



## **SWINDON BOROUGH COUNCIL**

**Municipal Year 2019/20**

**Meeting of Council on Thursday, 23 January 2020**

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

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

1. Minutes of meeting Monday, 11 November 2019 of Special Committee (Pages 5 - 8)
2. Minutes of meeting Thursday, 5 December 2019 of Special Committee (Pages 9 - 10)
3. Minutes of meeting Tuesday, 22 October 2019 of Audit Committee (Pages 11 - 16)
4. Minutes of meeting Monday, 4 November 2019 of Standards Committee (Pages 17 - 20)

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

5. Minutes of meeting Monday, 21 October 2019 of Scrutiny Committee (Pages 23 - 28)
6. Minutes of meeting Monday, 18 November 2019 of Scrutiny Committee (Pages 29 - 36)
7. Minutes of meeting Monday, 9 December 2019 of Scrutiny Committee (Pages 37 - 42)

8. Minutes of meeting Tuesday, 5 November 2019 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 43 - 50)
9. Minutes of meeting Thursday, 17 October 2019 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 51 - 56)
10. Minutes of meeting Wednesday, 27 November 2019 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 57 - 64)
11. Minutes of meeting Wednesday, 20 November 2019 of Communities and Place Overview and Scrutiny Committee (Pages 65 - 68)
12. Minutes of meeting Wednesday, 6 November 2019 of Growing the Economy Overview and Scrutiny Committee (Pages 69 - 72)
13. Minutes of meeting Monday, 25 November 2019 of Resources and Corporate Overview and Scrutiny Committee (Pages 73 - 76)

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

14. Minutes of meeting Tuesday, 12 November 2019 of Planning Committee (Pages 79 - 86)
15. Minutes of meeting Monday, 2 December 2019 of Planning Committee (Pages 87 - 90)
16. Minutes of meeting Wednesday, 30 October 2019 of Licensing Committee (Pages 91 - 92)
17. Minutes of meeting Monday, 16 December 2019 of Licensing Committee (Pages 93 - 94)
18. Minutes of meeting Wednesday, 11 December 2019 of Education Transport Appeals Sub-Committee (Pages 95 - 96)

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

19. Minutes of meeting Tuesday, 8 October 2019 of Schools Forum (Pages 99 - 102)
20. Minutes of meeting Tuesday, 10 December 2019 of Schools Forum (Pages 103 - 106)
21. Minutes of meeting Tuesday, 26 November 2019 of Standing Advisory Council on Religious Education (Pages 107 - 110)

### **SECTION 5 – POLICE, FIRE AUTHORITIES AND TOWN TWINNING**

22. Minutes of meeting Thursday, 5 September 2019 of Police and Crime Panel (Pages 113 - 120)
23. Minutes of meeting Wednesday, 2 October 2019 of Town Twinning Network (Pages 121 - 122)

## **Section 1**

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

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**SPECIAL COMMITTEE**

**MONDAY, 11 NOVEMBER 2019**

PRESENT:- Councillors David Renard (Chair), Steve Allsopp, Oliver Donachie, Jim Grant, Dale Heenan, Russell Holland (Vice-Chair), Stan Pajak, Maureen Penny, Gary Sumner, Ray Ballman and Robert Wright.

Apologies for absence were received from Councillors Brian Ford, Cathy Martyn, Des Moffatt, and Kevin Small.

Councillor Keith Williams attended in respect of Minute 5

**1. Declarations of Interest**

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

Councillor Stan Pajak made a personal but non-prejudicial declaration of interest that he was standing as a parliamentary candidate for the South Swindon constituency.

**2. Minutes**

Resolved – That the minutes of the meeting held on 25th October 2018 be confirmed and signed as a correct record.

**3. Public Question Time**

There were no public questions.

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

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the item listed below, on the grounds that it involves 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".

Item No.	Paragraph No.	Minute No.
5	1 and 2	5

**5. Changes to the Senior Management Structure**

The Chief Executive submitted a report seeking Special Committee's endorsement to adopt a new senior management structure, commence consultations with those whose posts might be put at risk with the new structure and then commence recruitment and to change the designations of a number of roles including raising the post of Director of Finance to full Corporate Management Team membership.

Members expressed concern that the report, while private and confidential, had only been made available to councillors who served on the Committee and not to all Councillors. The Chief Executive stated for the Minutes that the restricted circulation

had been necessary to protect any staff whose posts could be put at risk from being made aware of changes through this report rather than a formal consultation. Members affirmed that in future they would like a full circulation.

Members of the Special Committee asked a range of questions relating to:

- The scope of the new Corporate Management Team role proposed and how the technical skills necessary to deliver the programmes for which the appointee would be responsible could be assured.
- The need to have a job description that would attract the right level of expertise to cover the breadth of the proposed new role.
- The length of the recruitment phase, especially taking into account the Christmas/New Year period.
- The roles of other directors and how they would fit into the new structure.
- Whether creating a new roles would create issues with existing senior officers who would not have director status.
- The recruitment process and how it would be conducted.
- The scope and title of the proposed role relating to Children's Services, how it would have to ensure that the focus on education was not lost, and how it would address the transition issues to Adult Social Services.
- The scope of the proposed role within Communities and Housing.

The Chief Executive, Julie Walsh - HR manager, and Councillor Keith Williams – Cabinet Member for Customer Services and Operational Excellence, responded at the meeting. In particular, they confirmed that for this seniority of post, in accordance with the Constitution, an open recruitment process would be used for the Corporate Management Team post proposed, with SOLACE providing independent initial assessments and Members making the appointment following interview.

Following this discussion, the Leader asked for an indication from Members about the proposal, to which all Members indicated their support. Before Members make the final decision, they requested that the report be updated to provide the additional information as set out below.

#### Resolved:-

- 1) That the meeting be adjourned to 17:00 on 21<sup>st</sup> November 2019.
- 2) That Officers update the report for that meeting to provide the additional information requested by Members.
- 3) That the new report be made available to all Members.
- 4) That, subject to Special Committee approving the proposals on 21<sup>st</sup> November 2019, the recruitment period for the Corporate Management Team post be 2<sup>nd</sup> December 2019 to 13<sup>th</sup> January 2020, with the Member panel being convened for end of January/early February 2020.
- 5) That the Chief Executive be authorised to hold initial consultation conversations with any post holders who could be affected.
- 6) That the review of the Council's Constitution to be presented to the Corporate Governance Review Working Group include a proposal to create a Members' People Committee or Board that could make decisions on future management changes.

Officers agreed to undertake the following actions:

- 1) To circulate the job description of the new Corporate Management Team post referred to as appendix to the report that will be available all Councillors.
- 2) Within the report:
  - a. To amend the proposed job title of the proposed role in Children's Services to include "Education".
  - b. To provide a description of the new Corporate Management Team proposed based other councils that have a similar role.
  - c. To clarify where existing heads of service/managers currently sit.

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**SPECIAL COMMITTEE**

**THURSDAY, 5 DECEMBER 2019**

PRESENT:- Councillors David Renard (Chair), Steve Allsopp, Oliver Donachie, Brian Ford, Jim Grant, Russell Holland (Vice-Chair), Cathy Martyn, Jane Milner-Barry, Stan Pajak, Maureen Penny and James Robbins.

Apologies for absence were received from Councillor Kevin Small

**11. Councillor Des Moffatt**

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

Special Committee held a Minute's Silence in memory of Councillor Moffatt.

**12. Declarations of Interest**

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

**13. Public Question Time**

There were no public questions.

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

The Committee received a draft Minute from Cabinet to seek approval to undertake public consultation on the submission draft Swindon Borough Local Plan Review for a period of 6 weeks in accordance with Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Councillor Gary Sumner, Cabinet Member for Strategic Planning introduced the draft Minute and joint report and drew the Committee's attention to the previous consultations, the extended time for this consultation, and the benefits of securing an updated Local Plan.

Councillor Brian Ford, speaking in his role of Borough Councillor for Wroughton and Wichelstowe, drew the Committee's attention to the text in the second paragraph of the draft Minute in which he and councillor Martyn stated that they both supported the recommendation that the Local Plan continued to the next round of consultation; however, that this did not mean they agreed with the proposed site allocations for Wroughton. Councillor Maureen Penny, speaking in her role of Borough Councillor for Blunsdon and Highworth, requested that it be recorded that she does not necessarily agree with the site allocations within the Draft SBC Local Plan review and that she disagreed with the statement in the joint report to Cabinet regarding rural areas being targeted for development.

Councillors Jim Grant, Russell Holland, Jane Milner-Barry, Stan Pajak, Jim Robbins contributed to the debate raising the following issues:

- The lack of availability of previous consultation responses prior to the meeting along with the weight to be given to consultation responses both from the previous phases and from this, were it to be approved,
- The proposal to hold the consultation over the Christmas period,
- The possible use of the Groundwell former park and ride site
- Concern that there was a lack of ambition on social housing, a university, and on providing sustainability,
- The desired proportion of new housing that should be classed as affordable housing,
- The belief that there was a lack of provision for more mass rapid transit, safe cycling routes, and energy efficient houses in the Plan,
- Concerns about the risks of older houses consuming more energy, either through heating or needing air-conditioning and the effect this would have on sustainability,
- Concern that there was a lack of additional sites identified for generating renewable energy,
- Concern about whether or not the building regulations would compel the construction of carbon neutral homes.
- What was validity of the sustainability assessment
- The date when the Council would have a five-year land supply if the new Local Plan were adopted.
- The timescale for approving the Plan were this consultation to be approved.

Councillor Sumner, Councillor Oliver Donachie the Economy and Place, the Cabinet Member for the Corporate Director of Communities and Housing, and the Service Manager - Planning Policy responded at the meeting.

Councillor David Renard moved and Councillor Russell Holland seconded:

“That Minute 52 of the Cabinet (Swindon Borough Local Plan Review - Regulation 19 Consultation (submission draft)) be confirmed and adopted.”

The resolution was put to the vote and declared carried.

**AUDIT COMMITTEE**

**TUESDAY, 22 OCTOBER 2019**

PRESENT:- Councillors Steve Weisinger (Chair), Malcolm Davies, Nick Martin, Roger Smith and Kevin Small.

Apologies for absence were received from Councillors Claire Crilly and Des Moffatt.

**19. 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.

**20. Public Question Time**

No public questions were received during the meeting.

**21. Minutes**

Resolved - That the minutes of the meeting held on 23<sup>rd</sup> July, 2019, be confirmed and signed.

**22. Mid-Year Treasury Performance 2019/20**

The Director of Finance submitted a report setting out the Council's mid-year Treasury Management performance for 2019/20. The Committee noted that the CIPFA Treasury Code of Practice recommends that Treasury Management performance is reported to members at least twice a year.

In introducing the report Ian Burbidge (Head of Finance – Technical) drew Members' attention to:

- The Council was still awaiting the final figures in respect of the Local Authority property Fund which would be reported to the Cabinet in December.
- The Council had taken out three loans during the first half of the year for an average maturity of 14.8 years at an interest rate of 1.8%.

Members questioned officers in respect of:

- The Council's own portfolio and investment strategy for property investment which would be reported under the Council's Property Budget.
- The recording and reporting of the Council's investments through the Swindon Housing Company and in respect of the Zurich development.
- Property held directly for the use and benefit of Swindon residents, either immediately or for later strategic use, property held within or outside the Borough for investment purposes and how these were reported within the Council's accounts.
- The 1% rise in the interest rate charged by the Public Works Loan Board and the potential effect this might have on the Council's future investment

strategy (it being noted that interest payable on existing loans was locked-in until the maturity of the loan). This reflected the overall borrowing undertaken nationally by Councils against the borrowing limit set by the Government.

- The ability of the Council to borrow funds through the Local Government Association's from the UK Municipal Bonds Agency should this offer a more attractive borrowing option.

Resolved – That the Mid-year Treasury Performance Report 2019/20 be noted.

## **23. Corporate Risk Management Update**

The Committee received a summary report of risk management activity within the Council, including the most recently updated and reformatted Corporate Risk Register as reported to the Council's Corporate Management Team.

It was noted that it was a function of the Audit Committee to provide independent assurance to the Council of the effectiveness of the Council's risk management, internal control and its overall assurance framework and that this report summarised the areas that the Committee might wish to consider in gathering this assurance.

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

The Chief Executive took members through the detail of the report, expanding on the main key risk areas identified in the Corporate Risk Register, attached to the report at Appendix 1, and the respective causes, impacts and mitigating actions to reduce likelihood for each of the major identified risk areas.

Following the report's introduction the Chief Executive answered questions and responded to matters raised by the Chair and Councillors Nick Martin, Kevin Small and Roger Smith in relation to the following issues:

- The current and foreseeable financial pressures facing the Council which would prevent a reduction in the Council's Finance Risk Management rating despite the mitigation measures in place.
- The budgetary pressures anticipated over the next 3 to 4 years and on-going work on demand management.
- The transfer of assets to Parish Councils and ways in which such transfers might be better expedited.
- The aspirations as to which, if any, additional services might be undertaken by Parish Councils and on-going discussions between the Borough and Parish Councils in relation to this.
- The work of the Council's working groups mitigating the effects of the closure of Swindon's Honda manufacturing plant.
- Plans in respect of the development of the town centre, including the cultural quarter and heritage zone, together with support for existing and new businesses.
- How the success of projects to support the town centre might be better

- communicated to the general public.
- Mitigation work in respect of the Council's Information Technology systems and data recovery protocols.
- The maintenance and updating of the Council's continuity plans.

**Resolved** - (1) That the report be noted and that the risk management approach and processes and risks captured in the Corporate Risk Register be endorsed. (2) That the officers be thanked for attending the meeting and for their full and open responses to members' questions and observations on matters relating to the Council's Corporate Risk Management Strategy and specific issues relating to the key risk areas identified in the Corporate Risk Register.

(3) That a report be submitted to a future meeting of this Committee setting out progress in the Legal Department Improvement Plan and in respect of any outstanding transfers of assets.

(4) That the Council's legal team be included within the Corporate Risk Register.

## **24. Internal Audit Report: Transport Compliance**

In accordance with its established practice of considering at least one individual audit report at each meeting, the Committee received a report on the outcome and key findings of the Internal Audit Review of Premises Management. The audit had been undertaken at the request of the Corporate Director of Communities and Housing to assure him that the Council was compliant with the Goods Vehicle Operators Licensing undertakings.

The Head of Internal Audit introduced the report, providing a current position statement in relation to the implementation of the internal audit recommendations and also responded to members' questions on issues raised regarding identified risk areas, the management response to the audit conclusions and key recommendations.

The Corporate Director of Communities and Housing and Ian James Head of Service, Streetsmart, gave a brief presentation on progress in implementing the action plan and recommendations of the audit which had been accepted in full.

The Corporate Director of Communities and Housing, Head of Streetsmart and Transport Compliance Manager answered questions and responded to matters raised by the Chair and Councillors Malcolm Davies, Nick Martin and Kevin Small relating to the following issues:

- Changes in procedures at the vehicle depot to ensure full compliance with regulations and best practice.
- The composition of the Council's vehicle fleet and the current vehicle replacement policy.
- Union involvement in the monitoring of vehicle speeds, driving assessments, training and health and safety compliance.
- The new system for checking drivers' licences were compliant with the categories/class of vehicles driven.
- The process for identifying staff driving in excess of speed limits and the process for dealing with staff breaking speed limits or health and safety regulations.

Resolved - That the report, and the management response to the audit review recommendations, be noted.

## **25. External Audit - Annual Letter**

Mr Steven Johnson (Grant Thornton) presented the Council's Annual Audit Letter for the Year ending 31<sup>st</sup> March 2019 received from the Council's External Auditors, Grant Thornton.

In presenting the report Mr Johnson drew Members' attention to the following matters:

- That the Council's external auditors were required to present their findings to the Council on an annual basis.
- The letter of the External Auditor's provided a commentary on the work carried out by Grant Thornton during the Financial Year ending 31<sup>st</sup> March 2019 and highlighted issues the auditors wished to draw to Members' attention.
- That the letter was prepared in accordance with the National Audit Office Code of Audit Practice Note (AGN) 07 – "Auditing Report".
- The letter also provided the auditors opinion in respect of the Council's financial statement and that it assessed the Council's arrangements for securing economy, efficiency, and effectiveness in its use of resources.
- That a determination of materiality had been provided in respect of the Council's accounts.
- The auditors had previously provided an unqualified opinion on the Council's financial statements on 31<sup>st</sup> July 2019.
- Work on the Council's consolidation return had been completed following guidance issued by the National Auditors Office.
- No issues had been identified on any matters requiring the exercise of the auditor's additional statutory powers.
- The Council's Value for Money arrangements were satisfactory.

Resolved – (1) That the External Annual Audit Letter prepared by Grant Thornton for the Year ending 31<sup>st</sup> March 2019 be received and noted.

(2) That Mr Steven Johnson be thanked for his presentation.

## **26. External Auditor Progress Report and Sector Update**

Mr Steven Johnson (Audit Manager Grant Thornton) presented an Audit Progress Report and Sector Update from the Council's External Auditors for the Council for the Year ending 31<sup>st</sup> March 2018.

Mr Johnson presented the report and highlighted:

- Forward planning for the 2019/20 External Audit in liaison with the Council's Chief Executive and Section 151 Officer; it was hoped the plan would be available for the Audit Committee in January 2020.
- The signing of the 2018/19 Statement of Accounts on 31<sup>st</sup> July 2019 with the completed Whole of Government Accounts submission completion on 20<sup>th</sup> September 2019.

- Work on Value for Money in accordance with the National Audit Office Guidance and its three sub criteria of Informed Decision Making, sustainable resource deployment and working with partners and other third parties.
- The conclusion of the Housing Benefit Audit by the end of November 2019.
- On-going work to certify claims in respect of the Teaches Pension Return and the Pooling of Capital Receipts Return.
- A draft list of dates for reports from the External Auditors to the Committee.
- A precise of the Sector Update set out within the External Auditor's report including the MHCLG independent probe into local government audit.

In their consideration of the report and presentation members discussed:

- The complexity of current audit reports and the move in the private sector to make these more understandable.
- The trend within local government to reduce fees payable to External Auditors and, whilst complying with the code and regulations, the effect on the level of work therefore undertaken as a result.
- The complexity of national and international audit codes and regulations for public sector accounts and the role of CIPFA in drawing up standards.
- The distinction between value for money for a project from an accounting stance and from a political point of view.
- An explanation of the Teaches Pension Return and the Pooling of Capital Receipts Return audits.

Resolved – (1) That the report be noted.

(2) That Steven Johnson be thanked for his useful and interesting presentation.

## **27. Audit Committee - Terms of Reference and Revised Work Plan**

The Committee received a report of the Head of Internal Audit on the Audit Committee's terms of reference and details of the Committee's draft work programme for 2019/20.

The Head of Internal Audit introduced the report noting:

- That Terms of Reference and a revised work programme had been drawn up having regard to CIPFA's Updated guidance on Local Authority Audit Committees in their publication "Audit Committees: Practical Guidance for Local Authorities and Police 2018".
- The revised Terms of Reference to meet the CIPFA's national guidance (which were highlighted in Appendix 1 of the report).
- The proposed updated Committee Work Programme, set out within Appendix 2 of the report.
- The Audit Committee Self-Assessment of Good Practice checklist set out within Appendix 3 to the report which was partially completed but required additional input from the Committee.
- The Committee's previous determination not to appoint an independent Member.

Members considered the report and discussed:

- The role of independent Audit Committee members in other Local Authorities and whether there was best practice in determining whether such an appointment should be made.
- The role of any independent member, should one be appointed by the Council, and whether such an appointment would bring sufficient experience and knowledge to produce value for money.

Resolved – (1) That the Internal Audit Charter be approved.

(2) That the appointment of an independent member to serve on the Audit Committee not pursued at this stage and that this decision need not be considered on an annual basis.

## **28. Internal Audit Charter**

The Head of Internal Audit submitted a report inviting members to review and approve the Council's Internal Audit Charter as required under the Public Sector Internal Audit Standards. These standards provided the mandatory guidance that constituted the principles of the fundamental requirements for the professional practice of internal auditing within the public sector and for the evaluation of the effectiveness of Internal Audit's performance.

In presenting the report the Head of Internal Audit noted that the Internal Audit Charter had been approved in September 2018 and was before members for its annual review.

Resolved – That the Internal Audit Charter be approved.

## **29. Head of Internal Audit Update**

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in July 2019, progress made against the Annual Internal Audit Plan 2019/20 and Internal Audit staffing and resource issues.

- The revised layout for audit reporting within the report to help the Corporate Management Team to review the high priority audit recommendations that have not been completed or implemented within approved timescales.

Resolved - That the report be noted.



**STANDARDS COMMITTEE**

**MONDAY, 4 NOVEMBER 2019**

PRESENT: Councillor Caryl Sydney-Smith (Chair), Councillor Claire Crilly, Councillor Stephanie Exell, Councillor Janine Howarth, Councillor Steve Weisinger, Mr Trevor Davies, Mick Compton, Richard Hailstone and Mr Keith Strickland (Independent Person).

Apologies for absence were received from: Councillor Roger Smith, Councillor Vera Tomlinson, Mr David Dawson and Mr Paul Morris (Independent Person).

**10. Declarations of Interest**

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

**11. Minutes**

Resolved – That the minutes of the meeting held on 1<sup>st</sup> July 2019 be confirmed and signed as a correct record.

**12. Public Question Time**

There were no public questions.

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

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

<u>Item No.</u>	<u>Paragraph Nos.</u>	<u>Minute No.</u>
7	1 and 2	15

**14. Ethical Framework Update**

The Committee considered a report from the Chief Legal Officer which provided an update on the following matters relating to the Ethical Framework and issues of probity in the Council.

Dispensations

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

Membership of the Standards Committee

## *Parish Representatives*

The Committee noted that the recruitment process for Parish Representatives to the Standards Committee will continue in its current form whereby two representatives are nominated by the Wiltshire Association of Local Councils Swindon Area Committee, and confirmed by Council at its Annual General Meeting. Messrs Mike Compton (Blunsdon) and Richard Hailstone (Haydon Wick) have been reappointed until May 2020.

## Summary of Code of Conduct Complaints

The Committee noted the summary of Code of Conduct complaints, set out in the table at paragraph 3.6 of the report.

## Independent Remuneration Panel - Membership

The Committee noted that Mr Gus Strang, the Education Sector Representative, submitted his resignation to the Chair of the Independent Remuneration Panel on 20<sup>th</sup> June 2019. Mr David Body, previously appointed to the Panel as a Lay Representative, has indicated his willingness to transfer to the position of Education Sector Representative given his current employment at Oxford Brookes University. The Committee is asked to appoint Mr Body to the Panel as the Education Sector Representative for a period of four years, ending in November 2023.

The Committee also noted the work undertaken so far to recruit a replacement Lay Representative.

## The Council's Codes and Protocols

The Committee was invited to consider whether the Council's various Codes and Protocols remained fit for purpose. In accordance with the Committee's previously utilised review process, the Monitoring Officer was asked to consult on each of the Codes and Protocols with relevant officers, the political groups on the Council, and also with the Parish and Town Councils, and report back to the Standards Committee at its meeting on 27<sup>th</sup> January 2020.

In considering this item, the following matters were discussed:

- The process by which both Members and Officers declare accepted gifts that are then logged in a publically available register. The Committee noted that Members and Officers are not expected to declare gifts and hospitality which are offered but declined. It was agreed that the Monitoring Officer would be requested to investigate if other Local Authorities have this requirement, for the Committee to discuss in more detail at its meeting on 27<sup>th</sup> January 2020.
- That the Officer Code of Conduct does not appear to contain explicit references to the limitations on politically restricted posts. It was agreed that the Monitoring Officer would take this matter away for review.
- That the Media Guidelines for Councillors could be enhanced and include reference to the matter of bullying via social media. It was agreed that the Monitoring Officer would take this matter away for review.

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

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

### Member Training

The Committee considered and noted the details of the training and development events planned for the 2019-20 Municipal Year, attached at Appendix 3 to the report. A log of member attendance at these events will be kept and reported to this Committee at its meeting in March 2020.

The Committee was advised that parish councillors are able to attend training sessions as advertised in the Members Bulletin. The details of parish councillor attendance will be kept and reported to this Committee at its meeting in March 2020.

The reasons behind the recent cancellation of some member training events were discussed and noted.

Resolved – (1) That the Ethical Framework Update, including dispensations granted to members of the Borough Council, the co-option of Parish Representatives on to the Committee, the Summary of Code of Conduct complaints, and the latest position regarding councillor training and development within the Borough be noted.

(2) That the appointment of Mr David Body as the Education Sector Representative on the Swindon Independent Remuneration Panel be endorsed for a period of four years, ending in November 2023.

(3) That, in order to facilitate the Standards Committee's annual review of the Council's Codes and Protocols, attached at Appendix 1 to the report, the Monitoring Officer be asked to consult on each document with relevant officers, the political groups on the Council, and with Parish and Town Councils, and recommend any valid changes to the Standards Committee at its meeting on 27<sup>th</sup> January 2020.

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

(5) That, further to (3) above, the Monitoring Officer be asked to:

- Investigate if other Local Authorities have a requirement upon Members and Officers to declare gifts that were offered and declined;
- Review whether the Officer Code of Conduct should contain explicit reference to the limitations on politically restricted posts;
- Review and enhance the Media Guidelines for Councillors by including reference to the matter of bullying via social media;

and report the findings to this Committee at its meeting on 27<sup>th</sup> January 2020.

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

## **15. Ethical Compliance Report**

The Committee considered a report of the Chief Legal Officer regarding the outcome of various ethical compliance matters, including the details of any Whistleblowing cases, breaches of the Member / Officer Protocol, and Code of Conduct complaints received since the last Committee, and the outcome of any

completed investigations in relation to these.

The process for submitting complaints regarding Parish Clerks was discussed and noted.

Resolved – That the Ethical Compliance report be noted.

## **Section 2**

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

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**SCRUTINY COMMITTEE**

**MONDAY, 21 OCTOBER 2019**

PRESENT: Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Steve Allsopp, Janine Howarth, Brian Mattock, Barbara Parry, Carol Shelley, Roger Smith, Timothy Swinyard, Vera Tomlinson and Steve Weisinger.

Also in attendance were: Councillors David Renard (Leader of the Council), Russell Holland (Deputy Leader of the Council and Cabinet Member for Commercialisation, Education and Skills), Oliver Donachie (Cabinet Member for Economy and Place), Dale Heenan (Cabinet Member for the Town Centre), Mary Martin (Cabinet Member for Children's Services), Maureen Penny (Cabinet Member for Highways and the Environment) and Gary Sumner (Cabinet Member for Strategic Planning).

Apologies for absence were received from: Councillors Matthew Courtliff, Jim Grant, Jane Milner-Barry and Des Moffatt.

**28. 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 Barbara Parry made a personal, non-prejudicial declaration of interest in respect of agenda item 7 (Cabinet Member Question and Answer Session – Cabinet Member for Children's Services) as an employee at The Ridgeway School and Sixth Form College.
- Councillor Steve Allsopp made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Consideration of Cabinet Decisions) as a Mid-Counties Board Member which is a tenant on the site adjacent to the site under discussion in Cabinet Minute 43 – Acquisition of Property in Park South, Swindon.

**29. Minutes**

Resolved – That the minutes of the meeting held on 9 September 2019 be confirmed and signed as a correct record.

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

The Committee resolved that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded during the discussion of draft Minutes 42 and 43 of the Cabinet meeting held on 16th October 2019 along with the Cabinet Member Decision Note that has been called-in and set out as Agenda Item 8, 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.

**31. Public Question Time**

There were no questions received from members of the public.

## 32.

### Consideration of Cabinet Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 16 October 2019.

#### *Minute 39. Budget Management Update*

Councillors David Renard (Leader of the Council), Oliver Donachie (Cabinet Member for Economy and Place) and Dale Heenan (Cabinet Member for the Town Centre), responded to questions put by the Chair on the following matters:

- The potential market interest in, and income from, any brownfield sites that the Council is not going to develop. The Committee noted that any requests to develop these sites would be considered using the usual commercial criteria, and that members should contact the relevant Cabinet Member if they are aware of any suitable sites.
- The current proposals for the development of the car parks in Commercial Road, Harding Street and John Street. The Committee was advised that the demolition of the John Street car park is part of the wider development for the Bus Boulevard, and that confirmation on the other two sites would be circulated subsequent to the meeting.
- How the resolution agreed at Council regarding the recruitment of additional Enforcement Officers has been fulfilled by the recruitment of two Civil Enforcement Officers in Parking Services and two Environcrime Investigation Officers, the redirection of two Environcrime Officers, and the allocation of an additional 30 hours of activity from officers across the Council. The Committee noted that hourly patrols are taking place in the town centre on a rota basis, shared across Public Health, Planning Enforcement, Licensing, Parking Services, Environcrime, Environmental Health and the Police.
- The ongoing work to reduce the current projected budget deficit and the work being done under the Swindon Programme to achieve £3.5m savings.
- That the Housing Revenue Account is a ring-fenced budget with no direct link to the General Fund, but is included as part of the regular budget monitoring and reporting for information.
- How the Schools Forum determines the allocation of resources such as the Special Educational Needs budget, and ensures that any dedicated funding is spent on its intended target cohort.

Resolved – (1) That Minute 39 of the Cabinet be noted.

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

#### *Minute 40. Polling Districts and Places Review (Minute for Confirmation)*

Resolved – That Minute 40 of the Cabinet be noted.

#### *Minute 41. Health and Care Board Swindon*

Councillor David Renard responded to questions put by Councillor Brian Mattock and the Chair on the procedure for calling in decisions of the Board, which the Committee noted will be in line with the process for decisions taken by Cabinet and the Cabinet Panel on School Organisation.



Resolved – That Minute 41 of the Cabinet be noted.

*Minute 42. Investment Opportunity – Industrial Premises, Stratton St Margaret*

The Committee moved in to exempt session and the press and public were excluded during the discussion of this draft Minute.

The Chair asked a series of questions regarding rental prices, maintenance, service charges and estate management of the premises, as well as how the proposal related to the Council's Commercial Investment Strategy. Councillor Russell Holland (Deputy Leader of the Council and Cabinet Member for Commercialisation, Education and Skills), with assistance from the Head of Property Assets, responded at the meeting.

Resolved – That Minute 42 of the Cabinet be noted.

*Minute 43. Acquisition of Property in Park South, Swindon*

The Committee remained in exempt session and the press and public were excluded during the discussion of this draft Minute.

Councillors Steve Allsopp, Janine Howarth and the Chair asked a series of questions regarding consultation with the local community, obligations under the commercial contract in terms of maintenance, the different phases of development, and equality and diversity matters on site. Councillors David Renard, Russell Holland and Oliver Donachie, with assistance from the Head of Property Assets, responded at the meeting.

Resolved – That Minute 43 of the Cabinet be noted.

**33. Call-in Request - Cabinet Member Decision**

With the agreement of the Committee this item was brought forward on the agenda. The Committee remained in exempt session and the press and public were excluded during the discussion of this item.

The Committee considered a report of the Chief Legal Officer regarding a call-in request submitted by four Councillors of a decision made by Councillor Dale Heenan, Cabinet Member for the Town Centre. Councillors Steve Allsopp, Emma Bushell, Jim Grant and Stan Pajak called in the Cabinet Member decision concerning the North Star Regional Leisure Development. The Cabinet Member Decision Note had been marked as not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

In accordance with the Council's call-in procedure, the Committee was invited to consider the evidence provided by the four councillors as to why the decision failed to meet the requirements of the Council's principles of decision making, as set out in Article 13 (Decision Making) of the Council's Constitution, with particular regard to the carrying out of due process in reaching the decision and / or failing to fully appreciate the implications of the decision, and determine whether the matter should be referred back for further consideration.

Councillor Janine Howarth and the Chair spoke to the call-in, in particular regarding the funding for the project, and the associated road scheme required for the project.

The Cabinet Member spoke about the funding and road schemes for the project, and indicated that opposition spokespersons and ward members along with appropriate officers within the Council had been consulted about the proposal.

Resolved – That the Committee does not support the case put forward in the notice of call-in and therefore does not refer the matter back to the Cabinet Member for further consideration.

#### **34. Cabinet Member Question and Answer Session - Cabinet Member for Children's Services**

The Committee moved back in to public session for consideration of this item.

Councillor Mary Martin (Cabinet Member for Children's Services) was in attendance and presented to the Committee a report summarising progress and performance in respect of the key objectives of her portfolio of responsibility which are:

- Provide strategic leadership and be the statutory lead Member for Children's Services.
- Provide the political leadership for the improvement plan.
- Through the senior officers, ensure Children are Safeguarded.
- Provide political leadership for contract/compliance/procurement.
- Provide the political leadership for the strategic provision of:
  - a) Corporate Parenting
  - b) Early Help
  - c) Youth Justice
- Promote Children's Health and Wellbeing.
- To work with other Cabinet Members to Manage Demand within the portfolio.
- Ensure that the Council's agreed priorities within the portfolio are delivered.

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

- 7. In addition to the two new free secondary schools, build one secondary and 13 primary schools to meet the needs of our increasing population.
- 20. Increase the number of foster carers in Swindon so that every 'child looked after' who should be, is placed in their home borough.
- 21. Ensure that there is a partnership approach to early prevention and intervention across Swindon so that more children and families are supported early, including through the Troubled Families Programme, to prevent escalation to statutory social care.
- 22. Ensure that Swindon's vulnerable children and young people are safeguarded and protected.
- 25. Work collaboratively with stakeholders to ensure the level of children in Swindon with excess weight is no higher than the England average.

In addition, the Cabinet Member for Children's Services has the following delegated responsibilities:

- Children and Family Services including Early Help, Youth Offending Team, Young Person Substance Misuse team, Targeted Mental Health, Education

Welfare, Educational Psychology, Youth Engagement, Services for Disabled Children.

- Children's Social Work services.
- Community Health Services including Health Visitors, School Nurses and Family Nurse Partnership, Paediatric Therapy Services, Speech and Language and Portage.
- Local Safeguarding Children's Board.
- Multi Agency Safeguarding Hub (MASH).
- Children Voluntary Sector Contracts.
- Fostering and adoption services.
- Troubled Families.
- Music Services.
- Plas Pencelli Outdoor Education Centre.

Councillor Martin, with assistance from the Director of Children's Social Work, responded to questions put by Councillors Steve Allsopp, Emma Faramarzi, Barbara Parry, Carol Shelley, Timothy Swinyard, Steve Weisinger and the Chair on the following matters:

- The interim arrangements following the departure of the Head of Education and the review of the directorate senior management team currently being undertaken.
- The Council's significant additional financial investment which has reduced social worker caseload and improved stability, and the potential risks should this extra funding not be sustainable.
- How savings could be achieved through changes to the commissioning of services, a reduction in the number of agency / temporary workers, and an increase in the number of in-house foster carers.
- The actions being taken to address the difficulties in recruiting and retaining permanent, full-time social workers, which include offering training and career development via the Social Worker Leadership Academy launching on 26<sup>th</sup> November 2019.
- The Council's 'partners in practice' relationship with Essex County Council, which has been judged as 'Outstanding' by Ofsted.
- The steps being taken to improve the stability and permanence of children's placements, including the renegotiation of contracts with providers and the establishment of small residential units in Swindon.
- The confidence that the recent 'Good' Ofsted rating has imbued in the resilience and robustness of the improvement model currently adopted by Children's Services should external factors start to move in a negative direction.
- The measures put in place to implement the revised Quality Assurance Framework (given the challenges from higher priority operational demands for Service Managers and the fluctuation within staffing capacity), and the resources required for the management of mentoring and coaching options for social workers given the current pressures.
- The length of time taken for the statutory assessment for an Education Health and Care Plan, which is currently 20 weeks. The Committee were advised that 80% of referrals are seen within 18 weeks, but that this still requires improvement.

- The possible contributing factors to the higher rate of first time entrants in Swindon to the Youth Offending Service compared to the national and south west average, and the work being undertaken to reduce that number.
- The work undertaken by the Council and its partners in putting children at the centre of all activity, and in taking a holistic approach to the development of Children's Services. The Committee were advised that a more child-centred approach was being taken by the Children's Health, Social Care and Education Overview and Scrutiny Committee with the current recruitment for Children's Representatives.
- The process for completing the impact scale with young carers at the start / end of an intervention, which feeds in to a specific outcomes framework for young carers.

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

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

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

The Committee noted that, with the agreement of the Chair, the Cabinet Member Q&A session for Strategic Planning will be moved on the Work Programme to the meeting on 13<sup>th</sup> January 2020. The proposed Cabinet Member Q&A session for Housing and Public Safety will be brought forward to the meeting on 18<sup>th</sup> November 2019.

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

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

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

**SCRUTINY COMMITTEE**

**MONDAY, 18 NOVEMBER 2019**

PRESENT: Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Steve Allsopp, Matthew Courtliff, Jim Grant, Brian Mattock, Barbara Parry, Carol Shelley, Caryl Sydney-Smith, Vera Tomlinson and Steve Weisinger.

Also in attendance were: Councillors Cathy Martyn (Cabinet Member for Housing and Public Safety), Keith Williams (Cabinet Member for Corporate Services and Operational Excellence), and John Ballman.

Apologies for absence were received from: Councillors Emma Bushell, Roger Smith and Tim Swinyard.

**37. Declarations of Interest**

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

- Councillor Bob Wright made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Moredon Playing Fields Sports Hub) as a member of the Leisure and Library Trust in charge of the libraries transferred to Central Swindon North Parish Council.
- Councillor Brian Mattock made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Moredon Playing Fields Sports Hub) as a Director of the Swindon Housing Company.
- Councillor Steve Allsopp made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Moredon Playing Fields Sports Hub) as a Director of the Swindon Housing Company.

**38. Minutes**

Resolved – That the minutes of the meeting held on 21 October 2019 be confirmed and signed as a correct record.

**39. Public Question Time**

Mr Roy Worman, a resident of Haydon Wick, asked a number of questions regarding the Moredon Recreation Ground Sports Hub report, specifically on:

- When the proposal had received planning permission from the Council.
- Whether Appendix 2 to the report should be considered as exempt information given that planning permission had already been approved.
- The paragraph in Part 1 of Schedule 12A of the Local Government Act 1972 under which the information contained within Appendix 2 would be defined as exempt.

Councillor Keith Williams (Cabinet Member for Corporate Services and Operational Excellence) and the Chair responded at the meeting.

**40. Moredon Playing Fields Sports Hub**

The Committee considered a report providing an update on the progress of the project programme and delivery of a sports hub at Moredon Recreation Ground, as approved by Cabinet in 2018 (Cabinet Minute 86, 2017/18 refers). The Committee resolved that, in accordance with Section 100A(4) of the Local Government Act 1972, the public and press would be excluded should discussion of the matters contained within Appendix 2 arise, on the grounds that it would involve the likely disclosure of exempt information, as defined in Paragraph 3 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.

Councillor Keith Williams, Cabinet Member for Corporate Services and Operational Excellence, introduced the report and referred to the interest from British Cycling and the Wiltshire Football Association in the site due to its ideal location and the demographic reach within Swindon. Councillor Williams confirmed that these agencies have the funds available to invest in this proposal, but that there will also have to be an element of match funding from the Borough Council, coming from S106 receipts.

The Committee noted that provision suggested for the site includes an off-road cycling track, junior football pitches, and a 3G floodlit astro-turf pitch. Councillor Williams highlighted how the long-term viability of the Hub is a key criterion for British Cycling and the Wiltshire Football Association and there is an expectation that revenue will fully cover costs with no subsidies from the operator. Interest in operating the site has been expressed so far by GLL and Central Swindon North Parish Council.

Councillor Williams, aided by the Head of Operational Property, responded to questions put by Councillors Steve Allsopp, Emma Famarzi, Jim Grant, Brian Mattock, Vera Tomlinson, Steve Weisinger and the Chair on the following matters:

- Any concerns or conditions that Central Swindon North Parish Council has regarding the proposal. The Committee noted that reservations are being addressed and the Parish Council already manages assets such as libraries. It is also working on the sustainability of its five-year financial model.
- The intention to offer terms for a leasehold land transfer of the whole or part of the Grounds to a third party and how one operator with responsibility for the future management and maintenance would be the best option, especially in obtaining economies of scale.
- The tight timelines involved with the proposal, particularly regarding the windows for funding applications and how British Cycling along with the Wiltshire Football Association have been working with the Council to flex deadlines and meet targets.
- That the match funding for this proposal was allocated from S106 reserves by the Cabinet decision in March 2018, and it had not been earmarked for other projects prior to this. The Committee noted that any housing built as part of this proposal may attract S106 monies in the future.
- How the design of the changing rooms and other facilities, as well as the model of future use, will incorporate current contemporary use and will be future proofed for any changes in trends.
- The anticipated operating hours as it is unlikely to be a 24-hour site.
- That work will be underway on the Sports Hub prior to any housing development taking place on the site.

Resolved – That the current progress of the project be noted.

#### **41. Cabinet Member Question and Answer Session - Cabinet Member for Housing and Public Safety**

Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety), was in attendance and presented to the Committee a report summarising progress and performance in respect of the service areas within her portfolio of responsibility. The key objectives and role of the Cabinet Member for Housing and Public Safety is to:

- 1) Provide the strategic direction for the management of all aspects of the Council's social housing.
- 2) Provide strategic direction to reduce and prevent homelessness where possible.
- 3) Promote partnership engagement to address rough sleeping.
- 4) Provide strategic leadership to promote safe public areas.
- 5) Set the strategic vision for the Borough's continuing social development.
- 6) To work with other Cabinet Members to Manage Demand within the portfolio.
- 7) Ensure that the Council's agreed priorities within the portfolio are delivered.

The Cabinet Member for Housing and Public Safety is responsible for delivering the following Pledges of Swindon's Vision:

- 7. Build new affordable homes including 200 new council homes and 66 units through the Affordable Housing Development programme at sites including the Hawthorns, the Royal British Legion site in Penhill, Townsend House in Old Town and the Former Refuge in Park South.
- 8. Complete the redevelopment of Sussex Square.
- 26. To prevent homelessness where possible using additional measures including the temporary winter housing provision and enabling a day centre to prevent rough sleepers from returning to the streets.

The Cabinet Member for Housing and Public Safety also has delegated responsibility for:

- Allocations and Advice Services
- Empty Homes
- Estate and Tenancy Management
- Housing Enabling and Strategic Services
- Homeline Services
- Homelessness
- Housing Right to Buy/Sales Services
- Neighbourhood Wardens
- Private Sector Housing Renovation Grants
- Repair and Improvements to Council Housing Stock
- Sheltered Accommodation
- Environmental and Public Protection Services Gypsies, Travellers and Unauthorised Encampments
- Reducing Drugs, Alcohol and Substance misuse
- Control Room Operations
- Reducing anti-social behaviour
- Reducing domestic abuse
- Community Safety Partnership
- Licensing

- Air Quality

Councillor Martyn, aided by the Director for Communities and Housing, the Interim Director of Public Health, the Head of Planning, Regulatory Services, Libraries and Heritage, the Head of Housing, the Licensing Manager, the Service Manager for Healthy Neighbourhoods and the Community Safety Team Leader, responded to questions put by Councillors Steve Allsopp, Emma Faramarzi, Jim Grant, Brian Mattock, Barbara Parry, Carol Shelley, Steve Weisinger and the Chair on the following matters:

- How the law in England does not currently support the mandatory display of food scores by establishments but that the possibility of linking to the Food Standards Agency website, via the Council's website, is being investigated so that residents have easy access to the data. The Committee agreed to write to the Swindon MPs to lobby for a change to this law.
- The current restructuring of, and recruitment to, the Licensing Team (which is expected to be fully operational by the end of the current financial year) and how this will support the professional resilience of the team.
- The compulsory training for new taxi license holders and applicants on issues of Child Sexual Exploitation, safeguarding and "*county lines*" activities, and the roll out of this training to the 1100+ existing license holders taking place over the next 18 months.
- The report expected from the Department for Transport regarding in-car CCTV requirements for taxi drivers, which the Licensing Committee will consider before making a final decision on mandatory requirements in Swindon. The Committee noted that conditions are currently in place to which a driver wishing to voluntarily install CCTV in their vehicle has to adhere.
- How the prevention of public nuisance requirements can be in respect of odours and littering, as well as noise, when licenses for premises are being considered.
- The involvement of In Swindon in bringing the Christmas Market stalls to the town centre this year.
- How the Licensing Act 2003 will override the Public Space Protection Order currently in place in the town centre, and will allow for the sale of food and drink during the Christmas Market. The Committee noted that police colleagues had no objections to this proposal, and that additional waste collections for the site will be organised.
- How the amount of grant funding received from Homes England will affect the balance of the number of affordable versus social rent level homes built on the Queens Drive development.
- How 'affordable' rents are set at 80% of the open market value (including service charges) and that individual developments will be assessed on a like for like basis using current market values at that time.
- The Council's 'Green Light for Housing' programme, which assists residents in being ready and aware of affordability issues before they are offered accommodation. The Committee noted that there is an open bidding system so residents are able to see in advance what the rent levels are.
- The broad range of housing on offer within Swindon, particularly given the amount of socially rented stock owned by the Council.
- The ratio of the 146 affordable homes delivered through Housing Associations within the overall number of houses built in the first two quarters of 2019/2020, and whether this matches the Council's stated 30% aspiration. It was agreed that a written analysis would be provided subsequent to the meeting.



- How development appraisals are weighted on the side of developers within the current British planning system.
- The reviews of the Council's Housing Association partners, undertaken every four to five years, which assesses: customer satisfaction; the ability and aspiration to develop; financial strength and management, and; the stock in Swindon.
- The further improvements on collecting owed rent, which includes achieving 'approved landlord' status with the Department for Work and Pensions, and the development of in-house arrears progression system (a semi-automated messaging system aimed at preventing rent arrears from arising).
- Engagement with the Council's tenants on mitigating fire safety issues, and the advice being sought from the Fire Service on the 'stay put and evacuate' message.
- The plethora of actions being taken across the Borough to improve air quality and reduce pollution.
- How the general air quality across Swindon is good and all roads are within acceptable limits but there are some minor areas of future concern. It was agreed that the definition of what constitutes acceptable levels of air quality will be circulated subsequent to the meeting.
- The difference between 'particulates' (from road dirt for example) as compared to 'particles' (like nitrogen dioxide from internal combustion engines), and the differing effects they have on health.
- The time and costs involved in measuring air quality. It was agreed that the current list of measuring tube locations would be circulated subsequent to the meeting.
- The legacy of under-reported housing repairs caused by historic difficulties and the actions being taken to create a smart and fast response for those tenants not using online systems. The Committee noted that the 'My Tenancy' portal will be relaunched with aim of reducing the stress on contact centre telephone lines.
- The aspiration for tree planting nationally and how this can be incorporated in to the Swindon Community Forest Programme.
- The public safety issues caused by tree roots raising paving slabs, and the actions being taken to mitigate future problems with more appropriate species being planted on sites.
- The properties recovered as a consequence of tenants participating in illegal activities, and the plans to publicise these cases as a deterrent.
- The rise in child abuse linked to faith groups, such as Female Genital Mutilation, and the preventative work being done in this area such as awareness-raising publicity campaigns.
- The opportunities within the Housing Strategy for improving the key worker housing offer in Swindon.
- The homelessness support provided to young people in Swindon, such as the performance related rough sleeper initiative, and the joint working on prevention planned for 2020 by children's, adults and housing services.
- The drug prevention work being done in Swindon and how accurately this can be measured given that, as an illegal activity, it has to be self-reported.

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

(2) That the Chair, on behalf of the Committee, write to the Swindon MPs to lobby for a change to the law in England to enable the mandatory requirement for establishments to display their food score rating.

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

#### **42. Review of the 2018/19 Municipal Year - Scrutiny Annual report**

The Committee considered its Annual Report for 2018/2019 prepared by the Chief Legal Officer.

The Annual Report highlighted the work of the Scrutiny Committee and its five Overview and Scrutiny Committees during the Municipal Year 2018/2019, in their role of supporting the Council's decision-making and policy development processes and the work of the Cabinet and the Council as a whole.

The Chair of the Scrutiny Committee explained in his foreword to the report that the function of Overview and Scrutiny is to hold the authorities decision-makers to account (which is fundamental in the successful functioning of local democracy), and how effective a scrutiny body is helps to drive the level of improvements and efficiency within the authority itself. The Chair also explained how, where possible, compliments and critical challenge should be bedfellows through advocating and questions.

The Chair also thanked those who had participated and supported the Overview and Scrutiny function in the last year, and confirmed that this would be the last Annual Overview and Scrutiny report he would be introducing as Chair of the Scrutiny Committee.

The Committee discussed the involvement of overview and scrutiny members in the earlier stages of decision-making at the Council and determined that there were areas where this could be improved. The Committee agreed to establish a Task Group to review the scrutiny process at Swindon Borough Council, with a particular view to backbench member involvement in the earlier stages of decision-making.

The Committee also discussed the training offered to overview and scrutiny members and determined that there is currently a gap. The Committee agreed to invite the Member Development Advisory Group to consider including overview and scrutiny training in the Member Training and Development Programme for the 2020/2021 Municipal Year.

Resolved – (1) That the Scrutiny Committee Annual Report for 2018/2019 be noted.

(2) That a Task Group be established to review the scrutiny process at Swindon Borough Council, with a particular view to backbench member involvement in the earlier stages of decision-making.

(3) That the Member Development Advisory Group be invited to consider including overview and scrutiny training in the Member Training and Development Programme for the 2020/2021 Municipal Year.

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

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

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

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

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

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**SCRUTINY COMMITTEE**

**MONDAY, 9 DECEMBER 2019**

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

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

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

**45. Councillor Des Moffatt**

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

**46. Declarations of Interest**

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

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

**47. Minutes**

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

**48. Public Question Time**

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

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

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

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

#### **49. Consideration of Cabinet Decisions**

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

##### *Minute 48. Budget Management 2019/20*

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

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

Resolved – That Minute 48 of the Cabinet be noted.

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

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

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

Resolved – That Minute 49 of the Cabinet be noted.

##### *Minute 50. Treasury Management Performance 2019/20*

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

Resolved – That Minute 50 of the Cabinet be noted.

*Minute 51. Housing Revenue Account – Housing Development Sites*

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

Resolved – That Minute 51 of the Cabinet be noted.

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

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

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

Resolved – That Minute 52 of the Cabinet be noted.

*Minute 53. Corporate Customer Feedback Policy*

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

Resolved – That Minute 53 of the Cabinet be noted.

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

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

Resolved – That Minute 54 of the Cabinet be noted.

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

Resolved – That Minute 55 of the Cabinet be noted.

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

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

Resolved – That Minute 56 of the Cabinet be noted.

*Minute 57. Carriage Works Regeneration – Phase II*

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

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

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

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

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

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

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

Resolved – That Minute 58 of the Cabinet be noted.



**50.**

**Leader of the Council: Six Month Update**

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

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

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

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

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

**51.**

**North Star Regional Leisure Development**

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

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

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

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

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

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

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

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

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

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

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

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

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

**TUESDAY, 5 NOVEMBER 2019**

PRESENT:- Councillors Roger Smith (Chair), Junab Ali, Malcolm Davies, Steph Exell, Robert Jandy, Nick Martin and Robert Wright.

Rosemary Curtis (Homeless Organisations Standing Together in Swindon), Phil Matthews (Tenant Scrutiny Panel) and Carol Willis (Healthwatch).

Apologies for absence were received from Councillors Janine Howarth and Jenny Jefferies and Michelle Howard (Equality Advisory Forum).

#### **22. Declarations of Interest**

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

Councillor Steph Exell made a personal, non-prejudicial declaration of interest in respect of Agenda item 25 (Adult Health and Housing Placement Costs) due to out of borough placements.

Councillor Junab Ali made a personal, non-prejudicial declaration of interest in respect of Agenda item 25 (Adult Health and Housing Placement Costs) as he was a landlord.

Councillor Nick Martin made a personal, non-prejudicial declaration of interest in respect of Agenda item 25 (Adult Health and Housing Placement Costs) as he was a landlord.

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

No public questions were asked or submitted for this meeting.

#### **24. Minutes**

Resolved –

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

#### **25. Adult Health and Housing Placement Cost**

The Corporate Director Adult Social Services and Health gave a presentation regarding adult health and housing placement costs. She referred to the Adult Social Care Budget for this financial year and drew attention to the number of placements for older people, mental health patients and those with learning disabilities. She proceeded by providing information on the locations and cost of the placements. The Committee's attention was particularly drawn to the substantial number of out of borough residential placements for people with learning disabilities and she referred to the collaborative work being undertaken with the Housing Department to try and place people back within Swindon.

Following the presentation, the Corporate Director Adult Social Services and Health together with the Head of Housing, and the Cabinet Member for Housing and Public Safety responded to members' questions and comments on the following matters:

- The locations of external placement and how placements were allocated according to the needs of the individual.
- How some people with learning disabilities had been in stable placements for a long period of time and it would be difficult to relocate them to Swindon.
- How the department would facilitate any request by an individual to move back to Swindon.
- How the Hawthorn Bungalows allow people from residential care to move back to Swindon.
- How means testing for adult social care was undertaken and that a contribution would be made by the individual dependant on their assets.
- How a joint working group with the Housing department is reviewing housing options and how any savings projections would be affected if premises were built to accommodate returning individuals from out of borough placements.
- The provision of specialist and affordable housing by the Council and local landlords.
- The different funding structures between housing options. These related to those who pay rent and those who enter into a nursing home or sheltered accommodation.
- The Local Plan review would include information about support for older people particularly those wishing to remain in their homes and delay entry into residential care as long as possible.
- How the data presented were historic and that only two out of borough placements were allocated this year as these met the needs of the individuals concerned.
- How due to the low number of dementia patients, care was provided for Swindon as a whole rather than by ward.

Resolved –

1. That the Corporate Director Adult Social Services and Health and the Head of Housing be thanked for the informative presentation.
2. That the Director of Adult Social Care be requested to update the Committee at its meeting on 24<sup>th</sup> March 2020 on the progress made by the joint Adult Social Care and Housing working group.
3. That, as part of the Local Plan review, the Head of Planning, Regulatory Services and Heritage be requested to assess the feasibility of including a number of sheltered accommodation units together with affordable housing units when developers submit site development plans.
4. That the Director of Housing be requested to update the Committee on the current market for land acquisition regarding developments in Swindon.
5. That a report on Adult Health and Housing Placement Costs be submitted to the Committee during the 2020/21 Municipal year.

**26. Options Appraisal**

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), presented a report advising that Avon and Wiltshire Mental Health

Partnership NHS Trust (AWP) was asked to make significant improvements to the provision of two Health Based Places of Safety (HBPoS) in Swindon following two Care Quality Commission (CQC) inspections in 2016 and 2017, which rated these services as inadequate. She explained that to address the concerns raised by the CQC, the AWP, Swindon CCG and Wiltshire CCG recommended the temporary closure of the HBPoS suites in Swindon and Salisbury and the relocation of these services to a new, single, larger, purpose-built HBPoS in Devizes. The Committee's attention was drawn to the evaluation report that was produced with the aim of understanding the effect of the temporary changes to provision. Ms May also drew attention to the strong community voice in Swindon who wanted to retain a Swindon place of safety and to Healthwatch's independent view into the issue contributing to the option presented to the CCG's governing body.

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:

- The factors influencing the closures of the Swindon and Salisbury places of safety included the infrastructure, workforce and how the Devizes place of safety was purpose built with more capacity than both Swindon and Salisbury to detain and assess patients.
- How transport home was offered to patients attending the Devizes place of safety.
- Patient evaluation times were determined by patients' assessment and needs at the place of safety.

#### Resolved –

1. That the report be noted.

## **27. 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 new affordable housing to be provided in Queens Drive.
- How the Housing First Team had successfully housed 15 homeless clients.
- That the Homelessness Prevention Team are now also located at Great Western Hospital and the Children's Multi Agency Safeguarding Hub.
- The department's ongoing investigations into the level of evictions from private sector tenancies.
- How tenants were supported when they mutually wanted to exchange properties.
- The number of void properties and how these were being reduced through the work of an in-house team and new subcontractors.
- How the housing repairs programme was on-track to deliver key targets including how repairs were being scheduled to increase unit availability.

Following the presentation of the report, Councillor Cathy Martyn, with the Head of Housing and Rosemary Curtis (Homeless Organisations Standing Together in Swindon), responded to members' questions and comments on the following issues:

- Short term private tenancies, the number of evictions and the pressure placed on the Council to house those evicted.
- How the proposals for three new affordable housing projects would be considered by Cabinet at its meeting in 4<sup>th</sup> December 2019.
- That this year's temporary winter housing provision for the homeless in Swindon would be managed by the Swindon Night Shelter.
- The Swindon charity, Christmas Care, together with the Big Breakfast Plus and Swindon Night Shelter would be providing shelter for the homeless and vulnerable people over the Christmas period.
- Actions being taken to address the increase in the number of cases resulting from private sector notices.
- The need to encourage the homeless to take-up the Councils' and local charitable community groups' support.
- How provision for the homeless was promoted across Swindon to raise the public's awareness.

**Resolved –**

1. That the report be noted.
2. That the Head of Housing be requested to update the Council at its next meeting regarding the Resolution approved by Council on the 4<sup>th</sup> April 2019 regarding End Section 21 evictions (Council Minute 101, 2018/19 refers).

<http://sbcvpwmmgv02:9070/ieListDocuments.aspx?CId=284&MId=9506&Ver=4>

**28. 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. 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 re-appointment of Charlotte Hitchings as the Chair of AWP.
- The series of events hosted by AWP to celebrate World Mental Health Day on 10<sup>th</sup> October 2019.
- How AWP was engaging with partners across Bath and North East Somerset, Swindon and Wiltshire to develop a five year plan for the period to 2023/24.
- How discussions were on-going with Primary Care networks to improve access to mental health services.

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

- The number of Swindon residents supported at the place of safety in Devizes.
- Assessment times for patients.
- The need to recruit more Section 12 doctors and nursing staff.
- The provision of key worker housing for staff.
- How, through partnership working, mental health provision for the homeless was made more accessible.

#### Resolved –

1. That the report be noted.
2. That the Executive Nurse at NHS Swindon Clinical Commissioning Group be requested to include an update in her next report to the Committee on the seminar being undertaken in January 2020 between various stakeholders on how to ensure the homeless gain access to health and mental health provision.

### **29. 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. Issues reported on by Ms May included:

- The results of the survey undertaken by attendees of the Swindon NHS Health Centre in Islington Street during July and August 2019 and the changes proposed following this consultation.
- Understanding the needs of those attending the walk-in centre and the need to guide some patients to access the appropriate service at the right location.
- The impact of proposed walk-in centre changes on the Accident and Emergency Department at Great Western Hospital (GWH).
- How the Homeless Local Enhanced Service scheme enabled the homeless to access services at the Health Centre.
- How the CCG was continuing to engage with the community regarding the walk-in centre proposals, ensuring information was disseminated.
- The permanent closure of the health-based places of safety suites at Swindon and Salisbury.
- How an increase in the number of patients affected the referral to treatment and urgent care targets at GWH.
- The on-going preparation for a no-deal European Union exit to address areas affected including staffing and recruitment.
- The successful implementation of new service provision by doctors' surgeries previously involved with the Integral Medical Holdings.
- The merger of Bath and North East Somerset, Swindon and Wiltshire CCGs as of April 2020.
- CCG's receipt of the Employers Care Award for the second year in a row from the Swindon Carers Centre.

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:

- Patients opting to attend the walk-in centre when they were unable to access primary care.
- The need to recruit more primary care doctors in Swindon and how this would aid continuity of care for patients as they would be able to see the same doctor during their care.
- Understanding the concerns that patients have when unable to have continuity of care.
- The need to improve the level of service provided by primary care as the community was seeking alternative provision, mainly from the walk-in centre or the Urgent Care Centre at GWH.
- The phlebotomy service set up to ease pressure at the walk-in centre.
- Transport and car parking requirements for those who previously attended the walk-in centre and who would now attend the Urgent Care Centre at GWH.
- The current position of the workforce in Swindons' general practices.
- How primary care networks had been developed to ensure the right level of investment.
- The work by Healthwatch in supporting asylum seekers at the Harbour Project.
- How staff within preventive care services would be able to help reduce the demand of patients using primary care services.
- The long-term plan to develop an on-line booking facility for primary care appointments.

#### Resolved –

1. That the report be noted.
2. That the Executive Nurse at NHS Swindon Clinical Commissioning Group be requested to update to the Committee at its first meeting of the next Municipal year regarding actions taken following the closure of the walk-in centre.
3. That the Executive Nurse at NHS Swindon Clinical Commissioning Group be requested to update to the Committee at its next meeting on the current patient waiting times for Swindons' practices.

### **30. 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 increase in demand at the Accident and Emergency (A&E) Department in September 2019 and the challenges faced by all GWH departments.
- The actions being taken by A&E to prepare for the winter months.
- The discussion undertaken with CCG to provide primary care at Abbey Meads Medical Group and Moredon Medical Centre from 27<sup>th</sup> November 2019.



- The plans to expand the GWH site to increase services including rehabilitation of patients after a stroke.
- The Trust's preparation for a European Union exit.
- Improvements of services including the pharmacy transformational programme and the transfer of care on discharge.

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

- How the expansion at GWH would see the development of an integrated rehabilitation service, relocation of the private patient facility from the main building and the creation of new parking facilities.
- The need to review the waiting area in the Accident and Emergency (A&E) Department in order to separate those accompanying patients who are receiving treatment and those who are waiting to be seen.
- The need for improved bus services to GWH.
- The excellent service provided by A&E staff to a member of the Committee during a recent visit.
- The request for support from the Committee during the development of the business case for the expansion at GWH.

Resolved –

1. That the report be noted.
2. That the Interim Chief Executive, Great Western Hospital be requested to circulate the Winter Plan for members' comments.
3. That the Interim Chief Executive, Great Western Hospital be requested to extend an invitation to Committee members for them to visit Great Western Hospital and review the clinical model being promoted and observe some of the challenges faced by the Trust.

**31. 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.

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

**THURSDAY, 17 OCTOBER 2019**

PRESENT:- Councillors Barbara Parry (Chair), Abdul Amin, Alan Bishop, Nick Martin and Bob Wright.

Also in attendance: Councillor Mary Martin (Cabinet Member for Children's Services), Anne Gray (Clinical Commissioning Group), David Haley (Corporate Director Children's Services), Sonja Leith (Wiltshire Police) Detective Superintendent Debra Smith (Wiltshire Police) and Bernice Weiss (Lead Safeguarding Advisor – Swindon Borough Council).

Apologies for absence were received from Councillors Matthew Courtliff (Vice-Chair), Fay Howard, Oladapo Ibitoye, Carol Shelley, Bazil Solomon and Nadine Watts, and Gill May (Clinical Commissioning Group) and Alison Paul (Swindon Association of Special School Headteachers).

**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.

Councillor Barbara Parry made a personal and non-prejudicial declaration of interest as she worked for Ridgeway School.

**22. Public Question Time**

No public questions were received during the meeting.

**23. Swindon's Multi-Agency Response to Child Exploitation and Missing Children**

The Committee considered a report by Jeanette Chipping, Child Exploitation and Missing Manager, providing an overview of multi-agency work currently being undertaken in Swindon to address the issues of Child Exploitation, Female Genital Mutilation (FGM) and Missing Children. A presentation of the report by David Haley, Jeanette Chipping, Anne Gray (Designated Nurse) Sonja Joseph (Virtual School Head) highlighted the following issues:

- The importance of work in relation to Swindon's Multi-Agency Response to Child Exploitation and Missing Children and a presentation to all Councillors in December 2018 in respect of the issue and work being undertaken by partner organisations at that time.
- The way in which the Council, Police, Health organisations and other agencies were working effectively together to strengthen the protection offered to children and young people against Child Exploitation.

Health

- The newly created Information Sharing System operated by the National

Health Service which allowed authorised healthcare professionals and administrative staff to share information in relation to Female Genital Mutilation and ensuring concerns raised would be captured.

- That there was a Mandatory Reporting Duty in healthcare introduced in the Serious Crime Act (2015) legislation and that Section 73 of that Act requires regulated health and social care professionals and teachers to report to the police cases of FGM in girls under 18.
- That there was a FGM Enhanced Dataset which was the information standard for all NHS organisations and detailed which information should be recorded within healthcare records about FGM (the Great Western Hospital was part of this system that went live in September 2018).
- On-going NHS training for staff, in particular midwives with 25 staff currently having received this FGM training.
- That all acute Trusts report to Clinical Commissioning Group (CCG) their activity regarding FGM through safeguarding schedules which was then reported quarterly to NHS England.
- The challenges of training and operating a new reporting system.
- The low number of FGM cases identified locally and work to confirm this was representative.
- That a Multi-agency Risk Panel (MARP) is attended by the Designated Nurse for Looked After Children to ensure that the CCG is aware of individual children at risk. Concerns raised around Looked After Children are shared with the Named Nurse for Looked After Children.
- The role of the Designated Nurse for Looked After Children in attending a Priority Focus Child Exploitation Group for the CCG so that the CCG has strategic oversight of CSE, CE and Missing Children.
- The role of the CCG in leading on one action from the CE delivery plan in relation to awareness and prevention and ensuring that agencies are raising awareness of CE and identifying resources to raise awareness of CSE and CE.
- That a member of the Children Looked After Health Team attended all Missing and Looked After Children strategy meetings, sharing information with other health agencies including GPs as required.

### Council

- The commissioning of an independent review of Child Exploitation and Missing Children in May 2018, and the implementation by the Council of key findings and recommendations including:
  - A reduction in the number of Multi-agency group meetings across the partnerships in relation to Child Exploitation and Missing Children to avoid duplication.
  - The development of a multi-agency strategy (into focused work on Child Exploitation, Female Genital Mutilation and Missing Children) and a plan on a page to focus work and understanding on key areas under the moniker of GUARD (Governance, understanding of the situation in Swindon, Awareness and Prevention, Response and Disruption Response).
  - Work under GUARD relating to Child Exploitation (including County Lines and drug exploitation), CFE, Missing Children, Human Trafficking and Modern Slavery, Cyber Exploitation and Radicalisation which lead to the

creation of a Child Exploitation Delivery Plan.

- The development of a new approach to safeguarding adolescences, when it is recognised that the main risk is coming from outside of the family (Contextual Safeguarding) and work undertaken with Wiltshire Council.

### Multi-Agency

- Swindon's response to Missing Children, which in the recent OFSTED positive feedback. There had been a significant reduction in the number of children going missing in Swindon.
- The multi-agency mapping of vulnerable children which resulted in exploitation being identified and disruption taking place.
- Intervention by the Youth Offending Team exploring exploitation both to individual young persons and the widening of risk to other children, connections being young people and adults trying to exploit them and in trying to prevent children becoming criminalised.
- The creation of a Digital Investigation and Intelligence Unit by Wiltshire Police.
- Early intervention work being undertaken by the Family Service, Youth Engagement Workers and the Police.
- The work of the Pan Swindon and Wiltshire Violent Crime Executive in relation to serious violence, including information sharing and the development of a joint approach to education relating to exploitation and knife crime.
- Police activity during County Lines operation which resulted in 63 people being arrested across Swindon and Wiltshire; drug gang leaders were targeted in the operation and the level of County Lines activity taking place in Wiltshire to close the lines down.
- A forthcoming multi-agency debrief arising from the County Lines operation.
- Increased understanding of the risks to children outside of the family and adopting the Contextual Safeguarding approach.
- The work of further education and alternative providers to deliver a two week 'Save a Friend' event which focussed on criminal exploitation and knife crime, (a leaflet was produced for the families of home educated children).
- Positive feedback from OFSTED in relation to work by the Council to reduce the risk of child exploitation.
- The success of the recent County Lines operation across Wiltshire.
- The identification by the multi-agency risk panel (MARF) of adults potentially exploiting children, themes used to exploit children and hotspots used by children at risk.
- Disruption tools used by multi-agency partners both locally and nationally.
- Joint partnership working to tackle Domestic Abuse.
- The work of the Fair Access Panel in co-operation with schools within the Borough.

### Challenges

- The low number of FGM cases being identified and how partners were engaging with local communities to identify and deal with this issue.
- The reduction in number of children being identified as at risk of Child Sexual Exploitation and work by officers to reassure authorities that they could

be confident that children are not being missed.

- The challenge of children on part-time timetables or who regularly move schools because potentially these children were at greater risk of being exploited if they aren't at school.
- Ways to tackle persistent absence from school.
- Increasing knowledge of ideas that work locally and nationally in preventing child criminal exploitation and identifying what additional resources might be needed to further this work.

### Future Actions

- A review of the FGM Protocol and the low numbers of children identified to increase joined up working and to agree future actions. This would be led by the Community Safety Partnership.
- Child Sexual Exploitation national day on the 1st in March with Swindon wide events to highlight CSE. This would be led by the Child Exploitation and Missing Focus Group.
- The reduction in the number of children on part-time timetables and school moves with a roll out of an electronic monitoring system to be tested in 2020.
- Implementing the contextual safeguarding approach across Swindon.
- A Police review of its policing footprint within the partnership model.

Following the presentation Members of the Committee challenged Council officers and representatives of partner organisations in respect of:

- When profiling of FGM cases identifying ethnic and cultural backgrounds whether community leaders were approached to offer leadership in work to influence change.
- The work of the Police in liaising with community leaders and the sharing of work and best practice across the region in this and other areas.
- Examples of education provided by multi-cultural community groups to effectively deter illegal actions within sections of those communities.
- The involvement of Oxford Health Mental Health teams within the partnership work relating to Child Exploitation, Female Genital Mutilation and Missing Children and the resourcing of this work to permit a timely response.
- The differences between family and gang related child exploitation.
- The role of schools in identifying and reducing incidents of missing children.
- Work with young people to help them recognise the need for change to avoid their exploitation and trauma related training for staff dealing with young people.
- Examples of joint work involving Ward Councillors, the Police and local people to identify and tackle local criminal activity. There was a recognition that a relationship with local communities needed to be built to make this type of interaction effective.
- The need for agencies to report outcomes back to local communities in order to encourage their interaction.
- The reasons for children changing schools at the behest of their parents and a recognition that usually part-time educational timetables were used for children with medical needs.
- The monitoring and outcomes of the pilot "Call In" Intervention on knife crime in Swindon.

- Schools that participated in FAKE (Fire Arms and Knife Education) educational sessions.
- Whether budgets could be utilised more effectively to undertake more outreach work with young people in the community and work to provide school, community and school based working.
- The future roll-out of compulsory Child Exploitation training for all Council staff.

Resolved - (1) That officers be requested to arrange a presentation for all Councillors in early 2020 regarding Swindon's Multi-Agency Response to Child Exploitation and Missing Children.

(2) That officers be requested to investigate and report back to this Committee how greater engagement of community leaders, and wider multi-cultural communities, can be facilitated in the work of partner organisations in order to prevent Child Exploitation, Female Genital Mutilation.

(3) That this Committee supports work by the Wiltshire and Swindon Police and Crime Commissioner to recruit additional police officers for Swindon and Wiltshire.

(4) That partner organisations be requested to report back to this Committee any assistance this Committee might offer to support their work in relation to Child Exploitation, Female Genital Mutilation and Missing Children.

(5) That this Committee endorses the impact of work being undertaken in respect of early intervention and prevention and supports the continuation of this work by the Council and partner organisations.

(6) That, where community based intervention and prevention work is undertaken by this Council in relation to child protection, officers be requested to work with Parish Councils where possible in the provision of services.

(7) That officers investigate how the positive work undertaken by Wiltshire Police in respect of youth working can be more widely used across the Borough.

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

**WEDNESDAY, 27 NOVEMBER 2019**

PRESENT:- Councillors Barbara Parry (Chair), Matthew Courtliff (Vice-Chair), Alan Bishop, Fay Howard, Oladapo Ibitoye, Nick Martin, Carol Shelley, Bazil Solomon. Alison Paul (Swindon Association of Special School Headteachers) and Jacquie Watt (Swindon SEND Families Voice).

An apology for absence was received from Councillor Nadine Watts.

**24. Declarations of Interest**

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

Councillor Barbara Parry made a personal and non-prejudicial declaration of interest in respect of agenda items 5 (School Exclusion and Attendance), 6 (Elective Home Education, Children Missing Education, Schools Leavers process update and School Attendance reporting update) and 7 (Children's Summary of Performance 2019/20) as she worked for Ridgeway School.

Councillor Bazil Solomon made a personal and non-prejudicial declaration of interest in respect of agenda items 5 (School Exclusion and Attendance), 6 (Elective Home Education, Children Missing Education, Schools Leavers process update and School Attendance reporting update) and 7 (Children's Summary of Performance 2019/20) in his capacity as a part time teacher.

**25. Public Question Time**

No public questions were received during the meeting.

**26. Minutes**

Resolved – That the minutes of the meetings held on 25<sup>th</sup> September and 17<sup>th</sup> October 2019, be confirmed and signed as a correct record.

**27. School Exclusion and Attendance**

The Secondary Commissioner and Additional Provision and Reintegration Manager submitted a joint report setting out information in relation to fixed term and permanent exclusions from schools, the reasons for such exclusions and actions arising from those exclusions. The Secondary Commissioner and Additional Provision and Reintegration Manager drew Members' attention to the following issues during their presentation of the report:

- That there were 47 permanent exclusions in Swindon during the academic year 2018/19 which was an increase of one on the previous year.
- Of the 47 permanent exclusions 13 involved primary school pupils, which was the same figure as the previous two academic years.
- The Council's pupil referral unit had doubled in size to 16 places for the

current academic year.

- The provision for primary aged pupils who had been excluded from school was being supported through additional education provision.
- Swindon had followed a national trend seeing pupils being excluded from school at an earlier age with 7 pupils being excluded from key stage one.
- An outline of activities being undertaken to support schools in preventing/reducing secondary schools exclusions, including staff training in association with the Department for Education which had supported and funded four days of training for secondary school staff on their behavioural strategy which had been well received by participants.
- That the Swindon Challenge aimed to bring national best practice to Swindon schools.
- The positive feedback received from schools to training opportunities provided by the Virtual School.
- A recent inclusion conference for behavioural attendance leads and secondary head teachers held in June 2019 focusing on pupils with Special Educational Needs and those having an Education, Health and Care Plan. This was in accordance with the Written Statement of Action Priority 7 and highlighted good practice and joint working practices between schools and the local authority.
- Work to reduce in-year school transfers and keep children in school, particularly where they hadn't been a change of home address.
- The development of the Council's Fair Access Panel for primary schools to facilitate early intervention to support pupils at risk of exclusion, which mirrored arrangements in place for secondary schools.
- The implementation of a new Education Other than at School process and structure to offer a support package for children at risk from exclusion through a partnership panel supported by two secondary head teachers.
- The recently negotiated agreement with all secondary head teachers of a flat rate maximum charge for any permanent exclusion.
- The revised Fair Access Protocol which was been drawn up in liaison with head teachers of secondary schools.
- Work to keep schools updated in respect of potential implications arising from the Timpson Report and the Child in Need Report.
- The benchmarking of exclusion data against other local authorities and the sharing of best practice between local authorities.
- The monitoring of part-time timetables which allowed more timely overview and challenge by the local authority.
- The increase of fixed term exclusions for primary schools and reduction in secondary school and special school fixed term exclusions.
- The work of the Exclusion and Reintegration team which supported the work of the Fair Access Panel.
- Alternative Education Provision provided within Swindon which included positive activities outside of the formal classroom environment.

Following their presentation officers responded to Members' scrutiny in respect of the following issues:

- Reasons that might lead to a child being excluded from school and whether mitigating factors, such as family issues, are considered by schools and reported to the local authority.

- The categories for exclusion set out within the DfE Guidance on exclusions.
- The role of independent School Exclusion Panels within the exclusion appeals process.
- Support for pupils within the classroom environment and in particular those with Special Educational Needs and how schools can access additional support.
- The way in which a typical graduated response might operate and how the local authority was supporting best practice and consistency across all schools in Swindon in respect of this work.
- How moves between schools were monitored and the types of reason a move might take place; it being noted that parents had the legal right to transfer their children between schools and that in many cases the local authority would not be involved.
- Work on ensuring exclusion policies were kept up-to-date and were in line with best practice.
- That Members would find the additional information referred to in paragraph 3.2 of the report useful in considering specifics of the report before them.
- The need to carefully monitor any pupils suffering multiple exclusions and to ensure not only that their education wasn't suffering but also that they were not being exposed to county line issues.
- The challenge to elected members, the Council as a corporate parent, officers and schools arising from potential changes arising from the Timpson Report.
- Issues raised by the Child in Need Review and how partner organisations would ensure that every child's needs are met and in particular how the role of Councillors might evolve to meet any additional responsibilities.
- What else can be done to reduce the number of exclusions, and in particular, permanent exclusions.

**Resolved** – (1) That the key performance messages in relation to exclusions from schools and school attendance at the end of September 2019 be noted.

(2) That improvements in preventing exclusions be recognised and acknowledged.

(3) That, further to paragraph 3.2 of the report, the Annual Report on Fixed Term Exclusions be circulated to members of the Committee.

## **28. Elective Home Education, Children Missing Education, School Leavers process update, and School Attendance reporting update**

The Early Help Operational Manager and Senior Education Welfare Officer submitted a joint report setting out information in relation to (a) Elective Home Education, (b) Children Missing Education, (c) the School Leavers Process, and (d) School Attendance Reporting. The Early Help Operational Manager and Senior Education Welfare Officer drew Members' attention to the following issues during their presentation of the report:

- The current position of Elective Home Education in Swindon and challenges faced when implementing guidance on Elective Home Education.
- That as at the end of September 2019 there were 225 children being electively home educated in Swindon although these numbers were fluid for a variety of reasons.
- That a recent audit of electively home educated children had been

undertaken and that officers were confident of the numbers of children being home educated. Home visits were being undertaken to ensure an appropriate level of education was being provided.

- A number of Children receiving elective home education had been RAG rated and the reasons for these ratings which were set out within the report.
- That engagement by parents with the local authority when electively home educating their children was a parental choice but that the local authority had a duty to ensure the home education was appropriate.
- That there were four school attendance orders being progressed by the local authority where the standard of education was not deemed suitable.
- Priority would be given to those children who had a red RAG rating.
- Work with Swindon Family Voice to engage families who were electively home educating their children acknowledging the right of parents to home educate their children and to ensure agreed actions were followed through.
- That Swindon was in the lower percentile for home educated children with 0.5% being educated in this way.
- The number of children missing education tended to peak in September as children may not return to school for a number of reasons, for example moving address, extended holidays or attending a school that they had not been allocated.
- That Swindon Borough Council tracked every child missing from education and held them on the Missing Education Register until the local authority was satisfied with their status and that they were receiving appropriate education. There was currently 21 children on the tracker whose whereabouts had not been confirmed and this was kept under regular review.
- The implementation of the JADU system which allowed schools to electronically inform the local education authority of any child who has left the school. Work was being undertaken to rectify some teething issues with the system (this was a national issue). This would allow cross referencing of census data more speedily and would facilitate any issues highlighted being followed up quickly.
- The Education Welfare Service would be reporting on attendance data and work was being undertaken to allow schools to update this data on a daily basis which would allow intervention before non-attendance became a major problem.

Following their presentation officers responded to challenges and questions in respect of:

- Members satisfaction that the electively home education in Swindon followed strong practice and in particular to the detail of monitoring and challenge in respect of all children in home education.
- The use of school attendance orders to ensure home education standards met the needs of children involved.
- The grounds on which home visits for the electively home educated children might be undertaken by local authorities.
- The types of reason for parents wishing to home educate their children.
- A break-down of the ages of children being electively home educated within the Borough.
- The strength of monitoring in respect of Children Missing Education.
- The consistency and accuracy of attendance register marking across the

Borough and how issues could be speedily addressed.

**Resolved** – (1) That the current overview of Elective Home Education in Swindon and the challenges when implementing the DfE guidance into practice for Elective Home Education be noted.

(2) That the number of Children being tracked over the past few months in relation to Children Missing Education be noted.

(3) That the actions taken to improve the school leavers notification process and how this will help to inform the EWS of trends, and illegal 'off rolling' which can then be challenged resulting in fewer pupils being removed from school roll when it is not in their best interest be recognised and acknowledged.

(4) That the identification of the Education Welfare Service as the lead for reporting on school attendance be noted.

(5) That the actions being taken to ensure accurate attendance data at pupil and school level in a timely manner to support the Local Authority in improving improved school attendance across Swindon be noted.

(6) That Members be circulated details of the Key Stage Exclusions together with details of multiple exclusions for individual pupils.

(7) That officers be requested to check whether codes for reporting attendance absence were being used correctly and consistently across the Borough.

(8) That the Committee recognise the strong work and practice being undertaken in respect of (i) electively home education in Swindon and in particular the detail of monitoring and challenge in respect of all children in home education, and (ii) the strength of monitoring in respect of Children Missing Education.

## **29. Children's Summary of Performance 2019/20**

The Director of Children's Social Work submitted a report setting out a summary of performance in children's services for the period April to September 2019. The Director of Children's Social Work drew Members' attention to the following issues:

- The high volume of work being reported through the Multi Agency Safeguarding Hub with an average of 1172 referrals on average per although it was noted not all would progress far into the system.
- Around ¼ of cases were referred at the moment and work to embed confidence levels with partner organisations to ensure a more streamlined approach.
- The on-going challenge of the recruitment and retention of social workers and measures being undertaken to attract new social workers to Swindon and to retain existing staff.
- The current mix of permanent and agency social worker staff and how this impacted on the budgetary pressures facing the service.
- The current level of 234 children subject to a Child Protection Plan at the end of September 2019.
- The outcome of Serious Case Review Q which had been reported earlier in the day.
- The monitoring and actioning of service improvement through pillar 4 in relation to the Quality of Practice.
- The reduction of the number of Children Looked After to a figure of 335 with approximately eight new cases per month.

- That 64.3% of Care Leavers were in Education, Employment of Training and whilst work was on-going to improve this figure this was a relatively positive position when compare to other local authorities.

Following her presentation the Director of Children's Social Work responded to Members' scrutiny in respect of:

- The increased complexity of many of the cases of children entering care and work to support children to stay with the families where this was an appropriate option. However children being brought into care were requiring more intensive support.
- The reasons for the complexity of cases of children entering into care including children moving to Swindon from outside the Borough, and the complexity family situations in cases being referred.
- The re-referral rate for cases to social services in comparison to national averages and work being undertaken with partners to better manage the underlying causes of these referrals.
- Quality Assurance in respect of the work of partner organisations and how Councillors could assess information to satisfy themselves as to the quality of work undertaken, especially where work was being undertaken on behalf of the Council.
- Thresholds for safeguarding work undertaken through the Multi-Agency Safeguarding Hub and the work of the Local Safeguarding Board in overseeing this work.
- The role of the Cabinet Member for Children's Services in overseeing exceptional safeguarding cases.
- That the positive performance in respect of infant's breastfeeding at 6-8 weeks.
- Concerns raised by primary school head teachers in respect of the number of children arriving at school with significant needs and failing to work close to their expected level of attainment and the drain this had on school resources.
- The change in the skill mix of assessment team's and the forthcoming focus on early visits by Council staff.

Resolved – (1) That the key performance messages in relation to 2019/20 mid-year data position (April- September 2019) for Children's Early Help and Social Care services be noted.

(2) That Members be provided additional information in respect of (i) the percentage of Children Looked After with Special Educational Need Statements, and (ii) actions being undertaken/planned to bring the prioritise contacts for new birth visits up to the national average.

### **30.**

### **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 an update from the Youth Participation and Education, Employment and Training Sub-Groups be submitted to the January meeting of this Committee.

(3) That the update on paediatric services be deferred until the March meeting of

the Committee.

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**COMMUNITIES AND PLACE OVERVIEW AND SCRUTINY COMMITTEE**

**WEDNESDAY, 20 NOVEMBER 2019**

PRESENT:- Councillors Matthew Courtliff, Steve Heyes, Janine Howarth and Garry Perkins.

Apologies for absence were received from Councillors Steve Allsopp, John Ballman, Roger Smith, Bazil Solomon and Vera Tomlinson.

**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. No declarations were made.

**14. Minutes**

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

**15. Public Question Time**

No public questions were received during the meeting.

**16. Presentation by Recycling Technologies Limited**

The Committee received a presentation by Bronwen Jameson, Marketing Communications Manager, Recycling Technologies Limited, regarding their current work in recycling plastics including:

- The company's head office and manufacturing facility at South Marston Industrial Park which produced machines for the UK and Europe and expansion plans for manufacturing in Swindon.
- The company had developed and engineered machinery to recycle plastic waste that would otherwise go to landfill or incineration.
- The history of plastic production and its various uses which had seen a steady increase in production since the 1950's with only approximately 12% of plastics being recycled globally at the end of their life cycle.
- The benefits of using plastic, especially in medicine, food production and reducing the carbon footprint through the transportation of goods.
- Opportunities for the reduction of plastic packaging to assist in the reduction of unrecycled plastics.
- The Government's Resources and Waste Strategy launched on 18<sup>th</sup> December 2018 which highlighted the circular economy and resource efficiency model.
- The Government consultation on plastic waste in May 2019 asking industry to respond on four key areas; collection, deposit return schemes, a plastic tax and extended producer responsibility.
- The Government's aim to implement changes to the collections and deposit return scheme and extended producer responsibility (and liability for waste) in April 2023 and a plastic tax (on packaging) in April 2022.
- This was intended to drive behavioural change and industry investment

especially on the production of plastics with recyclable content and through this recycling infrastructure.

- The UK plastics pact which was a voluntary agreement seeking 100% of recyclable packaging for food by 2025 and 70% effective recycling.
- The local initiative between Recycling Technologies Limited and Tesco supermarket whereby Tesco's had invited shoppers to return certain plastic packaging to the store for recycling. It was noted that 98% of returned materials had been suitable for recycling.
- The type of packaging that could currently be recycled, including amongst others crisp packets and pet food pouches.
- The need to give end of life plastics an economic value to encourage recycling and the infrastructure required to promote this reducing landfill.
- The development of the process and machinery used in plastic recycling by Recycling Technologies over the previous eight years, from proof of concept in 2013 to providing technology to recycle the widest range of materials and the commercialisation of this technology.
- The support of Swindon Borough Council and Public Power Solutions in the operation of Recycling Technologies Beta Plant at Waterside.
- The forthcoming commissioning of the new generation 3 beta plant which will process the Tesco trial plastic materials.
- The creation of the company's first plant in Scotland in 2020 powered by green energy.
- The continuation of work with a number of universities to further develop the recycling process.
- Funding through grants (LEP) and crowd funding to enable the company to continue its development work and manufacturing.
- The technical process for turning plastic into oil for reuse in plastic production with each plant being able to recycle 7,000 tonnes of prepared plastic each year which could cater for around 300,000 people.
- Work by the petro chemical industry to make itself more sustainable, including the use of recycled materials of its products.

Following her presentation Ms Jameson responded to Members' questions and comments in respect of:

- How any future Government plans to ban single use plastics might affect future operations.
- The effect on future plastic manufacturing of the carbon reduction agenda.
- The future collection of plastics for recycling, perhaps domestically through kerbside collection and through industrial recycling collections.
- The location of future recycling plants to maximise environmental benefits and the potential to produce smaller units for increased environmental and local benefits. (For example Swindon produced around 2,000 tonnes dry weight of recyclable plastic domestically annually).
- Emissions associated with the recycling process including the delivery of materials to processing plants (currently tests showed that the equivalent of 1.8 tonnes of carbon was saved per tonne of recycling when compared to traditional methods of disposal/processing).
- Plans to place three more machines into market in 2021.

Resolved – That, Bronwen Jameson on behalf of Recycling Technologies Limited, be thanked for her presentation and that the Committee's best wishes for the company's endeavours be recorded.

(Councillor Garry Perkins made a personal and non-prejudicial declaration of interest in his capacity as a Council appointed Director of Public Power Solutions.)

## **17. 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 – (1) That the report be noted.

(2) That it be noted that the Armed Forces Covenant will be taken directly to Council for adoption.

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**GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE**

**WEDNESDAY, 6 NOVEMBER 2019**

PRESENT:- Councillors Emma Famarzi (Chair), Mark Dempsey, Jenny Jefferies, James Robbins, Imtiyaz Shaikh and Rahul Tarar

Apologies for absence were received from Councillors Nick Burns-Howell, Paul Dixon and Roger Smith.

**16. 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.

**17. Public Question Time**

No public questions were received during the meeting.

**18. Minutes**

Resolved – That the minutes of the meeting held on 18<sup>th</sup> September 2019, be confirmed and signed.

**19. Business Engagement**

The Chair welcomed Mr James Lockhart a partner at Whitmarsh Lockhart, Chartered Surveyors and Commercial Property Agents, who had agreed to attend the Committee to provide some insight to the business environment in Swindon.

Mr Lockhart thanked the Committee for the invitation to address them. He outlined his history of working in Swindon since 1980 at Whitmarsh Lockhart, Chartered Surveyors and explained that he was a member of the Royal Institute of Chartered Surveyors and an accredited expert witness. Mr Lockhart raised the following points and responded to Members questions in respect of:

- The vibrancy of Swindon as a town and its ability to adapt to market conditions.
- The Swindon warehouse sector which in 2018 took up approximately 671,000sq feet of space with around 700,000sq feet in the first two quarters of this year.
- The current national and international industrial and commercial markets and the need for Swindon to identify employment land to match the enquiries received for development.
- The boom of activity in Swindon in the 1980's following the country's entry into the European Community with a number of major manufacturers arriving in the town, including Honda in the late 80's; and the slowdown in commercial growth in the 1990's.
- The average life cycle of a major company moving into the town of approximately 35 years before they tended to move for various reasons.

- The need to constantly refresh employers within the town to maintain the economic structure of the town.
- That companies interested in locating to Swindon would also naturally also consider Milton Keynes (who have a large promotional budget), Northampton and Peterborough.
- Swindon still have an advantage over its natural rivals due to its proximity to Heathrow Airport and access to the west end of London but needed land availability, especially with a number of commercial properties being converted to housing.
- The need for UK banks to support the development of commercial land.
- The opportunity for the development of brownfield sites which became commercially less attractive if there were any complications or constraints with its redevelopment.
- The development model for Swindon in the 1980's whereby the Council would buy land, gain planning permission, put infrastructure in place and then sell freehold plots of that land to companies for development.
- The need for feedback from companies who decided to leave Swindon and the work of the Council's Business Retention Service.
- Current resources, both financially and staffing, within the Council for attracting new businesses to the town.
- The complex needs of new business, for instance, high quality internet provision.
- The move of Swindon towards becoming a logistics centre.
- The future of the current Honda site after the company left Swindon.
- The fluidity of the office based market and the effect this would have on the demand for office accommodation and future car parking provision/requirements.

Resolved – That Mr James Lockhart be thanked for his attendance and presentation to the Committee.

## **20. Town Centre Public Space Protection Order**

The Director of Housing and Communities and Head of Public Protection, Planning and Culture submitted a joint report reviewing the town centre Public Space Protection Order and enforcement activities. Following a presentation of the report the Cabinet Member for Economy and Place and Locality Lead Public Health responded to Members' questions and points in respect of:

- The main issues requiring enforcement officers to speak to up to 100 members of the public each week.
- The outcome of six injunction orders sought against persistent street drinkers in the town centre area.
- The placement and prominence of signage advising cyclists of restrictions on cycling in the town centre.
- The use of mobile signage highlighting cycling the restrictions in the town centre.
- The proactive nature of Council and Police Officers staff in positively engaging the public within the town centre.
- The use of CCTV to identify anti-social behaviour in the town centre and to direct staff to address these issues.

- The use of bodycams by In-Swindon and Police Officers in the town centre.

Resolved – That the report and enforcement activities in respect of the town centre Public Space Protection Order be noted.

## **21. Kimmerfields Update**

The Committee considered the draft Swindon Town Centre Vision and in particular the Kimmerfields Development.

Resolved – That the update be noted and the Cabinet Member for the town Centre be thanked for his attendance at the meeting.

## **22. Cultural Quarter Update**

The Head of Town Centre Development submitted a report updating Members on progress with the Cultural Quarter project. The Cabinet Member for the Town Centre responded to Members comments and questions in respect of the following issues:

- The Art Gallery and Museum Strategy as reported to Cabinet in March 2019.
- The future of the Wyvern Theatre and options for its future development. How this could be combined with the proposed art gallery and museum and associated facilities to make a sustainable facility in the theatre square area.
- Ways in which any newly developed theatre could be made more commercially viable.
- The business case for options for financing the proposed cultural quarter.
- The future of the civic offices campus site and whether this could be incorporated in the new theatre/museum facility.
- Initial conversations with interested parties regarding the creation of a cultural quarter.
- The commissioning of an impact assessment for options for the cultural quarter and timetable for a decision on any proposal and development.
- Whether there was scope to include educational facilities as part of any proposed development.

Resolved – (1) That the report be noted.

(2) That the Cabinet Member for the Town Centre and Cabinet Member for Economy and Place be thanked for their presentation and answers to Members' questions.

## **23. Honda Task Group Update**

The Committee received an update on current work being progressed by Honda Task Groups.

## **24. 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**

**MONDAY, 25 NOVEMBER 2019**

PRESENT: Councillors Brian Mattock (Chair), Steve Weisinger (Vice-Chair), Claire Crilly, Vinay Manro, Adorabelle Shaikh, Timothy Swinyard and Rahul Tarar.

Apologies for absence were received from: Councillors Steve Allsopp and Des Moffatt.

**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.

The Chair made a personal, non-prejudicial declaration of interest in respect of agenda item 7 (Local Procurement) as a Director of the Swindon Housing Company.

**13. Minutes**

Resolved – That the minutes of the meeting held on 24<sup>th</sup> September 2019 be confirmed and signed as a correct record.

**14. Public Question Time**

There were no public questions submitted.

**15. Capital Strategy Update**

The Committee considered a report providing an update on the work being undertaken around the capital strategy and capital bid process for 2020/2021.

The Head of Finance introduced the report and highlighted how progress around capital is set in the context of the Capital Strategy, which had been considered by Cabinet at its meeting in February 2019. He confirmed that work is currently underway on the proposals to be considered by Cabinet at its meeting in February 2020.

The Head of Finance also advised that officers are improving the live Capital Programme monitoring processes to ensure they receive a similar level of scrutiny as revenue monitoring, especially given that the Capital Programme is over £400m and therefore has a substantial impact on the revenue budget. He also referred to the property investment and disposal strategy that has now been in place for a number of years.

Following the presentation of the report it was queried whether the four properties purchased by the Council for investment purposes are fully occupied and attracting a reasonable yield. The Head of Finance confirmed that there are no significant voids and they are performing well and within the parameters of individual business cases.

Resolved – To note the content of the report.

## **16. Presentation - National Update / Spending Review**

The Committee received an update from the Corporate Director of Finance and Assets, who began by referring to the topics discussed during his last update which were:

- The anticipated spending review in the summer of 2019.
- Business Rates Retention (at 50% nationally with plans to increase it to 75%).
- How the formula for calculating relative need amongst Local Authorities across the country is ripe for review.

The Corporate Director then commented on what had taken place since his last update, and prior to the General Election being called, as follows:

- A single year spending round had been announced in September 2019.
- A review of how funding is distributed amongst Local Authorities had been announced but will be deferred until April 2021.
- Pilots have been trialled using 75% Business Rates Retention – these will cease at the end of this financial year.
- Government announced an increase to ‘core spending power’ (day-to-day spend across all government services) rising from £2.9b nationally to £49.1b. This will be targeted at social care for Local Authorities, with a £1.5b increase expected (sourced from a £1b grant and the ability of Local Authorities to apply a 2% raise to precepts).
- Above inflation increases to the Better Care Fund and Public Health grants have been announced.
- Most other local government funding arrangements are getting an inflationary increase, or remaining frozen, which is an improvement in position.
- The technical consultation announced in October 2019 on the New Homes Bonus (additional funding received to reflect the pressures of increased population).

The committee noted that officers are awaiting the result of the General Election on 12<sup>th</sup> December 2019 prior to finalising the budget proposals for adoption by Council in February 2020.

Resolved – To note the content of the update.

## **17. Local Procurement**

The Committee considered a report providing an overview of the Councils current activities that are undertaken as part of the procurement procedures to ensure that opportunities are maximised for local business / suppliers to have access to tender for Council contracts, and which must also satisfy the wider Council priorities in relation to its Best Value duties and its legal obligations.

The Procurement Manager introduced the report and took members through the procurement process, highlighting where there are opportunities to apply social value criteria and evaluate the benefits to the local area.

Following the presentation of the report, the following matters arose and were

discussed:

- The EU thresholds for applying criteria for services and works contracts.
- Factors that can affect the length of time it takes to complete the tendering process.
- The procurement regulations adopted by the Swindon Housing Company with particular reference to the appointment of Estate Agents to sell units. It was agreed that a written response would be circulated subsequent to the meeting on this matter.
- How contractors can contribute in a meaningful way to the Council's environmental priorities.
- How a systematic assessment of the number of local contractors and suppliers being used is not currently available due to resource constraints.

Resolved – (1) To note the current activities undertaken to provide opportunities for local suppliers.

(2) To note the increasing use of Social Value tender evaluation criteria linked to the Council's priorities when tendering.

(3) To note the Council's Procurement Policy requires that "due regard will be paid in all Procurement decisions to the protection of the environment, the appropriate use of natural resources and local economic prosperity" within the legal parameters.

## **18. Presentation - Review of Community Infrastructure Levy and S106 monies**

The S106 Planning Obligations & Community Infrastructure Levy (CIL) Manager gave a presentation to the Committee on the introduction and practical application of S106 and CIL, and how members have an opportunity to influence spend through (a) the Neighbourhood Proportion of CIL passed to Parish and Town Councils and (b) engaging with Planning Case Officers on S106 negotiations for the open space offer which is managed at the point that the application is determined.

She also referred to how CIL and S106 information can be accessed and at what level (e.g. Ward or Parish), the difficulties in pre-empting expected income from CIL and S106, and the processes for reporting on spend currently in place (the information from which is distributed to members via the Political Assistants).

The S106 Planning Obligations & Community Infrastructure Levy (CIL) Manager then highlighted the recent changes to S106 and CIL, which came in to force on 1<sup>st</sup> September 2019. These included: a new statutory requirement to annually report on S106 receipts; a pre-emptive rather than retrospective position on spending will have to be published; and CIL and S106 information will have to be made publically available on the Council's website.

Following the presentation the following matters arose and were discussed:

- The CIL regulations that set out an enforcement framework should payment not be forthcoming (the ultimate sanction of which is imprisonment), and the monitoring of S106 breaches and the debt recovery process in place.
- The work being undertaken behind the scenes to ensure the Council is able to fulfil the requirements of the legislative changes, which came in to force on 1<sup>st</sup> September 2019.
- The robust mechanisms in place to track and monitor self-build CIL exemptions following the compliance certificate date.

Resolved – To note the content of the presentation.

## **19. Rationalisation of the Council's estate**

The Committee received a report setting out how it had agreed to consider the rationalisation of the Council's estate when considering its Work Programme for the 2019/2020 Municipal Year and that Councillor Keith Williams, Cabinet Member for Corporate Services and Operational Excellence, has portfolio responsibility for estate management.

The Committee noted that Councillor Williams had presented his Question and Answer Session to the Scrutiny Committee at its meeting on 12<sup>th</sup> August 2019 and so, to avoid duplication, the section from Councillor Williams report relating to estate management has been reproduced in full in this report, along with the relevant excerpt from the Minutes showing the debate. The Committee was advised that should it wish to ask any questions regarding estate management that were not raised at the Scrutiny Committee meeting, the Clerk would be directed to record those and seek formal answers subsequent to the meeting.

The Head of Property Assets highlighted how Councillor Williams' report had contained information on the assets currently held by the Council (of which there are two types – those used for service delivery and those used to raise income) and the value of those assets.

Resolved – To note the content of Cllr Williams Question and Answer Session report relating to estate management as set out in the detail of the report.

## **20. 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.

The Committee were advised that the next meeting, due to be held on 11<sup>th</sup> December 2019, had been cancelled due to the General Election announcement. The items due for consideration have been postponed to the meeting on 2<sup>nd</sup> March 2020, the theme for which is 'Digital and Customer'.

## **Section 3**

# **Regulatory Committee Minutes**

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**PLANNING COMMITTEE**

**TUESDAY, 12 NOVEMBER 2019**

PRESENT: - Councillors Timothy Swinyard (Chair), John Ballman, Alan Bishop, Nick Burns-Howell, Malcolm Davies, Paul Dixon, Steph Exell, Robert Jandy, Jenny Jefferies, Nick Martin, Stan Pajak, Carol Shelley, Vera Tomlinson and Peter Watts.

An apology for absence were received from Councillor Jim Robbins.

**42. Councillor Jane Milner-Barry**

The Chair welcomed Councillor Carol Shelley as a member of the Planning Committee and thanked Councillor Jane Milner-Barry for her service on the Committee and her contribution to its work.

**43. Declarations of Interest**

The Chair reminded Councillors to declare any known interests in any of the matters to be considered by the Committee.

Councillor Stan Pajak made a personal and non-prejudicial declaration of interest in respect of all applications on the agenda as he was standing as a Parliamentary candidate in the forthcoming General Election.

**44. Minutes**

Resolved – That the minutes of the meeting held on 8<sup>th</sup> October 2019, be confirmed and signed.

**45. Public Question Time**

Mr Gary Llewellyn (Highworth resident) asked a public question in respect of work being undertaken at Highworth Golf Course. Officers, on behalf of the Chair, responded at the meeting.

Mr Gary Llewellyn (Highworth resident) asked a public question seeking clarification as to whether Planning related National Space Standards had been adopted by the Borough. The Chair responded at the meeting.

**46. S/19/1186/CHHO - Erection of 2no. dwellings with vehicle parking and associated works, Hillsborough, Marlborough Road, Chiseldon.**

In respect of application numbered S/19/1186/CHHO - Erection of 2no. dwellings with vehicle parking and associated works, Hillsborough, Marlborough Road, Chiseldon) 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) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Glen Mills	Agent

Councillors Stan Pajak, Carol Shelley and Peter Watts spoke in respect of this application.

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

- There should be a presumption in favour of the grant of the application as the Council could not demonstrate a five year supply of housing land in accordance with Paragraph 11 of the NPPF.
- That the proposed development was sustainable and helped address the shortfall in the five year housing land supply and in accordance with the NPPF should be considered as sustainable development.
- The dwellings proposed were designed to minimise any overlooking of adjoining properties including the inclusion of a blank gable wall.
- The proposed development was not out of character with nearby properties.
- That backland developments to existing properties by their nature can add value to local communities.
- No response had been received from representations made to the Council's AONB officer.
- The size and materials of the proposed development were in character to the existing dwelling.
- Houses on the other side of the road should be of more concerns due to their nature and also because they were on a plateau of the AONB whereas the proposed development would not affect the AONB as it was part way down Plough Hill and consisted of mature planting.
- A five bedroom development including dormer windows had been given retrospective planning permission despite having no resemblance nearby dwellings.
- The nearby Manor development of 11 dwellings offered resemblance to nearby dwellings.
- The cedar tree which is a metre and a half from the dwelling was only made the subject of a TPO following the application being submitted.

Submissions opposing the application can be broadly summarised as:

- The application before Members had previously been refused and had subsequently been resubmitted and was broadly similar to the refused application.
- The application was for 2 pitched roof residential dwellings, 1.5 storeys in height within the residential curtilage of the existing residential site.
- The site which formed the garden curtilage of the host dwelling at Hillsborough was located outside but adjacent to the defined Chiseldon settlement boundary as identified within the Swindon Borough Council Local Plan 2026 Policies Map.



- The site was also located within the North Wessex Downs Area of Outstanding Natural Beauty and the Down Plain Landscape Character Area.
- The development if permitted would be out of character with the residential dwellings on Marlborough Road and would have a negative impact on the amenity of the existing property and upon neighbouring properties including the loss of privacy arising from the removal of trees overlooking and an increase in the level of noise.
- The development would give rise to harm to a cedar tree on site which is the subject of a Tree Preservation Order and did not meet Policy SD2 as it was located outside the Chisledon (rural settlement boundary).
- The loss of landscaping would be contrary to Policy EN5 of the Adopted Swindon Borough Local Plan 2026. The application was not supported by an Arboriculture Impact Assessment as required by Policy EN1. Pruning to accommodate the development would significantly reduce screening to nearby properties

Resolved – That application S/19/1186/CHHO be refused for the reasons set out within the report.

Councillor Jenny Jefferies joined the meeting following the consideration of this item having taken no part in the discussion or voting thereon.

**47. S/18/0447 - Erection of 10 dwellings, Conversion of existing store to provide 2 dwellings and associated works, 13 Cricklade Street, Old Town, Swindon SN1 3EZ**

In respect of application numbered S/18/0447 - Erection of 10 dwellings, Conversion of existing store to provide 2 dwellings and associated works, 13 Cricklade Street, Old Town, Swindon SN1 3EZ the Committee considered: -

- An application for permission to develop;
- Recommendations of the Head of Planning, Regulatory Services and Heritage;
- The views of interested persons set out in the report circulated with the Committee Agenda;
- The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Garry Llewellyn	Agent

Councillors Nick Burns-Howell, Malcolm Davies, Paul Dixon, Stan Pajak and Peter Watts spoke in respect of this application.

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

- The application was for the demolition of existing buildings on site, the conversion of one dwelling, the old chapel, and construction of 10 dwellings on the former Poe Builders site.
- The ground levels of the site would be reduced by approximately ½ metre.
- There would be 12 car parking spaces provided on site, which was a shortfall of 2 spaces, and residents moving into the development would not be eligible to apply for residents parking permits.

- The new dwellings comprised four one bedroom flats, two two bedroom flats and four two bedroom houses, with cycle and bin storage sited to minimise its impact on the surrounding area, conservation area and the existing view of Christ Church.
- The development would be constructed from bricks and timber.
- Vehicular access to the site would be widened to improve visibility when accessing and egressing the site with the existing wall being demolished and set back about one metre and being rebuilt in similar materials.
- That the development would be liable for CIL payments.
- The development complied with the Council's Development Plan and was acceptable in planning, design, highways conservation and environmental terms.
- The application which was submitted in March 2018 had addressed a number of concerns raised as part of the consultation process.
- Conditions 12 and 14 addressed highway concerns and access on egress from the site with conditions 13 -17 addressing car parking issues.
- Drainage concerns had been addressed through conditions 18 and 19.

Submissions opposing the application can be broadly summarised as:

- There was a shortfall of 2 spaces on the development and new residents would not be eligible for a resident parking permit and the pressure this might have on future parking standards.
- The possible use of Christchurch car park by residents of the proposed development.
- There were concerns as to the possible lack of natural light and that the dwellings were not large enough.
- The proximity of the development to Cricklade Court.

Resolved – That application S/18/0447 be granted subject to the conditions set out in the report.

**48. S/19/0946 - Change of use of Former Telephone Exchange (Sui Generis) to 7 Apartments (Class C3) and associated works, Former Telephone Exchange, Fire Fly Avenue, Swindon**

In respect of application numbered S/19/0946 - Change of use of Former Telephone Exchange (Sui Generis) to 7 Apartments (Class C3) and associated works, Former Telephone Exchange, Fire Fly Avenue, 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) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Paul Exell	Parish Council

Councillors Alan Bishop, Nick Burns-Howell, Paul Dixon, Steph Exell, Stan Pajak and Peter Watts spoke in respect of this application.

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

- The application was to convert the existing former telephone exchange into seven apartments, comprising 6, one bed flats and one two bed flat.
- Cycle storage in excess of minimum standards was provided although this was accessed via the pedestrian tunnel. A condition allow access to the storage area at all times prior to occupation of the building would be required.
- There were no highways or environmental health objections to the application.
- The site being close to facilities and bus routes was considered to be sustainable.

Submissions opposing the application can be broadly summarised as:

- Lack of parking provision associated with the development as no parking spaces were allocated to the flats when the expected provision would be 10 spaces.
- The site is located within the Railway Works Conservation Area, and is opposite to and forms part of the setting to the Railway Village Conservation Area. The site is adjacent to and part of the group of railway buildings which form a collective, such as being adjacent to the Swindon Works Main Office (Grade GII) opposite the carriage works and trimming Shop (both Grade II listed).
- There is potential for overlooking and loss of privacy to nearby properties and a concern about the proposed works and the need to control hours of working and mitigation of noise and dust during business hours.
- Concerns were raised regarding the need assurance that any asbestos is properly dealt with and that access to other buildings will not be affected during construction.
- Access for emergency services and delivery vans to the building needed to be addressed.
- There was concern as to whether the proposed application was an overdevelopment of the site.
- The building was situated within a conservation area and Paragraph 97 of the NPPF should be considered when assessing the impact on the character of the conservation area.
- The Parish Council was minded to echo the concerns of the conservation officer set out within the report.
- The application represented an overdevelopment of the site with too many flats for the building with a reduction in number of flats permitting the removal of the outdoors stairs for relocation within the fabric of the building.
- The historical integrity of the building would be compromised and external alterations and external staircase did not take into account the context or nature of the surrounding area.
- The building had not been used since 1986 and so neighbouring properties would suffer a loss of privacy.
- The design of the application was flawed on a number of issues including access to the cycle store and access to the first floor via a single external metal staircase which ran past one of the flats reducing privacy and would cause unacceptable noise in the evening.

- The location of the bin storage meant residents would need to transport their rubbish bins 70 metres for collection.

Resolved - That application S/19/0946 be refused.

### Reasons

1. The proposed conversion includes the provision of a new external staircase around two sides of the building which represents an incongruous feature that detracts from the simple architectural appearance of the building and would be harmful to the significance of this part of the Railway Works Conservation Area. The proposed development would therefore be contrary to policy DE1 and EN10 of the adopted Swindon Borough Local Plan 2026 (2015), the adopted Swindon Residential Design Guide SPD 2016 and the NPPF.
2. The proposed external access arrangements to the proposed apartments would result in an unacceptable level of amenity to future occupiers as residents and visitors would walk past serving bedroom windows of other flats at very close quarters, contrary to policy DE1 of the adopted Swindon Borough Local Plan 2026 (2015) and the adopted Swindon Residential Design Guide SPD 2016 and the NPPF.
3. The proposed provision for cycle storage is poorly located in that it is currently only accessible between 7am and 9pm daily because gates separating the cycle storage to the flats they serve is locked shut outside of those hours. Given the accommodation makes no provision for car parking for its occupants and is located some distance from a public highway, the lack of accessibility to a full range of conveniently located alternative means of transport is therefore contrary to policy DE1, TR1 and TR2 of the adopted Swindon Borough Local Plan 2026 (2015) The adopted Technical guidance on Parking Standards 2007 SPD, the adopted Swindon Residential Design Guide SPD 2016 and the NPPF.

(Councillor John Ballman made a personal and non-prejudicial declaration of interest in respect of this application as he considered the application in his capacity as a Parish Councillor and took no part in the discussion and voting thereon.)

### **49. S/19/0742/SASM - Erection of 1no. dwelling and associated works, Land Adjoining, 22 Dunley Close, Swindon**

In respect of application numbered S/19/0742/SASM - Erection of 1no. dwelling and associated works, Land Adjoining, 22 Dunley Close, 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) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Chris Westlake	Local Resident

Councillors Alan Bishop, Nick Burns-Howell, Stan Pajak, Vera Tomlinson and Peter Watts spoke in respect of this application.

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

- The application had been resubmitted following a refusal made under delegated authority on the grounds that the proposed development, by virtue of its scale, siting and position of windows would result in an intensive, and dominant development form, causing harm to the amenity of the neighbouring property (No. 32 Dunley Close) in terms of its visual dominance, inadequate separation distance and loss of privacy contrary to Policy DE1 of the adopted Swindon Borough Local Plan 2026, the adopted Swindon Residential Design Guide (2016) and the NPPF (2019).
- The application was for the erection of a two storey detached dwelling in land to the side of 22 Dunley Close set down from the ridge height of the three storey dwelling at no.22 (the applicant's dwelling) by some 0.8 metre.
- The boundary of the existing house will be subdivided by means of a 1.8-metre close boarded fence as outlined on the Site Plan (S/19/1291/02 rev A). Two separate rear gardens will be provided along with two parking spaces per dwelling (one within the existing garage of no.22). Adequate manoeuvring space is provided.
- Dunley Close comprises of a mixture of house styles built at a relatively high density. The proposal site forms part of the curtilage of 22 Dunley Close, a semi-detached house. The site is accessed from Dunley Close to the rear by an existing vehicle access and bordered by a wall. The front of the property faces a path and landscaped area.
- The application reflected the character of the frontage of nearby dwellings.
- The distance between dwellings met the necessary 12 metre standard and there was no loss of amenity to adjacent properties.
- Car parking provision meets the necessary standards providing two car parking spaces.

Submissions opposing the application can be broadly summarised as:

- The plot size was too small for proposed development with a lack of garden space.
- Existing parking issues at Dunley Close will be exacerbated by the development of additional housing.
- The distance between properties was actually 11.8 metres and therefore was unsuitable for development.
- There would be a loss of sunlight from 2:00pm in the afternoon.
- There were already a number of local vehicles parking on the street and further development would heighten this problem and safety issues associated with this, including access for emergency vehicles.
- The applicant already had six vehicles parking in the vicinity.
- The proposed development would cause overshadowing and loss of amenity to neighbouring properties.
- The application did not accurately reflect the proposed development and inaccuracies included loss of trees and hedges, not showing a watercourse to the north of the property and incorrect measurements.

- The development as proposed would require accessing a neighbouring property during development.
- All local residents opposed the application and the land in question was unsuitable due to its size and location.
- The Parish Council unanimously opposed the application.

Resolved – That application S/19/0742/SASM be deferred in order to allow officers to liaise with the applicant in respect of the accuracy of information contained within the application.

Councillor Vera Tomlinson made a personal and non-prejudicial declaration of interest in respect of this application and took no part in the voting thereon. Councillor Tomlinson noted that as she had considered the application in her capacity as a Parish Councillor serving on the Parish Council Planning Sub-Committee and that she was representing the views of the Parish Council at this meeting.

**PLANNING COMMITTEE**

**MONDAY, 2 DECEMBER 2019**

PRESENT: - Councillors Timothy Swinyard (Chair), John Ballman, Nick Burns-Howell, Malcolm Davies, Steph Exell, Robert Jandy, Jenny Jefferies, Nick Martin, James Robbins, Vera Tomlinson and Peter Watts.

Apologies for absence were received from Councillors Alan Bishop, Paul Dixon, Stan Pajak and Carol Shelley.

**50. Minutes Silence**

The Committee held a minutes silence in memory of Councillor Des Moffatt.

**51. 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.

**52. Public Question Time**

There were no public questions

**53. S/19/0703 - The construction of a new road, to link the A419 Commonhead Roundabout to the proposed New Eastern Villages (NEV) development including improvements to the existing Commonhead Roundabout and Pack Hill, new junctions with Pack Hill, The Marsh and Wanborough Road, new footway/cycleway and associated earthworks, drainage works and landscaping. (Land East Of The A419, Between Commonhead Roundabout And Land North Of Wanborough Road, Swindon)**

In respect of application numbered S/19/0703 - The construction of a new road, to link the A419 Commonhead Roundabout to the proposed New Eastern Villages (NEV) development including improvements to the existing Commonhead Roundabout and Pack Hill, new junctions with Pack Hill, The Marsh and Wanborough Road, new footway/cycleway and associated earthworks, drainage works and landscaping. (Land East Of The A419, Between Commonhead Roundabout And Land North Of Wanborough Road, Swindon) the Committee considered: -

- (a) An application for permission to construct a new road;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Councillor Gary Sumner	Swindon Borough Council

Sam Howell

On behalf of the Applicant (Swindon Borough Council)

Councillor Russell Holland Ward Councillor

Councillors John Ballman and Nick Burns-Howell spoke in respect of this application.

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

- The proposed road would link the New Eastern Villages development with the Commonhead Junction and formed part of the strategic transport package for the New Eastern Villages, as identified in Policy NC3 of the Local Plan.
- The New Eastern Villages planned to deliver approximately 8,000 homes, 40 hectares of employment land and associated retail, community, education and leisure facilities.
- The supplementary planning document identified the crucial role of the Southern Connector Road in the delivery of the New Eastern Villages.
- The application was submitted in April 2019 and amended following consultation on the application with further consultations undertaken in July and September 2019.
- The Southern Connector Road comprised a single carriageway road approximately 7.3 metres wide and approximately 2.5km in length between the proposed Foxbridge village and the Commonhead Junction.
- The development of a single carriageway was intended to discourage strategic use.
- The proposed Southern Connector Road would incorporate a segregated pedestrian/cycle path on the north/east side of the carriageway and pedestrian route on the east/west side. Provision has also been made to ensure the existing Rights of Way link on their current alignment.
- Drainage proposals for the proposed SCR comprise a new bridge across Liden Brook, as well as a number of culverts over existing watercourses. In addition to this, a series of swales, attenuation ponds and outfalls are proposed along its length.
- Discussions were on-going with Highways England in respect of outstanding highways matters.
- A comprehensive Environmental Statement and associated Assessments had been undertaken and had identified some less than substantial harm to the significance of heritage assets through development within their setting and the loss of a veteran tree landscaping. In accordance with the NPPF, including Paragraphs 175 and 196, the public benefits arising from the scheme would clearly outweigh the identified loss of harm. Measures to minimise and/or limit any impact on the local environment, including the Area of Outstanding Natural Beauty had been considered through the design and landscaping scheme or had been included in the form of conditions.
- The application was in accordance with the National Planning Policy Framework and the Local Plan.
- The Southern Connector Road formed part of a carefully considered highways improvement plan.
- The proposed application including provision for footpaths and cycleways.
- The application formed part of Swindon's sustainable development strategy and also including a substantial tree planting programme and would not prejudice the delivery of the Wiltshire and Berkshire Canal.



No verbal representations opposing the application were made at the meeting however a number of landowners had raised objections in relation to the location, design of the application and access to adjoining land.

Resolved - That the Head of Planning, Regulatory Services and Heritage be authorised to grant planning permission subject to:

(a) The planning conditions set out in this report, with delegated authority to make reasonable amendments, additions or omissions to those conditions before issuing formal consent as may be necessary; and,

(b) The agreement of strategic highway matters with Highways England, as outlined within Paragraph 8.44 of this report.

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**LICENSING COMMITTEE**

**WEDNESDAY, 30 OCTOBER 2019**

**PRESENT:-** Councillors Vera Tomlinson (Chair), Abdul Amin, John Ballman, Malcolm Davies, Paul Dixon, Steph Exell, Nick Martin, Brian Mattock, Garry Perkins, Imtiyaz Shaikh, Caryl Sydney-Smith and Peter Watts.

Apologies for absence were received from Councillors Alan Bishop, Emma Faramarzi and Nadine Watts.

**22. Declarations of Interest**

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

**23. Minutes**

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

**24. Public Question Time**

Ms Tracey Waggott submitted written questions in respect of (i) consultation for any mandatory policy for CCTV in Taxis, (ii) the involvement of the Taxi trade in any consultation, and (iii) an assessment of costs involved in the introduction of a mandatory policy for CCTV in Taxis. The Council's Licensing Manager responded at the meeting.

Mr Andy Lucas made comments and asked public questions relating to (i) the wording of paragraph 3.15 of the report, (ii) whether there was sufficient grounds for the introductory of mandatory CCTV in Taxis, (iii) the cost implication of installing CCTV in Taxis, (iv) the rationale for the introduction of a voluntary policy of the installation of CCTV in Taxis given the Government was considering the introduction of a mandatory policy, and (iv) guidance sought from neighbouring Licensing Authorities when producing the report on a voluntary policy for the installation of CCTV in Taxis as work was sometimes undertaken in other licensed areas. The Solicitor to the Committee and Council's Licensing Manager responded at the meeting.

Mr John Stocker made comments and asked public questions relating to (i) drivers being forced to install CCTV in their Taxis, (ii) who controlled the data arising from this use, and (iii) the need for a review of the Licensing Department. The Chair and the Council's Licensing Manager responded at the meeting.

Mr Keith Radway made comments and asked public questions relating to (i) the voluntary use of CCTV in Taxis and standards applicable to such installation and use, (ii) the decision taken at the previous meeting regarding the use of front seats in Hackney Carriages and the difference between licensing this for new and

renewed licenses. The Chair, Solicitor to the Committee and Council's Licensing Manager responded at the meeting.

## **25. Introduction of CCTV in Private Hire and Hackney Carriage Vehicles**

The Committee considered (a) a report of the Head of Planning, Regulatory Services and Heritage concerning the introduction of the voluntary installation of CCTV in Private Hire and Hackney Carriage vehicles licensed by Swindon Borough Council, taking into account representations made during the consultation on the mandatory installation of CCTV in licensed vehicles and other material considerations, and (b) the comments of the Council's Licensing Manager in introducing the report.

Resolved – (1) That the representations made during the public consultation process for the introduction of the mandatory installation of CCTV in licensed vehicles.

(2) That the Licensing Manager be authorised to continue with the potential introduction of mandatory installation of CCTV in all licensed vehicles but to await the publication of formal government Department for Transport ("DfT") guidance following their recent Task & Finish Group consultation document before formulating Swindon Borough Council's policy, which will be brought before the Licensing Committee and will need to include consulting the Surveillance Camera Commissioner and the Information Commissioner's Office ("ICO") regarding Swindon Borough Council's consultation, evidence and Data Protection Impact Assessment ("DPIA") and that any change of policy be submitted to this Committee.

(3) That licensed drivers be encouraged to enter into a voluntary agreement to install CCTV subject to appropriate conditions including (i) their registration with ICO, as a data controller, (ii) their adherence to the Surveillance Camera Commissioners Code of Practice – documented processes and procedures in place, including their information security and data encryption arrangements, and (iii) their completion of a data protection impact assessment.

(4) That the Council's Licensing Manager be authorised to agree the wording of such conditions in respect of voluntary installation of CCTV.

**LICENSING COMMITTEE**

**MONDAY, 16 DECEMBER 2019**

PRESENT:- Councillors Vera Tomlinson (Chair), Abdul Amin, John Ballman, Alan Bishop, Steph Exell, Emma Faramarzi, Nick Martin, Brian Mattock, Imtiyaz Shaikh, Caryl Sydney-Smith, Nadine Watts and Peter Watts.

Apologies for absence were received from Councillors Malcolm Davies, Paul Dixon and Garry Perkins.

**26. 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. 5 as he had a number of friends in the Hackney Carriage and Private Hire trade.

**27. Minutes**

Resolved – That the minutes of the meeting held on 30<sup>th</sup> October 2019, be confirmed and signed as a correct record.

**28. Public Question Time**

Mr Andy Lucas made comments and asked questions in respect of whether the proposals set out in the report in respect of reviewing the age limits for Hackney Carriage and Private Hire vehicles and the requirement for those vehicles to meet emission standards would be applied to all vehicles operated and owned by the Council as well as other public transport vehicles and vehicles undertaking services on behalf of the Council. The Chair responded at the meeting.

Mr Keith Radway asked (a) whether a meeting could be arranged with taxi and private hire trade representatives once it was known how the reduction of emission levels for other types of vehicles, including vehicles used by voluntary sector transport providers, had been agreed by the Council, (b) the rationale for reducing the age of private hire and hackney carriage vehicles and the effect on drivers and operators, and (c) whether the focus of any review should be centred on the ability of vehicles to pass emission tests rather than their age. The Chair responded at the meeting.

**29. Consideration to review Hackney Carriage and Private Hire Vehicle Age Limits and requirement to meet emissions standards**

The Committee considered (a) a report of the Council's Licensing Manager in respect of a proposed eight week consultation with the Private Hire and Hackney Carriage trade in respect of (i) a change to the current age of that licensed vehicles from five years to four years, and (ii) the introduction of a requirement that all taxis and private hire vehicles be required to meet the Euro 6 emissions standards by 2024, and (b) an oral update by the Council's Licensing

Manager in respect of the proposed consultation process.

Resolved – That the Council's Licensing Manager be authorised to undertake an eight week consultation period with the Private Hire and Hackney Carriage trade regarding (a) a change to the current age of that licensed vehicles from are first licensed from five years to four years, and (b) the introduction of a requirement that all taxis and private hire vehicles be required to meet the Euro 6 emissions standards by 2024, and that the results of this consultation be reported back to this Committee for consideration.

**EDUCATION TRANSPORT APPEALS SUB-COMMITTEE**

**WEDNESDAY, 11 DECEMBER 2019**

PRESENT:- Councillors Alan Bishop, Steph Exell and Robert Jandy.

**16. Appointment of Chair**

Resolved – That Councillor Robert Jandy be appointed as Chair of this meeting of the Sub-Committee.

**17. 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.

**18. Minutes**

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

**19. 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 20 refers).

**20. 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 written submissions by the parent.

Resolved – (1) That, due to the exceptional circumstances set out in the appeal, appeal number PST000322 be upheld and a bus pass be provided.

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## **Section 4**

# **Children Services Bodies Minutes**

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**SCHOOLS FORUM**

**TUESDAY, 8 OCTOBER 2019**

<b>Maintained School Members:</b>	Alison Lowe, Primary Headteacher Ray Williams, Primary Governor
<b>Academy Members</b>	Emma Leigh-Bennett, (Mainstream Academy) Bob Linnegar, (Mainstream Academy) Karen Pyman, (Mainstream Academy) Jackie Smith, (Special Academy) Clive Zimmerman, (Mainstream Academy)
<b>Non-School Representatives</b>	Jo Morris Golds, Early Years Peter Smith, Trade Unions
<b>Officers:</b>	Gareth Cheal, Education Place Planning and Admissions Manager Anne Mackay, Finance Manager Education Marie Horton, Strategic Commissioner for Education

Also present: Councillor Russell Holland, Cabinet Member for Finance, Education and Skills.

Apologies for absence were received from Nick Capstick, (Special Academy), Rhian Cockwell (Primary Headteacher), Gary Evans, (Mainstream Academy), Fiona Godfrey (Mainstream Academy), Lindsay Hull, (Pupil Referral Unit Headteacher), Emma Lindsay, Diocese of Bristol), James Povoas (Mainstream Academy) and Steve Wain (16-19 Partnership).

**8. Minutes of Previous Meeting**

Resolved -

(1) That the minutes of the meeting held on 16th July 2019 be confirmed and signed as a correct record.

(2) That the Finance Manager, Education be requested to liaise with the Cabinet Office and circulate information on actions to be taken by Cabinet to mitigate the pressures on the High Needs Budget.

**9. Schools Forum Membership Update**

Mr Gareth Cheal, the Education Place Planning and Admissions Manager updated the Forum on Membership matters. He advised that a review had been undertaken of the current membership in light of the evolving balance of schools in Swindon. He drew attention to point 3.6 of the report highlighting the pupil percentage difference between maintained and academy schools.

In response to a query regarding the appointment of a Black and Minority Ethnic (BME) representative on the Schools Forum, Mr Cheal referred to the organisational changes within the Council delaying this appointment and agreed to investigate the matter and refer the matter to the Lead for Organisational Development.

The Chair confirmed that the Swindon Association of Primary Headteachers would be nominating a new member to represent the Academy mainstream members.

Resolved –

- (1) That School Forum agrees that:
  - (a) The number of Primary Maintained School members reduces to three, following the recent primary conversions.
  - (b) The Academy mainstream members increase to eight representatives
- (2) That the School Forum notes that:
  - (a) There was still a vacancy for a Black and Minority Ethnic (“BME”) representative.
  - (b) There was still a vacancy for a 16 – 19 Partnership representative.
- (3) That the Education Place Planning and Admissions Manager be requested to liaise with the Organisational Development Lead regarding co-opting a BME representative onto the Schools Forum.

**10. 2019/20 Dedicated Schools Grant Budget Position**

The Finance Manager, Education, submitted a report advising the Forum on the latest projected 2019/20 Dedicated Schools Grant (DSG) retained budget position and on the projected year end position against the 2019/20 retained budgets based upon available information at the end of August 2019. She introduced the report, commenting on the changes that had taken place since the last report, and advised that, to the end of August, the projected out-turn position was forecast to be £1.573m above the overall budget. This deficit was the result of the increasing demand for High Needs Top ups and Post 16 and Post 19 placements.

Resolved –

- (1) That it be noted that:
  - (a) The latest projection on the 2019-20 retained budget is expected to be £1.573m above budget.
  - (b) Following the projected out-turn position and settlement of the DSG High Needs budget, the outstanding DSG deficit balance to be mitigated stands at £1.265m.

**11. 2019/20 Dedicated Schools Grant October Update**

The Forum considered a report by the Finance Manager, Education, providing an update on the latest position of the 2019/20 Dedicated Schools Grant (DSG) settlements and budget. She explained that the report included updates on (a) Pupil Growth Policy 2019; (b) Scheme of Delegation for Financing Swindon Schools; (c) DSG funding and consultation on 2020/21 Local Funding Formula for Schools and Academies, including Split School Site; (d) exclusion funding recoupment; (e) child at risk of exclusion (CARE) and (f) Early Years update regarding Bright Horizons.

Following her presentation of the report, the Finance Manager, Education, with the Education Place Planning and Admissions Manager and Strategic Commissioner for Education responded to the members’ questions and comments in respect of the following matters:

- The scheme for financing schools has been published by the Local Authority and was to be available to mainstream schools by mid-October 2019.
- The opening of two new schools in Swindon, the costs of opening them, how they were financed and the impact on the main DSG funding.
- Free school funding and how the number of pupils attending affects their finances.
- Demographic modelling and how the Local Authority (LA) uses the Office of National Statistics data to determine new school locations.
- External factors influencing the LA's demographic modelling.
- The need for clarity on what constituted split site costs.
- The opening of nurseries on school sites and how these may be run by private providers.
- Discussions to be undertaken with school opening nurseries on site regarding the age range of children attending.

#### Resolved –

(1) That the Pupil Growth Policy, be agreed.

(2) That the following be noted:

- a) The Education and Skills Funding Agency guidance on the treatment for new and growing schools.
- b) The Scheme of Delegation for Financing Swindon Schools has been updated.
- c) The expected timeline for release of funding information from the Department for Education.
- d) The Local Authority will arrange a consultation event to take place on 28th November for all schools and academies.
- e) The formula consultation will include a request for the 2020/21 formula to include a new funding factor for Split School Sites.
- f) An Extraordinary Schools Forum meeting will be held on Tuesday 10th December to agree the principles of the new formula for 2020/21.
- g) The indicative autumn census numbers will be requested from all schools and academies in early October 2019.
- h) All permanent exclusions from secondary schools will be charged at a flat rate of £5,000 per pupil at whatever point in the year the exclusion takes place.
- i) Further to (h) above, this change in policy was agreed by all Secondary Head Teachers in Swindon.
- j) The update with regard to Child at Risk of Exclusion (CARE).
- k) The Early Years update with regard to sufficiency of places in Wroughton.

(3) That further to the request from Holy Rood Catholic Primary School for a split site funding factor to be included in future funding allocation, the Finance Manager (Education) be requested to benchmark split site costs with other local authorities.

(4) That further to (3) above, the Finance Manager (Education) be requested to include information on her findings in her report to be submitted at the Schools Forum meeting on 10th December 2019

## **12. Monitoring of School Balances**

The Forum considered a report submitted by the Finance Manager, Education, setting out the level of school balances, particularly regarding the planned use of 2019/20 surplus balances during 2020/21 and the use of 2021/22 surplus balances

in 2021/22 and beyond. She referred to the estimated school revenue balances expected to be held on 31<sup>st</sup> March 2019 as forecast by schools in June 2019. She further elaborated on the estimated school revenue balances expected to be held on 31<sup>st</sup> March 2019 and 31<sup>st</sup> March 2020 as forecast by schools in June 2019. She commented on the target balances to be held by schools on 31<sup>st</sup> March 2019, based on the per pupil values previously agreed by Schools Forum.

The Chair voiced her concerns regarding the amount of surplus balances for maintained schools as reflected in the report and advised that if this was mirrored across all the academies, the sum would be substantial. She stated that whilst she understood balancing budgets was challenging for schools as reflected in the implementation of the deficit recovery plan, the in-year funding was to be used for pupils rather than to be accumulated, unless it was to be used for capital works.

The Schools Forum welcomed the Finance Manager, Education's offer of working closely with schools. Following her presentation of the report, the Finance Manager, Education, responded to the members' questions and comments in respect of the following matters:

- The reasons behind the need to implement the clawback mechanism for maintained schools that consistently forecast inaccurate year end expenditure or continuously held high balances. Members noted that the clawback mechanism has to date never been implemented by the Local Authority in Swindon.
- Annual accounts for Academies are available on the schools' website and that whilst the Department for Education recommended academies provided this information in the interest of transparency, the Local Authority was unable to request this information.

#### Resolved -

(1) That it be noted that:

- (a) The schools' surplus balances brought forward at 1st April 2019 and the schools' committed use of these balances in 2019/20 and 2020/21 was as reflected in paragraph 3.6 of the report.
- (b) The analysis of schools' planned use of surplus balances brought forward in 2019/20 was as reflected in paragraph 3.9 of the report.
- (c) The indicative future balances to be held by schools at 31st March 2020, 31st March 2021 and 31st March 2022, taken from the three year budget plans submitted by schools in June 2019 was as reflected in paragraph 3.11 of the report.
- (d) The number of schools forecasting low balances on 31st March 2020, 31st March 2021 and 31st March 2022 was as reflected in paragraph 3.12 of the report.
- (e) The school balances claw back mechanism remains in place.
- (f) That further to (e) above, the circumstances that need to apply for it to be implemented by the Local Authority be as reflected in paragraphs 3.14 to 3.17 of the report.

**SCHOOLS FORUM**

**TUESDAY, 10 DECEMBER 2019**

<b>Maintained School Members:</b>	Alison Lowe, Primary Headteacher Ray Williams, Primary Governor
<b>Academy Members</b>	Bob Buckley, Mainstream Academy Nick Capstick, Special Academy Gary Evans, Mainstream Academy Fiona Godfrey, Mainstream Academy Emma Leigh-Bennett, Mainstream Academy James Povoas, Mainstream Academy Karen Pyman, Mainstream Academy Clive Zimmerman, Mainstream Academy
<b>Non-School Representatives</b>	Andrew Henstridge, Clifton Diocese Peter Smith, Trade Unions
<b>Officers:</b>	Gareth Cheal, Education Place Planning and Admissions Manager Anne Mackay, Finance Manager Education Marie Horton, Strategic Commissioner for Education

Apologies for absence were received from Steve Wain (16-19 Partnership), Jackie Smith (Special Schools Headteacher), Jo Morris Golds (Early Years), Emma Lindsay (Diocese of Bristol), Lindsey Hull (Pupil Referral Unit) and Bob Linnegar (Mainstream Academy).

**13. Minutes of Previous Meeting**

Resolved - That the minutes of the meeting held on 8<sup>th</sup> October 2019 be confirmed and signed as a correct record.

**14. Public Question Time**

In accordance with Standing Order 28, Mr Alastair Dixon - Patterson of Lydiard Park Academy, Swindon, submitted a written question regarding action the authority was taking to ensure that the Health element was funded by the NHS and the Care element by non-education budgets a number of topics

It was noted that a written response had been prepared in respect of Mr Dixon-Patterson's question and that this had been tabled at the meeting.

Mr Dixon-Patterson was in attendance and advised that supplementary questions had been submitted on the day. The Chair confirmed that a written response would be circulated.

## **15. 2020-21 Dedicated Schools Grant - Funding Principles and related items**

The Finance Manager, Education submitted a report to advise that the 2020/21 Dedicated Schools Grant settlement was expected in January 2020 and that the Schools Forum would meet on 15th January 2020 to agree the 2020/21 Dedicated Schools Grant Settlement and Budget. She confirmed that the report provided members with the opportunity to review and agree the funding principles that will be used to prepare mainstream budgets for 2020/21 and that it addressed the following:

- Local Mainstream Funding Formula Consultation Responses
- Transfer of 0.5% Schools funding block to High Needs funding block – current High Needs Budget, draft 2020/21 budget and
- Statutory Services carried out on behalf of all schools and academies
- Statutory Services carried out on behalf of all maintained schools – 2020/21 Education Function Charge

Following her presentation of the report and the current budget monitoring pressures and also the draft budget for 2020/21 with the additional demand of 95 places for September 2020, the Finance Manager, Education responded to the members' questions and comments in respect of the following matters:

- The number of responses by schools to the various questions in the consultation questionnaire.
- The feedback received from school pertaining to each question.
- How the minimum funding guarantee transfer will only impact some of the schools (47/78) as the minimum per pupils funding levels are mandatory and take
- The submission on 28th November to the Secretary of State requesting a disapplication of the funding regulations in regards to the transfer of 0.5% Schools Block funding to the High Needs Block. The decision on the transfer of 0.5% will be made by the Secretary of State.

### Resolved –

(1) That Schools Forum agreed not to:

- a) Transfer the 0.5% Schools funding block to High Needs funding block.
- b) Include a new Split Site funding factor in the local mainstream funding formula for 2020/21.

2) That Schools Forum agrees to:

a) Option 1 when setting the local Mainstream Funding Formula as circulated to schools on Wednesday, 28th November 2019. The illustrative Option 1 was calculated using funding formula factors as close as possible to National Funding Formula 2020/21 values. The allocations do not take into account 0.5% transfer to High Needs and there is no split site allowance.

b) To the principle that the LA retains the funding that is expected to be announced in January 2020 as part of the Central Schools Services Block to contribute to the costs of the LA meeting its statutory duties for all pupils

3) That Schools Forum notes:

a) That the final 2020/21 Schools Block total and the 0.5% transfer value will be confirmed to Schools Forum in January 2020. The 0.5% transfer will need to be formally agreed by the Secretary of State.



b) That the actual value of the retained Central Schools Services Block will be confirmed to Schools Forum in January 2020.

4) That Maintained School Members agree that the LA retains a £17.00 per pupil fee to help meet the cost of providing its statutory duties for all maintained pupils, the 'Education Function Charge'.

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**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION**

**TUESDAY, 26 NOVEMBER 2019**

**PRESENT:-**

<b>Group A:</b>	David Burbidge (Baptist Church)
Christian Denominations and	Clare-Marie Burchall (Roman Catholic
Other Religions or Religious	Community)
Denominations	Dinesh Patel (Hindu Community)
	Malkit Babbra (Sikh Community)
	Atiff Ghafar (Muslim Community)

<b>Group B:</b>	Reverend Norma McKemey
Church of England	Ruth Williams

<b>Group C:</b>	Lottie O'Brien
Teacher Organisations	Emma McCarthy
	Helen Redhead

<b>Group D:</b>	Councillors Fay Howard and Nick Martin
Councillors	

Also in attendance: Katy Staples (SACRE Advisor), Steve Bogg (Senior Primary Commissioner), Emma Ainslie-King (, Head of Religion, Philosophy and Ethics).

Apologies for absence were received from Councillor Matthew Courtliff and Reverend David Howell, Jo Backus, Michelle Howard and Jo Garton.

**12. Welcome from the Chair**

The Chair welcomed members of the SACRE to Commonweal School and advised this was the last meeting of this calendar year. The Chair thanked Emma Ainslie-King, Head of Religion, Philosophy and Ethics at the school for inviting the committee. Mrs Ainslie-King commenced the meeting by referring to her experience of teaching Religious Education (RE) at the school. She confirmed the school taught RE at Key Stages 3 and 4 and following a consultation with students that was undertaken every three years, the school was aware students enjoyed the subject and would pursue it to achieve a qualification. She responded to members' questions regarding RE topics pupils studied at GCSE and A level and how the school approached interfaith themes.

The Chair also thanked Emma McCarthy and Jo Garton for presenting the WIRE Awards at Eldene and Greenmeadow Schools. Emma McCarthy referred to the activities undertaken when she presented the award during the assembly at Eldene Primary School. Members noted the local press had also covered the award presentation at Eldene Primary School.

Resolved – (1) That Mrs Ainslie-King be thanked for her interesting presentation.  
(2) That Emma McCarthy and Jo Backus be thanked for presenting the WIRE Awards at Eldene and Greenmeadow Schools.

### **13. Declarations of Interest**

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

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

There were no public questions.

### **15. Minutes**

Resolved – That the minutes of the meeting held on 23<sup>rd</sup> July 2019, be confirmed and signed as a correct record.

### **16. Minutes from Key Stage 4 Working Party**

The SACRE Advisor stated that following the last SACRE meeting, there were still concerns some schools were not offering any Religious Education (RE) at Key Stage 3, particularly when they were not offering the subject at Key Stage 4. This was a national trend as the number of entrants to RE exams has been going down over the past years. She referred to actions being taken by Bristol SACRE, which was offering schools in Bristol an RE curriculum for Key Stage 4 pupils. The course covering six out of nine topics was to be undertaken over a two year period and was offered as part of a non-examined subject in a pool with PSHE and Careers. This course was to ensure schools provided a broad and balanced study covering the core disciplines of RE, mainly theology, philosophy and social sciences. The SACRE Advisor elaborated on the topics to be covered and confirmed that some of them may be amended to reflect Swindon community base. SACRE noted that currently the main religions being studied in the Bristol and Swindon areas were Christianity, Islam and Buddhism.

SACRE discussed the minutes of the Bristol SACRE meeting held on 9<sup>th</sup> October 2019 as these provided further information on the proposal and agreed that this was an option that could be offered to Swindon schools. Members further agreed that the topics for study were balanced and would promote constructive discussions during RE lessons.

SACRE discussed the difference in the study programmes for GCSE and A Level examinations and how the changes into the Ofsted assessing regime affected schools' league tables.

Resolved – (1) That the SACRE Advisor be requested to:

- a) Discuss the new RE proposals at the next hub meeting.
- b) Update members at the next SACRE meeting on Bristol's implementation of the proposals.

### **17. Questions for RE Curriculum Leaders to consider (New Ofsted 2019)**

The SACRE Advisor referred to the questions Religious Education (RE) curriculum leaders would consider in their preparation for an Ofsted inspection. This related to the quality of RE leadership in schools. SACRE discussed some schools'

perception of RE teachers and how this may influence the take up of RE by students, particularly when no final exams were undertaken. Members discussed how a “deep dive” into subjects prior to Ofsted inspections would identify how RE influenced other subjects. Members agreed that the questions being considered were relevant for curriculum leaders in other subjects and that it would be helpful if schools were offered this extra support. The SACRE Advisors proposed to discuss this further with hub members at their next meeting.

Resolved – That the SACRE Advisor draft responses to some of the questions recommended for RE curriculum leaders preparing for Ofsted inspections in order for the hub members to consider at their next meeting.

## **18. Wire Award Gold 2019**

A Widening Inclusivity in Religious Education (WIRE) Award certificate was circulated at the meeting for SACRE members to view. A folder of evidence for the award submitted by St Francis CofE Primary School was also circulated. The SACRE Advisor confirmed that Eldene and Greenmeadow schools were awarded the WIRE Award this year and St Francis CofE School would be presented with its award certificate shortly. She confirmed that schools were only able to display the certificate for three years and as such, were encouraged to gather evidence for submission to attain credits for the WIRE Award “Gold”. The SACRE Advisor drew members’ attention to the different criteria school had to meet between the original and enhanced WIRE Award.

SACRE noted some members’ concerns regarding the feasibility of meeting all the objectives set out to achieve the WIRE Award “Gold”. The Senior Primary Commissioner drew members’ attention to the use of technology in the classroom and how through YouTube 360 and Facebook 360, pupils may experience a virtual reality visit of various religious places of worship. The SACRE Adviser confirmed that the criteria required a physical visit to a place of worship as this gave pupils the opportunity to meet a practitioner of the faith on the premises who would be able to answer any questions they had.

Resolve – (1) That the SACRE Advisor inform the schools who have already attained the WIRE Award regarding the opportunity to work towards attaining the WIRE Award “Gold”.

(2) That the SACRE Advisor promotes the South West Conference for SACRE due to be held on 2<sup>nd</sup> March 2020 at Dillington House, Ilminster, Somerset.

(3) That further to (2) above, the SACRE Advisor launches the WIRE Award “Gold” at the conference.

(4) That the SACRE Advisor launches the WIRE “Gold” award at the hub meeting in March 2020.

(5) That Emma McCarthy be requested to present the WIRE Award to St Francis CofE School.

## **19. Feedback from the Hub meetings**

SACRE received an update from Emma McCarthy, Hub Leader, about the recent RE Hub meeting. The Hub Leader explained that both primary and secondary schools attended the meeting. She confirmed that Adam Robertson, SACRE Advisor in Bristol attended and spoke about Islam. Members noted that Adam worked at a school for part of the week and was able to share the work he was

doing with his pupils with those attending the hub session.

Other highlights from the meeting included:

- Noting that a meeting had been organised for secondary teachers to meet the Religious Education Leader at Bradon Forest.
- That the SACRE Advisor would be attending the next hub meeting to discuss Ofsted.
- That arrangements would be made for Hub members to visit a place of worship during the summer term.

Resolved – (1) That the feedback from Hub meetings be noted.

## **20. RE Annual Conference Flyer - January 2020**

The SACRE Advisor referred to the Bristol and South Gloucestershire Annual Religious Education Conference 2020 that will be held on 31<sup>st</sup> January at the Engineers House, Bristol. She confirmed that the theme of the conference was “RE to save the planet?” and the key speaker is Fiona Moss who is currently the editor of RE Today’s Primary RE series, “Inspiring RE”.

SACRE was reminded that the annual South West Conference for SACREs was being held on Monday 2<sup>nd</sup> March 2020 at Dillington House, Ilminster, Somerset. The theme for the conference was “SACRE Futures”.

Resolved – (1) That members be requested to circulate the flyers.

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

It was noted that the next meeting would be on Monday, 3<sup>rd</sup> March 2020 commencing at 6.00pm in Committee Room 5, Civic Offices, Euclid Street, Swindon.

## **Section 5**

# **Minutes of Wiltshire Police and Crime Panel, Fire Authority and Town Twinning Network**

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## **WILTSHIRE POLICE AND CRIME PANEL**

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### **DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 5 SEPTEMBER 2019 AT CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.**

#### **Present:**

Cllr Junab Ali, Cllr Abdul Amin, Maime Beasant, Cllr Alan Bishop, Cllr Richard Britton, Cllr Ross Henning, Cllr Peter Hutton, Cllr Vinay Manro, Cllr Nick Murry, Cllr Tom Rounds, Cllr Jonathon Seed and Cllr John Smale

#### **Also Present:**

Angus Macpherson – Police & Crime  
Commissioner  
Kieran Kilgallen – OPCC  
Ryan Hartley – OPCC  
Adrian Jones – OPCC

Kevin Fielding – Wiltshire Council

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#### **42 Apologies for Absence**

Apologies were received from Anna Richardson.

#### **43 Minutes and matters arising**

##### **Decision:**

- **That the minutes of the meeting held on Thursday 6 June 2019 were confirmed as the correct record.**

#### **44 Declarations of interest**

There were no declarations of interest.

**45 Chairman's Announcements**

The Chairman expressed the panel's frustrations once again that reports which should be included as part of the agenda pack were again late.

**46 Public Participation**

There was no public participation.

**47 Quarterly data (Q1)- Risk / Performance / Finance / Complaints**

The Commissioner presented his report setting out the quarterly performance data – Quarter One 2019-20 (1 April to 30 June 2019) contained in the agenda pack.

Points made included:

- There were 10,952 crimes recorded during quarter one and 43,523 in the 12 months to June 2019.
- This represented a reduction of 170 recorded crimes (0.4 per cent) compared to the previous 12 months.
- The recorded crime rate per 1,000 population for Wiltshire in the year to June 2019 is 60.3 crimes. This was significantly below the most similar group (MSG) average of 71.9 crimes per 1,000 population.
- Police recorded crime had increased nationally by 8 per cent in the 12 months to March 2019 and 2 per cent regionally.
- The Crime Survey of England and Wales estimates that actual instances of crime had remained stable compared to the previous year.

Points raised by the PCP included:

- Recruitment of Special Constables – were they value for money, re the costs of training etc.
- Hate Crime – a small number of perpetrators carrying out this type of crime.
- KSI - The correlation between the volume of traffic and road miles.

- Mental Health – good work being carried out by the Commissioner on this issue.
- Staff Sickness – that progress was being made on this topic by the panel.

Service Delivery Plan 2019 Quarter One Report – Prevent Crime and keep people safe

The report was noted.

The Chairman advised that he thought that this was a valuable and informative report.

Police and Crime Plan 2017-21 – update 2019

The Police and Crime Plan 2017-21 (P&C plan) was published in February 2017.

As part of the ongoing development, the PCC had wanted to improve the assessment of progress against the plan and proposes an update to the metrics in the current plan.

Background

That a desktop review had been conducted and concluded that:

- The plan priorities and objectives reflect the PCC's strategic direction.
- Some specific objectives and activities were outdated as performance and policy had developed.
- The section on community policing does not reflect the extensive development of the model.
- There were now measures that could be used to replace activity updates.
- Reviewing the metrics would strengthen delivery in the final phase of the plan.
- That the Force had delivered significant change that it had incorporated into core delivery. The Commissioner no longer required activity updates to ensure progress where areas form part of business as usual.

The report was noted.

The Chairman requested that any questions from panel members re the score card should be sent to him.

### Community Policing Team Resource Measures

Over the last 18 months work had been undertaken to develop a range of information by which to monitor and understand resourcing levels in CPT. This had been an iterative process as the OPCC and PCP work trying to distil a complex resource and staffing mechanism into strategic indicators.

Following the 6 June 2019 PCP meeting, it was agreed to hold a subgroup to work develop the information already provided. This meeting took place on 10 July with the following in attendance:

- Cllr Richard Britton – PCP chair
- Maime Beasant – PCP member
- Cllr Ross Henning – PCP member
- Cllr Tom Rounds – PCP member
- Cllr Jonathan Seed – PCP member
- Naji Darwish – Deputy CEO, OPCC
- Chris McMullin – Director of People and Change, Wiltshire Police
- Gemma Blake - Continuous Improvement team leader, Wiltshire Police
- Matthew Girdlestone – CPT Delivery manager, Wiltshire Police
- Ryan Hartley – Head of Business Intelligence, Wiltshire Police

### Outcome of the session

The discussions focused the PCP's views on the core information to assist in monitoring the resource levels of CPT.

The members agreed that the PCP, OPCC and Force needed to share an understanding of CPT resourcing and it must be provided in a simple range of measures.

The Chairman highlighted 3.5 of the report.

*PCP members agreed to the measurement of the following in order to monitor CPT resources:*

- 1. CPT staff budget (Establishment)*
- 2. Total CPT officers and staff "At Work" (as against establishment)*

### *3. Police Constables allocated to respond to 999 (as against establishment)*

The report was noted.

#### PCC Risk Register

The risk register was aligned to the lifespan of the Police and Crime Plan (2017-2021) and had been reviewed and updated as at 15th August 2019.

All risks were split into two categories – they were either inherent risks and would remain on the register regardless of score, or topical risks which would be removed when they had a score of 10 or under. This would assist in ensuring focus remains on current risks and what additional mitigations or plans were needed to reduce the score and thus be removed from the register.

That the register was a dynamic document and was intended to capture live management of risk and mitigation, rather than being a record of all possible risks.

That the register was reviewed monthly on an informal basis by the Deputy Chief Executive and formally by the Commissioner's Monitoring Board on a quarterly basis, prior to meetings of the Joint Independent Audit Committee and the Police and Crime Panel. The Commissioning and Policy Officer had responsibility for the day-to-day management of the register.

After discussion the report was noted.

The panel noted that Wiltshire Police would have to recruit more IT staff to cover its IT systems as it was leaving the IT partnership with Wiltshire Council.

The Chairman thanked the OPPC for the report.

#### Specialist Operations Transition update

At 0001 hours on April 19th 2019, the Tri Force Specialist Operations collaboration formally returned to the direction and control of the Chief Constable.

Specialist Operations had transitioned smoothly into the operational framework of the organisation and all specialisms were currently delivering effective service across the county, working closely with CPT to support overall 'frontline' resilience and provide specialist knowledge as required.

All officers remained in their original teams and on the six-team shift pattern until transition to the new operating model in January. They continued to be

deployed from Police HQ in Devizes, under the direction of the duty Force Incident Manager.

All resources were operationally available throughout a full 24-hour duty cycle and were locally managed by their thematic heads of department.as shown below:

All four managers continued to split their time between HQ and the main Community Policing Hubs, to forge relationships with their peers and ensure absolute understanding of local challenges and community issues.

They represent the department at local tasking meetings and continued to develop the Force's Tasking and Briefing system to ensure Specialist Officers can provide quick-time updates in respect of live-time activity and high-priority incidents.

The report was noted.

The Chairman requested that the OPCC provided a final report for the March 2020 PCP meeting.

**48 Public Opinion Survey - update**

The report was noted.

It was agreed that the OPCC would provide an update for the December meeting.

**49 Member questions**

The report was noted.

**50 Forward Work Plan**

The Forward Work Plan was noted.

**51 Future meeting dates**

The next meeting of the Police and Crime Panel will be on Thursday 19 December 2019 at Swindon Borough Council Offices.

(Duration of meeting: 10.00 am - 12.00 pm)

The Officer who has produced these minutes is Kevin Fielding, of Democratic Services, direct line 01249 706612 or e-mail [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

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**TOWN TWINNING NETWORK**

**WEDNESDAY, 2 OCTOBER 2019**

PRESENT:- Councillors Kevin Small (Chair), Junab Ali, Brian Mattock, Councillor Kevin Parry, Rahul Tarar and Imtiyaz Shaikh.

Apologies for absence were received from Christine Tipper.

**9. 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.

**10. Public Question Time**

No public questions were received during the meeting.

**11. Minutes**

Resolved – That the minutes of the meeting held on 12<sup>th</sup> June 2019, be accepted as a correct record.

**12. City of Sanctuary Update**

There was no update for consideration.

**13. Friendship Links**

It was reported that a copy of a friendship link constitution had been forwarded to the Mauritius Friendship Association for their information.

An amended letter had also be forwarded to the Mayor of Mauritius following a request received from Nazma Ramruttun.

**14. Reports from Town Twinning Associations and Links**

Discussions had been held with Swindon Town Football Community regarding the possibility of some youth team players joining the trip to Salzgitter in the new year. Discussions were also being undertaken to see if Salzgitter could also arrange opponents for two under 13 girls' football teams. Work was also progressing on obtaining prices for the hire of a coach for the visit and liaison was on-going regarding accommodation for the group who would be guests of the city for the week long trip. The Worshipful The Mayor and Chair of the Network were hoping to join the party for the trip and it was hopeful that this trip would increase youth participation in twinning between the two towns (as had been the case in the past).

Discussions had been held with Councillor Curtis, Chair of Covingham Parish Council, regarding the possibility of naming a commemorative item after Rita Heyes, in recognition of her work in establishing the Swindon Ocotal Link Association, although further research was required to ascertain whether she had indeed been a

resident of that Parish.

That the Woughton and Highworth Twinning Links be invited to attend the next meeting of the Network to make a presentation on their work.