting successes of the work undertaken. The report provided a performance summary in relation to the following key issues:

- The positive progress made on the new affordable housing scheme on Queen's Drive.
- The plans to deliver temporary housing accommodation for the homeless this winter.
- The on-going challenge to collect rent arrears following the transition from Housing Benefit to Universal Credit.
- The consultation with staff and residents on redesigning the Sheltered Housing Service for older people.
- The Housing Services Change Programme that was aimed at running the department more efficiently to allow better provision of services for the homeless, tenants and leaseholders.
- The improvements identified to tackle housing repairs as well as reducing the turnaround time on voids.

Following the presentation of the report, Councillor Cathy Martyn, with the Head of Property Maintenance, responded to members' questions and comments on the following issues:

- The breakdown of the housing plans for the Queens Drive development covering the number of affordable properties, those on social rent, how these were to be managed and by whom.
- How the department was working with tenants who were adversely affected by the social benefits changes.
- The sale of properties to the Housing Company and how this did not effect a tenant's right to buy.
- How the department was co-ordinating with the volunteer sector groups regarding the proposed arrival of the Big Yellow Bus homeless project in Swindon.

Taking forward a housing development programme to create more affordable housing whilst still considering the Council's financial position.

Resolved –

1. That the report be noted.

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

The Committee received a report by the Operations Manager, Avon and Wiltshire NHS Partnership Trust (AWP) that highlighted the achievements of the organisation and provided a summary of the challenges it was facing. The Chair welcomed Mr Dominic Hardisty, new Chief Executive at the Trust to the meeting. Mr Alex Chesterton, Operations Manager, Avon and Wiltshire NHS Partnership Trust (AWP) presented the report and drew the following key issues to member's attention:

- The recruitment of Mr Dominic Hardisty as the new Chief Executive of the Trust.
- The outcome of the Care Quality Commission prosecution following an incident at Applewood Court in January 2015.

- The open invitation for members to attend AWP's Annual General Meeting on 19<sup>th</sup> September at 10.00 a.m. at Springfield Centre, Corsham, Wiltshire, SN13 9DN
- Financial pressure on the service and the actions being undertaken to address these.

Following the introduction of the report, Mr Hardisty, together with Mr Alex Chesterton, Operations Manager for Swindon, responded to members' questions and comments in respect of the following matters:

- The differences between the statutory duties of the Trust and the Clinical Commissioning Group in relation to the place of safety in Devizes.
- The Care Quality Commission assessment of Sandalwood House and the actions taken to improve services in the face of staff shortages.
- The success of the mental health Control Room triage and how this service was available across Wiltshire Police.
- The engagement between the homeless, mental health services and primary care to enable the homeless access appropriate support and services.

Resolved –

1. That the report be noted.

## **20. Performance for Healthwatch**

Ms Carol Willis, Team Manager, Healthwatch Swindon, submitted a report updating the Committee on the performance and key issues relating to Healthwatch Swindon's involvement with Integral Medical Holdings (IMH). The Committee noted that the report had been structured to highlight key statistics and headlines reflecting the work undertaken.

Following the presentation of the report, Ms Willis responded to members' questions and comments on the following issues:

- The promotion and communication of the survey regarding IMH that was undertaken by Healthwatch.
- Healthwatch's involvement in bringing the issues at IMH to the Clinical Commissioning Group's attention.
- Healthwatch's approach to bringing local issues to the attention of the Care Quality Commission.

Resolved: –

1. That the report be noted.
2. That the Team Manager, Healthwatch, circulates an update regarding points raised at her next meeting with the Care Quality Commission, on a) termination of the contract with IMH and b) local issues including the walk-in centre before the next meeting of the Committee.

## **21. Work Programme 2019-20**

The Committee considered a report by the Chief Legal Officer on the Committee's work for the Municipal Year, 2019/20. The Committee reviewed the work

programme and requested that it be updated to reflect actions contained in this report and recommendations of the Committee.

Resolved:–

1. That the details and activities included in the work programme for 2019/20, be noted.
2. That the work programme be updated to include the following:
  - a) Presentation / discussion on Adult Health and Housing placement cost to be held at 5.00 p.m. on the 5<sup>th</sup> November in Committee Room 5.
  - b) Presentation/ discussion reviewing the Needle Exchange Programme and the disposal of needles and sharps to be held at 5.00 p.m. on the 28<sup>th</sup> January in Committee Room 5.

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

**WEDNESDAY, 3 JULY 2019**

**PRESENT:-** Councillors Barbara Parry (Chair), Alan Bishop, Matthew Courtliff, Fay Howard, Oladapo Ibitoye, Nick Martin, Paul, Carol Shelley and Nadine Watts, Spencer Allen (Swindon Association of Primary Headteachers), Alison Paul (Swindon Association of Special School Headteachers) and Jacqui Watt (Swindon SEND Families Voice).

Apologies for absence were received from Councillors Nick Martin and Mary Martin and Liz Townend (Church of England Bristol Diocese).

#### **1. Appointment of Vice Chair**

It was noted that Councillor Matthew Courtliff had been appointed Vice-Chair of this Committee at the meeting of the Annual Council held on 17<sup>th</sup> May 2019 (Council Minute 13, 2019/20 refers).

#### **2. Declarations of Interest**

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

Councillor Barbara Parry made a personal and non-prejudicial declaration of interest in respect of agenda items 9 (Implementation of Early Help Strategy), 10 (SEND Written Statement of Action) and 11 (Children's Performance Summary 18/19 Final Outturn Position) as she worked for Ridgeway School.

Councillor Carol Shelley made a personal and non-prejudicial declaration of interest in in respect of agenda items 9 (Implementation of Early Help Strategy), 10 (SEND Written Statement of Action) and 11 (Children's Performance Summary 18/19 Final Outturn Position) in her capacity as a Governor of Swindon Academy.

Councillor Matthew Courtliff made a personal and non-prejudicial declaration of interest in respect of agenda items 9 (Implementation of Early Help Strategy), 10 (SEND Written Statement of Action) and 11 (Children's Performance Summary 18/19 Final Outturn Position) as his wife worked at Kingsdown School.

Councillor Basil Solomon made a personal and non-prejudicial declaration of interest in respect of agenda items 9 (Implementation of Early Help Strategy), 10 (SEND Written Statement of Action) and 11 (Children's Performance Summary 18/19 Final Outturn Position) capacity in his capacity as a part time teacher.

#### **3. Public Question Time**

No public questions were received before or during the meeting.

4.

## **Minutes**

Resolved – That the minutes of the meeting held 13<sup>th</sup> March 2019 be confirmed and signed as a correct record.

5.

### **Appointment of co-optees**

The Committee considered a report of the Chief Legal Officer regarding the appointment of co-optees to the Children's Health, Social Care and Education Overview and Scrutiny Committee for the Municipal Year 2019/20.

Resolved - (1) That this Committee confirms the appointment of

(a) Liz Townend as the Church of England Bristol Diocese representative.

(2) That it be noted that a single nomination of a voting co-opted Parent Governor Representative was awaited.

(3) That it be noted that a single nomination of a voting co-opted representative was awaited from the Roman Catholic Clifton Church Diocese.

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

(a) Alison Paul (Swindon Association of Special School Headteachers).

(b) Spencer Allen (Swindon Association of Primary Headteachers).

(c) Steve Colledge (Swindon Association of Secondary Headteachers).

(d) Steve Henderson (Equalities Advisory Forum).

(e) Jacqui Watt (Swindon SEND Families Voice).

(f) Carol Willis (Healthwatch).

(5) That it be noted that two children representatives (and two deputies) were being sought in order to allow children to participate in decisions affecting young people.

(6) That, further to (2), (3) and (5) above, the Chair be authorised to approve nominations received.

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

The Director of Nursing and Transformation, Swindon Clinical Commissioning Group (CCG), submitted a report setting out information in relation to the planning and provision of children's health and social care within the Borough. In presenting her report the Director of Nursing and Transformation drew Members' attention to (i) the Mental Health Trailblazer Project, (ii) the role of Mental Health Support Teams and potential changes to these teams moving forward, (iii) the redesign of the Autism Spectrum Disorder Pathway, and (iv) current waiting times for services. Following her presentation of the report the Director of Nursing and Transformation responded to comments and issues raised by Members in respect of:

- The work of the Trailblazer Project in Swindon to promote better mental health support to children in Swindon within the participating schools, (approximately 66% of schools within the Borough).
- The criteria for schools joining the Trailblazer Scheme and support that might be offered by the Council and CCG to those schools falling outside the Trailblazer Scheme.
- Additional training for staff within Family Services to offer more help for children with lower level mental health needs and support for their families.
- The reduction in waiting times for children and young people for receiving

assessments for autism, the development of the new Autism Spectrum Disorder pathway and employment of an additional community paediatrician.

- Work by the CCG to validate referrals to the Community Paediatric Service and reduce waiting times for this service. It was hoped evidence on improved outcomes would be seen by December 2020.
- The triaging of referrals to the Community Paediatric Service and assurances that young people being removed from the Community Paediatric Service waiting list would continue to receive appropriate help or referrals to alternative services.
- The reasons for young people being overdue appointments and remedial actions to rectify this (and ensure there was no clinical risk whilst waiting), including additional and weekend clinics and ensuring appropriate communication was maintained with families waiting for appointments.
- The process for families to escalate service delivery should there be an adverse impact on the child resulting from the wait for treatment.
- Work being undertaken with Imperial College London to update the current outpatient appointments service.
- The future scrutiny by this Committee of autism waiting list times and the Mental Health Trailblazer scheme.
- Access by Children Looked After and Care Leavers to Mental Health Services.

Resolved – That the report be noted.

## **7. Health Visiting Service**

The Principal Officer, Health and Wellbeing, submitted an update on key issues relating to Swindon Borough Council's Health Visiting Service including (i) the delivery of Swindon Health Visitor Services, (ii) the level of need for children under 5 years of age, (iii) the delivery of the Healthy Child Programme, (iv) performance against the Healthy Child Programme targets and the delivery risk assessments, (v) safeguarding workloads, (vi) Baby Hubs and the Speech and Language Hub Pilot, (vii) early help assessments and packages of care, (viii) staffing issues and skillsets, and (ix) the wider locality team. Following her presentation the Principal Officer, Health and Wellbeing responded to comments and scrutiny from Members in respect of:

- How information on the location of Swindon's four early help hubs, and support they can provide, could be accessed by members of the public through GPs, the Swindon Local Offer, parenting apps and social media.
- The rationale for reducing 16 traditional baby clinics in 2018 to the current four early help hubs and whether this adversely affected the number of families accessing the service.
- The on-going evaluation process for checking the effectiveness of service delivery and activities at the early help hubs that had been positively received by users.
- The focus of Health Visitors on vulnerable families with babies that required additional support or were deemed to be vulnerable.
- Issues with the recruitment of Health Visitors locally given the problems faced nationwide; how this affected service delivery, the current process of recruiting trainee health visitors and work to retain current Health Visitor staff. It was noted that work was on-going with Human Resources to ensure

Swindon's offer was competitive and to allow Health Visitors to concentrate directly on their work.

- How hard to reach families who would not attend baby clinics were identified and provided with services, including the Healthy Child Programme with priority given to new birth visits and 6-8 week visits which allowed Health Visitors to assess the child's health, how families were coping with a new child, whether additional support might be required.
- How the 7.9% of families not currently seen were assessed, it being noted that information on vulnerable families would be received from a number of partners as part of multi-agency teams.
- Additional support such as intensive visit programmes and parenting programmes offered to support young families who were identified as vulnerable by partner organisations.
- The role of the mid-wife in advising the Health Visitor Service of new-born babies and of potentially vulnerable parents and the sharing of information with statutory partners which would highlight issues such as safeguarding concerns or a history of domestic violence in households.
- Work with adult services if there were concerns such as mental health or substance abuse history within new families.
- Work to identify skill mixes and new ways of working that allow other nurses to help deliver the Early Help Programme; training to upskill Early Health Practitioners who work closely with the Health Visitor Service in the delivery some 2½ year checks which were important for school readiness. It was noted that this resources was used in support of Health Visitors but that work by Health Visitors was prioritised.
- The benefits of Health Visitors attending nurseries although it was noted that without parents being present 2½ year checks couldn't be undertaken. It was also noted that professionals in nurseries were a good safeguard for identifying potential issues with children or families.
- The pathways and procedures for dealing with issues identified and which were largely based upon national standards.
- The funding of three trainee health visitor posts by Health Education England from September 2019 and the Council's work to identify how it can employ additional trainees.
- Concerns that a child potentially might not be seen by a health visitor between his/her initial visit and their 2½ year visit and whether this might lead to mental health or other issues developing in some children. It was noted that families identified by Health Visitors as requiring support would receive additional visits as part of an early help package.
- Concern that the percentage of 2-2½ year checks had fallen despite this being identified as a priority area; it was noted that this was an area that Early Health Practitioners would assist with and that this should increase the number of visits undertaken.
- The role of the Health Visitor Service in preparing child protection plans for vulnerable families or for children on the risk register and in undertaking safeguarding visits.
- That 12 month reviews were targeted as a priority. These visits were based upon Safeguarding Matrix when a family was identified as vulnerable.
- The mechanism for identifying families where English was a second language in order that proactive intervention could be put into place in the form of a one off session delivered by the Early Years Family Practitioners.



Resolved - (1) That the report be noted.

(2) That the Principal Officer, Health and Wellbeing be requested to submit a report to the Committee in January 2020 updating Members in respect of:

- (a) the percentage of 2-2½ year checks that have been undertaken;
- (b) an indication of how Swindon compares with its statistical neighbours in respect of the percentage of 2-2½ year checks undertaken by Health Visitors;
- (c) the recruitment of Health Visitors and trainee Health Visitors;
- (d) a breakdown of (i) the numbers of families in Swindon and (ii) the number of vulnerable families receiving 12 month reviews by Health Visitors.
- (e) a comparison of the Health Visitor Budget for the Financial Years 2018/19 and 2019/20; and
- (f) the 0-5 pathway with an explanation of the points at which other pathways might be accessed or a pathway risk assessment being undertaken.

## **8. Implementation of Early Help Strategy**

The Service Manager, Early Help Service, submitted a report setting out progress on the implementation of the Early Help Strategy, the new service structure and the impact and quality of work in the Early Help Hub. The report set out how the work progressed the Council's Priorities and Pledges and in particular with reference to Priority 4 and Pledges 21 and 22. The Service Manager highlighted (i) research into the effectiveness of early intervention, (ii) the work of the Early Help Hub, (iii) assessments and allocation of support, (iv) the co-ordination of early help work, (v) audits and independent oversight of work undertaken, (vi) partnership working, (vii) feedback received from partners and service users, (viii) a breakdown of the work undertaken during 2018/19 by the Family Service, (ix) early support and intervention to children young people and families, including support for children on the edge of care and adolescents at risk, (x) the current staffing structure, (xi) the work of the troubled families programme, and (xii) Governance arrangements. Following her presentation the Service Manager, Early Help Service, responded to Member inspection of the following:

- The refreshed Early Help Strategy and evidence and feedback in respect of the positive impact of the Early Help Hub on service delivery.
- The potential development of a Parenting Hub in Swindon to support families and parents through the use of evidence based parenting programmes developed by fully qualified practitioners including nonviolent resistance training (which had been very positively received by parents in areas using it) to support parents with children with challenging behaviour. This would augment the current Family Links and Managing Challenging Behaviour Programmes.
- On-going training for staff, including new staff joining the team.
- The successful outcome in achieving one year funding, in partnership with Gloucestershire Council (to share learning), for Early Outcomes supporting babies aged 0-13 months in speech, language and communication and to increase the number of stay and play groups, including during the summer holidays.
- The importance of identifying and working with existing stay and play groups and engaging community resources to make the system more sustainable.
- The importance of having a number of programmes available for use in order to tailor services to families more effectively.

- The Honey Bees toddler group supporting children with special needs which would be running throughout August.
- Recognising that because early help came prior to statutory intervention it required the family to agree to participate and engage with the service, although referrals could be received from other agencies with the consent of the parent.
- Work to de-stigmatise parenting programmes and to make them more universal rather than targeted.
- Feedback from families and how this has been incorporated to improve service delivery.
- Work to encourage both parents to attend sessions, especially when it related to challenging behaviour, to provide a consistent parental approach to their child.
- An on-going review of data to ensure services were as robust as possible across ages, communities, gender, and ethnicity.

Resolved – (1) That the report and progress being made to support children, young people and families be noted.

(2) That the Director of Nursing and Transformation, Swindon Clinical Commissioning Group, be requested to forward to Members of the Committee a breakdown of money saved under the Troubled Families Programme.

## **9. SEND Written Statement of Action**

The Head of Education submitted a report setting out details of the Written Statement of Action produced by the Council and the Swindon Clinical Commissioning Group to address the outcomes of the OFSTED and Care Quality Commission's joint Local Area Inspection of SEND (Special Education Needs and Disabilities). The Head of Education introduced the report drawing Members' attention to the following issues (i) that the inspection incorporated SEND education and health and social care, (ii) the Written Statement of Action, covering eight key areas identified by inspectors following the inspection had been sent to OFSTED, (iii) that the Written Statement of Action had been positively received by OFSTED whose letter was appended to the report, and (iv) the key actions set out within the report, including Governance, and the importance of Member oversight and challenge in respect of progressing those actions. Following his presentation the Head of Education responded questions from Members in respect of:

- The scrutiny of progress against Inspection Report actions and the reporting of outcomes to this Committee and the Special Needs Education Board of the detailed and complex plan requiring delivery through a commitment across the whole of Swindon's partnership.
- How the Council and CCG had progressed work to remedy the significant area of weakness identified in Swindon's local area practice; and in particular whether there was sufficient staffing resources to progress the detailed plan of action.
- Resourcing within the SEND team following the ending of the transitional grant to assist Local Authorities introduce the new legislation in 2014.
- The allocation of additional resources to facilitate the team re-organisation to improve service provision, the digitalising of the SEND system including the Local Offer, the processing of the high number of assessments received and demand for specialist placements.

- The digitalisation and upgrading of Information Technology to make current SEND systems more efficient.
- The appointment of a Designated Clinical Officer and Designated Medical Officer by the CCG to offer more focused medical advice.
- Training undertaken since the inspection by both social care and health staff and how this would be refreshed for existing staff and delivered to new staff.
- The outcomes of the conference, chaired by a head teacher, aimed at reducing exclusions and absence from school and how lessons would be disseminated within the Council and CCG with greater collaboration with schools to obtain more consistency and a more inclusive culture with earlier intervention.
- Feedback received from NHS England and the Department of Education on the first three months of the delivery and monitoring of the plan.
- Plans in place for delivery of for the plan within timescales should this be require the prioritisation of some of its elements.
- Mechanisms available for parents and young people to report their experiences and how this might inform the improvement plan.
- Current staffing levels to deliver the improvement plan, the use of agency staff and the qualities that agency staff currently provide.
- Ownership of the improvement plan through named officers.
- The need to ensure any child with special educational needs had timely access to medical services, advice and support through their GP or from additional children's clinics to ensure it did not adversely affect their education.

Resolved - (1) That the Written Statement of Action be noted.

(2) That this Committee receive an update on progress against the eight priorities within the Written Statement of Action following its consideration by the SEND Board.

## **10. Children's Performance Summary 18/19 Final Outturn Position**

The Director of Children's Social Care and the Business Improvement Lead submitted a joint report summarising performance in Children's Services based upon the final outturn position for 2018/19. In introducing the report the Director of Children's Social Care drew Members' attention to (i) links to the Council's Priorities and Pledges and the Children's Services Improvement Plan, (ii) key performance headlines in respect of Early Help, (iii) the Healthy Child Programme, (iv) contacts received during the Municipal Year, (v) social care referrals and statutory assessments, (e) children requiring a social worker, (vi) child protection, (vii) serious case reviews, (viii) Children Looked After, (ix) permanency for Children Looked After, (x) the Health of Children Looked After, (xi) the Education of Children Looked After, (xii) Care Leavers, (xiii) Youth Offending, (xiv) SEND, and (xv) elective home education, Following their presentation the Director of Children's Social Care and the Business Improvement Lead responded to Members questions and scrutiny regarding:

- The matrix of forums, including, but no limited to, the Health and Wellbeing Board, Local Safeguarding Partnership and Corporate Parenting Advisory Board, that contributed to the oversight and scrutiny of the work identified within the report.
- The role of the Council's statutory services in engaging with families that

require safeguarding intervention and that are not accessing services elsewhere, including assessments and agreed thresholds.

- The type of interventions and multi-agency plans that might be made under statutory intervention and how these would be implemented.
- The reasons for the reduction in the number of Child Protection Orders in Swindon with Children Looked After numbers remaining stable.
- The range of services provided through the Thames Valley Regional Adoption Agency and options for permanent placements through adoption or special guardianship orders together with support offered following such placements.
- The role of senior management within Children's Services in promoting a stable environment for safeguarding and in stabilising the social worker team to provide Children Looked After with more stable social worker support.
- Work to recruit and retain both permanent and agency social workers, including a series of open days for social workers across the country, commencing in the autumn, and a second launch of the Council's Academy of Social Work Practice and Leadership. The Council would also be more active in going into colleges and schools in Swindon to highlight social work as a career.
- How the Council compared to national statistics in respect of the number of serious case reviews undertaken together with lessons learnt from previous serious case reviews and subsequent training arising.
- The role of teachers in safeguarding children, their procedures and the process for involving the Council.
- Reasons for Swindon's greater use of Child Protection Orders to safeguard children, when compared to national statistics, and current practice in operation regarding the use of Child Protection Orders.
- Support for children with either attachment or behavioural problems to reduce the risk of school exclusion.
- Current support offered to Care Leavers who were Not in Employment, Education or Training and additional assistance might be available.
- A breakdown of the reasons for the nineteen Care Leavers classified as not being in suitable accommodation and work by the Council's Housing Department to provide more suitable accommodation where this was possible.

Resolved – (1) That the report on key performance data in relation to Children's Early Help and Social Care Services be noted.

(2) That progress against the Children's Services Improvement Plan be noted.

(3) That an update of Serious Case Reviews be presented to the Committee at an appropriate time following the conclusion of a Review.

(4) That details in respect of the number of children in home education and the number of cases where this is not parental choice, be forwarded to Committee Members for information.

(5) That the Corporate Director Children's Services be requested to submit a report to a future meeting of the Committee setting out the options and opportunities available to assist Care Leavers who are classified as Not in Employment, Education or Training.

## **11.**

### **Work Programme**

The Committee considered a report by the Chief Legal Officer on the results of the

work programme consultation and the suggested priorities for the work for the Municipal Year, 2019/20.

Resolved – (1) That the report be noted.

(2) That the work programme be updated to include items recommended by the Committee.

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

**WEDNESDAY, 25 SEPTEMBER 2019**

PRESENT:- Councillors Alan Bishop, Matthew Courtliff (Vice-Chair), Fay Howard, Oladapo Ibitoye, Nick Martin, Barbara Parry (Chair), Alison Paul, Carol Shelley, Bazil Solomon and Nadine Watts and Alison Paul (Association of Swindon Special Schools Headteachers).

Apologies for absence were received from Spencer Allen (Swindon Association of Primary Head teachers), Gill May (Swindon Clinical Commissioning Group), Jacqui Watt (Swindon SEND Families Voice).

**12. Brief overview on the outcome of the OFSTED Inspection**

At the Chair's invitation, the Corporate Director for Children's Services provided the Committee a brief overview on the outcome of the OFSTED Inspection.

The Corporate Director drew Members' attention to the Cabinet Report attached as an appendix to Agenda Item 7: Children's Summary of Performance 19/20 Quarter 1 outturn data position, which contained more detail. He was pleased that OFSTED judged the Council's services for children relating to early intervention and prevention along with protection to be good. The inspection did report that the services to support children in care and care leavers require improvement. Overall, the positive news is that OFSTED saw good quality work, which means that children and families in Swindon can have confidence in the support and services the Borough provides.

In response to OFSTED's recommendations, Officers have nearly completed updating and revising the improvement plan so that it can be implemented. While the plan will address the whole service, it will focus more intently on addressing the needs of children in care and care leavers.

The Council is still working closely with colleagues at Essex County Council to strengthen its SMART plans and targets that will have to be implemented across the whole safeguarding partnership to be effective. On the advice of inspectors, Officers have commenced working with the London Borough of Bromley to support improvements in the Care Leavers Team. OFSTED recommended this Council as an example of best practice for supporting care leavers from which we will learn from to improve our support to care leavers in Swindon.

The Chair congratulated the Corporate Director Children's Services and his Department for progress made and the positive OFSTED findings.

**13. Declarations of Interest**

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

Councillor Barbara Parry made a personal and non-prejudicial declaration of interest

in respect of agenda items 5 (Committee Sub-Groups), 6 (Schools Performance Update) and 7 (Children's Summary of Performance 19/20 Quarter) as she worked for Ridgeway School.

Councillor Basil Solomon made a personal and non-prejudicial declaration of interest in respect of agenda items 5 (Committee Sub-Groups), 6 (Schools Performance Update) and 7 (Children's Summary of Performance 19/20 Quarter) in his capacity as a part time teacher.

#### **14. Public Question Time**

No public questions were received before or during the meeting.

#### **15. Minutes**

Resolved: – That the minutes of the meeting held 3<sup>rd</sup> July 2019 be confirmed and signed as a correct record.

#### **16. Committee Sub-Groups**

The Head of Skills, Employment & Lifelong Learning and the Service Manager - quality assurance and review, participation Officer submitted a joint reporting setting out proposals to address the Committee's previous recommendations. 1) To establish a cross-party Overview and Scrutiny working group to help more young people access education, employment and training and 2) to enhance the Overview Scrutiny committee's engagement with children and young people.

The Head of Skills, Employment & Lifelong Learning invited Members to review Terms of Reference for the proposed post 16 Education, Employment and Training outcomes sub-group, attached as an appendix to the main report, to consider the suggested time over which the sub-group will function, and to agree its membership. The officer set how Swindon Borough Council was focused on improving all education and training outcomes, an ambition that is set out in its supported employment strategy. The purpose of the sub-group would be to enlist the key stakeholders to provide specific support. Once established, the sub-group would define the desired outcomes, develop plans and bring forward new recommendations. The sub-group would meet every two months until March 2020.

It was made clear at the meeting that in order for the Council to achieve its targets Members would have key roles in both offering robust challenge as well as support. As a consequence of this scrutiny, Members would have greater confidence in the work being undertaken. With regard to possible membership, the Chair of the Growing the Economy Overview and Scrutiny Committee has informed officers that Councillor Jim Robbins had volunteered to represent that Committee on this sub-group.

Councillors Bishop, Courtliff, Ibitoye, Martin, Shelley and Solomon asked a range of questions to which the Head of Skills, Employment & Lifelong Learning and the Corporate Director, Children's Services responded:

- 1) Was this subgroup also covering those who fell out of mainstream education?

Response: This element focuses on those young people either who are 16 to 18



and have a statutory requirement to engage with learning, or who are care leavers or SEND up to the age of 25, for whom the Council has a specific duty. The purpose of the subgroup is to generate more capacity to assist young people through building more relationships with the business and community sectors. It is anticipated that the members of the sub-group can help with access to work experience and opportunities for young people.

2) Is this about guiding people to apprenticeships?

Response: While that is suitable for some young people, others need different coaching and support to determine what possibilities exist or to overcome barriers that are preventing them from entering employment.

3) What number of young people is involved and why may school governors be unaware of the problems?

Response: Of the care leavers aged 19-21, 57% are in education, employment or training and the target is to raise that to 75% by 2022. This is an ambitious target and was recognised by OFSTED as such. Officers agreed to review the training offered to governors to recommend that they ask for information from Head teachers on this cohort of pupils at least annually. Schools are obliged to collate data for former students for three years.

The Corporate Director, Children's Services, agreed to take the following actions following this meeting

1) Swindon Borough Council will be explicit about the data and the cohorts to be measured in school performance review meetings with providers.

2) Through training, make it an expectation for governors to ask heads to report annually on the cohort, not accessing, or at risk of not accessing employment and training.

4) Do the young people already have ideas about what they wish to do or is the Council starting with a blank page?

Response: The aim would be to provide more focus on those who were not clear about the options or pathways open to them, or any barriers that might need to be overcome. The proposals also aimed to have the wider communality involved in both identifying and providing solutions.

5) Is it too late to be looking to the needs of young people at 16? Should the process of help begin at 12? Is there sufficient resource for those with SEND needs, especially given the current time it can take before young people have access to mental health care?

Response: This sub-group will focus on any young person at risk of not being in education, employment, or training, including care leavers and young people with SEND?

6) What will the success measures be for the sub-group? Will there be some tangible outcomes by March 2020?

Response: The sub-group will be a "task and finish" group rather than a standing sub-committee. The outcome will be to determine whether the Council has sufficient momentum to achieve its targets for which there will be specific metrics with clear action plans. If Members felt it was beneficial, there would be an option to extend the sub-group's duration.

7) Would there be opportunities to work with existing social enterprises and voluntary groups?

Response: The Council is seeking to engage with such groups and to make sure that more businesses realise the benefit of providing support to young people who might not otherwise be considered as employees by Swindon employers

The Service manager, Quality Assurance and Review and the Corporate Director, Children's Services, set out the aim of having a task and finish group for engagement with children and young people as it would help those young people to plan the challenge and scrutiny that they would find most helpful. It would also help set the scope of what the Committee want to hear from them, whether they would be asked questions, from a young person's Shadow Board, or if they would be Members of the Committee itself. Officers recommended options 1 as STEP was already commissioned by the Council and was prepared to undertake work that would cover the other two options as well, within existing contracted arrangements

Councillors Howard, Martin, and Shelley asked a range of questions to which the Service Manager - quality assurance and review officer and the Corporate Director, Children's Services responded.

- 1) How would young people know the correct quality of services they might expect on which they be invited to comment?

Response: One of the first task, if option 1 was chosen would be to help young people develop an understanding, for example within the young inspectors programme.

- 2) Given that the three options indicate three different choices rather than alternatives to reach one end, what outcomes are desired?

Response: The main outcome from the task and finish group would be to agree terms of reference that would enable all three options in the report to be covered. As part of this, Officers would meet again with members of the Overview and Scrutiny to hear councillors' views of what would best serve the committee.

- 3) Under option 1, how flexible is the contract with STEP?

Response: Officers confirmed that the contact would permit the work. The Corporate Director, Children's Services also set out how this task group would hear from and report to the mainstream of children and young people to complement existing channels for those with specific needs.

Resolved: –

- 1) That contents of the Draft Terms of Reference of the proposed Education, Training and Employment sub group and recommend required changes be approved.
- 2) That the following members of the Children's Health, Social Care and Education Overview and Scrutiny Committee be appointed part of the sub group: Councillors. Courtliff, Solomon, Ibitoye and Parry plus Cllr Robbins from the Growing the Economy Overview and Scrutiny Committee.
- 3) That for Engagement with Children and Young People, option 1 be approved, that STEP be commissioned to engage with young people.
- 4) That the budgetary requirements of the project for engagement with children and young people; staffing, recruitment of young people, training, resources, travel and project costs be covered within the existing contract with STEP.
- 5) That a 'Task and Finish Group' be established to set the scope for the engagement project, to look at the process required to set up this project; creative thinking is required. In addition, that this group be authorised to confirm the terms of reference for the engagement of children and young people.
- 6) That a small and dedicated team of Youth Workers be authorised to identify a group of young people, train them and link them with voluntary agencies to undertake the project.

- 7) That Members and Officers consider how to work with Parish Councils to identify young people in their areas with whom they are already engaged and that Councillors coordinate the plan and rotate the use of Parish Councils to 'bring young people into their world'.

## **17. Schools Performance Update**

The Chair informed the meeting that a full report would be brought to the Committee when the validated data are available as some schools are still in the process of challenges and validating data. The Chair requested that officers add an item to the Committee's work programme so that the Committee Officer can include it on a future agenda.

## **18. Children's Summary of Performance 2019/20 - Quarter 1 Outturn Data Position**

The Director of Children's Social work introduced the report, which contained information used by Ofsted in the recent inspection. The Director drew Members' attention to a number of key points including:

- That the government has extended finance for the Troubled Families project by a year to March 2021,
- The Family Intervention Service, which was launched in September, is functioning well with none of the cases that were transferred from social care having to be referred back. This indicates that the Council has the correct selection criteria, it was noted that this will be checked and tested through monthly audit.
- More work needs to be done to train and support partner organisations as Swindon is still an outlier for the high number of contacts through the Front Door. There is a better balance so that children are protected without issues always being framed as safeguarding.
- As a consequence of Officers' work, the number of Child Protection Plans was falling and this trajectory was expected to continue. However, Members were advised that this figure was susceptible to change because of demand.
- It was noted that the Council is working closely with Essex in order to learn and implement best practice, within the Youth Offending Team.

Councillor Howard reflected on the outcome of the Serious Case Review and noted that officers and partners were learning the lessons from it. Councillors Howard and Shelley, asked a series of questions to challenge officers, to which the Director of Children's Social Work and the Corporate Director, Children's Services responded.

- 1) Could officers state the causes behind the reduction in the number of first time entrants? Is this pattern different to other councils? Could officers provide details of how many of those who went through the Youth Restorative Justice Intervention Board's processes subsequently became offenders?

Response: Officers elaborated on the Early Help work the Council undertakes, the work with families, and the multi-agency working. However, officers cautioned Members by clarifying and explaining that this downward trend may not be sustained. Officers undertook to submit a report to the Committee on the impact of the Youth Restorative Justice Intervention Board, including the details requested to permit scrutiny, and the Committee Officer

was asked to add this to the work programme.

- 2) Could officers provide details on how many young people being selectively home educated have SEND? Was there a correlation between the number and parents believing that schools were not adequately addressing their children's needs?

Response: information will be circulated for Members to read and challenge after the meeting.

- 3) Given the acknowledgement of the problems moving foster placements can cause, could officers consider the number of changes in each child or young person's social workers?

Response: Officers agreed that a change of social worker can have a detrimental impact on a child and accepted the challenge of noting this impact for future reports.

- 4) Would there be a report to this Committee on the Early Help Strategy?

Response: Officers confirmed that there would be a report.

**Resolved: -**

1) That the key performance messages in relation to 19/20 quarter 1 for Children's Early Help and Social Care services be noted.

2) That it be recognised and acknowledged where and how improvements are being made and successes achieved, the detail of which is also reflected in the OFSTED Inspection report (Appendix 1).

3) That officers would respond to the areas of concern identified by Members that require further scrutiny and investigation. The Committee noted that these actions will be owned by the Corporate Director of Children Services and the Director of Children's Social Work, with the support of appropriate Heads of Service and Corporate Senior Managers depending on the areas of performance that to which they relate.

**19. Children's Services - Quality of Practice**

With the consent of the meeting along with officers' assurances that there were minimal changes from the report initially circulated, the Director of Children's Social Work presented the report, informing the Committee that it had largely been superseded by the OFSTED inspection.

The Director of Children's Social Work drew Members attention to the actions undertaken to improve social work practice, which OFSTED had found to be good. The report also set out how OFSTED was complimentary about the operation of the MASH and the strength of practice to help and protect children, which was a consequence of the work with partner agencies to improve compliance and on-going action to improve staffing. The report set out the Council's ambition to progress from a rating of "good" to "outstanding" and Members' were invited to review and challenge the actions that would be necessary to achieve this.

Councillors Shelley welcomed the progress to achieve good but expressed a reservation that the Committee's task group on this area had ceased. Councillor Shelly challenged officers on what steps were being taken to improve children's experiences in care and as care leavers. In particular, what was being done to ensure there were adequate local placements, especially for older children? The Director of Children's Social Work acknowledged this challenge and assured the committee that the two service commissioners were relentless is seeking to find

placements as close to Swindon as possible, providing it was in the child's best interest. Officers were requested by Councillor Shelley to provide regular reports to this Committee so that work in this area could be scrutinised and challenged.

Resolved: -

- 1) That the improvements are being made and successes achieved be recognised along with the methods being used to achieve them.
- 2) That the areas of concern identified in the meeting that require further scrutiny and investigation be brought back to the Committee as soon as practicable.

## **20. Work Programme**

The Committee considered a report by the Chief Legal Officer on the results of the work programme consultation and the suggested priorities for the work for the Municipal Year, 2019/20.

Resolved –

- 1) That the report be noted.
- 2) That the work programme be updated to include items recommended by the Committee.
- 3) That Councillors Courtliff, Cllr Solomon, Cllr Ibitoye and Cllr Parry from this Committee along with Cllr Robbins from the Growing the Economy Overview and Scrutiny Committee be appointed to the Improving post 16 Education, Employment and Training outcomes sub-group.
- 4) That Councillors Parry and Shelly be appointed to the “task and finish” Engagement with Children and Young People sub-group.

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**COMMUNITIES AND PLACE OVERVIEW AND SCRUTINY COMMITTEE**

**TUESDAY, 3 SEPTEMBER 2019**

PRESENT:- Councillors Garry Perkins (in the Chair), Steve Heyes, Garry Perkins, Roger Smith, Bazil Solomon and Vera Tomlinson.

Apologies for absence were received from Councillors John Ballman and Matthew Courtliff and Janine Howarth.

**7. Declarations of Interest**

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

**8. Minutes**

Resolved – That the minutes of the meeting held on 26<sup>th</sup> June 2019, be confirmed and signed as a correct record.

**9. Public Question Time**

Mr Peter Gallagher asked a public question seeking clarification as to why under the Armed Forces Covenant the children of the families of serving members of the armed forces needed to go through the school admission appeals process when the Council offered an exemption to them under the class size regulations. He also asked why the Council's admissions team were not provided delegated authority to approve such placements. The Chair indicated that a written response would be provided.

**10. Armed Forces Community Covenant Review**

The Committee considered a report of the Head of Housing setting out proposed changes to update the review Council's Armed Forces Covenant. The Head of Housing introduced the report drawing Members attention to:

- The priorities and challenges for the public sector in working with armed forces personnel and their families (including those leaving the armed forces and returning or moving to Swindon) in the delivery of appropriate levels of service provision.
- The links between the covenant and the priorities set out within the Swindon Vision.
- Proposed changes to the Council's Armed Forces Covenant highlighted within the appendix to the report.
- The successes arising from the covenant approved by the Council in 2012.
- The public recognition the covenant offered to the members of the armed forces and their families for the sacrifices they made through service to their country.
- The acceptance of the veteran identity card to facilitate a fast tracking of services.

Following his presentation the Head of Housing responded to Members' comments

and questions in respect of:

- The school admissions process and outcome of school admission appeals by families of members of the armed forces.
- Service provision in the key areas of Health, Housing, Education and Social Care.
- The importance of the covenant in recognising the armed forces at a time when budgetary constraints meant that military parades and other publically visible activities were reducing.
- Activities held within the Borough in 2018 to mark the remembrance of the 100<sup>th</sup> anniversary of the ending of the First World War and the role Swindon in supporting the armed services during that period.
- The support offered to staff who were armed forces reservists in undertaking activities related to this role.
- Council support in providing housing for serving members of the armed forces and veterans including adaptation work where required.
- The number of dwellings rented to armed forces personnel and veterans and the number of these that required adaptation work.
- Council support for Armed Forces Day and engagements undertaken during the previous year by the Mayor in support of the Armed Forces and its personnel and families.
- The commissioning of mental health care services for veterans by the Swindon Clinical Commissioning Group.
- Whether Paragraph 4.13 of the covenant “Swindon’s business community will work with partners to develop a business framework for military personnel/veterans to access employment opportunities once leaving the Armed Forces in partnership with Influence, Swindon’s Business Partnership and Swindon and Wiltshire Local Enterprise Partnership” could be broadened to engage the wider business community.

Resolved – (1) That the report be noted and the Head of Housing Services be thanked for his presentation and answers to Members’ questions.

(2) That the Head of Housing be requested to consider Members’ comments as part of the review of the Council’s Armed Forces Covenant and submit the revised Covenant to this Committee prior to its adoption.

## **11. Solar Power and Battery Storage Update**

The Committee considered a report of the Managing Director, Public Power Solutions setting out an update on solar power generation and battery storage by Public Power Solutions. Mr Steve Cains, Head of Power Solutions, Public Power Solutions introduced the report and drew Members’ attention to:

- The fairly unique position of Public Power Solutions (PPS) as a Council owned company developing large scale solar farms and battery storage systems.
- The two elements of PPS, the first being waste streams with approximately 55,000 tonnes of waste being processed at the Barnfield plant each year with much of it being turned into green energy for industry; and the second being solar power generation and battery storage.
- The focus of PPS on the public sector (local authorities and central



- government organisations).
- A breakdown of solar energy schemes undertaken in the Swindon area by PPS including Common Farm Phases 1 and 2, Chapel Farm, Barnfield and Wroughton Airfield.
- Council and community funded investment in Solar Energy within the Borough; it was noted that the community investment in Swindon set a precedent for funding solar schemes, although with the loss of Feed-in Tariffs this was less likely to be repeated.
- The loss of Feed-in Tariffs for solar energy generation in 2017 and the subsequent adverse effect this had on the solar industry and short term investment in solar power generation.
- The current solar generation model of zero subsidy for large scale energy production.
- Current and future work, including for outside organisations such as the Ministry of Defence.
- Work on developing more innovative solar schemes in Swindon, and in particular those based at Waterside to move towards the generation, storage and use of solar energy.
- The creation of a 30 megawatt battery storage system at Mannington which link directly into the national grid.

Following his presentation the Head of Power Solutions responded to Members questions in respect of:

- The removal of Feed-in Tariffs for new schemes by Central Government in 2017 and the effect this had on the installation of new solar farms on a local and national level.
- The effect of lower construction costs, the current low borrowing costs for public sector organisations and sale of energy to public sector organisations, which were a stable purchaser over a long period of time that made solar energy viable again following the loss of Feed-in Tariffs.
- The financial benefits to the Council of large scale solar energy farms which included developer fees, rental income for the use of Council owned land, business rates generation, dividend returns and the offsetting electricity costs.
- “Sleeved Power Purchase Agreements” where large companies bought solar energy in a virtual agreement to reduce their energy costs.
- The purchase of PV charging points at the Civic campus for the recharge of electric vehicles.
- Advances in battery technology which made their use more cost effective and efficient.
- The potential loss of green energy generation arising from the removal of Feed-in Tariffs in 2017.
- The investigation of non-solar renewable energy generation.

Resolved – That the report be noted and the Head of Power Solutions be thanked for his presentation.

(Councillor Garry Perkins made a personal declaration of interest in respect of this item in his capacity as a Director of Public Power Solutions and his previous involvement with companies working in the green energy sector.)

**12.**

**Committee Work Programme 2019/20**

The Committee considered a report by the Chief Legal Officer setting out the Committee's proposed Work Programme for the Municipal Year 2019/20.

Resolved – That the report be noted.

**RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE**

**TUESDAY, 24 SEPTEMBER 2019**

PRESENT: Councillors Steve Weisinger (Chair), Steve Allsopp, Vinay Manro, Adorabelle Shaikh, Timothy Swinyard, Caryl Sydney-Smith and Rahul Tarar

Apologies for absence were received from: Councillors Brian Mattock and Claire Crilly.

**7. Declarations of Interest**

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

**8. Minutes**

Resolved – That the minutes of the meeting held on 17<sup>th</sup> June 2019 be confirmed and signed as a correct record.

**9. Public Question Time**

There were no public questions submitted.

**10. Supporting our People - an update on initiatives relating to our workforce**

The Committee considered a report outlining the progress made on initiatives relating to the Council's workforce. Ms Sam Mowbray, Director of Performance, Organisational Improvement and Communications, Ms Julie Walsh, HR Operations Manager, Ms Rachel Wilson, Talent and Resourcing Manager and Ms Jennifer Conway, HR Business Partner, were in attendance and responded to matters raised by members relating to each section of the report as follows.

Workforce attraction, recruitment and onboarding

*Developing our Employer Brand*

- The launch of the Council's careers website in January 2019 as part of the new Employee Value Proposition.
- Plans to improve the user experience once beyond the front pages of the careers website, which will include re-mapping processes and migration to a more customer focussed platform.
- Inclusion of the Council's Gender Pay Gap information on the careers website as a tool for attracting candidates.

*Recruitment to Resourcing*

- The Audit Team's successful recruitment and retainment of staff following the creation and introduction of an internal training and development programme.
- The recent restructure of the Recruitment Team having enabled a move away from reactive appointments (replacing like for like) to utilising long term strategic plans, focussing on skills gaps, and making use of existing talent.
- The launch of the Social Care Academy in November 2019 which will be

training and developing social care staff.

- How the two Senior Resourcing Advisors will be partnered with service areas to understand their key drivers, priorities and workforce development plans, which in turn will help their work in attracting the right candidates for positions.
- That the Council attempts to recruit locally, where possible, unless skills gaps or staff shortages requires extension in to a wider field.

#### *Process Review*

- The recommendations made for changes to the authorisation and clearance parts of the recruitment process in an attempt to shorten its length of time and ensure candidates do not lose interest. The Committee noted that monthly reports will be produced on the time and costs of staff hire and that the internal Key Performance Indicator of five working days from verbal to written offer is being consistently met.
- How the length of time associated with any given recruitment process is dependent on the role, Directorate, advertisement period and the selection method chosen. Further information on timings will be sent to members of the Committee subsequent to the meeting.

#### *Temporary Workers Contract*

- That the change in contract for temporary staffing requirements has made £468k savings to date compared to the pre-contract spend.
- The proposed initiatives for reducing the temporary workforce by 5% in the current financial year, including the work being done to attract permanent social workers in Children's Social Care Services.
- The numbers of staff that have changed from temporary to permanent positions, the details of which will be circulated to members subsequent to the meeting.
- The targeted recruitment campaigns to attract passive viewers as well as using a direct approach through a variety of media such as Facebook. The Committee noted that the Council has partnered with Community Care, a specialist in social care recruitment, and that officers will be attending a careers fayre in London.

#### The workforce experience

##### *Supporting equality and diversity*

- How the Council has closed its gender pay gap from 3.69% to 2.03% and the work undertaken with partners and organisations across Swindon to reduce gender pay gaps in other sectors.
- The increased openness helping to remove any remaining stigma attached to mental health issues, assisting staff and their managers to work through challenges and difficulties.
- The work done by officers on the Council's disability and inclusion policies that will be circulated to members subsequent to the meeting.

##### *Supporting our workforce's health and wellbeing*

- The rate of absence having dropped from sixteen days per year per employee to ten days being attributed to improved monitoring and tracking across the Council. The Committee noted that issues with particular departments have been highlighted and those managers are being trained on

the correct procedures for the return to work process (which is key to reviewing the reasons for absence).

- The recent Staff Survey had identified that 79% of the Council's employees know where to get help and support for any health and wellbeing issues they may have.
- The Occupational Health provider that staff are referred to depending on different triggers relating to the nature or length of their absence.
- The Agile Working Policy adopted by the Council and how the nature of some roles does not allow this.
- The management of those on sickness absence to ensure they still feel part of the workplace and are not away longer than they need to be.
- The current upgrades to the Wi-Fi that will help improve access to the Swindon Borough Council network.
- The feedback received from the Staff Survey regarding the Council's family friendly policies.
- The Committee noted that the introduction of Absentia in January 2020 will bring about a change in the recording of staff absences. All managers will be required to receive training on the new system to ensure there is a consistent approach. Employees will be required to telephone a number and speak to an experienced adviser to record their absence.
- How the introduction of Absentia will also improve the consistency and availability of absence data, allowing issues to be flagged earlier.

#### *Supporting workforce learning and development*

- Where learning and development activity at the Council is partnered with external organisations. The Committee noted that apprenticeships are a joint exercise with the colleges in Swindon, higher level apprenticeships are a joint exercise with the University of the West of England, and the Social Work Academy is a bespoke programme commissioned from the Open University. The Future Leaders and Aspiring Leaders programmes also utilise Swindon networks to support staff.

#### *Supporting our leaders*

##### **Officers**

- The Committee noted that the 'Introduction to Swindon Manager' course is a mandatory one-day course for all new managers. Managers also have access to eight online self-learning modules, and are expected to do a skills scan with their Line Manager against the eight competencies as part of their performance development conversation.
- How those showing aptitude for leadership would be directed to the Aspiring Leaders programme.

##### **Members**

- The difficulties faced by those councillors in full time employment in attending briefings or presentations held during office hours.
- The proposals for a digital space for councillors once access to the Council's intranet on members' iPads has been established in 2020. The Committee noted that this will include access to online learning modules.
- The importance of seeking feedback from attendees at training sessions and changes to future courses being implemented as a result.

### *Ensuring equitable pay and conditions*

- The Committee noted that the Council's levels of pay are comparable to other public sector organisations and that at entry level it is competitive with other sectors. The terms and conditions are being reviewed and things such as increasing the level of purchased annual leave available from ten to twelve days will ensure the Council's offer is attractive on work / life balance.
- The opportunity provided to staff to raise their development requirements or qualification requests through the appraisals process, which can go up to MBA level.
- The efforts being made to maximise the number of new apprenticeships to attract funding from the Apprenticeship Levy Fund.
- That the introduction of a yearly retention payment for Children's Social Workers was a retainment strategy and there are no plans to extend this to other departments.

### *Managing performance*

- The percentage of staff receiving a Performance Development Plan having increased from 64% to 82%. Further cultural change is required to tackle those who think the exercise is futile if remuneration is not attached, and acknowledging that team performance conversations can and should take place where one-to-one conversations may be difficult.

### *Improving the working environment*

- The Committee noted that all Social Workers will be brought in to Wat Tyler House, leaving two Early Help Hubs off-campus.
- That financially the Council will benefit from bringing the majority of its staff in to Wat Tyler House by avoiding future spend on repair costs for other buildings. It also assists with the strategic ambitions of the Council.
- That the Civic Offices are now mainly meeting rooms and that a new training suite will be built in Wat Tyler House (with the DMJ building being repurposed). The Committee noted that the site at Waterside has not yet been reviewed.
- Where cultural change is being achieved through the change from PCs to laptops and having a greater number of staff than physical desks.

Resolved – (1) That the report be noted.

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

## **11. Work Programme 2019-2020**

The Committee considered and noted a report of the Chief Legal Officer setting out the topics for inclusion in the 2019/2020 Work Programme, as agreed by the Committee at its meeting on 17<sup>th</sup> June 2019 and updated during the course of the Municipal Year.

**GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE**

**WEDNESDAY, 18 SEPTEMBER 2019**

PRESENT:- Councillors Emma Famarzi (Chair), Nick Burns-Howell, Mark Dempsey, Paul Dixon, Jenny Jefferies, James Robbins, Roger Smith, Rahul Tarar and Robert Wright.

In attendance: Councillors Oliver Donachie (Cabinet Member for Economy and Place) and Dale Heenan (Cabinet Member for the Town Centre).

An apology for absence was received from Councillor Imtiyaz Shaikh.

**8. Declarations of Interest**

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

**9. Public Question Time**

No public questions were received during the meeting.

**10. Minutes**

Resolved – That the minutes of the meeting held on 19<sup>th</sup> June 2019, be confirmed and signed as a correct record.

**11. Tour of Carriage Works and engagement with tenants**

Prior to a tour of the Carriage Works the Committee welcomed Mr Shane Moore (Founder and CEO of VanHeroes) who had agreed to provide some insight into working at the Carriage Works and the business environment for a small business. The Committee considered an oral report by the Head of Town Development who commented on:

- The opening of Unit 3 of the Workshed in July 2018 which was followed by Unit 5.
- That all but one unit/offices in the Workshed was currently occupied.
- The sympathetic development of the premises to retain as much character of the building as possible whilst promoting a dynamic environment for businesses in the digital sector.
- The benefits to small businesses in being able to cluster together with likeminded business people.
- The interaction and collaboration of businesses based within the Workshed.
- The value of the Workshed in promoting start-up businesses with the town and in providing an environment to help them grow.
- The development of businesses based within the Workshed.
- Plans for the further development of the Carriage Works, including work currently being undertaken to Unit 11 which had planning and listed building consents in place.
- The future use of the Carriage Works by the Royal Agricultural College for post graduate courses and the University of Cultural Heritage Institute who

would be offering community courses.

- The creation of larger offices in Units 7 and 9 of the Carriage Works.
- The Council's future marketing strategy and marketing pack for the Carriage Works.

The Chair welcomed Mr Shane Moore, Founder and CEO of VanHeroes, who provided the Committee with some insight to small businesses occupying the Carriage Works, his business and experience of Swindon commenting on:

- His business which provided a van and moving service which could be available to customers within an hour of the confirmed booking.
- The use of the company app to provide the booking service, which provided a customised quote for jobs, received payment and forwarded the appropriate job details to a network of drivers.
- The company which had been a tenant in the Workshed for nearly a year and had initially been supported by Nationwide and which had their own office for six months.
- The benefits of working with an established community of entrepreneurs of a roughly similar size and sharing common experiences.
- That the Carriage Works offered an environment for up-sizing businesses but that more work or time was needed to make it more accessible to young entrepreneurs wishing to start their own company.
- The cost for small businesses, especially those still establishing themselves, of renting offices at the Carriage Works and the need to weigh this cost against the positive environment and value offered from interacting with other tenants.
- That the cost of car-parking at the site was a burden for start-up businesses.
- Support available for tenants and the benefits that would accrue from being offered proactive support and for such support to be available during evenings and weekends.
- The positive energy produced by having a number of start-ups businesses located in the same building and interacting with each other.

Mr Moore and officers answered Members questions in respect of:

- Support and advice available to young businesses, including from the LEP and Growth Hub, and ways in which this might be accessed easier.
- How small businesses requiring proactive support could be better identified.
- The need for small businesses to receive independent financial advice in the months following their creation.
- Car parking issues associated with the site which was operated by Wiltshire Council on behalf of Swindon Borough Council.
- Resources available within the Council for the provision of support and advice to tenants of the Carriage Works as well as start-up businesses in the wider community.
- The benefits that could accrue from the establishment of a mentoring network within Swindon.
- External funding opportunities for mentoring or advice for start-up businesses.
- The economic and social benefits of supporting start-ups and small businesses within the Borough.



Resolved – (1) That Mr Shane Moore be thanked for his attendance and presentation to the Committee.

(2) That a report be submitted to a future meeting of the Committee regarding the identification of potential Mentors for new start-up businesses within Swindon.

## **12. Business Retention and Expansion and Honda Task Group - Update**

The Committee considered (a) a report of the Cabinet Member for Economy and Place on Business Retention and Expansion and (b) an update by the Cabinet Member for Economy and Place and Julia Stuckey (Business and Economy Manager) updating the Committee on the work of the Honda CMAG meeting held on 12<sup>th</sup> September 2019.

Resolved – That the report be noted.

## **13. Park and Ride**

The Committee considered a joint report of the Cabinet Member for Highways and Environment, the Cabinet Member for Strategic Planning and the Service Manager – Transport Planning, Development and Street Works Management updating Members on current Park and Ride schemes in the Borough and the future development of Park and Ride. Mr Shah, Service Manager – Transport Planning, Development and Street Works Management, commented upon:

- The retention of the current Park and Ride Sites within the Local Plan Review.
- The need for an evidence based approach for any further development of Park and Ride operations which would include evidence for the need for additional sites as well as factors such as existing capacity of town centre parking facilities.
- The emergence of the Town Centre Movement Strategy and Urban Traffic Management System and how these would help inform future Park and Ride policies.
- The forthcoming review of the Council's Local Transport Plan.

Following his presentation the Service Manager – Transport Planning, Development and Street Works Management answered Members questions in respect of:

- Future plans for a Park and Ride site in North Swindon.
- The role of Rapid Transit Routes and Park and Ride routes in reducing travel time for residents visiting the town centre.
- Current work on gathering and updating traffic data prior to any decision in respect of changes to Park and Ride facilities in Swindon.
- Borough wide Traffic Modelling to inform traffic related decisions moving forward.
- Traffic issues directly affecting Rodbourne arising from visitors to the Outlet Centre and timescales for Park and Ride mitigation for the North Star Development which would also assist in relieving traffic pressure in Rodbourne.
- The need to ensure any park and ride or other types of mitigation work was based upon the most up-to-date evidence and projections and provided value

for money.

- The key crossing points to allow traffic moving across the railway line when moving from North to South Swindon.
- The process and timescales for reviewing the Council's Local Transport Plan.
- The Council's long term traffic management strategy to develop traffic movement in a strategic and systematic manner.
- The need to ensure Park and Ride was an attractive alternative option for commuters and reasons for its historical usage levels.
- Technological advances that might help reduce traffic issues in parts of the Borough.
- Work currently being undertaken by officers to address traffic issues in the Rodbourne Road area.

Resolved – That the report be noted.

#### **14. Appointment of Representative to Children's Health, Social Care and Education Overview and Scrutiny Committee Sub-Group**

The Committee considered a request from the Children's Health, Social Care and Education Overview and Scrutiny Committee for a nomination to serve on a sub-group of that Committee investigating ways to improve post 16 Education, Employment and Training outcomes for young people in Swindon.

Resolved - That Councillor Jim Robbins be nominated to represent this Committee on the Children's Health, Social Care and Education Overview and Scrutiny Committee's Sub-Group investigating ways to improve post 16 Education, Employment and Training outcomes for young people in Swindon.

#### **15. Work Programme**

The Committee considered a report by the Chief Legal Officer setting out the Committee's proposed Work Programme for the Municipal Year 2019/20.

Resolved – (1) That the report be noted.

(2) That, further to Minute 11(2) a report be submitted to a future meeting of the Committee regarding the identification of potential Mentors for new start-up businesses within Swindon.

## **Section 2**

# **Regulatory Committee Minutes**

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**PLANNING COMMITTEE**

**TUESDAY, 10 SEPTEMBER 2019**

PRESENT: - Councillors Timothy Swinyard (Chair), John Ballman, Nick Burns-Howell, Malcolm Davies, Paul Dixon, Steph Exell, Robert Jandy, Jenny Jefferies, Nick Martin, Jane Milner-Barry, Stan Pajak, James Robbins and Peter Watts.

Apologies for absence were received from Councillors Alan Bishop and Vera Tomlinson.

**37. Declarations of Interest**

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

**38. Minutes**

Resolved – That the minutes of the meeting held on 13<sup>th</sup> August 2019, be confirmed and signed.

**39. Public Question Time**

No public questions were received prior to or at the meeting.

**40. S/17/1114/SASM - Demolition of buildings, and erection of 8no. dwellings and employment building (Use Class B1), conversion and alteration of stables and barn to employment (Use Class B1) including Access and Parking - Manor Farm, 47 Queens Road, Hannington, Swindon**

In respect of application numbered S/17/1114/SASM (Demolition of buildings, and erection of 8no. dwellings and employment building (Use Class B1), conversion and alteration of stables and barn to employment (Use Class B1) including Access and Parking - Manor Farm, 47 Queens Road, Hannington, Swindon the Committee considered: -

- (a) An application for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) An update “Documents which may be relied upon in the preparations of the applications report” sheet circulated at the meeting;  
A letter received from Hannington Parish Council dated 4<sup>th</sup> September 2019;
- (e) Additional representations received and reported
- (f)
- (g) The comments at the meeting of the following interested persons:-

Name

Address/Organisation

Aaron Smith On behalf of the Applicant

Scott Talbert  
Kelli Salone

Parish Council  
Local Resident

The beginning of the Officer's presentation was repeated following the arrival of two Councillors after its commencement in order to allow all Councillors to be in possession of all information presented to the Committee prior to the discussion and determination of the application.

The Committee noted that a representation had been made from an individual claiming to challenge the legitimacy of the Committee's authority to make a decision in respect of this application however the Committee were advised they could determine the application before it.

Councillors Steph Exell, Tim Swinyard and Peter Watts spoke in respect of this application.

Submissions in support of the application can be broadly summarised as:

- The application was previously considered by the Committee in January 2018.
- Since its previous consideration the Revised National Planning Policy Framework ('revised NPPF') has been published (July 2018) and subsequently amended (February 2019) the effect of the policy framework on conservation matters remained the same.
- The Hannington Neighbourhood Plan was adopted in November 2018.
- Since its previous consideration by the Committee 6 letters of objection and also 3 letters of support for the proposal had been received from Hannington residents.
- A letter had also been received from the Parish Council acknowledging the mainly positive attitude within the community towards the application, but noting the Parish Council cannot support it since the development lay outside the current settlement boundary. It also requested that the settlement boundary be reviewed as a matter of urgency. This letter had been circulated to Members prior to the meeting.
- The proposal would see the demolition of number of buildings and the conversion of a building to B1(c) light industrial use.
- On the western part of the site 8 dwellings would be constructed. There would be a mix of dwelling sizes and 2 of the proposed dwellings would be Category 2 accessible and adaptable dwellings.
- The easternmost of the two courtyards would serve a new commercial building (comprising 5 separate units) and the converted building B increasing the commercial floor space on site from 550 square meters to 625 square meters.
- The proposed use of the industrial units was the proposed use of the commercial space is described as B1(c) light industrial.
- That the Local Plan, Neighbourhood Plan and Revised National Planning Policy Framework (NPPF) were relevant to the consideration of the application.
- That the Council could only demonstrate 2.7 years of housing land supply in accordance with Paragraph 73 of the NPPF and following the planning enquiry for Land at Cottage this was a relevant consideration.
- That there was not significant harm arising from the development of the site when considering Section 72 of Planning (Listed Building and Conservation Areas) Act 1990 and Paragraphs 192 and 193 of the revised NPPF.

- That the Council's Conservation Officer had no objections to the proposed demolition of the existing commercial buildings on the site.
- The main conservation concerns involved the loss of view arising from the development however, it was considered that the most important views of the hillside and pastoral setting were preserved. When considering Paragraph 194 of the NPPF the level of harm to the conservation area was deemed to be less than substantial and therefore Paragraph 196 of the revised NPPF should be considered in association with Paragraph 193 of the NPPF when determining the application.
- There were demonstrable public benefits arising from the application (set out in paragraph 44 of the report) and these were deemed to outweigh the less than substantial harm on the significance of the Conservation Area and heritage assets and should be considered in accordance with the tilted balance requirements of paragraph 11d of the revised NPPF.
- A conflict with Policy SD2 of the Local Plan was counterweighted by Policy EC4 of the Local Plan.
- Although the application was contrary to policies HPRD1 and HRD6 of the Hannington Neighbourhood Plan this needed to be considered in the light of the Council being unable demonstrate a 5 year supply of housing land in accordance with tilted balance considerations and Paragraph 14 of the revised NPPF.
- The design and materials to be used had been deemed acceptable once conditioned.
- Section 106 obligations had been agreed and signed in an agreement dated 3<sup>rd</sup> January 2019 and remained relevant and a material consideration and CIL considerations had been agreed.
- The level of parking provided in the application complied with the Council's Parking Standards and that other highway considerations could be dealt with through the imposition of conditions.
- The applicants were local people who had grown up on the farm and would remain part of the Hannington community.
- The site was redundant to modern farming meaning the requirement for diversification of the site.
- The current units were too small and not fit for purpose requiring new units for support small businesses.
- The applicants had met with the Parish Council and wider community and had reduced the scale of the application to reflect comments received reducing the number of residential units from ten to eight and increasing the number of 2 and 3 bedroom properties and homes for downsizers. The applicants would continue to engage the local community during development.
- Without development there was a risk that the site would further decay which would impact the conservation area.
- The proposal meant the Neighbourhood Plan's objective of proportional growth which had included the dwellings on this site.

Submissions opposing the application can be broadly summarised as:

- The application was contrary to Policy SD1 of the Local Plan in respect of the residential element of the application.

- The application was contrary to policies HPRD1 and HRD6 of the Hannington Neighbourhood Plan adopted in 2018 by virtue of the development being located outside of the settlement boundary.
- A number of objections had been received from the village community and the Parish Council and a precise of these comments, largely relating to Local Plan, Conservation issues and Highway matters had been reported at the meeting.
- A letter from the Parish Council was circulated at the meeting highlighting the concerns of local residents in relation to the size of the development in context to the village, the non-residential element of the application, the failure of the application to meet the requirements of the Hannington Neighbourhood Plan, and that the application fell outside of the Rural Settlement Boundary.
- The Committee were also appraised of earlier Parish Council representations and letters dated 8<sup>th</sup> August and 11<sup>th</sup> November 2017 forwarded to Borough Council Officers.
- The Parish Council's submission in their letter dated 4<sup>th</sup> September 2019, and reiterated by their representative at the meeting that any approval should be further conditioned by six conditions set out within the letter.
- The Parish Council had considered the application in the context of the Hannington Neighbourhood Plan and supporting documentation including a village referendum result, the Housing Conservation Area and Housing Management Plan 2009, the Swindon Borough Local Plan and outcome of a further public meeting on 30<sup>th</sup> August 2019.
- The development was not in keeping with one of the few rural villages remaining in the Borough.
- The Hannington Neighbourhood Plan had been established following a number of meetings and a lot of hard work by villagers and should be provided with the status it deserved.
- If the Neighbourhood Plan were ignored it would undermine the integrity of the Plan and its role in the planning process as well as potentially setting a precedent for future application as the Manor Farm application was received after the Approval of the Neighbourhood Plan.
- The development could have substantial and harmful effects as it was not within the settlement area and did not enhance the village and would adversely affect many aspects of the village not only due to the dwellings but also the industrial units and offices proposed.
- The development as proposed on the site was too much, too soon in a small village and could lead to an additional 65 cars a day accessing the village with the possibility of this increasing in the longer term.
- The village road was narrow with two cars struggling to pass each other in a number of places.
- There would inevitably be light pollution arising from the industrial units, including from security lighting and health and safety purposes.
- Any installation of yellow lines or street lighting would affect the nature of the village and residents feared the introduction of traffic calming measures.
- Land within the settlement area should be identified and developed prior to developing sites outside of the settlement boundary.
- Development on the site might lead to mud on narrow roads causing a potential hazard.

Resolved –That planning permission be granted in respect of application numbered S/17/1114/SASM subject to (a) the conditions set out in the report of the Head of Planning, Regulatory Services and Heritage, as amended below, and (b) to the



Section 106 agreement dated 3<sup>rd</sup> January 2019 containing planning obligations in respect of off-site open space contributions.

#### Amendments

1. That the words “and street lighting” be deleted from condition 11.

#### Reason

This condition is duplicated by Condition 32.

2. That when the developer applies to discharge condition 9, the Head of Planning Regulatory Services and Heritage be requested to circulate those details to the members of the Planning Committee.

#### Reason

To allow Members of the Planning Committee to consider and comment to the Head of Planning Regulatory Services and Heritage on the Construction Method Statement submitted by the developer.

(Councillor John Ballman made a personal and non-prejudicial declaration of interest in respect of this item as he knew the agent acting on behalf of the applicant. Councillor John Ballman left the room and took no part in the discussion or voting thereon.)

#### **41. Consultation upon and Adoption of Tadpole Garden Village Custom Build Local Development Order**

The Committee considered a report of the Head of Planning, Regulatory Services and Heritage seeking approval for introduction and adoption of a Local Development Order for 14 Custom Build units at Tadpole Garden Village.

Resolved – (1) That the Planning Committee authorises the Head of Planning, Regulatory Services and Heritage:

- (a) to consult on a Local development Order for the custom build parcel at Tadpole Garden Village as set out in the report; and
  - (b) to make minor drafting or typographical changes to the Order and any supporting documents arising from the consultation if required prior to publication.
- (2) That in the event that no significant objections are received or changes required as a result of the consultation, the Head of Planning, Regulatory Services and Heritage be authorised to adopt the Local development Order for the custom build parcel at Tadpole Garden Village after outline planning permission is granted.”

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**LICENSING COMMITTEE**

**THURSDAY, 5 SEPTEMBER 2019**

**PRESENT:-** Councillors Abdul Amin, Alan Bishop, Malcolm Davies, Steph Exell, Emma Faramarzi, Nick Martin, Brian Mattock, Garry Perkins, Imtiyaz Shaikh, Caryl Sydney-Smith, Vera Tomlinson, Nadine Watts and Peter Watts.

Apologies for absence were received from Councillors John Ballman and Paul Dixon.

**18. Declarations of Interest**

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. Councillor Abdul Amin made a non prejudicial declaration of interest in respect of Agenda Item No. 4 as he had a number of friends in the Hackney carriage and Private hire trade. Councillor Amin noted that this declaration also applied to the consideration of this item at the previous meeting.

**19. Minutes**

Resolved – That the minutes of the meeting held on 5<sup>th</sup> September 2019, be confirmed and signed as a correct record.

**20. Public Question Time**

Mr Andy Lucas made comments and asked public questions relating to (i) the regulations currently in place for licensing Hackney Carriage Vehicles which were more in line for authorities where only Hackney Carriage Vehicles were licensed, (ii) regulations in other authorities that licensed a range of vehicles for both Hackney Carriage and Private Hire Vehicles, (iii) the rationale for allowing passengers to use the front seat of a Hackney Carriage Vehicle whilst undertaking private jobs but not when used as a hackney carriage, (iv) the cost of buying specialist Hackney Carriage Vehicles and their viability when unable to maximise the vehicle capacity, (v) there was not deemed to be a safety issue when passengers used the front seat of saloon cars, (vi) the need to offer passengers a choice of where they wished to sit, and (vii) the simplification of the administration process and enforcement if all vehicles were permitted to use their plated capacity. The Council's Licensing Manager responded, on behalf of the Chair, at the meeting.

Mr Raham made comments and asked public questions relating to the cost of dedicated Hackney Carriage Vehicles and the need to maximise their use. The Council's Licensing Manager responded, on behalf of the Chair, at the meeting.

Mr Ronald Scottford the reason for plating specialist Hackney Carriage Vehicle for a given number and then subsequently reducing this especially given that Saloon Vehicles could be plated for eight passengers. Given this scenario how were saloon cars deemed to be safer? The Council's Licensing Manager responded, on behalf of the Chair, at the meeting.

Mr Keith Radway made comments and asked public questions relating to (i) permits previously issued by Swindon Borough Council permitting all seats to be used within

a specialist Hackney Carriage Vehicle when used for private hire work and that this system had operated well for 22 years, (ii) the effect of the current restrictions on the ability of Hackney Carriage Operators to undertake multi-year contracts they had entered into under the permit system and custom and practice over the previous 22 years, (iii) why the Council could not bring the licensing conditions in line with Wiltshire and permit all vehicle seats to be used by passengers. The Council's Licensing Manager responded, on behalf of the Chair, at the meeting.

**21. Consideration to introduce conditions to allow the seating capacity of wheelchair accessible Hackney Carriages to include the use of front seats**

The Committee considered (a) a report of the Council's Licensing Manager setting out a request from the Hackney Carriage trade to enable the use of seats of a Hackney Carriage Vehicle located in front of the partition for hackney carriage work which was currently prohibited, (b) legal advice in respect of the licensing of seats of a Hackney Carriage Vehicle located in front of the participation for hackney carriage work and current custom and practice in respect of this issue, (c) the option available to the Committee as set out in paragraph 4.1 to 4.4 of the report, (d) the comments of Messrs Lucas, Scotford, Radford and Raham outlined during Public Question Time, (e) the answers provided by the Council's Licensing Manager to Public Questions received from Messrs Lucas, Scotford, Radford and Raham, (f) answers to questions from the Council's Licensing Manager and comments of Councillors Abdul Amin, Stephanie Exell, Emma Faramarzi, Brian Mattock, Garry Perkins, Vera Tomlinson, Nadine Watts and Peter Watts.

Resolved - That where there is a partition in a Hackney Carriage Vehicle approval be given to permit, on the grant or renewal of a licence, the maximum passenger capacity for a Hackney Carriage Vehicle to be for the total number of seats in the vehicle, including the front seats so that all seats are available for all journeys whether pre-booked or not.

**EDUCATION TRANSPORT APPEALS SUB-COMMITTEE**

**THURSDAY, 26 SEPTEMBER 2019**

PRESENT:- Councillors Alan Bishop, Caryl Sydney-Smith (Chair) and Peter Watts.

**11. Appointment of Chair**

Resolved – That Councillor Caryl Sydney-Smith be appointed as Chair of this meeting of the Sub-Committee.

**12. Declarations of Interest**

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

**13. Minutes**

Resolved – That the minutes of the meeting held on 20<sup>th</sup> August 2019 be confirmed and signed as a correct record.

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

That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in Item 6 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Act (Minute 15 refers).

**15. Home to School Transport Appeals**

The Sub-Committee considered (a) a report of the Director of Children's Services setting out a second stage education transport appeal, and (b) the comments and written submissions by the parents.

Resolved – (1) That, due to the requirements of the Transport Policy having not been correctly applied in this case, appeal number PST000229 be upheld and the cost of taxis be provided.

(2) That, due to the exceptional circumstances set out in the appeal, appeal number PST000232 be upheld and a bus pass be provided.

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