



SWINDON BOROUGH COUNCIL

Municipal Year 2020/21

Meeting of Council on Thursday, 9 July 2020

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Thursday, 7 May 2020 of Special Committee (Pages 7 - 8)
2. Minutes of meeting Tuesday, 21 January 2020 of Audit Committee (Pages 9 - 12)
3. Minutes of meeting Monday, 27 January 2020 of Standards Committee (Pages 13 - 16)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

4. Minutes of meeting Monday, 13 January 2020 of Scrutiny Committee (Pages 19 - 22)
5. Minutes of meeting Monday, 10 February 2020 of Scrutiny Committee (Pages 23 - 32)
6. Minutes of meeting Monday, 27 April 2020 of Scrutiny Committee (Pages 33 - 36)
7. Minutes of meeting Tuesday, 12 May 2020 of Scrutiny Committee (Pages 37 - 38)

8. Minutes of meeting Tuesday, 28 January 2020 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 39 - 46)
9. Minutes of meeting Wednesday, 22 January 2020 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 47 - 56)
10. Minutes of meeting Wednesday, 29 January 2020 of Communities and Place Overview and Scrutiny Committee (Pages 57 - 60)
11. Minutes of meeting Wednesday, 12 February 2020 of Growing the Economy Overview and Scrutiny Committee (Pages 61 - 64)
12. Minutes of meeting Wednesday, 11 March 2020 of Growing the Economy Overview and Scrutiny Committee (Pages 65 - 68)
13. Minutes of meeting Monday, 2 March 2020 of Resources and Corporate Overview and Scrutiny Committee (Pages 69 - 74)

SECTION 3 - REGULATORY COMMITTEES

14. Minutes of meeting Tuesday, 14 January 2020 of Planning Committee (Pages 77 - 82)
15. Minutes of meeting Tuesday, 11 February 2020 of Planning Committee (Pages 83 - 90)
16. Minutes of meeting Thursday, 28 May 2020 of Planning Committee (Pages 91 - 98)
17. Minutes of meeting Tuesday, 9 June 2020 of Planning Committee (Pages 99 - 112)
18. Minutes of meeting Wednesday, 29 January 2020 of Education Transport Appeals Sub-Committee (Pages 113 - 114)
19. Minutes of meeting Friday, 12 June 2020 of Education Transport Appeals Sub-Committee (Pages 115 - 116)

SECTION 4 - CHILDREN SERVICES BODIES

20. Minutes of meeting Wednesday, 15 January 2020 of Schools Forum (Pages 119 - 122)
21. Minutes of meeting Tuesday, 3 March 2020 of Standing Advisory Council on Religious Education (Pages 123 - 128)

SECTION 5 - POLICE AND FIRE AUTHORITIES

22. Minutes of meeting Thursday, 19 December 2019 of Police and Crime Panel (Pages 131 - 176)
23. Minutes of meeting Thursday, 16 January 2020 of Police and Crime Panel (Pages 177 - 180)
24. Minutes of meeting Thursday, 6 February 2020 of Police and Crime Panel (Pages 181 - 184)

- 25.** Minutes of meeting Thursday, 4 June 2020 of Police and Crime Panel (Pages 185 - 194)
- 26.** Minutes of meeting Monday, 30 September 2019 of Dorset & Wiltshire Fire Authority (Pages 195 - 200)
- 27.** Minutes of meeting Wednesday, 18 December 2019 of Dorset & Wiltshire Fire Authority (Pages 201 - 208)
- 28.** Minutes of meeting Wednesday, 12 February 2019 of Dorset & Wiltshire Fire Authority (Pages 209 - 220)

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Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

THURSDAY, 7 MAY 2020

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

15. Declarations of Interest

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

16. Public Question Time

There were no public questions.

17. Minutes

Resolved – That the minutes of the meeting held on 5th December 2019 be confirmed and signed as a correct record.

18. Changes to Committees

The Chief Legal Officer submitted a report seeing approval for a change to the Membership of Committees requested by the Council's Labour Group and for the addition of deputies to the Planning Committee.

Resolved – (1) That the changes to Committee Memberships requested by political groups as set out in paragraph 3.1 of the report for the remainder of the Municipal Year 2019/20 be approved.

(2) That each political Group Leader be permitted to nominate to the Chief Legal Officer (Monitoring Officer) by the end 14th May 2020 up to three deputies to sit on the Planning Committee with any subsequent changes to be made via the usual report to Council or Special Committee.

19. Minutes for Confirmation from Cabinet, 22nd April 2020

The Leader of the Council, Cabinet Member for Housing and Public Safety, and Chief Legal Officer submitted a joint report seeking Special Committee's approval of two Minutes from the Cabinet meeting on 22nd April 2020. The first Minute was to adopt the Homelessness Strategy that had previously been approved with partner organisations at the Health and Wellbeing board and the second was to approve changes to the constitution.

Members had no comments on Cabinet Minute 83(2) Homeless Prevention and Reduction Strategy.

With regard to Cabinet Minute 84 Members asked a series of questions regarding:

- How the proposed changes to Council Standing Orders would affect any future years when there might need to be an election for Leader of the Council or other matters to do with a new administration. The Chief Legal Officer responded to clarify that the proposed changes would not preclude this.

- The precise definition of an electronic signature as opposed a digital image of a signature. The Chief Legal Officer agreed to clarify the definition to Members.
- How Cabinet Members and Officers would decide when a delegated decision was “high profile” or “contentious” and whether this choice should be made by the latter. The particular concern was that a Cabinet Member should make the decision about whether and proposed recommendation was high profile or contentious, not an officer, to ensure that there could be scrutiny and accountability.

Members voted to accept the following amendment: "That D & E in page 71 [Part 8 – Scheme of Delegations - Appendix Two to Cabinet Minute 84]] be amended to reflect these concerns of the Special Committee in consultation with the Leader and two Party Group Leaders" in that it would be a Cabinet Member and not an officer deciding which proposals were contentious or high-profile.

The Chief Legal Officer outlined the current process, in which the Scheme of Delegation contains those delegations to officers that Members approve at Annual Council.

In addition to the discussion on the Cabinet Minutes, Members opined about the format of the Annual Council meeting scheduled for 22nd May 2020 in light of the current Covid-19 restrictions.

The Leader agreed that the views of Members be minuted, namely in the light of Covid-19 that the Annual meeting should elect on the Mayor and Deputy Mayor and make any minor corresponding changes to committees that would result from that. However, the review of the political balance and the wider appointments to committees, boards, and outside bodies should be postponed until July 2020 or later in the Municipal Year 2020/21.

Resolved – (1) That Cabinet Minute 83(2), 2019/20 (Cabinet 22nd April 2020) - Reference from the Health and Wellbeing Board - Homeless Prevention and Reduction Strategy be approved.

(2) That Cabinet Minute 84, 2019/20 (Cabinet 22nd April 2020) - Amendments to the Constitution and Delegated Decision-making be approved with the exception that:

(3) The Chief Legal Officer be authorised to amend paragraphs D & E in page 71 [Part 8 – Scheme of Delegations - Appendix Two to Cabinet Minute 84]] to reflect the concerns of the Special Committee in consultation with the Leader and two Party Group Leaders.

AUDIT COMMITTEE

TUESDAY, 21 JANUARY 2020

PRESENT:- Councillors Steve Weisinger (Chair), Nick Martin (Vice-Chair), Malcolm Davies, Roger Smith and Claire Crilly

Apologies for absence were received from Councillor Kevin Small.

30. The late Councillor Des Moffatt

At the Chair's invitation, the meeting stood for a Minute's silence to pay respect to the late Councillor Des Moffatt, after which the Chair asked that the following be minuted.

"Before we move on to item 2, I would just like to take a moment regarding the late Cllr Des Moffatt. I have been on Audit Committee since May 2013. Audit Committee was formed in 2004 and Des was on it from the very start. His contribution to this committee has been huge and he went through all audits with a fine toothcomb.

No meeting where we had a treasury management report or update would go without either having a question on HRA or a suggestion from Des as to how to present it in a slightly different way.

Des will be missed at audit committee meetings but he will always be remembered for being a true gentleman an excellent councillor and a great self-made auditor."

31. 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.

32. Public Question Time

There were no public questions.

33. Minutes

Resolved - That the minutes of the meeting held on 22th October 2019 be confirmed and signed.

34. Internal Audit report - Treasury Management

The Head of Internal Audit submitted a report setting out the outcome of the annual audit of the Council's treasury management process. The report seeks to provide the Committee with assurance regarding the internal control arrangements in place within the treasury management process.

The Head of Internal Audit informed the Committee that the full report was attached at Appendix One. Members asked questions about the case highlighted where one person had been set up on a system with the ability to authorise their own

expenditure. The Head of Internal Audit and the Head of Finance – Technical, were able to confirm that this capability had not been used and a combination of new software and better training would serve to prevent such an error in the future.

Resolved – That the Internal Audit report – Treasury Management be noted.

35. Draft Treasury Management Strategy 2020/21

The Corporate Director of Finance and Assets submitted a report setting out the Council's Treasury Management Strategy for 2020/21, including Prudential Indicators up to 2025/26, the Council's Annual Investment Strategy and the Minimum Revenue Provision Policy Statement.

In presenting the report, the Corporate Director of Finance and Assets and the Head of Finance highlighted the following points:

- Given the General Election, there has been a delay in obtaining the final figures as these are linked to the rest of the budget setting process, with the final report being submitted to Cabinet and Council in February 2020.
- Nevertheless, the overall policies would not change although there would be a variation in the actual numbers.
- The position as at December 2019 is accurate and the indicators set out in Appendix 1 – Annex 1 would not change.

The chair thanked officers for the report and their work throughout the year.

Resolved – (1) That the draft Treasury Management Strategy, Minimum Revenue Provision Policy and Prudential Indicators, as set out in Appendix 1 to the main report be noted.

(2) That the committee clerk circulate the final version after it has been published for Cabinet.

36. Internal Audit report - Empty Homes

The Head of Internal Audit submitted a report into the Council's management of empty homes, which had been requested by the Audit Committee as part of its 2019/20 work programme.

The Head of Internal Audit introduced the report by drawing the Committee's attention to key findings, which were summarised in paragraph 3.6 of the report and set out in full in Appendix One. The Director of Housing gave an overview of the Council's actions and strategies to tackle empty homes. The Chair, with the Committee's consent, agreed that issues that would be discussed in a wider report to the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee scheduled for 28th January 2020 and would not be debated at this meeting to avoid duplication.

Members asked a series of questions that are summarised below, to which the Director of Housing along with the Housing Strategy & Development Manager responded at the meeting.

- Would Officers consider using “a stick” as well as “a carrot” to encourage landlords to let more vacant homes? Officers were investigating use of S.215 of the Town and Country Planning Act as well as working closely with

colleagues in Planning Enforcement.

- Were there sufficient resources available to this work? Officers confirmed that they were setting out the cost benefit analysis to show the full range of benefits to the Borough in bringing empty homes back into use.
- Would the Council consider wider use of Compulsory Purchase Orders along with using its wholly owned Swindon Housing Company to put empty homes back into service? Given the time necessary and costs involved, Officers stated that this option was part of the cost benefit analysis.
- Was there an understanding of why landlords were foregoing income by leaving properties empty? Officers found that there was a range of reasons with the most significant being cases where the owner was now in a long-term care facility. For other cases, Officers set out the offers made to take over and manage properties.
- How achievable is the 50 homes a year target? Officers believed this was realistic based on prior experience.

The Chair thanked both the officers who had undertaken the audit as well as those from the service area who had attended to respond to the Committee's questions.

Resolved – (1) That the report be noted

(2) That the Head of Internal Audit brings an update report back to this Committee in 12 months' time.

37. External Audit - progress report

Barry Norris (Grant Thornton) submitted a report advising the Committee of the External Auditors' progress in respect of the delivery of their audit responsibilities. Mr Norris also introduced Sophie Morgan-Bower, who would be taking over the role previously filled by Steve Johnson.

Mr Norris introduced the report and drew the Committee's attention to an increase in the audit fees on account of new definitions of value for money from the Audit Office, the increased volume of work required to meet the higher expectations of the regulator, along with the more complex nature of this additional work. However, these were costs being applied to all councils, not just Swindon. The External Auditors drew the Committee's attention to the rare positive, unqualified findings for their inspections of housing benefit claims and teachers' pensions.

There were no questions from Members and the Chair thanked the External Auditors for their work and the report.

Resolved – (1) That the External Auditors' report be noted.

(2) That the receipt of the Annual Audit Letter and Plan be included on the agenda for the next meeting of this committee.

38. Fraud update report

The Head of Internal Audit submitted a report with an overview of the work and results of the Corporate Fraud team up to 31st December 2019 and the outcome of internal investigations undertaken by Internal Audit in the same period.

The Head of Internal Audit introduced the report and invited the Committee to note

- The recoverable and notional savings the Corporate Fraud team had produced for the Council,
- The use of data-matching to identify potential housing benefit and council tax fraud
- The work with national fraud initiative.

Members asked a number of questions set out below, to which the Head of Internal Audit and the Corporate Director of Finance Assets responded at the meeting.

- Could officers provide more details on the Right to Buy fraud identified. Officers indicated that this was where applicants were not the tenants or where there had been sub-letting.
- How did the New Homes Bonus relate to fraud and the Council's income? Officers clarified that this affected the net new homes in the borough on which the bonus was paid, providing approximately £5m income per year. This could have been nearly £400k less without the preventative actions of the Corporate Fraud team.

Resolved – (1) That the report be noted

(2) That the Officers provide more information to the next meeting on the fraud relating to Right to Buy.

39. Head of Internal Audit - update report

The Head of Internal Audit submitted a report with a summary of the main issues arising from the Internal Audit reports finalised since the Audit Committee meeting in October 2019, to update Members with regard to progress towards the annual internal audit plan and other key issues.

In introducing the report, the Head of Internal Audit informed the Committee that the current progress was ahead of the targets set out in the programme. Members thanked officers for the report and noted that a report would be tabled in March on the Council's car-parking service.

Resolved – That the report be noted

STANDARDS COMMITTEE

MONDAY, 27 JANUARY 2020

PRESENT:- Councillor Caryl Sydney-Smith (Chair), Councillor Alan Bishop, Councillor Claire Crilly, Councillor Janine Howarth, Councillor Jane Milner-Barry, Councillor Roger Smith, Councillor Vera Tomlinson and Councillor Steve Weisinger.

Apologies for absence were received from Councillor Stephanie Exell.

16. Declarations of Interest

The Chair reminded Members to declare known interests in any matter to be considered as well as during the meeting, if such interest becomes apparent.

17. Minutes

Resolved – That the minutes of the meeting held on 4th November 2019 be confirmed.

18. Public Question Time

Mr Roy Worman, Haydon Wick resident, asked the Committee if a review of standard and protocols was valid at this time as the Committee on Standards in Public Life chaired by Lord Evans had yet to conclude its review? The Chief Legal Officer responded to the question at the meeting on behalf of the Committee.

Mr Hailstone sought confirmation that parish councils would have further time to respond to the local consultation, to which the Chief Legal Officer responded at the meeting.

19. 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>
9	1 and 2	23

20. Question and Answer Session - Leader of the Council and Chief Executive

The Leader of the Council, Councillor David Renard, and the Chief Executive, Susie Kemp, addressed the Committee.

Councillor Renard stated that he was pleased with the low number of complaints,

which indicated that Members were adhering to the standards framework. He thanked the Committee for its continued work. The Chief Executive echoed the Leader's comments and her own compliments to the Committee for its service in helping to uphold standards and probity.

Councillors Jane Milner-Barry, Steve Weisinger, asked a range of questions to which the Leader and the Chief Executive responded at the meeting.

- Why was it not possible to submit complaints about parish clerks as well as parish councillors? The former were parish employees for which the parish had responsibility.
- Should the Code of Conduct refer to Protect as well as CareFirst as a point of contact to whistle-blowers in the staff code of conduct and give both organisations equal weight? The Head of Internal Audit would be asked to review the code and update the draft

Resolved - That the Leader of the Council and the Chief Executive be thanked for attending the meeting and for their full and open responses to members questions on matters relating to the Council's ethical governance framework and issues of probity.

Actions – The Committee Clerk will contact the Head of Internal Audit regarding the harmonisation of references to Protect and CareFirst in the protocols

21. Independent Remuneration Panel on Councillors' Allowances

The Chief Legal Officer submitted a report on the Independent Remuneration Panel on Councillors' Allowances; however, in light of the letter from the Panel's chair, she requested that the Committee defer debate on recommendations 2.3 to 2.5 to a future meeting.

Mr Keith Strickland, Chair of the Independent Remuneration Panel, explained that the Panel had not met formally to discuss the proposals that he had requested be deferred but was scheduled to do so before the next meeting of the Standards Committee. Mr Strickland also informed the Committee that Mr Graham Cardwell had been interviewed as a new member of the Panel and he invited the Committee to endorse his appointment.

Councillor Vera Tomlinson sought clarification on the level of allowances for parish councillors. Members of the committee gave examples of how the Independent Remuneration Panel provides guidance. However, the decision to pay allowances and at what level was a matter for each parish council.

The Chair of the Independent Remuneration Panel also informed the Committee that his term of office was due to expire in March. He believed that the Committee had the power to extend his term by one year to allow a more considered search for a successor.

Resolved - (1) That the appointment of Mr Graham Cardwell as a Lay Representative on the Swindon Independent Remuneration Panel for a period of three years ending in January 2023 be approve.
(2) That the membership of the Independent Remuneration Panel be endorsed and noted.

(3) That recommendations 2.3 to 2.5 concerning the frequency of panel meetings be deferred to the next meeting of the Committee

Action That the Committee Clerk include an item on the next agenda regarding the Chair of the Independent Remuneration Panel.

22. Ethical Framework Update

The Chief Legal Officer submitted a report on the proposed update to the Council's codes and policies as part of the ethical framework. In particular, she drew Members' attention to the augmented code for media and social media to assist Councillors in using social media appropriately. The Committee was invited to make comments and the Chief Legal Officer would bring a report to the next meeting if there were significant issues.

Member raised the following issues and concerns:

- What was the guidance to Members who sat on parish planning committees as well as the Borough's planning committee? Councillors were advised that they might speak at parish meetings but not vote as well as declaring at the start of that item at the Borough's Planning Committee that they were approaching the issue without being fettered. There was a short discussion of the different approaches being adopted by the different town and parish councils.
- Was there a need for a role definition for a member of the Standards Committee? The Chief Legal Officer undertook to investigate this.
- Should the Register of Gifts include records of offers that were declined as well as those that were accepted? Similar councils did not require these to be declared but Members were free to make a declaration that they had declined a gift if they chose so to do.

Resolved – (1) That the Ethical Framework update, including: dispensations granted to members of the Borough Council; the Summary of Code of Conduct complaints, and; the latest position regarding councillor training and development within the Borough along with the Committee's comments on these documents be noted and 2) That having considered the effectiveness of the Council's codes and protocols available in the supplementary pack on line, that it be agreed that the changes set out in these that are required to ensure these remain fit for purpose.

Action – That the Chief Legal Officer clarifies the advice to parish councillors who are also Borough councillors relating to planning matters.

23. 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.

Resolved – That the Ethical Compliance report be noted.

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Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 13 JANUARY 2020

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

Councillors David Renard and Russell Holland attended with respect of Minute 57 and Councillor Sumner attended with respect of Minute 58.

54. 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 declaration was made:

- Councillor Roger Smith made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Cabinet Member Question and Answer Session - Cabinet Member for Strategic Planning) as an employee of a company involved with the review of the Local Plan.

55. Minutes

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

Councillor Jim Robbins requested that a copy of the information about the extra measures for the Rodbourne area (Minute 50) be circulated to him.

56. Public Question Time

Mr Roy Worman, Haydon Wick resident, asked a number of questions relating to the projected possible budget deficit as well as to the impact of the works at White Hart roundabout.

At the invitation of the Chair, Councillor Russell Holland, Cabinet Member for Finance, Education, and Skills along with Councillor Gary Sumner, Cabinet Member for Strategic Planning, responded at the meeting.

The Head of Planning, Regulatory Services, and Heritage undertook to provide a written response about making available the data indicating changes to traffic flow after the work at White Hart

57. Budget Setting Process 2020-21

The Committee received a report from the Chief Legal Officer about the Budget setting process for 2020/21.

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

Councillor Holland introduced the report, advising that the General Election in December 2019 had delayed the provision of data about future funding from central government, hence the current funding assumptions contained levels of uncertainty. Councillor Holland expected to be able provide a more detailed report as part of his Cabinet Member Question and Answer item before Scrutiny later in the year.

The Chair along with councillors Steve Allsopp, Emma Faramarzi, Jim Grant, Brian Mattock, and Roger Smith, raised the following issues set out below, to which Councillor Holland and the Leader of the Council responded at the meeting.

- Had the Council modelled the effect additional adult social care funding for the NHS might have?
- How might the council be structured after the next £48m reductions over three years?
- What was the expected effect of increasing Council Tax on empty homes and how many properties might be affected?
- Was greater capital funding needed to reduce out of borough placements?
- How the pensions and benefits system might affect couples where one partner was employed but the other was receiving a pension.
- How councillors could be engaged to help contribute ideas to identify £15m of savings.
- How the Council could involve transferring funds as part of multi-agency working to support partner agencies who might be better placed in some cases to deliver desirable, agreed outcomes.

Resolved: – (1) That the budget position update be noted and that the Cabinet Member for Finance, Education and Skills' responses to questions about the financial context within which the budget proposals have been framed along with the budget and policy framework utilised by the Council in setting its 2020/21 budget also be noted.

(2) That all Cabinet Members be invited to consider for the future how more use could be made of pooled budgets with partner agencies, especially in preventative care cases.

(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.

58. Cabinet Member Question and Answer Session - Cabinet Member for Strategic Planning

Councillor Gary Sumner (Cabinet Member for Strategic Planning), was in attendance and presented to the Committee a report summarising progress and performance in respect of each of the following service areas within his portfolio of responsibility:

- Strategic Spatial Planning and Development Framework Planning
- The New Eastern Villages
- Wichelstowe, Tadpole Garden Village and Badbury Park
- Neighbourhood Planning

In overseeing these areas, the Cabinet Member for Strategic Planning is responsible for delivering the following Priorities and Pledges of Swindon's vision for 2016-2020:
Pledge 6:

- Deliver infrastructure in a timely way to assist in phased housing and employment delivery for the New Eastern Villages including White Hart

Junction and A420 □ Working with Barratt Homes through the Joint Venture, we will deliver the District Centre facilities including a public house, the next phases of housing, a retirement complex and education facilities – whilst also delivering new sections of canal

- Create the southern access to Wichelstowe via a tunnel to be constructed under the M4 to link to Junction 16
- Through the Local Plan review, identify brown field and green field sites for housing to deliver homes and employment land on a range of sustainable sites whilst ensuring that urban extensions are of the highest quality
- Continue to work with the developers at Tadpole Garden Village to bring forward facilities to ensure a sustainable community can continue to thrive
- Ensure that there is a range of good quality housing options in Swindon, including affordable opportunities to buy and rent
- Work with Nationwide Building Society to deliver homes at the former Oakfield campus
- Support final phases of additional housing at Badbury Park with community space and improvements to Day House Lane to link to Coate Water

Pledge 7:

- In addition to the two new free secondary schools, build one secondary and 13 primary schools to meet the needs of our increasing population

Pledge 15:

- Work to secure a viable and sustainable future for our key heritage assets.

Councillor Sumner responded to questions and issues raised by the Chair along with Councillors Steve Allsopp, Matthew Courtliff, Emma Faramarzi, Jim Grant, Brian Mattock, and Jim Robbins on the following matters:

- In light of the approach by Cornwall Council, should sustainability and responding to climate change be part of the portfolio?
- How the Honda site might prove an asset for businesses in or seeking to move to Swindon.
- How many sites would the local plan need to secure to evince planning inspectors that there was a five-year land supply and how far was the Council from achieving this, thereby regaining more local control over developments?
- How social media channels could be used to encourage response to the Local Plan review consultation?
- How would an Article Four Direction protect high quality office stock from conversion to flats and which areas would be covered by it?
- To confirm that the infrastructure costs for the New Eastern Villages would be covered by government grant or developers' contributions.
- The number of new houses at Wichelstowe sold.
- The number of self-build plots developed or being developed – the Head of Planning, Regulatory Services and Heritage undertook to provide a written response.
- How was the Council working with the Environment Agency on both on-going flood prevention, inspections, and maintenance as well as strategic policies to protect residents?
- What steps were being taken with other relevant portfolio holders to address the wider issues is the Heritage Action Zones.
- How the complex patterns of land ownership and options might affect the pace and scale of development in the New Eastern Villages.

- The ability to use recent successes in securing 30% affordable housing for future new developments
- How to address providing electrical vehicle charging points for the existing housing stock that lacks them.
- The new policy to allow people, for a fee, to name houses and streets, as set out in paragraph 3.33 of the Cabinet Member's report (page 23 of the agenda pack) along with the outstanding response to a Council resolution to recognise 2016 Olympic medal winner Jazz Carlin (Council Minute 49, 2016/17 refers).
- How the Council would approach planting more trees to offset the carbon impact of new developments – to which officers undertook to provide a written reply.
- How accurately were the figures reflecting demand for services if callers were not able to speak to a member of staff in a timely manner?
- How was the Local Plan addressing the need to increase the number of green, open spaces in the town centre?
- How was the Local Plan addressing the infrastructure routes connecting Swindon to the rest of the country given that the town's location was a key point to its future economic success?

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

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

59.

Work Programme 2019/2020

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

Further to Minute 42(2) of the Scrutiny Committee meeting on 18th November 2019, the Chair sought the Committee's views on how to proceed with the task group on the how to provide a greater role for Scrutiny in policy development as well as in scrutinising decisions taken.

Resolved: - (1) That the committee clerk would send the Chair's briefing note to all councillors,

(2) That the committee clerk would set up a meeting for all Members, including Cabinet, to present their requests for the scope of a task group.

(3) That the Chair would approach the Leader of the Council to determine the Administration's support for any review.

60.

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, 10 FEBRUARY 2020

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

Also in attendance were: Councillors David Renard (Leader of the Council), Russell Holland (Deputy Leader and Cabinet Member for Finance, Education and Skills), Brian Ford (Cabinet Member for Adults and Health), Dale Heenan (Cabinet Member for the Town Centre), Mary Martin (Cabinet Member for Children's Services), Cathy Martyn (Cabinet Member for Housing and Public Safety), Maureen Penny (Cabinet Member for Transport and the Environment), Gary Sumner (Cabinet Member for Strategic Planning), Keith Williams (Cabinet Member for Corporate Services and Operational Excellence), Vinay Manro and Jane Milner-Barry.

61. 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 Matthew Courtliff made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Consideration of Cabinet Decisions) as he is employed by Network Rail.
- Councillor Barbara Parry made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions) as she is employed by The Ridgeway School.
- Councillor Tim Swinyard made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions) as a member of West Swindon Parish Council.
- Councillor Steve Allsopp made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions) as a member of Central Swindon South Parish Council.
- Councillor Vera Tomlinson made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions) as a member of St Andrews Parish Council.
- Councillor David Renard made a personal and prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions), with particular reference to Minute 72. Wichelstowe Joint Venture - NHBC Guarantee, as a member of the Joint Venture Board.

62. Minutes

Resolved – That the minutes of the meeting held on 13th January 2020 be confirmed and signed as a correct record.

63. Public Question Time

Mr Roy Worman, a resident of Haydon Wick, asked a question relating to the proposed £4.8m budget virement from the museum and art gallery to the M4 Junction 15 improvements.

The Leader of the Council responded to the question at the meeting.

Mr Worman asked a subsequent question regarding the methods used for calculating the metrics which measure performance against Pledge 14 of the Council's Vision.

Councillor Maureen Penny (Cabinet Member for Transport and the Environment) undertook to provide a written response subsequent to the meeting.

64. Consideration of Cabinet Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 5th February 2020.

Minute 63. Budget 2020/2021 and Beyond (Minute for Confirmation)

Councillors Russell Holland (Cabinet Member for Finance, Education and Skills), Penny and Brian Ford (Cabinet Member for Adults and Health) responded to questions put by Councillors Steve Allsopp, Emma Faramarzi, Jim Grant and the Chair on the following matters:

- The reserves available for supporting the 2020/21 budget and beyond given the CIPFA resilience evaluation having judged the council as having a low level of reserves against the budget going forward.
- The financial modelling undertaken for the next three years of budget forecasts and whether external factors have been evaluated to see how robust any assumptions made are going forward. Further information from this analysis will be made available to members once completed.
- The decrease to the budget for waste and recycling in 2020/21 (with savings in the region of £2.2m having to be found) and the potential disruptions to waste collections as a result. The Committee noted that the national average is 80 on missed waste collections, and the Council is at 50, with missed collections usually being attributable to a shortage of Class 2 drivers.
- Other ramifications from missed waste collections such as litter, safety from suspicious packages, and pavements being blocked by waste bins.
- The vast majority of proposed savings coming from adults and children's social services, and the anticipated effects this will have on the vulnerable people receiving support.
- The upgrading to the national living wage for adult social care employees, with the effect on the central government grant being estimated at around £600k per 1% agreed. Details of the amounts involved were requested and will be circulated to members subsequent to the meeting.

Resolved – (1) That Minute 63 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 64. Capital Programme 2020/2021 (Minute for Confirmation)

Councillors David Renard (Leader of the Council), Holland, Gary Sumner (Cabinet Member for Strategic Planning), Cathy Martyn (Cabinet Member for Housing and Public Safety) and Maureen Penny (Cabinet Member for Transport and the

Environment) responded to questions put by Councillors Emma Faramarzi, Jim Grant, James Robbins and the Chair on the following matters:

- The reasoning behind the £4.8m budget transfer to the improvement works at J15 of the M4 when it could, for example, be used to electrify the Council's transport fleet and help to reduce poor air quality across the town. The Committee noted that this junction is overdue an upgrade and is an essential piece of infrastructure required to deliver housing growth in the town. Improving it will also assist with reducing congestion and poor air quality.
- The Centre for Cities data, which indicate that approximately 5.2% of each death in Swindon could be partly attributable to PM2.5. The Council monitors this and the evidence is showing there is less in Swindon than in the background shown in the model used by DEFRA. The Committee agreed that a training session on air quality would be useful for all members to help understand these issues.
- The works to J15 being a Highways England scheme supported by S106 contributions from Badbury Park, a government grant, £3m from the Local Enterprise Partnership and £4.8m from this Council. The drawdown on borough funds will be done towards the end of the project with all other funds used first.
- The issue of S106 monies being recorded in the future capital budget programme when perhaps the work is already underway.
- The consultation planned for proposed works in the Rodbourne area, with Ward members having already been contacted.

Resolved – (1) That Minute 64 of the Cabinet be noted.

(2) That the Member Development Advisory Group be requested to consider the addition of a session on air quality to the member training and development programme.

Minute 65. Treasury Strategy Statement 2020/21 (Minute for Confirmation)

Councillor Holland responded to questions put by Councillor Steve Allsopp and the Chair on the following matters:

- The impact upon treasury management from the percentage point increase in the rate of borrowing from the Public Works Loan Board (PWLb) and when members can expect to be advised of the outcomes of any review of this via the Cabinet budget monitoring process and Audit Committee.
- Other national funders, such as the Municipal Bonds Agency, which are potential alternatives to the PWLB.
- There not having been any occasions to date when unexpected situations have overcome the Council's reserves.
- The impact from any changes to business rates and the level of confidence that no demands will be placed on the Council's reserves as a result.

Resolved – That Minute 65 of the Cabinet be noted.

Minute 66. Housing Revenue Account - Rents and Charges 2020/21

Councillors Renard and Martyn responded to questions put by Councillors Steve Allsopp, Jim Grant and the Chair on the following matters:

- The proposed £4m acquisition programme for 2020/21, the scope of which will include the purchase of all property types to help meet priority housing needs arising from homelessness and clients supported by Adult Social Care.
- The number of council houses lost to right to buy in the last three years compared to the number built.
- The number of repurchased properties that were previously right to buy properties, the details of which will be circulated subsequent to the meeting.
- Opportunities for the Council to convert office buildings to quality social housing, working with the owners of vacant buildings. The Committee noted that the Local Government Association is lobbying for local authorities to have control over permitted developments.

Resolved – (1) That Minute 66 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 67. School Admission Arrangements 2021-22 and Home to School Transport Policy

The Chair requested that the way in which the current framework delivers an outcome to parents having difficulties with the staggering of school start / end times on second and third choice preferences be reviewed.

Resolved – That Minute 67 of the Cabinet be noted.

Minute 68. Swindon Pay Policy Statement (Minute for Confirmation)

Resolved – That Minute 68 of the Cabinet be noted.

Minute 69. Transfer of the Community Meals Service to AGE UK Wiltshire

Councillors Penny and Ford responded to questions put by Councillor James Robbins and the Chair on the following matters:

- The potential effect on other council services as a result of this transfer.
- The assurances given by the new provider that it will not be raising costs to service users in the near future. The Committee noted that the Council will continue to monitor the service provision, and that using AGE UK will expand the service and help more vulnerable people.
- The arrangements being put in place to monitor those individuals using this service and for reporting any issues to the Council.
- That the service would come back in-house should AGE UK suddenly be no longer able to provide it.

Resolved – That Minute 69 of the Cabinet be noted.

Minute 70. Transfer of Parish Services to Parish Councils

Councillor Penny responded to questions put by Councillors Steve Allsopp, Matthew Courtliff, Timothy Swinyard and the Chair on the following matters:

- That officers have experience of the statutory processes involved with TUPE transfers.

- Concerns that have been raised over the schedule of transfers, with contracts stating it will be a four month changeover period.
- The support that the Borough will provide to the four affected parishes to ensure staff are protected and there is no dip in service.
- That the parishes in question will have to decide whether to raise precepts to pay for these services. Parishes may also decide to work in partnership to share services and costs.

Resolved – That Minute 70 of the Cabinet be noted.

Minute 71. References from Other Council Bodies - Health and Wellbeing Board

Councillors Ford and Mary Martin (Cabinet Member for Children's Services) responded to questions put by Councillors Matthew Courtliff, Emma Faramarzi, Jim Grant, Barbara Parry, Timothy Swinyard and the Chair on the following matters:

- The framework and resources being put in place and the 101 actions being taken by officers, required as part of adopting the Suicide and Self-Harm Prevention Strategy.
- The £1.7m cost associated with a person committing suicide and the mechanisms that could be put in place to help improve preventative measures. The Committee noted that suicide rates in Swindon are lower than national and regional averages so prevention work is already helping.
- The links with external organisations and other services such as housing to help identify those at risk of becoming suicidal in the future.
- The importance of councillors being aware of suicide and of how to signpost residents to support. It was agreed that a training session for members would help improve knowledge and skills in this area.
- The support and help in place for a person's family who has committed suicide.
- That additional funds have been allocated to the Trailblazer Programme, which provides additional mental health services via schools, and it is being launched on Thursday 12th March 2020.
- The accredited mental health first aiders in place for staff.

Resolved – (1) That Minute 71 of the Cabinet be noted.

(2) That the Member Development Advisory Group be requested to consider the addition of a session on suicide awareness to the member training and development programme.

(3) That information regarding the Swindon Trailblazer Mental Health Support Teams Service Launch will be circulated to members subsequent to the meeting.

Minute 72. Wichelstowe Joint Venture - NHBC Guarantee

The Leader of the Council declared a personal and prejudicial interest in this item and left the room during the discussion.

Councillor Sumner responded to questions put by Councillors Matthew Courtliff, Roger Smith and the Chair on the following matters:

- That officers have considered the indemnity and are confident that the risk of exposure for the Council is low. The Committee noted that the joint venture uses sub-contractors for a number of works, and there is a right of redress if there is a failure of quality on those works.

- How the proposal is for the Council to indemnify jointly with the joint venture partnership for two years only, with the usual National House-Building Council (NHBC) warranty in place for the remaining eight years, giving an underlying benefit to the Council of not losing around £1.2m on the land value that would be lost if the full NHBC warranty was bought at market rates.
- The levels of confidence in the joint venture partnership, and in the ability of the Council to mitigate risk in partnership with this national house builder.

Resolved – That Minute 72 of the Cabinet be noted.

Minute 73. Land in Central Swindon

The Committee 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 this item, on the grounds that they involve the likely disclosure of exempt information, as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

Councillor Heenan (Cabinet Member for the Town Centre) responded to a question raised by Councillor James Robbins regarding the updated information, which had been circulated at the Cabinet meeting.

Resolved – That Minute 73 of the Cabinet be noted.

65. Cabinet Member Question and Answer Session - Cabinet Member for Transport and the Environment

Councillor Maureen Penny (Cabinet Member for Transport and the Environment), 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 Transport and the Environment are to:

- 1) Provide the strategic direction for the Council's StreetSmart, rubbish collection, and recycling services.
- 2) Set the priorities for the maintenance of the highways network.
- 3) To provide overall political leadership for the Demand Management within the portfolio.
- 4) Ensure that the Council's agreed priorities within the portfolio are delivered.

The Cabinet Member for Transport and the Environment has the following delegated responsibilities:

- Traffic and Transport Forward Planning (including Local Transport Plan and Implementation of Local Transport Plan).
- Strategic Highways & Maintenance Works.
- Car Parks and Bus Gates.
- Building community capacity.
- Public Transport (including Concessionary Fares, Specialist Transport, Council Transport and Fleet Management).
- Political oversight of Waterside Depot, including Household Waste Recycling Centre.
- Recycling and Refuse Collection – Domestic & Trade.
- Waste Disposal / Waste Minimisation.

- Street Lighting [maintenance and strategic].
- Street Cleaning including removal of graffiti and abandoned vehicles.
- StreetSmart.
- Public Toilets.
- Ground & Tree Maintenance and open spaces.
- Parks (StreetSmart services only).
- Playgrounds, including those that are not presently utilised.
- Maintenance of Roundabouts and non-HRA verges.
- Building & Engineering.
- Building Services, cleaning, catering & security services.
- Gullies and drainage, minor road repairs, potholes.

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

- Pledge 3. Refresh and implement the Masterplan for Swindon Town Centre, supporting our vision that Swindon is a vibrant, modern place. We will do this through delivering improvements to the strategic town centre transport network.
- Pledge 5. Enhance Wellington Street as a prime thoroughfare for the town.
- Pledge 14. Encourage Swindon residents to increase recycling and reduce their waste in line with the Council's Waste Strategy. Swindon Borough Council to reduce the use of single use plastics with the intention to stop using such plastics by 2019/20 and encourage local businesses to do the same.

Councillor Penny responded to questions put by Councillors Steve Allsopp, Emma Bushell, Matthew Courtliff, Emma Faramarzi, Jim Grant, Vinay Manro, Jane Milner-Barry, James Robbins, Carol Shelley, Timothy Swinyard, Vera Tomlinson and the Chair on the following matters:

- How missed collections are classified using industry standards, allowing for comparisons with other authorities.
- That where a number of waste bins were not collected and the reason why is known (such as a blocked road for example), it is not counted as missed collections. Information is then placed on the website to advise those residents about what to do and when their bins will be collected. The Committee noted that unjustified missed collections are where householders have put their bin out late, or it is contaminated, and so it has not been collected.
- How information on why a particular bin is not collected is fed back to householders via notes through their door or stickers placed on bins, or by speaking to the caretaker or housing company in blocks of flats. Waste Wardens will also pay visits when there are reoccurring issues.
- The plans for achieving a 50% recycling rate by the end of the current year which includes food waste collection being rolled out across Swindon, stronger enforcement on the compulsory recycling policy introduced in 2019, and improved communications to residents on waste and recycling.
- The current Council policy to collect recycling bins that contain mixed waste, with advisory notes being placed on them asking for separation.
- The work currently being undertaken to review school safety zones across the Borough, the outcome from which is expected to be available by the end of February 2020.

- The consideration being given to installing posts that contain electric vehicle charging points within them as part of the proposals to upgrade street lanterns to LEDs across the Borough.
- That the pothole fund has been retained by government, and that the Council has been successful so far in securing grant funding across the highways and transport portfolio for strategic projects and maintenance. The Committee noted that should future funding become available officers will seek to exploit those opportunities.
- The risk based approach taken to asset management – in particular highway condition – to respond to unexpected issues requiring maintenance work (beyond potholes) and to prioritise work accordingly.
- The work being currently undertaken to review the Council's highways assets with the aim of creating a risk and condition ranked asset register, logged on to the newly procured electronic asset management system.
- The review currently underway on the Council's car parks, looking in particular at how car parking can enable the wider objectives for town centre regeneration, the findings from which are expected in May 2020.
- How pricing mechanisms (calculating a price and usage to give an optimum figure) are currently only in place for multi-storey car parks.
- The planned audit of on street parking opportunities as part of the review of the car parking strategy within the town centre to ensure that any proposals are evidence based.
- That the Council is not currently lobbying government for the introduction of means testing for free bus passes.
- How information breaking down what happens to all waste, including recycling collected from households, will be made available soon.
- That Dial A Ride did not bid for the new contract for community transport services which has instead been awarded to Access. It has committed to offering the same operating hours and no change of service to its wheelchair users. The Committee noted that as part of the tender assessment process Access confirmed it will keep its vehicles in a secure off road area, and written confirmation that this is happening will be circulated subsequent to the meeting.
- Whether the fastest 15% of vehicles are counted when compiling data on average speeds on a given road, information on which will be circulated subsequent to the meeting.
- The zero impact on recycling rates from introducing charges for recycling boxes, and the responsibility for bearing the cost of a replacement when a box is damaged.
- How all plastics collected (in the correct single use bag) are sent to Thamesdown to be recycled, with none going in to a Refuse Derived Fuel Plant or being sent abroad. The Committee noted that the single use plastic bag is used to enable the waste collectors to determine if contaminants are present, but that work done on the ten year plan for waste will look at this as part of the overall long term plan for plastics recycling.
- How the mixed product collected at kerbside (containing different types of plastic polymer) is low value, with additional costs also being generated from separation. The Committee noted that kerbside separation would achieve maximum value, and that awareness would have to be improved in the 22% of residents who do not currently know what can / cannot be recycled.

- The acquisition by the Council of an RT7000 machine to recycle plastics, which it is suggested could help reduce costs and also generate income.
- The consideration being given to government plans for taxing waste that does not include 30% recycled plastic, making manufacturers responsible for packaging throughout its lifespan, and preventing local authorities from shipping plastic waste abroad.
- How drivers are monitored via the trackers placed in all vehicles owned by the Council to ensure their and other road users safety.
- The first tranche of electric vehicles currently being introduced in to the Council's fleet.
- How a key message for residents is to recycle plastic bottles.
- The predicted timescales for the major projects planned for the A420 and the relocation of the rail station.

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

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

66. Work Programme 2019/2020

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

67. 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, 27 APRIL 2020

PRESENT: Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Steve Allsopp, Emma Bushell, Matthew Courtliff, Jim Grant, Steve Heyes, Vinay Manro, Barbara Parry, James Robbins, Carol Shelley, Roger Smith and Timothy Swinyard.

Also in attendance were: Councillors David Renard (Leader of the Council), Russell Holland (Deputy Leader 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), Cathy Martyn (Cabinet Member for Housing and Public Safety), Maureen Penny (Cabinet Member for Highways and the Environment), 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 Brian Mattock and Vera Tomlinson.

68. Declarations of Interest

Members were reminded 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 6 (Response to Covid-19 – an update) as his stepfather currently resides in a care home in Swindon.

69. Minutes

Resolved – That the minutes of the meeting held on 10th February 2020 be confirmed and signed as a correct record.

70. Public Question Time

Mr Colin Finch, a resident of Swindon, asked the following:

The total number testing positive for Covid-19 in the UK from the start is now over 138,000. The total number to die in hospital who tested positive by today (23/04/20) is 18,786. That is roughly 1 in 7 tested die. The number in Swindon testing positive has now gone over 300 (307 in fact) and so far there has now been 71 of those that have died. That is roughly 1 in 4 tested die. Comparing Swindon to national figures, almost twice as many die in Swindon as the national average. Yet less die in the South West, as the charts say we have a relatively low number of cases. Can these figures be explained?

The Chair invited the Clerk, in the absence of Councillor Brian Ford, the Cabinet Member for Adults and Health, to read out the response to the question at the meeting. The question and the response would be added to the Council's website as an Annex to the Minutes.

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 22nd April 2020.

Minute 77. Budget Management Update (March)

Councillor Russell Holland, Deputy Leader and Cabinet Member for Commercialisation, Education and Skills, responded to a question put by Councillor Steve Allsopp regarding the timeline for bringing to Members attention any additional financial costs incurred from responding to Covid-19.

Resolved – That Minute 77 of the Cabinet be noted.

Minute 78. Capital Programme Monitoring 3rd Quarter 2019/20

Councillors Holland, Maureen Penny, Cabinet Member for Highways and the Environment, and Gary Sumner, Cabinet Member for Strategic Planning, were asked questions by the Chair on the following matters:

- Reviewing capital spend as a result of the Covid-19 disruption, and extensions beyond the 2020 deadline.
- Increases in the projected overspend for the Wellington Street Improvement Scheme.
- Proposals regarding local sports pitch provision for Badbury Park residents.

Resolved – (1) That Minute 78 of the Cabinet be noted.

(2) That written responses containing the information requested by the Chair during consideration of this item be circulated by the Committee Clerk subsequent to the meeting.

Minute 79. Affordable Housing Programme

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, responded to questions put by Councillor Emma Bushell on the following matters:

- Revised timescales and costs of the projects set out in the Cabinet report.
- The number of units proposed for lower social rent across the Windmill Hill and Queens Drive developments addressing the housing need of those in low paid or temporary work, and whom are most likely to be financially adversely affected by Covid-19.

Resolved – That Minute 79 of the Cabinet be noted.

Minute 80. Town Centre Movement Strategy

Councillor Penny responded to questions put by Councillors Jim Grant, James Robbins and the Chair on the following matters:

- Expectations as to the result from future spend on Bruce Street Bridges, particularly with regards to behaviour changes.
- Opportunities that will be provided for multi-Ward member consultation / involvement prior to any intervention work on Bruce Street Bridges commencing, including the possible creation of advisory groups to assist with development.

- Anticipated timescales for the intervention work on Bruce Street Bridges following the allocation of funds.
- The improvement works planned to Rodbourne Road feeding in to any future intervention work for Bruce Street Bridges.
- Revised timescales for the improvement work to Rodbourne Road, incorporating delays caused by Covid-19.
- Stronger emphasis being placed on walking, cycling and public transport options within proposals for the area with supplementary measures, such as a park and ride, continuing to be considered alongside the Town Centre Strategy.

Resolved – That Minute 80 of the Cabinet be noted.

Minute 81. Swindon Local Transport Plan Implementation Plan 2020/21

Councillor Penny responded to questions put by Councillor Timothy Swinyard and the Chair on the following matters:

- Proposed revisions to the Local Transport Plan, including budget adjustments from central government, as a result of the Covid-19 crisis.
- The revised timescale for the conversion of streetlights to LED (for which the contract and funding are already in place) given the current import restrictions.

Resolved – That Minute 81 of the Cabinet be noted.

Minute 82. Heritage Action Zone

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

- The expected timeframe within which a third party, with the necessary capacity and capabilities to restore the Mechanics Institute, will be identified.
- The financial risks for the Council associated with pursuing a Compulsory Purchase Order for the Mechanics Institute.
- Funding expectations that may be placed upon any third party identified, and the Council's role in fulfilling those obligations.
- Opportunities for the relevant councillors to be involved, via a Cabinet Member Advisory Group or Task Group, to assist in identifying a suitable third party to oversee restoration of the building.

Resolved – That Minute 82 of the Cabinet be noted.

Minute 83. Reference from the Health and Wellbeing Board - Homeless Prevention and Reduction Strategy (Minute for Confirmation)

Councillor Martyn responded to questions put by Councillor Emma Bushell regarding the recently refreshed Rough Sleeping Strategy and Homelessness Strategy, and the personal housing plans in place to assure continued accommodation for rough sleepers following the Covid-19 crisis.

Resolved – That Minute 83 of the Cabinet be noted.

Minute 84. Amendments to the Constitution and Delegated Decision-making

Resolved – That Minute 84 of the Cabinet be noted.

72. Response to Covid-19 - an update

The Committee considered a report setting out information relating to the Council's response to the coronavirus pandemic, particularly the context and structure of the Gold, Silver and Bronze Groups set up to respond to the crisis.

Susie Kemp, Chief Executive at Swindon Borough Council, introduced the report and indicated her pride in officer colleagues for their response to Covid-19, and expressed her gratitude to Members for their support and encouragement.

Ms Kemp referred to the written questions submitted by Members prior to the meeting which had been grouped into themed topics. The details of those questions, along with the responses and supplementary questions asked during the course of the meeting, are set out in the Annex to these Minutes.

Resolved – To note the report.

SCRUTINY COMMITTEE

TUESDAY, 12 MAY 2020

PRESENT: Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Steve Allsopp, Matthew Courtliff, Jim Grant, Steve Heyes, Jenny Jefferies, Barbara Parry, James Robbins, Carol Shelley, Kevin Small, Roger Smith and Timothy Swinyard.

Also in attendance were: Councillors David Renard (Leader of the Council), Russell Holland (Deputy Leader and Cabinet Member for Finance, Education and Skills), Oliver Donachie (Cabinet Member for Economy and Place), Brian Ford (Cabinet Member for Adults and Health), Dale Heenan (Cabinet Member for the Town Centre), Mary Martin (Cabinet Member for Children's Services), Cathy Martyn (Cabinet Member for Housing and Public Safety), Maureen Penny (Cabinet Member for Transport and the Environment), Gary Sumner (Cabinet Member for Strategic Planning) and Keith Williams (Cabinet Member for Corporate Services and Operational Excellence).

Apologies for absence were received from: Councillors Emma Bushell, Brian Mattock and Vera Tomlinson.

73. 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 of interest were made.

74. Public Question Time

There were no questions submitted under this item.

75. Exempt Items - Exclusion of Press and Public

The Chair advised the Committee that Agenda Item 5 (Consideration of Cabinet Decisions) was expected to include the consideration of exempt information.

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 Agenda Item 5, on the grounds that they 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.

76. Consideration of Cabinet Decisions

The Committee moved in to exempt session and considered a report introducing decisions arising from the Cabinet meeting held on 7th May 2020.

Minute 89. Kimmerfields Office Purchase

Councillors Russell Holland (Deputy Leader and Cabinet Member for Finance, Education and Skills), Oliver Donachie (Cabinet Member for Economy and Place), Dale Heenan (Cabinet Member for the Town Centre), with assistance from the

Corporate Director of Finance and Assets (Section 151 Officer) and the Head of Property Assets, responded to questions put by Councillors Steve Allsopp, Jim Grant, Jenny Jefferies, James Robbins, Kevin Small and the Chair on matters pertaining to information set out in the private and confidential report considered by Cabinet at its meeting on 7th May 2020.

Resolved – That Minute 89 of the Cabinet be noted.

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

TUESDAY, 28 JANUARY 2020

PRESENT:- Councillors Junab Ali, Malcolm Davies, Janine Howarth, Robert Jandy, Jenny Jefferies, Nick Martin, Roger Smith and Robert Wright

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

Apologies for absence were received from Councillor Steph Exell and Phil Matthews (Tenant Scrutiny Panel) and Michelle Howard (Equality Advisory Forum).

32. Declarations of Interest

The Chair reminded members of the need to declare any known interest in any matter to be considered by the Committee. No declarations were made.

33. Public Question Time

Mr Roy Warman, Swindon resident, asked a number of public questions regarding the future ambitions of the Clinical Commissioning Group (CCG), particularly regarding a) the reasons for the CCG mergers, b) how future statistical measurement of performance would be compared to the current performance structure and c) the current organisational structure of the CCG.

The Chair thanked Mr Warman for his questions and Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) responded at the meeting.

Resolved –

1. That the Executive Nurse at NHS Swindon Clinical Commissioning Group be requested to circulate a copy of the Clinical Commissioning Group's structure to include Tier 2 officers.
2. That the Executive Nurse at NHS Swindon Clinical Commissioning Group be requested to update the Committee at its meeting in September 2020 on progress made by the CCG following its merger.

34. Minutes

Resolved -That the minutes of the meeting held on 5th November 2019 be confirmed and signed as a correct record.

35. Performance for Adult Social Care Commissioning (ASCC)

The Corporate Director Adult Social Services and Health, submitted a report providing an update on performance and key issues relating to Adult Social Care commissioning. The Cabinet Member for Adults and Health presented the report and explained that the report had been structured to highlight the strengths and challenges of the work undertaken and drew the following key issues to member's

attention:

- The rising demand for domiciliary and residential care and how this has resulted in financial pressures.
- How the implementation of the living wage will also affect the Adult Social Care budget.
- How the work of Planning Live Co-ordinator was to enable young people with additional needs to focus on their wishes and ambitions for adulthood.
- The new safeguarding reporting model had been implemented and that this report only reflected the period between April and 14 November 2019.
- How the permanent admissions to residential care and nursing homes were above target for adults aged from 65 years onwards and the actions being undertaken to address this.
- The assessment and reviews of carers undertaken between April and December 2019.
- How a range of initiatives by different partners were underway to tackle obesity and promote physical activity.
- How the Local Authority was working with Her Majesty Revenue and Customs to tackle the illegal sale of tobacco in Swindon.
- That “Stoptober” was the 28-day stop smoking challenge launched by Public Health England (PHE) in October 2012, to encourage and support smokers across England towards stopping smoking.
- How free flu vaccination was offered to front-line health and social care workers and Council employees.
- The success of the Live Well Swindon Hub
(https://www.swindon.gov.uk/homepage/94/live_well_swindon_hub)
- The number of new clients signing up to coaching and support provided by the Community navigators.
- How Swindon Circles continue to match volunteers to people who are unable to leave their home and who experience loneliness.
- How the Community Health & Well Being Team promoted programmes of activities to attract individuals who are inactive.
- The work of the dementia friendly co-ordinator in promoting areas in Swindon to become more dementia friendly.
- Actions being taken with partners to address mental health and wellbeing issues included the implementation of the suicide and self-harm prevention strategy.
- The focus on reducing the numbers affected by a delayed transfer of care.
- How care homes were being assessed and supported to enable them to be rated as Good or Outstanding.
- How, through monitoring by the Clinical Commissioning Group, the voluntary sector providers make an important contribution to the health and wellbeing of people in Swindon.

Following the presentation, the Cabinet Member for Adults and Health together with the Director of Adult Services and the Interim Director of Public Health, responded to members’ questions and comments on the following matters:

- The need to ensure social workers and staff in care facilities report any injuries sustained at work to the Health and Safety team.

- The benefits of sustaining an active lifestyle by taking part in a range of individually tailored activities provided by various professionals.
- How social workers worked closely with hospital staff to ensure patients have the correct support package when discharged.
- How the number of patients bed blocking was the lowest in the South West and how good practice was shared with partners and neighbouring authorities.

Resolved –

1. That the report be noted.
2. That the Corporate Director Adult Social Services and Health be requested to include an update regarding bed blocking to include targets set, outcomes expected and how it was liaising with partners to share and implement good practice.

36. The Work of the Health & Wellbeing Board and Other Bodies

The Corporate Director Adult Social Services and Health submitted a report outlining how the Health & Wellbeing Board consults and engages with the public on the engagement activities undertaken by Health Watch, the Clinical Commissioning Group and Great Western Hospital. The Interim Director of Public Health introduced the report and referred to how, where and when the Health and Wellbeing Board promoted greater integration and partnership working between bodies from the NHS, public health and local government. He also drew attention to the work of Healthwatch Swindon and how it supported the work of the Health and Wellbeing Board.

Resolved – That the report be noted.

37. Needle Disposal

The Head of StreetSmart Services submitted a report that provided an update on the current process for needle disposal within Swindon as delivered by StreetSmart Services. He confirmed that the main aims of the disposal service was to ensure that needle waste was collected in a safe and efficient manner with the aim of limiting the public's exposure to needles. The Head of StreetSmart Services explained a) the difference between scheduled and unscheduled collection processes and b) the common areas routinely attended for collection.

Following the presentation of the report, the Head of Streetsmart Services, responded to members' questions and comments on the following issues:

- The disposal of needles.
- How sharp boxes were not openly available on Swindon streets and that drug users are encouraged to dispose of needles at appropriate localities that included pharmacies.
- The difference between static and unscheduled collections.
- The need of continued support from Public Health to guide drug users to dispose of needles in a safe manner.
- How discussions with Public Health officers may include the possibility of having needle bins available in hot spots.

- The Department's service level agreement ensures collection of needles within a four hour timeframe.
- Regular visits to collect needles were made by StreetSmart services to areas commonly frequented by drug users.

Resolved –

1. That the report be noted.
2. That the Head of StreetSmart Services liaises with the Senior Public Health Manager and the Interim Director of Public Health regarding the feasibility of locating needle bins around hot spots for drug users in Swindon to utilise and report back to the Committee with an update at a meeting in the new Municipal year

38. Needle Exchange Programme

The Interim Director of Public Health submitted a report that provided an update on the current needle exchange programme commissioned by the Council and delivered throughout Swindon. The Cabinet Member for Housing and Public Safety, together with the Senior Public Health Manager introduced the report and advised that the report outlined the purpose and benefits of the programme, and elaborated on the mitigating actions undertaken to address the environmental impact of the programme. The Senior Public Health Manager drew the following key issues to member's attention:

- The needle and syringe exchange scheme being run through 14 participating pharmacies.
- The role of substance misuse commissioning in tackling needle waste detritus.
- Future actions to be undertaken included continuing the campaign to raise awareness and a review of the needle exchange provision to ensure it meets the needs of people who inject drugs in Swindon.
- Multi-agency involvement in addressing drug related litter.
- A review of the needles exchange pack.

Following the presentation of the report, Councillor Cathy Martyn, with the Senior Public Health Manager, responded to members' questions and comments on the following issues:

- How Turning Point provided support with drug users unwilling to engage.
- The offer of support by Homeless Organisations Standing Together in Swindon.
- How alternative options to support drug users could be investigated to provide alternative options and improve the lives of users, reduce the risk to the public and improve the environment of public places.
- The current benchmarking exercise with other local authorities to identify good practice.
- How pharmacists taking part in the needle and syringe exchange scheme were trained to provide on-going support.
- The need to improve engagement with service users to obtain their view and understanding of the needle exchange programme to ensure the service makes a difference to their lives.

Resolved –

1. That the report be noted.
2. That Councillor Bob Wright forward the list of alternative options, not highlighted in the report, to the Cabinet Member for Housing and Public Safety to enable discussions with external agencies regarding supporting drug users whilst ensuring public safety.
3. That the Senior Public Health Manager be requested to update the Committee, at a meeting during the next Municipal year, on the needle exchange programme indicating how the Committee was able to provide further assistance in this programme.

39. Housing Performance Report

The Cabinet Member for Housing and Public Safety with Corporate Director of Communities and Housing submitted a joint report updating the Committee on the Council's work in relation to private sector empty homes. The Housing Strategy and Development Manager introduced the report and explained that the report provided an understanding of the myriad reasons why a property may be empty; a) the limited actions the Council could take due to these factors; b) the current number of empty homes in Swindon; c) financial resources available, and d) an update on the enforcement work being undertaken by the Council under Section 215 of the Town & Country Planning Act 1990. The Corporate Director of Communities and Housing confirmed that the Housing Service acted as a co-ordinator for those in the community requiring support when dealing with empty properties. He elaborated on the number of council services offering specialist support that included the environmental health and revenue benefits teams.

Following the presentation of the report, Councillor Cathy Martyn, with the Corporate Director of Communities and Housing, responded to members' questions and comments on the following issues:

- The role of the empty homes project manager.
- The access neighbours of empty houses had to guidance offered by Council staff.
- The impact on community amenities of having empty properties in an area.
- Section 215 powers to address dealing with empty properties in an area.
- The costs associated with legal routes the Council may adopt to convert empty properties.
- The benefits of bringing a cross party motion to Council to encourage property owners to ensure their properties are occupied.
- Offering financial support to owners of empty properties enabling them to refurbish and sell or bring properties back into use.
- How departments were co-ordinating their work to enable a range of officers to enforce Section 215.

Resolved –

1. That the report be noted.
2. That a cross party motion be submitted to Council to encourage property owners to ensure their properties are occupied.

3. That the Housing Strategy and Development Manager be requested to review legal implications and undertake a benefits analysis regarding the use of Section 215 by a range of Council services.
4. That further to (3) above, the Housing Strategy and Development Manager be requested to update the Committee at a future meeting.

40. 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 Diversity Impact Assessment undertaken on the decision to withdraw the walk-in centre, which is based within the Swindon NHS Health Centre on Islington Street.
- How winter pressures affected urgent care services, particularly regarding the lack of available ward-based beds for emergency overnight admissions.
- The increase in the number of patients waiting for an elective procedure or routine operation negatively impacted performance data.
- Service improvement following the merger of Bath and North East Somerset, Swindon and Wiltshire Clinical Commissioning Groups into a single organisation.
- The new referral process for children living with, and needing support for autism.
- How Medivo assisted vulnerable patients who frequently visit the Accident and Emergency department.

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

- How a break-out area within the Accident and Emergency waiting room would enable staff to relay information confidentially in a private environment.
- The waiting space within the Accident and Emergency waiting room being occupied by patients.
- How whilst there was a successful recruitment exercise to attract primary care staff to Swindon, there was still a shortage to be addressed.
- The benefits of sign-posting patients to alternative treatment sources to primary care
- How information on alternative services to primary care could be accessed through NHS Choices and NHS 111.

Resolved –

1. That the report be noted.
2. That information regarding:
 - i) Primary care recruitment and
 - ii) The promotion of self-care and self-selection of alternative services be included in a report to be submitted to the Committee in the next Municipal year.

41. 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 key issues in relation to the planning and provision of health and social care services provided by the hospital.

Resolved –

1. That the report be noted.
2. That members be invited to submit any questions to the Committee Officer for circulation to the Great Western Hospital (GWH) NHS Foundation Trust.

42. 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 Chair of AWP.
- AWP's continued excellence and outstanding care staff provide to patients and the support they give to families and carers.
- The imminent inspection by the Clinical Commissioning Group.
- Working in partnership with Turning Point to provide clinicians an opportunity to share good practice.
- How AWP staff worked closely with Council staff on Adult safeguarding
- The successful recruitment drive to ensure quality improvement of projects whilst also supporting teams to focus on commissioned work.
- How the local acute care pathway has reduced the number of Out of Borough placements for Swindon residents.
- The number of people accessing the Health Based Place of Safety under Section 136 of the Mental Health Act 2007 over the last three months.

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

- How Child and Adolescent Mental Health Services (CAMHS) services was an early intervention service that provided children, young people, parents and carers with help and advice to deal with behavioural or other problems their child was experiencing.
- How AWP worked with Child and Adolescent Mental Health Services (CAMHS) in Swindon and Oxford to help support families.
- The work being undertaken at the 24-hour staffed, four capacity health based place of safety at Green Lane Hospital in Devizes and how patients were triaged at various points to determine the level of risk.
- The various ways AWP engaged with rough sleepers and homeless people.
- How recruitment was still a challenge and the continued drive to recruit staff.
- The rotation of staff to match demand.

Resolved –

1. That the report be noted.
2. That the Operations Manager, Avon and Wiltshire NHS Partnership Trust be requested to include in-depth details of actions being taken regarding issues faced by the Trust in the next report to the Committee and to provide clarity on how the Committee would be able to support the Trust

43. 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 heard that with regards to the Empty Homes report, legal implication and cost analysis should be undertaken and the Committee updated.

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 – That the details and activities included in the work programme for 2019/20, be noted.

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

WEDNESDAY, 22 JANUARY 2020

PRESENT:- Councillors Barbara Parry (Chair), Matthew Courtliff (Vice-Chair), Alan Bishop, Fay Howard, Oladapo Ibitoye, Nick Martin, Carol Shelley, Bazil Solomon and Nadine Watts.

31. 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.

Councillor Bazil Solomon made a personal and non-prejudicial declaration of interest in his capacity as a part time teacher.

32. Public Question Time

There were no Public Questions.

33. Minutes

Resolved – That the minutes of the meeting held on 27th November 2019, be confirmed and signed as a correct record.

34. Performance Report - Education and Skills

The Committee received a joint report of the Head of Skills, Employment and Lifelong Learning and Education Place Planning and Admissions Manager setting out an overview of education and skills outcomes for children and young people in Swindon. In presenting the report officers highlighted the following points:

- There was good progress in Early Years Education with Good Levels of Development improving year on year and closing the gap on the national average.
- At the end of Key Stage 1, 91% of pupils achieve the expected standard in phonics. Key stage 1 attainment outcomes are at or above the national results in all subjects.
- Work was continuing to increase maintain nursery provision across the town and where possible with access to a qualified teacher to improve early standards.
- Primary Key Stage 1 and 2 were meeting the expected standards for phonics which was stable over three years. Key Stage 1 attainment overall was above national standards average although there had been a slight decline in achievement although this was stable.
- Writing had increased by 0.7% slightly when compared with the national expected standard. Mathematics at the expected standard has risen slightly by 2% from the previous local figures but remains 2% below national figures.

- The secondary phase had shown some steady improvement over the last three years in narrowing the gap to the national average with three secondary schools achieving positive Progress 8 scores. Swindon ranked 87th local authority compared to ranking 136th in 2017 for Progress 8 scores.
- Discussions were on-going with secondary schools regarding the delivery of the Ebacc which remained an area of concern. In 2019 17% of key stage 4 pupils secured an Ebacc standard pass against a national average of 25%.
- Securing improvements at key stage 4 maths has been a key priority for the Swindon Challenge Board. In 2019, standard passes in maths were 70% which is in line with national average.
- There had also been an improvement in English outcomes with standard passes in English at 75%, almost in line with the national average of 76%.
- In Key Stage 5 in 2019, there had been a small increase in the average point score per entry for A levels, increasing from 26.48 to 26.68. This compared to a national average of 33.77. Unfortunately the gap to the national average had not been reduced and further work was being undertaken to achieve consistent improvement and for high A level; achievement.
- A positive destination of sustained education or employment from level 3 courses (A level or equivalent) in 2018 employment was 88% which is in line with national average. Those entering work continued at a high level but more work was required to get more young people in higher education (this had improved from the previous year).
- The focus of the work on skills and employment related, in particular, to supporting vulnerable young people and putting improvements in place for Children Looked After and Care Leavers, including a case review of every case.
- The work of the Support Employment Team had been reviewed and it had helped 53 residents into work.
- Work with Swindon College and the Institute of Technology to increase the number and range of higher education courses operating in Swindon and to allow the joint college to open in 2021 following its merger. Quality improvement work to improve Adult Learning to meet the requirements of the OFSTED framework and to improve performance. Challenges included, enabling vulnerable young people to access sustained employment beyond 18 and ensuring placement sustainability for the most vulnerable and the tracking of young people not in Education, Employment or Training and to speed up the identification of the destinations of young people.
- The growth in apprenticeships has slowed recently, Swindon had achieved 62% of the overall apprenticeship target in the first 4 years of a 5 year target period set by Government (this compares with 59% nationally). Work was continuing across the Swindon and Wiltshire Local Enterprise Partnership to assess the key reasons for more employers not employing Apprentices and refreshing the plan.
- Work on schools placement with the recent trend of an increase in the number of primary school children with the resultant pressure on school placements and future need for additional secondary schools places. Engagement continued with Academies and Free Schools within the Borough. The approach had been successful with two new secondary schools coming to the town through external investment as well as secondary school provision.
- The downside of the Council not directly paying to new schools was that it lost some control over their development; however officers continued to work

with the Government to retain as much influence as possible and to ensure schools were delivered on-time.

- The on-going challenge would be educational provision for the new housing development areas and officers were refreshing data for future planning and for negotiations with housing developers for funds for new school for delivery as early as possible.
- The School Admissions Team continued to see good performance for School Admissions with 91% of secondary school parents receiving their first school preference and 99% of parents receiving one of their three top secondary school preferences. 95% of primary school parents received their first preference school and 99% received one of their three primary school preferences.
- That the Council's admissions team was processing around 2,900 applications per annum.
- The future challenge on primary school provision as the latest demographic data suggested a slow down the birth rate.
- The challenge of some schools refusing to admit pupils with challenging needs although all children would be provided a school placement, this was particularly challenging where schools became academies and made their own admissions criteria.

Following the presentation Members challenged officers in respect of:

- The need to raise the aspirations for Care Leavers, especially in respect of those in employment, education and training from the current target of 75%, especially when compared to the wider population, even though this might be otherwise seen as a challenging target given the timescales involved.
- The adverse effect on higher education statistics from losing talented children to educational establishments outside of the Borough and how this distortion might best be addressed.
- The issue of accommodating a large number of pupils from West Swindon currently being educated in Wiltshire.
- The effect of students taking gap year between leaving school and going to university, or indeed decide to further their education several years after leaving school (for instance open university), on the relevant statistics. Also that the Lifelong Learning offer needed to reflect this life choice.
- That the economic success of Swindon might sway some young people to move to employment when leaving school, especially if they were unsure as to what they wished to do. Likewise a town or city with a university might persuade their young people to continue education. This might offer apprenticeship type of opportunities within the Borough by, the Local Enterprise Partnership, officers and councillors working with local employers.
- The type of apprenticeships available within Swindon and how many of these might be seen as being the equivalent of a degree and to ensure career advice, including choices between educational advancement and differing levels of apprenticeships, would allow young people to meet their potential.
- That there was a larger proportion of young people in Swindon wanting paid employment as opposed to further education. The work with the Institute of Technology in an offer combining work and education was considered.
- Work by the Swindon Challenge Board to meet the educational attainment targets for 202/21 across all levels of education.

- The continued European Social Fund grant for the Supported Employment through the Building Bridges Programme over the next two years.
- Funding options available to the Council in respect of the provision of new schools within the Borough and the Council's previous success in attracting Free Schools to the Borough.
- The need to aspire to 95% of children achieving phonics targets in year to ensure their continued educational attainment and to enable schools to best utilise their resources.

Resolved - That the performance report on Education and Skills and the successes and challenges outlined in the report be noted.

35. Education, Training and Employment Sub-Group - Update

The Head of Skills, employment and Life Long Learning submitted a progress report in respect of the Education, Training and Employment Sub Group and highlighted:

- The outcomes of the first meeting of the sub-group held on 5th December 2019 which were set out within the report and a second meeting held on 15th January 2020.
- A breakdown of the membership of the sub-group which included members not directly related to the Council and the skills and value that members brought to the sub-group.
- The role of the sub-group in identifying opportunities and how these might be matched to young people in a streamlined manner.
- The identification of areas the sub-group wanted to focus on.
- Barriers faced by young people in employment or in accessing the mainstream education offer and stepping stones that might be put in place to allow young people to gain experience and confidence.
- The task group would look at pathways for young people where current offer wasn't meeting needs and securing support from employers. Also how the community and voluntary sectors might be assist.
- The development of a plan to progress work on areas identified.

Following the presentation of the report Members discussed:

- Ensuring maximum opportunities for vulnerable young people and also fulfilling the Council's obligation as a Corporate Parent.
- Possible links with Switch onto Swindon and the production of a toolkit to help businesses.
- The need to identify meeting times suitable for the wide range of participants.

Resolved – That the update be noted.

(2) That the Committee Officer be requested to contact Members of the Committee to ascertain their ability to regularly participate in Sub-Group meetings.

36. Engagement and Participation of Children and Young People

The Corporate Director – Children Services setting out a plan of action on how children and young people will be engaged with within the Committee for the forthcoming year 2020/21. The following issues were highlighted in the presentation of the report:

- Discussions held with the Children in Care Council regarding how they might participate in and contribute to meetings of the Committee as well as challenging the Committee in respect of services they receive.
- Step under the current contract would work with **FF** to develop a network for young children.
- Children and Young People would attend the Committee three times per annum to comment and feedback on reports that were relevant to them and a fourth meeting to present an annual report on activities they have been engaged with providing an overview of areas of success and those requiring further development.
- Representatives of the Committee would attend an external meeting led by young people once a year.
- Children and Young People would be offered the opportunity to undertake a qualification as part of their participation.
- A review list would be kept by the young person representatives to track progress on any actions proposed by the Committee.
- Councillors Barbara Parry and Carol Shelley had met with STEP and the Council's Young Person Commissioner to consider a forward plan for the Committee work for the Municipal Year 2020/21.
- Young People would have a pre-meeting prior to meetings they attended to be briefed on reports of interest.
- The video of the young people's involvement was being considered so that this could be shown to other Children and Young People.

Following the presentation officers responded to questions relating to:

- The selection of the children and young people representatives which would initially be selected through a schools currently working with STEPS whilst the network was broadened.
- Work to be undertaken to ensure representation of children and young people reflected students at Swindon schools.

Resolved – That the report be noted and the future attendance of children and young people representatives at the Committee be welcomed.

37. Performance Summary - Special Educational Needs and Disability - Area Written Statement of Action

The Strategic Commissioner Special Educational Needs and Disability submitted a report setting out an overview of the Written Statement of Action for special educational needs and disability, a requirement on the local area following the Ofsted area inspection in November 2017. In introducing the report the Strategic Commissioner Special Educational Needs and Disability drew Members' attention to

- The Written Statement of Action for Special Educational Needs and Disability was required following the OFSTED inspection in November 2018.
- The Statement of Action was approved in April 2019 and there were 18 months to deliver the action plan.
- After the delivery date of October 2020 a re-inspection was anticipated and if this happened it was anticipated that the team would primarily be composed of inspectors from the initial visit and would review progress made against

the plan and written statement of action.

- The written statement of action was approved on first submission by the Department of Education.
- The Statement of Action was ambitious with 179 actions to be reviewed by the end of January; 45% of which had been completely embedded or were RAG related green and 11% would require mitigating action. Priority would be given to those actions that needed to be delivered by the end of January
- The Local Authority was required to lead the Written Statement of Action but Inspection and Written Statement of Action was about the Swindon area and involved all key partners in the Swindon area, including children and parent forums whose work was commended.
- An outline of the work in respect of each of the eight priorities, some of which were fairly simple, for example the appointment of a designated clinical officer and a dedicated medical officer, and the Clinical Commissioning Group had appointed both.
- Other priorities were more complex and required a far greater degree of work on the move towards a more participatory approach and a large change from the tradition means of operation.
- Another clear priority was in respect of attendance and exclusion from schools and in particular those with Special Educational Needs which required a lot engagement with school leaders in the Borough.
- Work was overseen by an active Strategic Board which met bi-monthly and was also attended by representatives of the Department of Education Advisor and a NHS England Advisor who were appointed to support, monitor and challenge the Board's work and provided notes of actions following meetings they attended.
- Every Strategic Board meeting received detailed reports from the various priority leads with a move towards impact reporting and examples of work being progressed was outlined.

Following the presentation Members scrutinised:

- The role of Committee members and more widely Councillors in promoting the work relating to the Statement of Action to schools within the Borough.
- Examples of the role of young people in shaping elements of work arising from the Written Statement of Action, including the young person's roadshow, and how this was impacting service delivery.
- The high case load in respect of Education Health and Care Plans and the length of time for the completion of associated work and the restructuring of the team with the Local Authority committing an additional £500,000 into staffing. It was noted that the casework referred to in the report was case co-ordination in relation to the statutory processes and not traditional case work.
- Work was also on-going in respect of preventative work to lessen demand and provide more timely outcomes through timely intervention.
- Currently 3.2% of Swindon Children were on a health and Care Plan against the national average of 2.1% so work was needed to identify the reasons for this and to take appropriate actions.
- The outcomes of a recent staff recruitment event in Swindon with 67 people attending (there were 16 posts vacant) in an area of work that there was a national shortage.
- The creation of a neurodevelopment pathway with a different workforce and

skill mix for a spectrum of needs rather than one just for autism; this pathway was now live and was seeing a reduction in waiting times for treatment and in determining the offer for the individual child's treatment.

- The concern of speech and language problems were not being identified until children attended schools and the issues this caused families and the inclusion of an early Access Fund to support work in relation to this at an early stage.

Resolved – That the performance report and the successes and challenges outline within the report be noted.

38. Targeted Mental Health Services (TaMHS) and Child and Adolescent Mental Health Services (CaMHS)

The Principal Officer for Health and Wellbeing, Children, Families and Community Health, Swindon Borough Council and Esther Schmidt, Children's Commissioning Lead, Swindon Clinical Commissioning Group submitted a joint report setting out an update on performance and key issues relating to Mental Health Support Services in Swindon and highlighted:

- A survey of the services currently available in relation to Mental Health Services.
- The previous year had been a successful one with an additional £2.3 million being received for children and young people's mental health which helped provide some significant improvements to the service.
- Nationally there had been a 68% increase in mental health referrals for children and young people which created significant challenges.
- The prevalence of mental health issues in children and young people has changed from 1 in 10 to 1 in 8.
- The creation of a whole system approach to look at the needs of children and young people to provide the right at the right time in Swindon through partnership with the Local Authority, Trailblazer Service (40 schools), the voluntary sector the specialist health providers in Oxford Health Service.
- The single point of access managed by TAMHS and the traded service with schools which included 47 schools in Swindon and the main service provision available to every child in Swindon.
- That the majority of children accessing the service had mild to moderate mental health needs who were treated by Swindon with moderate to high needs receiving treatment from Oxford.
- An additional funding bid for further work under the Trailblazer scheme.
- The creation of a parenting hub by Swindon Borough Council and the creation of an additional post by the Clinical Group in the Specialist Hospital Liaison Service which were embedded in the wider CAMHS service.

Following the presentation Members questioned officers in respect of:

- The average waiting time between referral and treatment for CAMHS and TAMHS services and proposed measures to reduce this period.
- The waiting time for treatment following an assessment which was currently around 5 to 6 weeks for CAMHS services although all cases were triaged

and so waiting times would vary.

- Modelling work was progressing to reduce waiting times for CAMHS and TAMHS services but this would require additional staff to be recruited.
- The extension of services to the 18-25 age group and how these services were advertised and accesses; including the role of universities in promoting mental health.

Resolved – That the the key performance messages from the performance information be noted.

39. Health Visiting Service

The Manager, Named Nurse for Safeguarding submitted a briefing note setting out an update on performance and key issues relating to the Council's Health Visiting Service and highlighted the following issues:

- The role undertaken by a highly qualified Health Visitor team, including the Healthy Child Programme for the age range 0 to 5 which had a positive impact on family's lives.
- A summary of the Universal Offer which was often the first contact with new families and parents can call health visitors for advice.
- The role of Child Health Hubs which were held weekly in three venues and support these provided to new families and which had been well received.
- A twelve weekly visit to support parents with potential mental health issues.
- The 24 to 30 month review to offer additional support to families and children and to check on the child's development; in quarter 3 the number of visits were above the national average.
- Enhanced work which was targeted to families that midwives had concerns about and might lead to a referral for other services such as baby steps and offer support to the family as early as possible.
- An update on performance and key issues relating to the SBC Health Visiting Service.
- Targeted twelve month contacts for those families requiring the most support; these visits were to be moved back within the Universal Offer in the future when additional Health Visitors were in post.
- Work over the previous 12 months including Children Looked After Reviews which were carried out every six months.
- Changes in the skills mix for health visitor teams, increased training, renewing the Baby Friendly Accreditation and improving the quality of recording to demonstrate outcomes.

Following the presentation Members scrutinised the following issues:

- The capacity of baby hubs and how families could be encouraged to visit these. At the moment these tended to be used by families when they wanted to access a service.
- Letters sent to families regarding their 12 month service setting out the type of activities children should be doing at that age and contact details in case parents want advice or help.

Resolved – That the report be noted.

40.

Work Programme 2019/20

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 – That the report be noted.

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COMMUNITIES AND PLACE OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 29 JANUARY 2020

PRESENT:- Councillors Matthew Courtliff, Steve Heyes, Roger Smith, Bazil Solomon and Vera Tomlinson

Apologies for absence were received from Councillors Janine Howarth and Garry Perkins.

18. Declarations of Interest

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

19. Minutes

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

20. Public Question Time

No public questions were received during the meeting.

21. LED Street Lighting Conversion Programme

The Head of Highways and Transport submitted a report updating members on the progress of the LED street lighting conversion programme. In introducing the report Mr Price, Head of Highways and Transport, drew members' attention to the following points:

- The programme to replace 28,000 street lights within the Borough with LED lights over an eighteen month period commencing in March 2020.
- That once completed the replacement programme could reduce costs by around 50% and would cost in the region of £7.2 million.
- That street lighting accounted for approximately one third of the Council's total energy consumption and was a major component of the Council's energy costs and carbon footprint.
- Replacement of old lights with LED's would contribute to reducing energy costs and the Council's carbon footprint.
- A budget of up to £2.5 million had been identified for column replacement.

Following his presentation Mr. Price answered Members' questions in respect of the following issues:

- That those roads currently not adopted in the Borough would be included in the LED replacement and column replacement programme once they were adopted.
- All non LED lanterns and around 10% of street light columns, depending on state of repair, were scheduled to be replaced as part of the programme.
- There were around 5,000 concrete street light columns in the Borough which would be replaced depended on their condition and as they came to the end

of their working life.

- A proportion of both concrete and steel street light columns were tested annually and RAG rated; those classified as red would be replaced within 12 months and amber would be inspected more regularly.
- Some street light columns were not designed to take additional loads and therefore would not be used for purposes such as Christmas or other decorations or signage.
- Where a street light column was replaced its replacement would include a LED light; likewise when a traditional lantern was replaced it would be with an LED light.
- It was anticipated that lights would their average life extended from four to ten years.
- The replacement of other lighting such as car park lighting and traffic signals as well as lighting at the waterside depot was being investigated.
- The use of LED solar powered lighting for street and road signage.
- The use of the Central Management System "smart" control system to remotely monitor the new lanterns in the case of failure and to offer opportunities to remotely fine tune lighting levels to suit the individual needs of each street and further increase energy savings.
- The storage of information from the Central management System and potential ways of using and sharing this, for instance, with other Council departments or Parish Councils in the future.
- The disposal and recycling of old columns and how this could be undertaken in the most environmentally friendly manner.
- The newly fitted lights had less light spillage and the criteria for turning off lighting.
- The timetable for energy, cost and carbon savings accrued from the programme.

Resolved – That the report be noted and the Head of Highways and Transport be thanked for his presentation.

22. Electric Vehicle Charging Charging Points within the Borough

The Head of Streetsmart submitted a report updating members on the progress on the installation of Electric Vehicle Charging Points within the Borough. In introducing the report Ian James, Head of Streetsmart, drew members' attention to the following points:

- The study on the installation of Electric Vehicle Charging Points within the Borough was just commencing and would probably take a year to complete.
- This work related to the Council's priorities and pledges in that Priority one of SBCs Vision is to "improve infrastructure and housing to support a growing, low carbon economy". More specifically, Pledge 2 sees this priority secured in part through "...facilitating the move to electrified transport, ... to reduce carbon footprint."
- This Study sought to establish a mechanism for delivering the Pledge by assessing the options to facilitate the growth in electric cars. More specifically, the Study would assess the scope to introduce new electric vehicle charging points, reflecting the fact that one of the most significant deterrent to the ownership of electric vehicles is the perceived difficulty in finding suitable charging opportunities, particularly when away from home.

Following his introduction of the report Mr James answered Members' questions in respect of the following issues:

- This work was separate from the Local Plan Review which sought to ensure all new housing developments were fitted with electric vehicle charging points or that properties could be retrofitted with them.
- The role of the new Local Plan in progressing electric vehicle friendly policies in the non-domestic setting.
- The proposed study included the examination of the Council's property portfolio to identify how this could be coherently retrofitted with electric vehicle charging points.
- How the Council's experience and findings might be shared with Parish Council's to enable them to undertake such work and the possibility of partnership working with them.
- How the Council was working to learn from other local authorities who might be more experienced in this area; including the use of private/public partnerships to bring in the leaders in this field in larger scale projects and in the use of cutting edge technology.
- Funding streams that might assist with the provision of electric vehicle charging points including, but not limited to, Government grants and the Regional Development Fund.
- The potential to use energy generated by solar farms within the Borough to supply electric vehicle charging points.
- Whether new street lighting columns could be adapted to include charging points for electric vehicles.
- How the Council can best future proof any work undertaken as part of this project.

Resolved – (1) That the report be noted and the Head of Streetsmart be thanked for his presentation.

(2) That officers be requested to consider ways in which the Council might assist Parish Councils in the provision of electric vehicle charging points.

(3) That officer be requested to investigate whether electric vehicle charging points can be included in street light columns when these are replaced.

(4) That officer investigate how the Council might apply for Government Grant funding for electric vehicle charging points during 2020/21.

23. Committee Work Programme

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

Resolved – That the report be noted.

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GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 12 FEBRUARY 2020

PRESENT:- Councillors Emma Famarzi (Chair), Nick Burns-Howell, Paul Dixon, Jenny Jefferies, James Robbins, Roger Smith, Imtiyaz Shaikh and Rahul Tarar

An apology for absence was received from Councillor Mark Dempsey.

25. 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.

26. Public Question Time

No public questions were received during the meeting.

27. Minutes

Resolved – That the minutes of the meeting held on 6th November 2019, be confirmed and signed as a correct record.

28. Business Engagement

The Chair welcomed Mr Les Durrant, President of Swindon Chamber of Commerce and Group Chairman DPDS, who had agreed to attend the Committee to provide some insight to the business environment in Swindon.

Mr Durrant thanked the Committee for the invitation to address them. He outlined his history of working on behalf of Thames Valley and Swindon Chamber of Commerce and its predecessor Swindon Chamber of Commerce as well as DPDS Consulting. Mr Durant raised the following points and responded to Members questions in respect of:

- The role of the Chamber of Commerce in liaising with stakeholders and Local Authorities to understand the priorities and issues faced by the local business community.
- The role of the Chamber of Commerce in advocating for the strengthening of regional infrastructure networks.
- The priorities of the Thames Valley and Swindon Chamber of Commerce including, improvements to Swindon town centre, a long term vision for employment land, the promotion of the OxCam Arc Growth Corridor, long term spatial planning, engaging local authorities regarding impactful foreign investment, support for new business and businesses that export goods/services, the development on innovation base knowledge, and to foster business links with education.
- The need for joint working between the private and public sector in order to grow the local economy and to keep it as an attractive location for business (although at times there would be differences of opinion and priorities).
- The success of Swindon Borough Council and its predecessor Thamesdown

Borough Council, in driving economic success and creating an environment to attract and retain businesses and in promoting the town.

- That in a recent survey Swindon was ranked third in GDP per capita.
- Although Swindon was classed as being within the South West Region increasingly businesses, whilst not ignoring this region or the Midlands, were looking towards the South East and the Thames Valley business links, Oxford and the M4 corridor.
- The need to collectively identify manufacturing companies to establish themselves on the Honda site once Honda had left Swindon in order to maximise the skilled workforce in the town.
- Should the Honda site be used solely for employment purposes (which the Chamber supported the Council's commitment to its use as employment land) the Honda Site was the best employment site in the South of England due to its size, rail connectivity and access to the M4 motorway.
- The need to identify and make available additional employment land through the Local Plan within the town and to improve the range and variety of sites available. This was not only for inward investment but also to allow existing firms to expand.
- The need to provide an environment to create new job opportunities and especially in the innovative sector and to plan for job growth which would also benefit the construction industry.
- The need for increased long term infrastructure planning and vision with a plan for up to 2050.

Mr Durrant responded to Members comments and questions in respect of:

- The benefits of a long range infrastructure and economic strategy including providing certainty for businesses, linking into investment with neighbouring authorities and accessing Government funding in a structured manner.
- That other Local Authorities were starting a longer term vision in respect of strategic planning, including the OxCam network.
- Linkages with the Wiltshire and Swindon Local Enterprise Partnership and that organisations economic role moving forward.
- How business and business groups could better focus representations into one voice.
- The role of the Swindon Chamber of Commerce, as the accredited Chamber for Swindon, in organising business responses and promoting a single business response.
- The need to ensure consultation periods for Council Policies and Strategies gave business adequate time to respond.
- The success of the Council in recent years in obtaining Government monies for infrastructure projects within the Borough and the likely Government Grant structures moving forward.
- Cross border work and links to other Local Authorities and Government Bodies when considering infrastructure development.
- The need to make provision for innovative and knowledge bases business development which would require land, connectivity and infrastructure.
- A potential role for Swindon Chamber of Commerce to lead work on producing a long term development and spatial vision.

Resolved – That Mr Les Durrant be thanked for attending the meeting and his

interesting presentation.

29. Honda Task Group Update

The Chief Executive and Cabinet Member for the Economy and Place updated the Committee in respect of (i) work of the National and Local Honda Task Groups, including the outcomes of a Ministerial visit to Swindon, (ii) the focus on the needs of Honda employees, (iii) support available for employees in the Honda supply chain, (iv) continued work with Honda, and (v) the use of monies approved by the Council in respect of supporting Honda employees including work with the Local Enterprise Council.

30. Mentorships and Start-Up Support

It was agreed - that consideration of this report be deferred until the March meeting of the Committee.

31. North Star Development

The Committee considered a report of the Cabinet Member for the Town Centre and Head of Property, previously considered by the Scrutiny Committee on 9th December 2019, concerning progress on the North Star Development trigger points. The Committee considered an introduction by the Cabinet Member for the Town Centre and discussed:

- Challenges on financing the project following Brexit and General Election and the Cabinet Members' comments on the delivery of the project.
- The Cabinet Members' offer to forward Member questions to the developer.
- How the delay in the scheme might be used to join up infrastructure for the rail station and accessing the site from the town centre.
- Timescales for the commencement of the development of the site.

Resolved – That the report be noted.

(Councillor Jim Robbins made a personal and non-prejudicial declaration of interest in respect of this item as he worked for United Kingdom and Innovation.)

(Councillor Roger Smith made a personal and non-prejudicial declaration of interest in respect of this item as he worked for Savills.)

32. Work Programme

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

Resolved – (1) That the report be noted.

(2) That a report on assets owned by the Council in the Town Centre be submitted to the next meeting of the Committee.

(3) That a report be included in the 2020/21 Work Programme on the establishment of a long term economic strategy.

GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 11 MARCH 2020

PRESENT:- Councillors Roger Smith (in the Chair), Nick Burns-Howell, Jenny Jefferies, James Robbins, Roger Smith and Bazil Solomon.

Apologies for absence were received from Councillors Emma Faramarzi (Chair).

33. 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.

34. Public Question Time

No public questions were received during the meeting.

35. Minutes

Resolved – That the minutes of the meeting held on 12th February 2020, be confirmed and signed as a correct record.

36. Business Engagement

The Chair welcomed Mr James Gregory (Alder King), who had agreed to attend the Committee to provide some insight to the business environment in Swindon.

Mr Gregory thanked the Committee for the invitation to address them. He outlined his employment history in Swindon over the previous twenty-five years and raised the following points and responded to Members questions in respect:

- That whilst he felt the Council was performing well given the restraints it faced he felt additional work was required in respect of the perception of the town although he felt this had improved in recent years.
- That it was important that any development and positive news, whether it was infrastructure development or attracting new businesses, was disseminated to the regional and national business community.
- The benefits arising from the electrification of the rail line together with the potential for a second station serving Swindon although it was important that this did not interfere with the delivery of other infrastructure projects that would benefit the town.
- The development of the bus boulevard which, even given the four to five year development phase, was positive news.
- Private sector developments such as the ski dome on the current Oasis leisure centre site and the Locarno site which need to be brought forward to the construction stage.
- The challenges of office development within the town which were not unique

outside of the major cities.

- The benefits to the town of having a diverse range of companies and mix of size of employers compared to some town and cities that were reliant on one major employer either private or public sector. This provided an element of stability and offered the opportunity to refresh employers when necessary.
- The continued need to identify employment land; it was noted that the timescales for development and future use of the Honda site was unknown.
- The importance of considering as wide a range of industrial, manufacturing or other employment opportunities for the Honda site once this was made available to maximise its use on a local, regional and national basis.
- The increasing challenges facing the majority of town centres across the country, including Swindon's, especially given the convenience of on-line shopping. The shrinking of the town centre to make it more vibrant and to provide an enhanced shopping experience would be problematic due to the number of landowners.
- The improvement in the town's housing stock which was important for the retention and expansion of employment to maximise Swindon's geographic location.
- Improvements such as the maintenance of gateway to the town, keeping them litter free, would be financially relatively minor but would greatly benefit the visual enhancement and first impression of the town for potential new business and visitors.

Ways to make the town centre more attractive and diversify its use to encourage people to it and compliment the variety of shops, this might include more targeted and positive promotion, bringing forward the new bus boulevard project, possibly the use of shorter leases to allow more innovation and to maximise trends as well maintaining it and keeping it free of litter.

- The benefits arising from the development of the Oasis site, which was different and would help to positively promote the town and help bring visitors into Swindon.
- The need to link this development with the town centre through the creation of a golden triangle linking the Oasis site, the Outlet Centre and town centre and to enable visitors to have a quality journey and experience throughout the town.
- The adverse effect of the closure of the Honda manufacturing site on the local supply chain providers and on land availability.
- The potential for attracting new types of business to Swindon with the availability of the Honda site, especially given the high skill base of workers who might be available, such as television or film production.

Resolved – That Mr James Gregory be thanked for his interesting and useful presentation.

37. Business Start Up Support Summary

The Business and Economy Manager, Growth and Regeneration setting out the

current and proposed Business Start-Up Support programmes and drew Members' attention to:

- The current business start-up support offered by the Council and set out within the report.
- National support programmes which tended to concentrate on hard to reach businesses or individuals who required additional support to start up a business through programmes, phone lines and online.
- The Council had supported the Swindon and Wiltshire Growth Hub since its creation and this was where most of the reactive and/or straightforward enquiries made to the Council were directed.
- New or existing companies could register themselves in the Growth Hub profile. If company details and the type of information required was included in the company profile the welcome page when logging in would be tailored to the company. Email and social media would also be forwarded.
- Companies and inward investment requiring land could be made to the Council who were supported in this work by a number of companies.
- Tech Swindon also had clustered development and was supported by the Council. This was centred on recently established companies, including not restricted to the Workshed in Swindon. It facilitated newly established companies to meet to interact and learn from each other.
- There were also Swindon founder events on social media which were growing and were led by the founders of companies themselves to pass on experiences in setting up and establishing companies. These were tech themed and speakers were tech founders. These meetings were held at various venues across the town and were intended to allow the development of relationships across tech companies.
- The Business and Economy Team account management service which worked with a number of companies of varying sizes that were strategically important. The Council would try to facilitate introductions between companies if requested.
- The Workshed was the Council owned incubation space for digital technology companies was operated on a concession contract by Wiltshire Council as part of the enterprise Network. All the offices were let and occupancy of co-working spaces was increasing. Meeting rooms at the workshop were also increasing being booked by outside organisations.
- The Swindon & Wiltshire Local Enterprise Partnership, supported by both Swindon and Wiltshire Councils, has applied for £2.7 million SIF funding for the SME Competiveness Programme as is expected to hear the bid outcome imminently. The programme support training programmes and would offer start-up and scale up support and has a specific Honda-related element with match funding.

Following the presentation Members discussed:

- The importance of SMEs in the national and local economy.
- The importance of the support available for SME tech start-up companies and that was particularly relevant when the company was first created and when they were often most vulnerable.
- The potential effect the Corona virus might have on start-up companies and self-employed entrepreneurs and how government guidance and advice might be disseminated to small companies through the Growth Hub and

other sources.

- The recent budgetary announcements by Central Government in support of small businesses during the Corona virus crisis.
- The Council's role in firstly dealing with the impact of the corona virus and then later in the town's economic recovery.
- The future management of the Workshed when the current contract came to an end.
- Work by officers to attract high tech companies to Swindon both through European Funding for companies outside of Swindon and UK based companies and in creating the environment that would encourage relocation to Swindon.

Resolved – That the existing national and local provision for business start-up support and planned support be noted.

38. Learning Town Update

With the agreement of the Committee this item was deferred.

39. Town Centre Parking on Sundays

With the agreement of the Committee this item was deferred.

RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 2 MARCH 2020

PRESENT:- Councillors Brian Mattock (Chair), Steve Allsopp, Matthew Courtliff, Claire Crilly, Robert Jandy, Adorabelle Shaikh, Timothy Swinyard and Rahul Tarar.

Also in attendance were Councillors David Renard (Leader of the Council) and Keith Williams (Cabinet Member for Corporate Services and Operational Excellence).

Apologies for absence were received from Councillors Steve Weisinger (Vice-Chair) and Vinay Manro.

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. No declarations were made.

22. Minutes

Resolved – That the minutes of the meeting held on 25th November 2019 be confirmed and signed as a correct record.

23. Public Question Time

Mr Roy Worman, a resident of Haydon Wick, asked questions at the meeting in respect of:

- a) The number of online transactions having increased to 64%, all of which were completed successfully.
- b) How the proposed £6m of funding for the IT and Digital Strategy will help achieve the 85% goal of online take-up amongst other things.
- c) The 75% reduction in internal major incidents from 79 to the mid-20s.
- d) The demand for, and future proposals regarding, the automatic audio recording of public meetings at the Council.
- e) The 'Chat Bot' automated process currently on the Council's website (which aims to direct users to the correct page more quickly) and possible options for introducing and resourcing a live-chat function.
- f) That 87% of complaints are now being handled within ten days, showing that improved training, templates and processes are helping the Council reach service level agreement deadlines.

Councillor Keith Williams (Cabinet Member for Corporate Services and Operational Excellence), the Head of Digital and Business Change, the Head of IT Operations and the Head of Customer Services, Registrars and Bereavements responded to the questions at the meeting.

Mr Jim Boyd, a resident of Old Town, asked questions at the meeting relating to the review of leisure contracts, in particular the £2m and £1.5m one-off payments made by the Council to GLL for maintenance costs at the Health Hydro, and the expectation in the number of improvements and attractiveness to users that the proposed £7m spend may achieve at the site.

Councillor Williams responded to the questions at the meeting.

24. Digital Programme - successes and lessons learned

The Committee considered a report providing an update on the progress made on the Digital Programme from October 2017 to April 2019. The report set out how the Digital Programme, as part of Organisational Excellence, had transformed the back-office and front-of-house services for residents, and had been a key part of delivering the Swindon Programme.

The Head of Digital and Business Change introduced the report and highlighted how the Programme had been led by the Digital Hub, focussing on the discovery, design and delivery of high volume, resource-heavy, paper based, or low Service Level Agreement type processes. He advised that over sixty processes across twenty service areas had been reviewed from beginning to end to improve efficiency. The Committee noted some of the Programme objectives achieved such as 95% of processes now being online (with 64% of transactions received in to the Council now coming through that route) and the reduction of printing from 15m to 6m copies a year. The Head of Digital and Business Change also referred to the lessons learnt from the Programme, which included increasing digital leadership, embedding continuous learning across the organisation, and utilising emerging technologies.

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

- How 95% of the Council's processes are now offered online but only 64% of residents are choosing to use an online transaction to communicate with the Council. The Committee noted that the main gaps are within housing repair and green waste services where the significant proportion of customers still call the contact centre.
- Achieving a 60% reduction in printing and the plans to reduce this further to 1m copies a year, recognising the environmental benefits.
- How around a third of the £30m savings across the project as a whole were realised from the digitisation of services (in its broadest sense) and included the reduction of paper usage, improving processes and changing policies.
- The initial resistance from some service areas to the Programme and how this has been resolved.
- How the lead times for projects were being delayed by IT but that measures have been put in place to ensure that IT support for a system will already be in place before a project is started.
- The process issue whereby reported problems are showing as completed to the online user without the work having actually been undertaken yet. The Committee noted that the term 'closure of case' is used to show that the case has been referred to the relevant service area, meaning it has been closed on the case processing mechanism (which the online user can view) but the actual work still needs to take place.
- How communication with residents is being improved through the escalation process in the revised Complaints Policy, and the use of more customer-facing processes and functions.
- The management of spikes in service demands which enables the call centre to deal effectively with any subsequent increase in the volume of calls.
- How the numbers of full time employees has been increased within Customer

Services, with five vacancies currently being advertised within the service. The Committee noted that it takes around nine months to replace and train a new member of staff and so retention has become a priority.

- The challenges of improving recruitment and retention within the IT Team given the salary offers across the private sector, and the measures taken to address this such as the introduction of career progression and the opportunities provided to staff to learn new skills.

Resolved – To note the contents of the report.

25. IT and Digital Strategy

The Committee considered a report outlining the Council's IT & Digital Strategy for 2020-2022. The report set out how a robust IT & Digital strategy is crucial to ensuring the Council delivers against the vision, priorities and pledges, and delivers modern services in an efficient and financially sustainable way.

The Head of IT Operations introduced the report and highlighted how the previous ICT Strategy had run from 2014-19. This had covered the in-sourcing of IT in 2016, the embedding of industry best practise, the building of a new website, the replacing of older business systems and hardware, along with networking changes. He confirmed that there has been a significant increase in user satisfaction following the implementation of this Strategy, as demonstrated via customer surveys.

The Committee was advised of the IT challenges over the next couple of years, which included IT availability, cyber security, cloud services and skills, and noted that approximately £6m of capital and £500k of revenue will be required to deliver the new Strategy.

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

- Plans for the introduction of a progressive webapp, which would increase the functionality of the Council's website and allow users to use the website like a mobile app. The Committee noted the work already undertaken to build the functionality of an app in to the Council's current online forms and processes, and the mobile first policy of Jadu, which provides the platform the Council uses.
- How the Council, following on from the cyberattack at Redcar and Cleveland Council, has been using learning points provided by the Local Government Association and the services of the National Cyber Security Centre, and has also demonstrated Public Sector Network Compliance – part of which involves 'ethical hacking' to demonstrate where there are any issues.
- How data sharing can be used to address demand management in services such as adult social care by allowing officers to be counter-intuitive and deal with issues in a more sophisticated way.
- That the proposed £500k revenue as set out in the report will be used to purchase the licenses required to run the different software needed in order to deliver the Strategy over its two year lifespan.
- How the upgrade during 2019 to the network infrastructure, both on the Civic Campus and at satellite sites, will support the proposals within the Strategy and also cope with any future growth and demand.
- The Committee noted that this Strategy will now be presented to Cabinet for

consideration.

Resolved – To note the content of the IT & Digital Strategy.

26. Customer Service - The Plan for 2020

The Committee considered a report setting out the progress of the Customer Services function in 2019 and the Council's plan for 2020 and beyond.

The Head of Customer Services, Registrars and Bereavements introduced the report and highlighted some key achievements during 2019. These included: the modernised Customer Service reception opening to the public; the Council's Web Content Team having become a core part of the Customer Services department (which has significantly improved the connection between customers and the content / usability of the website), and; a new Customer Feedback and Complaints Handling Policy having been implemented with a significantly improved response time to complaints being seen as a result.

The Committee was advised of the focus for Customer Services during 2020. This included: ensuring that residents are at the centre of everything that the Council does, particularly when designing and redesigning services; making sure that customers are kept up-to-date with all the information they require about issues they have reported; continuing to improve and develop the online processes by using a range of emerging technologies such as chatbots, smart speaker skills and artificial intelligence, and; continuing to work with colleagues on the handling and analysis of complaints.

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

- The extent to which feedback from frontline staff is taken into account when designing or redesigning services.
- How the Business Improvement Team supports those services undertaking improvement projects requiring service redesign, and how the Performance Team look after data and management information. The Committee noted that there is an expectation on managers now that continuous improvement should be part of their day to day job, using management information to identify where efficiencies could be made.

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

(2) To note the significant progress made in the development of the Council's Customer Services function over the course of 2019.

(3) To note the areas of focus for 2020.

(4) To note the nature of demand for Council services, and how it affects provision of good customer services.

27. Review of Leisure services

The Committee considered a report that set out information on the Council's leisure contracts. Councillor Keith Williams (Cabinet Member for Corporate Services and Operational Excellence) introduced the report and referred to the £1.5m annual revenue savings resulting from GLL having taken on its leisure contract, as well as the millions GLL has invested in to the facilities in Swindon. Councillor Williams also

highlighted that Highworth and Broome Manor golf courses had been leased to Twigmarket, with the operator now stating that the course at Highworth is no longer viable. The Committee noted that the operator has a duty of responsibility to the Council after the surrender of the lease and until 2028, and that preliminary conversations are taking place with Highworth Town Council regarding future possible options for the site.

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

- How any options appraisal for an asset transfer of the Highworth site cannot place firm restrictions on the use of the facility, noting that any change of use would have to go through the planning process.
- The use of the £1.5m funding from the Council (for essential backlog maintenance) to attract match funding for generating the £7m required for the long term sustainability of the Health Hydro.

Resolved – To note the contents of the report.

28. Work Programme 2019-2020

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

Members of the Committee positively commented on the theming of each meeting across the year and suggested that members of this Committee, in the new Municipal Year, be recommended to continue this approach. It was also suggested that a visit to the new Contact Centre be arranged for members in the new Municipal Year. The Committee also discussed the possibility of, in future, adding an item to its last meeting of the year to look at potential items which could help populate the Work Programme for the Committee to consider at its first meeting of the next year, and requested that officers be asked to investigate this.

Resolved – That the Work Programme for 2019/20 be noted.

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Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 14 JANUARY 2020

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

Apologies for absence were received from Councillors John Ballman, Nick Burns-Howell, Steph Exell and James Robbins.

54. 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.

55. Minutes

Resolved – That the minutes of the meetings held on 12th November and 2nd December 2019, be confirmed and signed.

56. Public Question Time

There were no public questions

57. S/RES/18/0027/JABU Reserved matters application (following outline planning permission S/07/1365) for the demolition of existing stadium and construction of a new stadium, racing building, training kennels, new stands, acoustic barrier, car parking and associated development including minor access works to western access and laying out of open space/linear park. (Amended Proposals) (Modification to reserved matters approval reference S/RES/16/0036) (Ward St. Andrews) (HPRS&H)

In respect of application numbered S/RES/18/0027/JABU – (Reserved matters application (following outline planning permission S/07/1365) for the demolition of existing stadium and construction of a new stadium, racing building, training kennels, new stands, acoustic barrier, car parking and associated development including minor access works to western access and laying out of open space/linear park. (Amended Proposals) (Modification to reserved matters approval reference S/RES/16/0036)) 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>
Clarke Osbourne	Gaming International
Stephanie Poyntz	Resident

Rhiannon Ford	Resident
Adele Walker	Resident
Maggie Walton	Resident
Helen Gamblin	Resident
Councillor Vera Tomlinson	Ward Councillor

Councillors Stan Pajak, Vera Tomlinson and Peter Watts spoke in respect of this application.

The application can be broadly summarised as:

- The reserved matters application related to the redevelopment of Abbey Stadium and provide new facilities for speedway and greyhound racing to construct the layout of the open space.
- The reserved matters were the access, appearance, the landscaping and the scale of the development.
- The application was an alternative proposal to develop the existing site and was previously considered by the Committee in November 2018 where the Head of Planning, Heritage and Regulatory Services was authorised to approve the reserve matters subject to conditions and the completion of a Section 106 Agreement.
- A revised layout was submitted in 2019 which involved the construction of a replacement stadium building on the opposite side of the race track and to re-construct the speedway and greyhound racing tracks within the current stadium, changes to car parking and the acoustic barriers.
- The application had been brought back to Committee due to the proposed changes, set out within the report, and due to changes to the proposed Section 106 Agreement to ensure the facilities and infrastructure that should have been provided are delivered prior to further housing development at set milestones of housing development.
- If the Section 106 Agreement was not concluded the report recommended that the Head of Planning, Heritage and Regulatory Services be authorised to refuse the application.
- Officers had been working with the applicant to agree a new timetable for the delivery of the new application and to safeguard and retain existing facilities and travel plan.
- A further application for reserved matters submitted in 2018 for 127 homes to the east is currently out for consultation and is pending consideration.
- The Council's Landscaping Officer had raised concerns including the design of the acoustic barrier changes to the location of open space and landscaping; these were set out within paragraph 26 of the report.
- Studies had shown that it was not possible to maintain existing racing noise levels when moving the development to the east with the current sound retention proposals or with the models set out in paragraphs 71 and 72 of the report. There were currently no noise mitigation measures in place.
- In balance with the acoustic barriers and improvements to the stadium officers recommended that the Head of Planning, Heritage and Regulatory Services be authorised to approve the application subject to the conditions set out within the report and the successful conclusion of a Section 106 Agreement.

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

- The stadium had operated continually for over 60 years promoting speedway and greyhound racing.
- The application included the creation of improved facilities and provision of housing.
- In 2016 outline planning permission was granted for the demolition of the existing stadium and building of a new stadium to the east of the existing site in a manner permitting the continuation of existing activities and this had been the subject of a modified application.
- As the result of construction issues the application was revised to develop the new stadium on the existing site with a proposal to build 127 houses on the land to the east of the stadium originally designated for the new stadium.
- There were many advantages to this proposal including access, landscaping and car parking and use of the local amenity and after discussions with planning officers a revised application was submitted to the Planning Authority on 13th November 2018.
- Work had been undertaken with officers to timetable construction of the development whilst allowing access to current facilities whilst improvements were being made.
- The application was to build the stadium on the opposite side of the race track to the existing stadium facilities to allow uninterrupted access to existing facilities and to allow the development to be completed faster.
- The development included the construction of an acoustic barrier enclosing the racetrack and speedway pits (this would be constructed in two stages).
- The start and finish lines of the race track will be reversed and speedway pits would be moved to the northern side of the track closest to the A419 and move noise in this general direction where the general noise levels are higher.
- The public announcement sound system would be updated and would minimise overspill of sound.
- There would be a dedicated phone line for use during construction, communication would be maintained with local residents and liaison events with local residents would be held during the construction phase.
- There was a noise management plan which was a live document and as speedway events finished before 11:00pm there should be no issue in meeting the sound levels set out in paragraphs 45 and 46.
- The design implementation plan reduced the delivery period for the stadium work and set out milestones for construction of residential properties and with approval of the Committee remodelling work would commence immediately and the scheme would be completely by the end of 2020.
- The stadium had a good record of greyhound care.
- The history of the application before was both lengthy and complex and the developer had already made money from houses and other development which was envisaged as supporting the development of the stadium.
- Assurances from the developer that work could start immediately following the receipt of the necessary approvals.
- That the development of the stadium was necessary to support speedway racing in the town.
- That consideration of greyhound racing was not a material concern for the Committee.

Submissions opposing the application can be broadly summarised as:

- The Swindon Borough Local Plan stated that successful growth in the town were supported by a long term vision and plan, whereas greyhound racing was in a long term decline as a spectator sport across the country.
- A number of tracks across the United Kingdom and Ireland had closed over the previous year with at least one stadium being redeveloped as housing.
- It would be more sensible to replace the greyhound facilities with other more sustainable uses.
- Greyhound racing was banned in several countries and it was hoped by objectors that it would also be banned nationally in the near future making the facility redundant.
- Opponents had been to the track on 75 occasions that there was greyhound racing over the previous two years and the stadium was only at approximately 15% of capacity and attendances had been decreasing over the last year.
- An average of greyhounds are killed daily and distressing scenes at greyhound meetings had been shown on television.
- Cruelty to greyhounds involved in racing are regularly reported by social media and the public were moving away from the sport.
- The Council should request that the stadium is redeveloped in a way that would increase public participation and not for greyhound racing which would leave the stadium as a white elephant.
- The application should be refused because of the poor record of looking after dogs participating in the sport.
- Dog racing was financially dependent on betting and this could have an adverse effect on the mental health of those people participating, including on young children who had been taken to the track.
- Twitter feeds had shown young children with betting slips and children could be encouraged to bet with a minimum stake of 25 pence and research had shown the number of 11-16 year old children with betting problems had risen sharply over the last few years.
- Exposing children to gambling ran contrary to the Council's own policies and undermined health and wellbeing in the Borough as well as objective 6 of the Local Plan.
- Participants in speedway had made their own choice to take part and was a more family friendly sport.
- The proposal did not support jobs or the local economy.
- Dogs at the track were often mistreated and there was poor veterinary support available onsite.
- The development of a greyhound track would not enhance the town's reputation.

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to approve the Reserved Matters, subject to (i) the planning conditions set out in the report, together with any amended, omitted or additional conditions, and (ii) upon the completion of a Section 106 agreement to mitigate the impact of the development, including for acoustic mitigation and to ensure the satisfactory completion of the stadium development and the other strategic development including the open space and play areas and the construction of the necessary drainage infrastructure and securing a sum for the making of a Traffic Regulation Order in the vicinity of the site if visitor parking for events at the stadium results in an unacceptable impact on the nearby residential roads.

(2) That in the event that the applicant fails to enter into an agreement or fails to

agree to an extension of time for the determination of the application to enable the Council as Local Planning Authority to deal with these matters, then the Head of Planning, Regulatory Services and Heritage be authorised to refuse the approval of reserved matters.

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PLANNING COMMITTEE

TUESDAY, 11 FEBRUARY 2020

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

Apologies for absence were received from Councillors John Ballman, Steph Exell and Carol Shelley.

58. 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.

59. Minutes

Resolved – That the minutes of the meeting held on 14th January 2020, be confirmed and signed.

60. Public Question Time

There were no public questions

61. 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 Nick Burns-Howell, Nick Martin, Stan Pajak, Vera Tomlinson and Councillor Peter Watts spoke in respect of this application.

The application can be broadly summarised as:

- The application was considered at Committee in November 2019 and was deferred to allow officers to liaise with the applicant in respect of the accuracy of information contained within the application, and in particular the distance between the proposed and an adjoining dwelling.

- The application was similar to one refused under delegated powers in May 2019 prior to it being modified and resubmitted.
- Officers visited the site and took measurements and the particular measurement of concern was verified as being correct.
- During the site visit officer found a slight discrepancy in the plans submitted by the applicant. The applicant subsequently submitted a revised plan to address the discrepancy along the boundary of the proposed parking area.
- The two storey will be set down from the ridge of the three storey building at No.22 (the applicant's dwelling) and it was set back 0.5 meters from the adjacent property.
- Officers considered that the plans were not out of keeping with other properties in the vicinity.
- Two off street parking spaces and secure cycle storage, both required to satisfy the Council's Parking Standards at a rate of two per dwelling could be accommodated within the site.
- The application was in accordance with Policy TR2, the Swindon Local Plan 2015 and the National Planning Policy Framework.
- Paragraph 2.20 of the Residential Alterations and Extensions SPD and 6.12 of the Swindon Residential Design Guide (2016) both outline a separation distance of a minimum of 12 metres from the rear to side of a dwelling. Due to the angled side boundary the proposed distance is between 12.33 and 13.45 metres from the main two storey façade of no. 32 Dunley Close which is considered satisfactory.
- The closer proximity of the built form to No. 32 will have some limited effect to the rear garden of no. 32 from the westerly direction although this garden did receive sunlight from the south for the greater part of the day.

Representations opposing the application can be broadly summarised as:

- With the exception of the applicant all the remaining residents of Dunley Close opposed the application as being unsuitable for the site.
- The application before Members was not materially different to a previous application that was refused under officer's delegated authority.
- The proposed 1.8 meter fence would restrict access to the property from the allocated car parking spaces.
- The original estate developers, Crest Nicholson, had not developed this plot of land due to its unsuitability for a dwelling and that surrounding properties would lose sunlight.
- Neighbours, Ward Councillors and the Parish Council all agreed that the applicant submitted was poor and unsuitable.
- Infill developments are required to be in harmony with their surroundings and not harm the living conditions of neighbours. Infill proposals should also appear to look generally in character with the existing built environment and appear to naturally belong to the surrounding area and seek to make a positive contribution in terms of design and materials. This was not the case with the application before the Committee which harmed the living conditions of neighbours and was not aligned to existing properties.
- The application if approved would lead to overdevelopment of the site.
- The applicant ignored officers' advice to join any new dwelling to their existing property.

- The proposed property due to its location and size would cause loss of sunlight to adjoining properties, including No. 22 and well as overlooking it, including a hot tub causing loss of privacy to Nos. 22, 28 and 30.
- The area already suffered from an overabundance of on-street parking, including by the applicant whose family had six vehicles which were parked on the road. This created dangerous conditions at junctions and bends in the road and could cause problems for emergency services vehicles. A three bedroom house would further compound this issue s would construction traffic.
- The property which would be three storeys would be out of character with the rest of the close which were three storey.
- The application did not accurately reflect the proposed development and inaccuracies included loss of trees and hedges and did not show a watercourse to the north of the property.

Resolved – That application No. S/19/0742/SASM be refused.

Reason: The proposal represents a cramped form of development that fails to harmonise with its surroundings and results in a development that has a dominant and harmful impact on the amenity enjoyed by the occupants of neighbouring dwellings and by virtue of the uncharacteristically small plot size, an adverse impact upon the amenity of the occupants of the existing and proposed dwellings, contrary to Policy DE1 of the adopted Swindon Borough Local Plan 2026 (2015), the adopted Swindon Residential Design Guide (2016) and the NPPF (2019).

62. S/HOU/19/1799/CLWO - Conversion and extension of garage into habitable space, Rivermead, The Street, Castle Eaton, Swindon

In respect of application numbered S/HOU/19/1799/CLWO - Conversion and extension of garage into habitable space, Rivermead, The Street, Castle Eaton, Swindon) 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>
Sally Read	Applicant

Councillors Alan Bishop, Stan Pajak, Vera Tomlinson and Councillor Peter Watts spoke in respect of this application.

The application can be broadly summarised as:

- This application has been brought before the Planning Committee at the request of Castle Eaton Parish Council, (PC) due to concerns that the proposal did not enhance or preserve the character, appearance or setting of the Castle Eaton Conservation Area.

- The Parish Council considered that previous alterations to the property have been incongruous and detrimental to the appearance of the property and the area, and this proposal would exacerbate this harm.
- The property was located within the Castle Eaton Conservation Area on a corner plot set back from The Street and within the setting of Listed Buildings.
- The proposed extension to the existing garage would facilitate a workshop/hobby area on ground floor, alongside the conversion of the resulting roof space into a further bedroom. The proposal would extend the front elevation of the existing garage forward by 2.2 metres, and would increase the height of the garage by 1.6 metres. The resulting garage would be set down 1.6 metres from the ridgeline of the main dwelling, and would be set back 1 metre from the front elevation of the main dwelling.
- The building was modern and had received previous planning permission for development of the site prior to the establishment of the conservation area.
- The extension would not be largely visible from the road.

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

- A two storey extension in 2002 was supported by the Parish Council and local residents.
- The application was in accordance with National Planning Policy Framework guidance.
- The family had lived at Rivermead for 24 years and enjoyed living within the village of Castle Eaton and the application would help accommodate the family more comfortably with an additional ensuite bathroom being the main objective.
- Previously two storey extensions had been refused due to design and conservation issues which had resulted in the current comprise application and enable the family to remain in the village.
- Although there had been local objections and one letter of support the Council's conservation officer had not raised any objections.
- The application was relatively modest in its proposals and had been supported by the recommendation of Council officers.

Submissions against the application were set out in the report and additional submissions against the application can be broadly summarised as:

- The site sits centrally within the conservation area and was out of character with the surrounding areas due to its design and building materials.
- That the conservation officers view that the application would not cause substantial harm was disputed by neighbours and represented a continual erosion of the character of the conservation area and undermined the status of the conservation area contrary to Policy EN10 of the Local Plan 2026.
- The proposed flat roof and rear element of the extension and gable would be noticeable and out of character with the surrounding vicinity given that it was within the conservation area and visible from the road.

Resolved – That application numbered S/HOU/19/1799/CLWO be granted subject to the conditions set out within the report.

**63. .S/19/1100/CHHO - Erection of 12no. dwellings and associated works,
The Quadrant, Stonehill Green, Swindon**

In respect of application numbered /19/1100/CHHO - Erection of 12no. dwellings and associated works, The Quadrant, Stonehill Green, 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;

Councillors Jim Robbins and Councillor Peter Watts spoke in respect of this application.

The application can be broadly summarised as:

- The application was for the erection of 12 no. dwellings and associated works. The dwellings would have 3 storeys and would be arranged in groups of 3 forming 4 separate blocks, sited either side of the existing pedestrian access to the site off Stonehill Green.
- The dwellings, which consist of 4no. 3 bedroom units and 8no. 4 bedroom units, would front into the site with gardens at the rear backing onto Stonehill Green.
- The dwellings front into the site and the gardens backing onto Stonehill Green.
- Each dwelling would benefit from 2no. parking spaces provided to the front of each unit and landscaping to the front of each dwelling, including hedgerows, trees and planting.
- The proposal site is located within the Delta Key Employment Area in an area with a presumption of development; residential use had been established with the conversion of The Quadrant, a 3 storey former office building into residential units. This was a significant material consideration and outweighed the loss of employment land.
- The development would not unreasonably affect nearby residential properties.
- The loss of some existing trees on the site would be mitigated by additional tree planting and landscaping.
- Although 57 parking spaces servicing The Quadrant would be lost as part of the development parking standards required by planning parking standards for the existing and proposed schemes would be met.
- The sustainable development strategy in Swindon Local Plan Policy SD2 seeks to focus development on the Swindon urban area and urban extensions to Swindon. As the site is within Swindon's urban area, it is a location in which the principle of residential developments in accordance with the Local Plan.

Submissions opposing the application can be broadly summarised as:

- The loss of 57 parking at The Quadrant resulting from the proposed development would have a massive impact on the residents of The Quadrant as the car park was currently fully utilised.
- There was also a shortfall of parking in the vicinity including at the nearby University campus site and on-street parking was a real issue in the area.
- The application's building design was poor with little attempt to create something more sympathetic to the vicinity.

Resolved – That the Head of Planning, Regulatory Services and Heritage be authorised to grant planning permission in respect of application S/19/1100/CHHO subject to the conditions set out in the report together with any amended, omitted or additional conditions and the completion of a Section 106 agreement to secure the necessary mitigation. In the event that the applicant fails to agree an extension of time to allow sufficient time for the Local Planning Authority to deal with these matters then the Head of Planning, Regulatory Services and Heritage be authorised to refuse planning permission.

64. S/19/1505 - Erection of a first floor rear extension to an existing 6 person House in Multiple Occupation (use class C4) to create an 8 person HMO (sui generis), 27 Prospect Hill, Old Town, Swindon

In respect of application numbered S/19/1505 - Erection of a first floor rear extension to an existing 6 person House in Multiple Occupation (use class C4) to create an 8 person HMO (sui generis), 27 Prospect Hill, Old Town, 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;

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

The application can be broadly summarised as:

- The application site comprises an end of terrace two-storey house, currently in use as a dwelling in multiple occupation for occupants) on a residential street, Prospect Hill, Old Town Swindon.
- The application was for the erection of a first floor rear extension to an existing 6 person House in Multiple Occupation (HMO) to create an 8 persons dwelling.
- Planning permission was granted in 2015 to change the use of the building from change of use from single dwelling house to a house in multiple occupation.
- Planning permission was also granted for a first floor rear extension to an existing House in Multiple Occupation in 2019.
- The property was located within walking distance of the town centre and old town, it is therefore in a highly sustainable location in terms of its proximity to such services and public transport and parking was not considered a material condition.

- The locality contained a number of Houses in Multiple Occupation and was not considered to be out of character.
- The application complied with Building Regulations.
- The property had a small front garden that could be used for storage.

Submissions, in addition to those set out in the report, can be broadly summarised as:

- The vicinity had a number of Houses in Multiple Occupation which affected the amenity of other residents in respect of car parking, noise and rubbish storage and which caused general nuisance, including fly tipping which came from Houses in Multiple Occupation and met the required floor space per occupant.
- The property itself was relatively small for the accommodation of eight people.
- The property was a terraced house which had not been designed to be a House in Multiple Occupation.
- That there was a concern regarding rear access to the property and also in the level of cycle and rubbish storage provided.

Resolved – That planning application S/19/1505 be refused.

Reason:

The intensification of the use of this property by an additional 2 persons represents an overdevelopment of the site that will have an adverse impact upon the amenity enjoyed by its future occupants and the occupants on nearby dwellings to an unacceptable degree contrary to Policy DE1 of the adopted Swindon Borough Local Plan 2026 (2015), and the NPPF (2019).

65. Travel Plans Supplementary Planning Document

The Committee considered a report of the Service Manager – Transport Planning, Development and Street Works, setting out comments received following public consultation on the Travel Plans Supplementary Planning Document.

Resolved – (1) That the Travel Plans Supplementary Planning Document (SPD) and associated appendices, be adopted.

(2) That Service Manager – Transport Planning, Development and Street Works be authorised to make the Travel Plans Supplementary Planning Document publicly available in accordance with the arrangements set out in the report.

(3) That the Service Manager – Transport Planning, Development and Street Works Management be authorised to make minor typographical and factual corrections to the document if required in advance of publication.

(4) That the Service Manager – Transport Planning, Development and Street Works Management be authorised to review the Travel Plans Supplementary Planning Document as appropriate and update and amend the content if necessary and publish the amended and re-adopted document.

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PLANNING COMMITTEE

THURSDAY, 28 MAY 2020

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, James Robbins, Carol Shelley and Vinay Manro.

Apologies for absence were received from Councillors Vera Tomlinson and Peter Watts.

66. Declarations of Interest

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

Councillor Vinay Manro made a personal declaration in respect of agenda item 6 (17 Dovetrees) as he had discussed the application with the applicant.

67. Minutes

Resolved – That the minutes of the meeting held on 11th February 2020, be confirmed and signed.

68. Public Question Time

There were no public questions

69. S/HOU/20/0003/PEKO - Erection of first floor front extension, 17 Dovetrees, Covingham

In respect of application numbered S/HOU/20/0003/PEKO - Erection of first floor front extension (17 Dovetrees, Covingham) 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) Additional papers in support of the application circulated prior to the meeting.
- (e) The comments at the meeting of the following interested person:-

<u>Name</u>	<u>Address/Organisation</u>
Steve Wright	Agent

Councillors John Ballman, Jenny Jefferies, Vinay Manro, Nick Martin, Stan Pajak, and Carol Shelley spoke in respect of this application.

The application can be broadly summarised as:

- This application has been brought before the Planning Committee at the request of Councillor Kevin Parry (Ward Councillor).
- The proposed development would involve the erection of first floor front 2.71 metre wide extension set over the footprint of the existing single storey front with a gable roof.
- The extension would project approx. 0.3 metres forward of the existing two-storey front gable roof projection.
- It will have a gable roof link with the existing main front roofline, with a slight set down with a 1.2m wide high-level window at first floor that is proposed to be obscurely glazed.
- The proposed will provide a shower and WC to serve an existing first floor bedroom.
- The current application was submitted following the refusal of a similar application (S/HOU/19/1201) in October 2019. This was refused on the grounds that due to its scale, bulk, positioning and design it would represent a dominant and inharmonious addition to the property and would harm the character and appearance of the host dwelling and street scene contrary to Policy DE1 of the Swindon Borough Local Plan 2026; the adopted Supplementary Planning Document 'Residential Extensions and Alterations' (2011); and the provisions of the revised NPPF.
- Officers considered that the current application had marginal differences to the original application with the wide high-level window at first floor doubling in size from the previous application.
- The application was recommended for refusal due to the limited proposed changes to the original application.

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

- The property was set back in the long bend at Dovetrees and was for a first floor extension, set over the footprint of the existing porch and is a 2.7 metre by 2.1 metre construction set against the main body of the house and approximately eight inches in front of the original gable line.
- The refusal for the first application was based upon it forming a large edifice in the front of the building which would disrupt the street scene and cause harm to No 17 and the street in general, which the applicant believed was out of context with the application.
- The applicant resubmitted the application, with minor changes to the window, because an appeal to the planning inspectorate would be time consuming and expensive to both them and the Council.
- The application had support from both neighbours and Ward Councillors and had no objection from Covingham Parish Council who would not allow applications that were harmful to the area.
- Neither were there any objections from other consultees which could be taken as tacit support for the application.
- The reasons for refusal did not change from the original application and the Committee was requested to consider them within a practical context; the proposed extension was modest in terms of scale and design on the footprint of the existing porch with a gable with the same pitch angle as the existing roof with matching materials.
- The forward position was only eight inches in front of the existing main gable.

- The proposed extension would not dominate the existing building or street scene or cause harm to Covingham and neighbours and the Parish Council did not consider it would harm the rhythm of the street scene.
- Officers had added the width of the gable of the application to the original gable and concluded the width of both gables is two thirds of the width of the original house eclipsing its build. However, the original building had a large gable as do other properties in the street.
- The reasons for refusal were based on opinions and should be set within the context of the Supplementary Planning Document, which was for guidance and was not mandatory.
- The exiting street scene was valid and included flat roof porches, gabled and pitched roofs and a variety of other features and designs with no regular rhythm.
- Dovetrees was a cul-de-sac of self-build houses of widely different designs and no one else in the area had objections or comments to make on a modest extension to a family home.
- Given the variety of unique designs within the street scene the application, if approved would not look out of place and would not set a precedent for other applications.

Submissions against the application were set out in the report and additional submissions against the application can be broadly summarised as:

- The application if approved could set a precedent even though each application is determined on its own merit on the basis of the nature of the extension and poor design which out would be out of context in the street given its prominence and poor design.
- The officer recommendation to refuse the application was in line with the Planning guidance and regulations.

Resolved – That application S/HOU/20/0003/PEKO be granted.

(Councillor Vinay Manro made a personal declaration in respect of this item as he had discussed the application with the applicant.)

70. S/20/0173/PEKO - Change of use from Dwelling to 8 person House in Multiple Occupation (Sui Generis) and two storey rear extension, 79 Lansdown Road, Old Town

In respect of application numbered S/20/0173/PEKO - Change of use from Dwelling to 8 person House in Multiple Occupation (Sui Generis) and two storey rear extension, 79 Lansdown Road, Old Town 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) Additional papers received from objector and circulated prior to the meeting.
- (e) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Ben Williams	Agent
Mrs Shakespeare	Local Resident
Ms Anish Harrison	Local Resident
Mr Leon Flowers	Local Resident
Councillor Patrick Herrings	Parish Councillor
Councillor Stan Pajak	Ward Councillor
Councillor Paul Dixon	Ward Councillor

Councillors Nick Burns-Howell, Paul Dixon, Jenny Jefferies, Nick Martin, and Stan Pajak spoke in respect of this application.

The application can be broadly summarised as:

- The application was before the Committee at the request of Councillor Stan Pajak following concerns raised by Old Town Residents Association.
- The proposed development would involve the erection of a two storey rear extension and a change of use from a six bedroom dwelling to 8 person House in Multiple Occupation (Sui Generis) and was recommended for approval.
- The proposed two storey rear extension would extend 2.4 metres and would be stepped in by approximately 700mm from the side wall boundary line adjacent to the northeast boundary with No. 80 Lansdown Road.
- The two storey element of the extension would feature a pitched roof design.
- The application was for four single bed rooms and two double bed rooms and a separate kitchen and dining area.
- The application met the Council's guidance in respect of Houses in Multiple Occupation.

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

- That the planning officer should be commended for his report and recommendation.
- Houses in Multiple Occupation are a safe, sociable and secure accommodation option for tenants who were unable to afford to buy or rent a property and provided accommodation for many young professionals in and to reduce housing associated costs.
- Car parking was not necessarily an issue for tenants of Houses in Multiple Occupation as many of them might not be able to afford a car.
- Houses in Multiple Occupation provided housing in Swindon for workers that would otherwise make living in the town unaffordable and provide for the employment needs of Swindon. Without them the ability to secure the level of employees required to promote Swindon's economic prosperity might be impacted.
- The applicant, who owned other Houses in Multiple Occupation in Swindon, prided himself on the level of accommodation and facilities (including cooking, cleaning internet, televisions and garden) provided by his properties.
- Waste collection and cleaning were undertaken by a private company ensuring the property was well-maintained and reducing the impact on neighbouring properties and added to employment in the Swindon area.

- All tenants had to provide background checks or references to reduce the possibility of disturbance to those living at the property and to neighbours and nearby residents.
- The property was within Swindon sector 1 (Central/Old Town parking zone) and therefore did not require parking provision and the Council would not allow new residents living at the property a parking permit.
- The character of the street scene would remain intact, the near extension would not impact on the neighbour's light due the 45 degree rule, room sizes met standards set down by Swindon Borough Council and the kitchen and communal area exceeded Swindon Borough Council's standards.
- Each bedroom had an ensuite bathroom and the property was sustainably located and contributed to providing a mixture of accommodation type to meet housing needs.
- If determination of the application went against officer recommendations, the applicant had notified the agent that he would appeal the decision with a cost application being made against the Council.
- The size of rooms accorded with Environmental Health standards.

Submissions opposing the application can be broadly summarised as:

- The application for the House in Multiple Occupation represented an over-intensification of these properties in the Central/Eastcott area.
- The extension would permit eight residents to live in the property, which was a reasonably small terraced house.
- Local residents were concerned by the over intensification of Houses in Multiple Occupation in the vicinity and the problems these had previously and continued to cause.
- The current property already caused local issues, including noise, which had led to a neighbour complaint at 2:00am and although the tenants concerned had moved there was a transitory nature to the occupation of the building. Increasing the number of tenants was likely to exasperate this issue.
- There were smells from cooking from upstairs at the property even though there was not a kitchen located in this part of the property.
- The availability of car parking was an issue in the area and the difficulty in regulating tenants who might park in the area.
- There was also a light issue to the adjoining property which would be worsened should the application be approved.
- Additional local problems arising from refuse arising from Houses in Multiple Occupation that would worsen with additional residents at the property.
- The design was poor with a lack of amenity with a small kitchen area and dining area.
- The adjoining property had a small, north facing garden, and should the application be granted it would have a considerable adverse effect on light to the garden. The garden would be in shadow with the view of a brick wall leading to an adverse impact to the health and wellbeing of the residents. This was true for a number of properties.
- Moving the window in the extension would provide a different angle of view and cause privacy issues for neighbours.
- An increase in the number of occupants in the property would lead to an increase in levels of litter and rubbish in the back garden.

- The cleaning company often visited the property just prior or after refuse collections with rubbish being left, in the back yard, front yard and on the street.
- Tenants smoking in the back garden led to smells in the neighbour's garden and back bedroom.
- The line of adjoin properties would be adversely impacted by any permission to extend and would not be in keeping with neighbouring properties which had been there for 100 years.
- The property even if extended was too small for the proposed number of occupants; in the past single rooms had been occupied by two people. The plans were there disingenuous of the applicant and agent.
- Recycling bins at the property had been removed and neighbours were subjected to fire alarms going off on a weekly basis.
- Swindon Borough Council guidelines indicated that kitchens in Houses in Multiple Occupation should be on the same floor as resident's rooms and this was not the case with the application presented with rooms on three floors in the property.
- The first floor back room seemed to have cooking facilities although these did not appear to meet minimum standards.
- Local residents wished to see if there and an equality impact assessment for Houses in Multiple Occupation and this application given the negative impact the development would create on the local community.
- Other local residents would have spoken against the application if it had not been considered as part of a virtual meeting.
- The extension could act as a precedent for any future applications of a similar size and was the only first floor extension of this size on the terrace row with other extensions limited to the ground floor.
- The application was an overdevelopment of a site originally intended for up to four people including children.
- Cycle storage did not meet Swindon Borough Council standards for being covered and secure and was only accessible via an unlit back alleyway.
- The standard of accommodation proposed breached Swindon Borough Council standards in a number of areas. The included (1) the transfer of food to rooms up flights of stairs, (2) bedroom 5 having only one window, which was less than 70 cm wide, and which was the only means of ventilation despite being a kitchenette and (3) bedroom 5 would be shadowed.
- Rooms 2 and 5, which were kitchenettes, breached Swindon Borough Council standards on worktop space and in respect of storage space.
- The application did not meet the threshold for not harming the amenity of neighbours, harming the character of the area or street scene.

Councillors expressed disappointment that the agent tried to use an appeals process to influence an informed Member decision based on the report before them, legislation and guidance, officer comments and representations from all parties.

Resolved - That application S/20/0173/PEKO be refused.

Reason:

The intensification of the use of this property by an additional 2 persons represents an overdevelopment of the site that will have an adverse impact upon the amenity

enjoyed by its future occupants and the occupants on nearby dwellings to an unacceptable degree contrary to Policy DE1 of the adopted Swindon Borough Local Plan 2026 (2015), and the NPPF (2019).

71. Development Brief: Former Groundwell Park and Ride Site, Swindon

The Committee considered a report of the Head of Planning regulatory Services and Heritage, seeking the Committee's approval to publish a draft Development Brief for the Former Groundwell Park & Ride Site, Cricklade Road, Swindon for public consultation.

Resolved – (1) That, subject to the inclusion of the option within the draft brief of retaining the site as a Park and Ride facility, the Head of Planning, Regulatory Services and Heritage be authorised publish the Draft Development Brief for public consultation.

(2) That the Head of Planning, Regulatory Services and Heritage be authorised to make minor typographical and presentational changes to the content of the document if required before publication.

72. Parking Standards for New Development

The Committee considered a report of the Service Manager – Transport Planning, Development & Street Works Management, approval of an updated Parking Standards document following Consultation and seeks authorisation to finalise the standards for adoption as a development management document.

Resolved - (1) That the adoption of the Parking Standards be deferred in order to enable officers to review and provide further clarification in respect (a) the boundaries of Sector 1, primarily as they relate to Old Town, (b) the application of the Sector 1 relaxation in relation to Houses in Multiple Occupation and (c) the application of the Sector 1 parking relaxation to non-residential development.

(2) That, following the officer review set out in (1) above, a further report be submitted to a future meeting of this Committee.

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PLANNING COMMITTEE

TUESDAY, 9 JUNE 2020

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

Apologies for absence were received from Councillors Carol Shelley and Vera Tomlinson.

73. 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 at this time.

74. Public Question Time

The Committee was advised that the following public questions were received from Mr Dick Millard.

On behalf of the Swindon Cycle Campaign, I would like to ask about provision for cycling in the NEV and especially in the Lotmead development (item 5).

Could the committee please confirm that:

- 1 A cycle route from the development along the Wanborough Road and in to Covingham will be provided?
- 2 Within the Lotmead development
 - (i) Pedestrians and cyclists will get priority when crossing roads (use raised sections of road?).
 - (ii) The paths in the greenways will be constructed sufficiently wide to carry both pedestrians and cyclists with appropriate signage.
- 3 Can the planning team provide an map showing how cycling provision in the NEV, including in this development, links up to form a coherent network overall?

The Committee was advised that as these questions referred to application S/OUT/19/0582 and could not therefore be considered under public question time (paragraph 8 (c) Public Question Time at Council Meetings – Protocol and Guidance. Part 5 of the Constitution. However, these questions had been circulated to members' for information and would be considered as a representation during the discussion of the application.

- 75. S/OUT/19/0582 - Outline Planning Application (means of access off Wanborough Road not reserved) for demolition and/or conversion of existing buildings and redevelopment to provide up to 2,500 homes (Use Class C3); up to 1,780 sqm of community/retail uses (Use Class D1/D2/A1/A3/A4); up to 2,500 sqm of employment use (Use Class B1); sports hub; playing pitches; 2no. 2 Form Entry primary schools; green**

**infrastructure; indicative primary access road corridors to A420;
improvements to Wanborough Road and associated works**

In respect of application numbered S/OUT/19/0582- Outline Planning Application (means of access off Wanborough Road not reserved) for demolition and/or conversion of existing buildings and redevelopment to provide up to 2,500 homes (Use Class C3); up to 1,780 sqm of community/retail uses (Use Class D1/D2/A1/A3/A4); up to 2,500 sqm of employment use (Use Class B1); sports hub; playing pitches; 2no. 2 Form Entry primary schools; green infrastructure; indicative primary access road corridors to A420; improvements to Wanborough Road and associated works 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) Additional papers received and circulated prior to the meeting.
- (e) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Mr Jeff Richards	Agent
Mr Julian Jones	SCAN
Ms Anish Harrison	Local Resident
Councillor Gary Sumner	Cabinet Member
Councillor Dale Heenan	Ward Councillor

Councillors John Ballman, Jane Milner-Barry, Nick Martin, Stan Pajak and Peter Watts spoke in respect of this application.

The application can be broadly summarised as:

- The application before Members was an outline application for development at Lotmead which would comprise two of the New Eastern Villages, Lotmead and Lower Lotmead, and was the fourth strategic application for the new eastern villages to be presented to the Committee.
- Previous strategic applications in respect of the New Eastern Villages approved 2,380 homes north of the A420 at Rowborough South Marston, 370 Homes at Redlands and strategic employment land at Symmetry Park (which would be considered later in the meeting).
- An initial application for similar development at the site had been refused by the Head of Planning, Regulatory Services and Heritage under delegated authority in 2016. Following an appeal by the applicant the appeal was dismissed by the Secretary of State in June 2018.
- Following the refusal by the Secretary of State, the Local Planning Authority and developer worked together on a suitable application based upon the guidance following the refusal of the appeal. This application had “designed out” failings in the previous application and had come forward in accord with the Secretary of State’s Guidance and the requirements of the Local Plan.
- The application is in line with the use for this site, as identified in the Council’s adopted and emerging Local Plans, which have been the subject of public examination in front of an Inspector.

- Should the application not be agreed, the housing allocated to this site within the Local Plan would need to be built elsewhere in the Borough on sites that would be less sustainable and would be likely to place greater demand on existing infrastructure.
- The recommendation for the grant of the application was subject to the signing of a Section 106 agreement, the heads of terms of which were set out within the report, along with the applicant agreeing to an extension of time to facilitate this.
- The application included up to 2,500 local homes, 2 primary schools, 2 local centres for community/retail use, a sports hub, strategic open space and parkland areas, strategic landscaping, strategic parkland areas and other green infrastructure, ecological habitat, allotments and local recreational spaces, play areas, community forests, up to 3,000sqm of business/employment use, flood plain restoration scheme, sustainable drainage features, a network of cycling and walking routes and land safeguarded for the future restoration of the canal.
- The reason for the refusal of the previous scheme was the impact on the heritage assets, including the roman town scheduled monument, the impact on protected trees, the lack of provision for primary schools and the Southern Connector Road, inadequate outdoor sports provision and play areas.
- The application before Committee was much improved and addressed these reasons for refusal and development close to the scheduled monument had been removed.
- Other positive improvements included setting housing further away from the scheduled monument, keeping the density low around the edges of the development and building heights were limited in the proximity of Lotmead farmhouse.
- The tree-lined avenue leading to Lotmead farmhouse had been protected.
- The Southern Connector Road was now properly accommodated within the development and identified as a primary route through the site.
- Other improvements included the identification of a primary school within the application for each village, the provision of allotments outside of identified flood areas, the concentration of the sports hub within one central location and a commitment to provide a variety of play provision for all residents.
- The scheme sought approval for the access to Wanborough Road facilitated through the improvement of the existing access serving the existing Lotmead Business Village; no more than 200 homes would have access to Wanborough Road.
- The scheme would also deliver a footpath/cycleway along Wanborough Road between Lotmead and Covingham to provide a more safer and attractive access for pedestrians and cyclists and would also provide a contribution towards a traffic calming scheme for Wanborough.
- The primary points of access for the development would be through two access points to the north to the A420 through Symmetry Park and Great Stall East, a Southern Connector road linking to the A419 and M4 and through Redlands for local journeys.
- There are existing water courses near to and within the site that would be retained and was supported by the Environment Agency and Lead Local Flood Agency subject to a number of conditions. It was also satisfied that the development would not offer a flood risk to the proposed or other existing developments. The flood risk assessment had made allowances for climate change and the surface water drainage strategy complied with adopted New

Eastern Villages Sustainable Drainage Vision Supplementary Planning Document.

- The Illustrative Master Plan to the Outline application showed how the scheme would be delivered and a series of plans addressed issues such as density, movement network and green infrastructure. Additionally the application was supported by a Design and Access Statement with a strong vision for the development which accorded to the Local Plan and identified six individual character areas.
- An Environment Statement had been produced to assess the impact and identify mitigation measures.
- To achieve the vision the applicant had also submitted a Strategic Design Code which effectively set the rules and expectations for the development, and in particular for the Strategic and Public Realm Areas of the scheme and was a key part of the application.
- In accordance with Local Plan policies and Supplementary Planning Documents, the application was expected to secure affordable housing and infrastructure onsite and offsite either through direct delivery or financial contribution to mitigate the impact of the scheme and to support the community.
- Planning Policy DE2 relating to energy efficiency requiring Code for Sustainable Homes level 4 had been superseded by Government Policy which would responded to and incorporated during reserved matters discussions.

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

- The scheme included 500 affordable homes, equivalent to 20% across the site, the infrastructure to be provided by the developer included necessary highway links to the north and south, community facilities and green infrastructure with more than £50.5 million in contributions in accordance with the New Eastern Villages Delivery Plan and prioritisation matrix previously approved by Planning Committee.
- The application was considered to comply with the provisions of the National Planning Policy Framework, development policies of the Swindon Borough Local Plan 2026 and in particular Policy NC3 in respect of the New Eastern Villages.
- The applicants had collaborated with the Council to address issues within the original application meeting design codes and adding greater certainty to the development
- The wider development comprised over 200 acres of green space including woodlands and open meadows.
- The development secured the necessary infrastructure to support the development and to mitigate the development.
- It also added to the wider infrastructure and facilities, including medical, to the wider eastern villages development.
- The road structure was carefully designed to encourage residents to use the southern connector road to go either to the north or south.
- The application had support of officers with a recommendation to grant the application subject to conditions and the signing of a section 106 agreement with all previously contentious issues having been resolved.

- The scheme had been refined to take account of the views of officers, statutory consultees and the public to produce a mixed-use sustainable community with excellent links to the wider eastern villages.
- The scheme would provide 2,500 much needed homes including 500 affordable homes, 2 primary schools, 2 local centres, a substantial sports hub and pavilion, significant further areas of open space, the retention of Lotmead Business Village and the creation of new business space.
- Cycleways and footpaths allowed easy access to facilities within the scheme with residents also having good access to public transport and would benefit from the New Eastern Villages Travel Plan being developed by the Council.
- Highway infrastructure would link the development to Symmetry Park to the north, Great Stall East, and a proposed Southern Connector road linking to the A419 allowing significant highway benefits and meeting the Home England funding criteria for the Southern Connector Road.
- This highway infrastructure would also link facilities within the development.
- The development also contributed to wider infrastructure improvement including public transport and local road improvements within Covingham and Wanborough.
- The development had been led by natural assets and key characteristics of the site including watercourses, hedgerows and trees with a tailored approach to individual areas within the site. It also included large green areas, including formal sports pitches, children's play space, a nature park, large areas of woodlands, village greens, allotments and substantial areas for ecological enhancement.
- The application included a strategic design code for the clear and successful delivery of the development which had been welcomed by the urban design officer.
- The conditions set out within the report addressed concerns raised by officers, Ward Councillors and residents and that it was likely this development would be undertaken over the longer term.
- All non-residential buildings in the development would need to meet the Building Researched Establishment Environment Assessment Standard under the proposed Condition 53.
- The proposed development included £2.5 million towards a medical centre in the area.
- Any development would be subject to a final detailed archaeological Mitigation Strategy is required to be submitted to and agreed in writing by the Local Planning Authority. The applicant had also secured a Heritage Management Plan which was supported by Heritage England to enhance and protect the roman settlement.
- The Viability Challenge which assessed what the scheme could afford and New Eastern Villages Infrastructure Delivery Matrix would ensure key infrastructure would be provided first; in the event of grants being received for infrastructure any Section 106 funding identified for this purpose would be allocated to boost affordable housing or other infrastructure items.
- Public transport issues had been addressed in paragraph 9.130 of the report. The bus route was above minimum standards and could be dealt with at the reserved matters stage.
- There was a requirement as part of the application that not less than 2% (rounded up) of the total residential development shall be provided

as Wheelchair User Homes and, as a minimum, meet the standards specified within

- Part M4 (3) Category 3 of the Building Regulations 2010 (2015 edition).

Submissions opposing the application can be broadly summarised as:

- Although the application had a good energy and sustainability statement clarification was required in respect of the level of ambition required by the Local Plan.
- Energy efficiency was important both locally and for the climate and homes should be built accordingly with energy savings outweighing additional building costs within a decade. Energy efficiency was much cheaper to incorporate in design and construction when compared to retrofitting properties.
- Whilst the Code for Sustainable Homes is no longer recognised as a standard that can be enforced, the government allows and encourages local authorities to require new homes to meet equivalent energy efficiency standards. The latest planning guidance confirmed that councils can still call for energy efficiency standards equivalent to CSH level 4. Decisions by the Planning Inspectorate that the government intention is to maintain and increase the energy efficiency standards.
- If the committee is minded to grant the application, if approved the application should be conditioned requiring a minimum SAP value of 86 or above.
- The viability assessment does not explicitly mention the target energy efficiency and it should not be significantly impacted. If this requirement is met by 'fabric-first' measures as listed in the application, like insulation, air-tightness and MVHR, it should not have a big impact on build costs.
- Given that this is the largest application expected for some time in Swindon and there are others to follow in the New Eastern Villages it was important that the committee signals its intention on energy efficiency, rather than leaving it till the reserved matters application when it will be more difficult to incorporate the condition.
- The Garden Village Design Standard could have been used to further enhance the application.
- The merits of five storey building within the development were unclear given that Covingham and Wanborough consisted of two storey buildings and would be out of character.
- The construction management plan still needed to be submitted for approval and this should comply with traffic regulation orders in Covingham or Wanborough; this could be conditioned through a slight amendment to condition 35.
- There were concerns regarding the potential for flooding, especially given the watercourses within the development area and changing weather patterns and storms.
- Road widths should be 6.5 metres in width rather than 6.1 metres to facilitate easy access for public transport, and in particular buses, and to meet the standards of the Chartered Institute of Highways and Transportation.
- There is no provision for a rapid transport network, express bus infrastructure or park and ride with the exception of the purchase of the land for the proposed park and ride site. This meant the Council would need to find the money for the bus service and park and ride to prevent increased congestion on the route into Swindon.

- The Section 106 Agreement did not include £500,000 for the provision of a library which would be important for a new community.
- The government had set a date of 2050 for zero carbon emissions in the United Kingdom and therefore homes in the development should be more environmentally friendly in accordance with sustainable home level 4 to prevent the need for them to be retrofitted. Therefore Policy DE2 should be applied to the development through an additional condition.
- Goldsmith Street in Norwich which had won a number of awards, showed the standard for housing for which Swindon should strive.
- Wanborough Road, which would be used extensively for the first 200 properties, had a weight restriction on it which would require a Traffic Regulation Order to amend it and was likely to be challenged by local residents. It was also likely to increase heavy traffic in Covingham.

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to grant outline planning permission subject to:

(a) the completion of a legal agreement to secure the planning obligations that are material to the decision (as set out in paragraphs 9.118-9.140 of this report); and,
(b) The planning conditions set out in this report, with delegated authority to make reasonable amendments, additions or omissions to those conditions before issuing formal consent as may be necessary.

(2) That it be noted that the applicant has agreed to extend the period in which the application can be determined until 12th June 2020. In the event that a further extension(s) of time is not forthcoming to enable the planning obligation to be completed and the decision issued, the Head of Planning, Regulatory Services and Heritage be authorised to refuse the application for the following reason:

The proposal does not comply with policies NC3, IN1, SD3, TR1, TR2 and EN2 of the Adopted Swindon Borough Local Plan 2026 and the provisions of the National Planning Policy Framework (NPPF), as an infrastructure package to mitigate the impact of the development has not been secured by means of a planning obligation and / or planning condition, so as to meet the infrastructure needs arising from the development.

(Councillor John Ballman made a personal and non-prejudicial declaration of interest in respect of proposed condition 57 (Wheelchair Accessible Housing) as he had a relative who was a wheelchair user.)

76. S/19/1891 - Erection of storage or distribution building (use class B8), ancillary buildings, offices, landscaping, vehicular parking, bus depot, creation of 2no. passenger vehicle accesses and associated works, Symmetry Park (Phase 6), Shrivenham Road, South Marston (Ward: St Margaret and South Marston)

In respect of application numbered S/19/1891 - Erection of storage or distribution building (use class B8), ancillary buildings, offices, landscaping, vehicular parking, bus depot, creation of 2no. passenger vehicle accesses and associated works, Symmetry Park (Phase 6), Shrivenham Road, South Marston 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) Additional papers received and circulated prior to the meeting.
 - (e) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Mr Tim Partridge	Agent
Councillor Gary Sumner	Cabinet Member
Councillor Russell Holland	Ward Councillor/Cabinet Member
Councillor David Renard	Leader of the Council

Councillors Jane Milner-Barry, Malcolm Davies, Stan Pajak and Peter Watts spoke in respect of this application.

The application can be broadly summarised as:

- The application was to develop phase 2 of the Symmetry Park Employment Area in the New Eastern Villages and this area already benefited from planning permission.
- The application sought to replace the existing phase 2 consent with a large warehouse and office unit bespoke design to allow an inward investment opportunity.
- The application had not been called in by either Councillors or the Parish Council but offered an important employment generating scheme comprising a large single building which is of significant size and scale and although replacing a scheme that has already been consented should be considered by Committee.
- The scheme was of similar parameters to the existing consent and with regard to the Local Plan is of the nature that is acceptable for the site. The proposed development replaced an application that no longer met market demand with one that does.
- The report recommendation was to grant the application subject to the signing of a Section 106 Agreement and subject to the applicants agreeing to an extension of time in order for the application process to be completed.
- Unit 1 to the north of the site received reserved matters approval (reference: S/RES/16/1233) on 24th October 2016 and this has been completed and is currently occupied. A proportionate financial contribution has been made to highway improvement projects and the Great Western Community Forest.
- Elements of the reserved matters for completing unit one, including the junction with the A420 and the highway leading to the roundabout junction with the east-west link road and the east-west link road itself, have been carried out.
- Strategic landscaping which formed part of the outline application and reserved matters for the development has been approved but also forms part of the application before the Committee. This would be affected by two additional accesses through the previously approved landscaping to serve the staff and visitors car park, which had disabled parking and a number of electric vehicle charging points in accordance with the Local Plan.
- In addition, the footpath and landscaping would be completed.

- The application was for a warehouse with an office development to its front and also consisted of car parking, a private bus depot for staff use, a secure motorcycle, a secure cycle compound and a loading area with the access road for this element already built for an earlier adjacent unit.
- A reserved matters application for the remaining area of employment land for a two-unit development (Units 2 and 3) was approved for B2 and/or B8 uses on 29th August 2019 but had not been implemented.
- The application included an acoustic fence that would be located within the strategic landscaping to the east of the site and would increase the effective height of acoustic screening. Previous approved to four metres above the height of the industrial unit forecourt to reduce noise transmission to the east.
- The buildings previously approved under reserved matters would have extended approximately 60 metres further west and the highest part of the proposed development was 30 metres further towards the north of the site. The current proposal would be set further back from the southern boundary than the other developments.
- The scale of the proposed development was approximately 171 metres from corner to corner in width and 365 metres corner to corner in length, and at its height comprising four storeys and could accommodate 6 full size football pitches.
- The colour scheme comprising a variety of grey colours, which matched the existing unit 1, was outlined on presentation slides being darker at the bottom, lighter in the middle and an even lighter shade towards the top of the building. A blue strip would be at the top of the building, with the exception of the southern side, which faced an area of outstanding natural beauty.
- The design of unit 1 had a curved roof with the proposed building having a flat roof and a parapet in order to screen the ventilation and solar array of 70 metres by 60 metres on the roof.
- The development could be partially seen from some parts of the footpath along the Ridgeway within the Area of Outstanding Natural Beauty although it was some distance away and would be set against industrial units further away.
- The application, if approved, included a Section 106 Agreement; part of the Section 106 Agreement for the previous outline application of approximately £4.1 million had been paid as part of the development of unit 1 on the site. As a result of an increase in floor space with the new application the overall contribution would increase to £6.15 million (with the contributions already paid this would reduce to £5.77 million) and would contribute to the Great Western Forest and highway improvements set out within the report.
- Highway England originally had some concerns given the increase in floor space over the outline; however the transport assessment had been reviewed and with the anticipated level of robot usage in the building Highway England had set a limit on the access and egress of traffic to the site during peak hours. This would be controlled by the Section 106 Agreement and these would be in place until the Gablecross roundabout improvements had been completed. A travel plan was also required.
- An up-to-date flood assessment, including climate change, for the site had been submitted to the Environment Agency who had withdrawn their objection on this basis.
- The Lead Local Flood Authority was satisfied with the level of discharge from the site in terms of the flood risk assessment and were considering further drainage plans that had been recently submitted by the applicant. It was

anticipated that an agreement would be reached but this would otherwise be conditioned.

- Natural England had no objections to the application.
- Some concerns had been raised by the Council Arboricultural Officer and the Landscaping Officer had raised some concerns but these were partially addressed with additional landscaping within the site that were in addition to the original reserve matters landscaping with the building having a smaller footprint.
- Highway concerns from Oxford County Council had been addressed within the transport assessment and drainage concerns would be addressed in the same manner as they pertaining to the flood authority's concerns.
- Oxford County Council had also requested a contribution to the S6 bus service running between Oxford and Swindon to cover additional service provision relating to shift patterns. Swindon Borough Council did not have a policy to cover such contributions and its highway officers did not consider this was justified. Stagecoach had indicated that they were likely to operate a significant service.
- Shrivenham Parish Council had raised concerns regarding additional traffic generated on the northern side of the A420 towards Oxford. The transport assessment had shown that the majority of traffic generated by the site would travel towards Swindon and use the strategic highway network. No other objections had been received from Parish Councils.
- There had been an objection from a household in the area relating to the loss of a mature oak tree. It had been agreed that the tree would be removed, as part of the reserved matters, due to its quality and health although it was an old oak tree offering some ecological benefits. As permission had already been given, its retention could not be considered as a material consideration.
- The household objection also raised the issue of the noise assessment not covering their property 250 metres away although it did refer to a property in the vicinity 50 metres from the site. The noise levels at the property would be within acceptable levels and would be similar to that generated by the application previously approved.
- A large-scale warehouse development on this site, which forms part of the New Eastern Villages allocations, has already been approved.
- The employment land allocation for the New Eastern Villages is a significant proportion of the overall land allocated within the Local Plan period and would bring considerable investment and jobs to Swindon. The application demonstrated how this could be delivered within the site, whilst providing strategic transport links and appropriate green infrastructure to ensure the comprehensive development of the New Eastern Villages as a whole. This accords with the Local Plan economic policies, Policies EC1 and EC2 which seek inward investment and the retention of allocated employment sites. Subject to the completion of the Section 106 Agreement and legal agreement the application was recommended for approval.

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

- The site was within the allocated employment site for the New Eastern Villages and delivered employment and inward investment and accorded with the Council's Local Plan.
- The floor space limit on the outline permission previously granted imposed traffic limits on road capacity available at that time and landscaping

requirements on development and was never intended to limit the amount of employment provided.

- The development of the state of the art building would commence immediately on the grant of planning permission and would be completed by April 2021.
- The proposal was a new application as the size and floor space were above that in the outline permission and reserve matters although the footprint of the building was smaller than that previously approved.
- The application, if approved, would make contributions to off-site highways above that in the reserved matters because of its size and would maintain the safety of road users.
- The appearance of the building should be seen in the context of adjoining industrial buildings and other possible development arising from the development of the New Eastern Villages.
- The development would also contribute a further £615,000 to the Great Western Community Forest.
- The loss of the oak tree had previously been approved and should be considered in the light of the additional landscaping on site and due to its state and safety reasons it could not be retained.
- The additional Section 106 contributions of £1.6 million were in addition to those already agreed in the outline scheme, totalling £5.7 million primarily to support local infrastructure.
- The development would provide up to 2,000 jobs in a variety of roles and work patterns with high skill jobs including robotics that were similar to those employed at Honda.
- The development would bring £400 million total investment in Swindon to support the local economy with £30 million annual input into the local economy through wages and around £4 million in Business Rates.
- The building would meet the Building Research Establishment Environmental Assessment Method excellent standard.
- A noise assessment had been undertaken around all areas of the site.
- Enabling works for the landscaping were due to commence with a start to construction in September 2020.
- The application represented a massive and positive economic investment in Swindon and support the development of the New Eastern Villages in a sustainable manner.
- The application provide a large number of jobs across a range of skills on land identified for the type of use set out within the application and supported by appropriate infrastructure.
- The development was on a 40 hectare employment site in a carefully chosen sustainable location with upgraded infrastructure and would offer a considerable economic boost to the local economy.

Submissions opposing the application can be broadly summarised as:

- Whilst objections to the application had been broadly addressed through conditions, further thought should be given to the retention of the mature oak tree if at all possible.
- Condition 18 (external lighting) should also be worded to protect future domestic properties from light spillage and harm arising therefrom.
- If deliveries or collection by heavy goods vehicles were to occur during the hours of darkness or weekends, thought needs to be given to the use of a

banksman to prevent the use of reverse sound indicators on those vehicles which were designed to be loud for safety reasons.

- Additional Electric Charging Points should be required and with additional solar panels could be charged from energy generated on site.

Resolved - (1) That the Head of Planning, Regulatory Services and Heritage be authorised to grant planning permission subject to the satisfactory completion of appropriate planning obligations to secure the infrastructure contributions that are necessary to mitigate the development; to monitor and limit vehicle movements; and provide for the management of the Travel Plan; and subject to conditions set out within the report with authority to vary the content and wording of both as appropriate.

(2) That if the legal agreement has not been completed by 12 June 2020, and a further extension of time has not been agreed, planning permission the Head of Planning, Regulatory Services and Heritage be authorised to refuse planning permission for the following reasons:

(a) The proposal has failed to demonstrate adequately that the highway impact of the scheme would not result in unacceptably harmful impacts on the local and strategic road network. In the absence of a legal agreement, the proposal would not make a proportionate contribution to necessary off-site highway infrastructure works associated with the wider New Eastern Villages development area. The proposal would also fail to provide for the provision of the north-south link road which is an essential part of the highway linkages within the New Eastern Villages that contribute to the sustainability of development on this greenfield site. The proposal would also fail to make an appropriate contribution to the Great Western Community Forest. The proposal is therefore contrary to Policies NC3, SD1, SD2, TR1, TR2, IN1 and EN2 of the Swindon Borough Local Plan 2026 (adopted in March 2015); and

(b) The site would be reliant on land outside the red line, particularly to the west of the north-south link road for drainage and the management of flood risk. This land forms part of the strategic landscape area and infrastructure provision for the wider New Eastern Villages. In the absence of a legal agreement, the use of this land could not be controlled and therefore the drainage works, landscaping and access requirements could not be required or managed. The proposal is therefore contrary to Policies NC3, SD1, SD2, DE2, EN1, EN4, EN5, EN6, TR1, TR2, IN1 and IN2 of the Swindon Borough Local Plan 2026 (adopted in March 2015).

77. S/HOU/19/1691/SASM - Erection of viewing platform (for the existing manege), lean-to equipment shed, muck out bays and gravel driveway to link to the previously approved access, Hannington Hall, Queens Road, Hannington

In respect of application numbered /HOU/19/1691/SASM - Erection of viewing platform (for the existing manege), lean-to equipment shed, muck out bays and gravel driveway to link to the previously approved access, Hannington Hall, Queens Road, Hannington, 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) Additional papers received and circulated prior to the meeting.
- (e) The comments at the meeting of the following interested person:-

<u>Name</u>	<u>Address/Organisation</u>
Councillor Alan Bishop	Ward Councillor

Councillors Nick Burns-Howell and Stan Pajak spoke in respect of this application.

The application can be broadly summarised as:

- The application was presented to Committee at the request of Hannington Parish Council.
- Planning permission is sought to construct a viewing platform, equipment shed and muck out bays on an existing manege relatively recently constructed opposite Hannington Hall.
- The manege and vehicular was granted planning permission by Planning Committee in July 2018.
- Design, appearance and amenity were the main issues with the site located within a conservation area and close to listed buildings and the impact on these buildings was material.
- The application must also be considered in the context of an extant and implemented previous permission for the manege.
- The original permission included a condition restricting it to the private domestic needs of the applicant and their family and any persons residing or staying at Hannington Hall and Hannington Hall Coach House and not for use for any business or commercial purposes.
- The use will continue to be used in accord with the permission for example the training of horses for the private use of Hannington Hall owners and guests.
- The permission also required details be submitted for approval in respect of the location of the storage of manure and the proposed muck out bays provide some details in that respect for members to consider.
- Officers did not consider that the application would cause significant harm to the nearby listed buildings or conservation area and considered that the character and appearance of the conservation area would be preserved.
- Special regard had also been given to preserving the building and setting of the nearby designated and non-designated heritage assets and consider the setting and significance and features of those assets will be preserved.
- The proposal did not conflict with Local Plan Policy DE1 (High Quality Design) or Policy EN10 Historic Environment and Heritage Assets and the National Planning Policy Framework given the lack of identified harm and neutral impact.
- Officers considered that the additional elements of the application would not cause a loss of residential amenity of nearby residents.
- The development was appropriate to its location and in accord with national and local planning policy and was subject to control through recommendations set out within the report and was therefore considered acceptable by officers and recommended for approval.

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

- The property was on the entrance to Hannington and was for private use and so wouldn't generate additional traffic.

Resolved – That planning permission be granted subject to the conditions set out within the report.

EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

WEDNESDAY, 29 JANUARY 2020

PRESENT:- Councillors Alan Bishop, Robert Jandy and Steve Allsopp.

An apology for absence was received from Councillor Steph Exell.

21. Appointment of Chair

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

(Councillor Robert Jandy took the Chair)

22. Declarations of Interest

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

23. Minutes

Resolved – That the minutes of the meeting held on 11th December 2019 be confirmed and signed as a correct record

24. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 5 refers).

25. Home to School Transport Appeals

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

Resolved – (1) That due to there being no exceptional circumstances, appeals numbers PST000398 and PST000426 be refused

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

FRIDAY, 12 JUNE 2020

PRESENT:- Councillors Alan Bishop, Robert Jandy and Robert Wright.

26. Appointment of Chair

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

Councillor Robert Jandy took the Chair)

27. Declarations of Interest

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

28. Minutes

Resolved – That the minutes of the meeting held on 23rd January 2020 be confirmed and signed as a correct record.

29. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 30 refers).

30. Home to School Transport Appeals

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

Resolved – (1) That due to there being no exceptional circumstances, appeals numbers PST000555 be refused.

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

WEDNESDAY, 15 JANUARY 2020

Maintained School Members: Alison Lowe, Primary Headteacher
Ray Williams, Primary Governor
Lindsey Hull, Pupil Referral Unit

Academy Members Bob Buckley, Mainstream Academy
Gary Evans, Mainstream Academy
Fiona Godfrey, Mainstream Academy
Emma Leigh-Bennett, Mainstream Academy
Bob Linnegar, Mainstream Academy
Karen Pyman, Mainstream Academy
Jon Young, Mainstream Academy (deputising for James Povoas)
Clive Zimmerman, Mainstream Academy

Non-School Representatives

Officers: Peter Smith, Trade Unions
Anne Mackay, Finance Manager Education
Sally Burnett, Commissioner, Routes to Employment

Apologies for absence were received from Steve Wain (16-19 Partnership), Jackie Smith (Special Schools Headteacher), Jo Morris Golds (Early Years), Andrew Henstridge (Clifton Diocese), Emma Lindsay (Diocese of Bristol), Nick Capstick (Special Academy), Kate Higham (Special Headteacher) and James Povoas (Mainstream Academy).

16. Minutes of Previous Meeting

Resolved – (1) That further to Minute 16, the minutes be updated to state:

- How the 0.5% transfer into the High Needs Block will only review some of the schools (47/78) as the minimum per pupil funding levels are mandatory.

17. Public Question Time

There were no public questions.

18. 2020/21 Dedicated Schools Grant Settlement and Budget

The Finance Manager, Education, presented a report updating the Forum on the 2020/21 Dedicated Schools Grant (DSG) settlement, including (a) estimates of the level of expenditure to be allocated to Early Years, Schools, Academies, High Needs settings and centrally retained budgets, (b) the submission of the Authority Proforma Toolkit to the Education Funding Agency, the tool used to enable mainstream budgets to be calculated, (c) expenditure proposals for all High Needs block funded items including High Needs students in Mainstream schools, Special schools, Special Resourced Provisions, Alternative Provision, Post-16 and Further Education, Independent and Non-Maintained Special Schools and Other Local Authority Commissioned High Needs, and (d) submission of the Section 251 Budget Statement to the Education Funding Agency by end of April 2020.

The Finance Manager, Education, guided members through the key points in the report, commenting on the most significant implications. She referred to the information released by Education and Skills Funding Agency ('ESFA') on 19th December 2019 regarding the Dedicated Schools Grant Settlement for 2020/21 and elaborated on income and expenditure for the period.

Following the introduction of the report, the Finance Manager, Education with the Chair Sally Burnett, Commissioner, Routes to Employment, responded to members' comments and questions in respect of the following matters:

- How and why the current minimum funding guarantee differed from the previous year.
- Factors that may affect the Schools Forum decision when determining the School Funding Formula Options and confirmation of deadlines for a decision to be made by members.
- How the increase in the High Needs Budget expenditure plans related to the increase in demand and complexity of cases of pupils accessing this support but was not met in full by the change in the funding formula.
- How, In 2018/19 Schools Forum approved the transfer of 0.5% of DSG schools block to High Needs block to help to meet demand pressures. No transfer of funding between blocks was agreed for 2019/20. The transfer in 2018/19 equated to £0.659m.
- How the SEND High Needs Round Table meeting held recently discussed improvements to be made by all settings and not just the LA to in regards to spending funds allocated to the Block and how it would be beneficial if all schools were invited to future meetings to enable a debate to be undertaken enabling all schools to support each other through this process. Secondary Schools, special schools and schools with Special Resource Provisions were included in the January invitation.
- Concerns regarding the Admissions Budget and the need to benchmark against other local authorities.
- The pressure on the High Needs budget as Swindon has a higher than national average number of pupils accessing support.
- Further to Table 12, a breakdown of what constituted High Needs Top Ups and whilst activity had increased, the funding allocated had not increased.
- Placements available in Special Resource Provision settings and how this affected funding.
- Further to Table 19, the contributions to the budget from Children Services, Social Care Services and the Health Department towards out of borough education fees and how Joint Funding Placement Meetings were held to review these.
- How funding for out of borough education was processed as this was dependant on the pupil's needs.
- Confirmation that the budget allocations for the Advisory Teacher High Needs Services for 2020/21 had not increased for a number of years.
- The social and behavioural issues of some pupils requiring external support resulting in additional pressures on schools' budgets.
- The need for clarity when providing educational or social care support for pupils as this determined the budget it had to be attributed to but confirmation also provided to representatives that any provision that 'Educates or trains' is funded from the High Needs budget.

- How Social Care Services do not fund schools but contribute to placements for some children based on assessed social care criteria.

Resolved – (1) That with regard to the Dedicated Schools Funding Settlement 2020/21, it be noted that:

- a) The Early Years block 2020/21 DSG settlement will be subject to revisions by the Department for Education ('DfE') in light of Early Years census information in January 2020 and January 2021.
 - b) That further to (a) above, the final settlement will not be confirmed until July 2021.
- (2) That School Forum notes:
- a) The Early Years information and that the 2020/21 rates will be presented to Schools Forum at its meeting on 10th March 2020.
 - b) The estimated DSG balance at the end of 2020/21 was expected to be a deficit of £1.474m.
 - c) Swindon expects to receive a total DSG settlement of £198.022m in 2020/21.
 - d) The Notional SEN funding budget for 2020/21 was a total of £0.326m.
 - e) The value of the Statutory Services for all pupils budget.
 - f) The forecast 2020/21 Overall DSG position.

(3) That School Forum agrees:

- a) To Option B with regard to the School Funding Formula:- All factors are paid at 100% of the National Funding Formula values. The minimum per pupil funding levels (MPFL) have been increased to the mandatory values, £3,750 Primary and £5,000 Secondary. This is nearest to Option 1 from the November consultation and closest to the option chosen previously by Schools Forum but it leaves a residual balance of £1.268m in the Schools Block, before 0.5% transfer to High Needs. Option B is as above with no 0.5% transfer to High Needs Block. The residual funding (£1.268m) would be shared by 54/78 schools as 24 schools receive the same allocation in all options. There is a disapplication request to that which is pending approval by the Secretary of State before individual school budget allocations can be confirmed. Option B is to pay all National Funding Formula factors (except flat rate) at 101.3675%. No transfer to High Needs Block, Schools Block Balanced.
- b) A total 2020/21 pupil growth budget of £0.596m.
- c) The Admissions budget.
- d) The Schools Subscriptions and Licences budget.
- e) The Schools Forum budget.
- f) The Travellers Children budget.
- g) The Equal Pay budget.

(4) That the Swindon Association of Primary Headteachers agree to the following de-delegations for one year from April 2020:

- I. Free School Meal eligibility administration will be charged at £4.80 per pupil in 2020/21 and is supported until 31st March 2021.

- II. Trade Union release time will be charged at £1.25 per pupil in 2020/21 and is supported until 31st March 2021.
 - III. Nylands Campus Outreach Team will be charged at £15.40 per primary pupil in 2020/21 for the first 6 referrals and is supported until 31st March 2021.
- (5) That the Association of Swindon Special Schools Headteachers did not agree to any of the de-delegations.
- (6) That the Finance Manager, Education, be requested to benchmark the Admissions budget with other local authorities and include her findings in her report at the first Schools Forum meeting in the Municipal year.
- (7) That, the Finance Manager, Education, be requested to include information regarding the composition of the High Needs Top Ups in her report to the next meeting of the Forum.
- (8) That the Finance Manager, Education, be requested to liaise with the Chair of Joint Funding Placement Committee to provide an update at a future meeting regarding the contributions to the budget from Social Care Services and the Health Department towards out of borough education fees and how this may be mirrored in Swindon schools.
- (9) That a report be submitted at the next meeting of the Forum in regards to how Social Care, Health and Education Departments may be able to support schools when funding pupils on Education and Health Care Plans.
- .

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 3 MARCH 2020

PRESENT:-

Group A: Christian Denominations and Other Religions or Religious Denominations	Jo Backus (Buddhist Community) David Burbidge (Baptist Church) Clare-Marie Burchall (Roman Catholic Community) Reverend David Howell (Swindon Evangelical Alliance)
Group B: Church of England	Ruth Williams
Group C: Teacher Organisations	Emma McCarthy Tracy Mason Helen Redhead
Group D: Councillors	Councillor Basil Solomon

Also in attendance: Katy Staples (SACRE Advisor), Gareth Cheal (Education Place Planning and Admissions Manager), Sarah Stewart (Head of Religious Education at the Deanery Academy).

Apologies for absence were received from Councillors Fay Howard, Matthew Courtliff, Carol Shelley, Roger Smith, Oladapo Ibitoye and Garry Perkins. Michelle Howard, Reverend Clive Deverell, Reverend Norma McKemey, Malkit Babbra, Dinesh Patel, Lottie O'Brien, Fidelma Meehan, Atiff Ghafar and Jo Garton.

22. The Chair's Announcements

In the absence of the Chair, the Vice-Chair (Emma McCarthy) took the Chair.

23. 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.

24. Public Question Time

There were no public questions.

25. Presentation from Sarah Stewart about RE at The Deanery CE Academy

The Chair welcomed members of SACRE to the Deanery Church of England Academy and advised this was the last meeting of this Municipal year. She introduced Ms Sarah Stewart, Head of Religious Education at The Deanery, Church of England Academy. Ms Stewart gave a presentation and drew attention to the

implementation of Key Stage 3 religious education at the Deanery. She advised that topics included a mixture of Christianity topics and exploring different world views.

She spoke about her experiences and challenges as the Head of RE at a new Academy. As the school had twenty five feeder schools, the pupils starting at the Deanery in Year 7 held a wide range of different religious views and understanding.

Ms Stewart confirmed that currently, part of her remit included teaching RE and English but with the next intake in September 2020, she would be leading solely on RE at the school. She circulated pupil's RE workbooks for members to review the work they were undertaking and advised that, as part of their "Enrichment" work, pupils also had to complete on-line knowledge organisers.

The Chair thanked Ms Stewart for her informative presentation.

26. Minutes

Resolved – That the minutes of the meeting held on 26th November 2019 be confirmed and signed as a correct record.

27. Matters Arising not on the agenda

Mr David Howell confirmed that he was now representing Good News 4 Swindon. He advised that Good News 4 Swindon now represented 30 churches with a strong focus on working to serve the local community.

28. Draft SACRE Annual Report 2018/19

The SACRE received its draft Annual Report covering the period September 2018 to August 2019.

The Annual Report provided information in relation to the following areas:

- Introduction to SACRE
- Funding and administration issues
- Introduction to the SACRE Advisor including a synopsis of her work.
- Agreed Syllabus for RE in Swindon
- Support for schools
- Key events during the academic year 2018/19
- Support for schools through Governor training
- Monitoring of RE provision in Swindon schools
- Attendance by SACRE members at outside events
- Membership
- Funding and administration issues
- Meetings held
- Examination results data

In considering the Annual Report, the SACRE agreed to:

- a) Include further information regarding the monitoring of schools' website for RE content
- b) Include names of the schools that received the WIRE award during the 2018/19 scholastic year.
- c) Review membership list to reflect the departure of Norma McKenny from the SACRE after twenty four years of supporting the group and advise on work being undertaken to find her replacement.
- d) Review data statistics pertaining to St Joseph's Catholic College.

Resolved – 1) That the draft SACRE Annual Report is approved, subject to the amendments as stated above.

2) That the SACRE Advisor be authorised to finalise the report and to submit it to the National Association of SACREs (NASACRE).

3) That the draft Annual Report be forwarded to the Children's Health, Social Care and Education Overview and Scrutiny Committee and all schools and academies in Swindon to heighten the awareness within the Council of the work of Swindon SACRE.

29. Annual Report - Actions for the new Development Plan

The SACRE Advisor confirmed that the Swindon SACRE Development Plan 2020/21 was due to be updated to take into account the suggested vision statement and goals for Swindon SACRE. The points to be reviewed were:

- a) Improving standards in RE.
- b) Ensuring the effective management of the SACRE and partnership with the LA and other key stakeholders.
- c) Monitor schools' provision for the RE and Collective Worship as well as the spiritual, moral, social and cultural development of pupils.
- d) Encourage schools, academies and colleges to celebrate religious and cultural diversity found in Swindon.

The SACRE divided into groups and considered the vision statements and analysed each of the four goals in relation to the Key Performance Indicators and action required. The SACRE then received feedback from each Group. This included the following:

- Requesting members of the Senior Leadership Team to attend a SACRE meeting.
- Promotion of Governors training across schools.
- Improving the relationship with academies.
- The need to encourage take up of the WIRE award.
- Improve website scrutiny

The SACRE Advisor confirmed that the information provided would be collated into a workable draft Development Plan.

Resolved - That the SACRE Advisor collates the points raised and responses received in relation to the draft Development Plan 2020-21 and produce a workable draft document for further consideration at the next meeting in June 2020.

30. Agreed Syllabus Review 2021 - Suggested timeframe

The SACRE Advisor stated that since it was five years since the adoption of the Agreed RE Syllabus, this would have to be reviewed by July 2021. She set out details of how the Agreed Syllabus should be reviewed.

The SACRE Advisor highlighted the proposed procedure and timetable for the review and explained that the new Syllabus should be complete and ready for use in schools by September 2021. She referred to the process to be undertaken over the next five school terms that included:

- Securing a budget for the legal obligation and to fund the process of an Agreed Syllabus review.
- Circulate a survey regarding the current Agreed Syllabus to schools.
- After June 2020 SACRE meeting, convene an Agreed Syllabus Committee (ASC).
- ASC to review responses.
- Determine level of support needed by schools.

The SACRE Advisor confirmed that the review would include the establishment of a Steering Group that would analyse the current Agreed Syllabus in relation to national, regional and local developments, consultation and development of appropriate materials for Swindon. Once the appropriate approvals had been agreed, any new materials would be uploaded to a suitable website with publicity and training for teachers.

Resolved – 1) That the proposed procedure and timetable for the review of the Agreed Syllabus be agreed.

2) That a Steering Group be established at the next SACRE meeting.

3) That the results of the Agreed Syllabus survey of schools in Swindon be considered at the next meeting.

31. Website Reviews - Round 2

The SACRE Advisor referenced to the annual review of website to be undertaken and proposed that the Red, Amber, Green (RAG) system was utilised to determine the amount of RE content on schools' website, with "Green" sites having comprehensive information. She thanked those SACRE members who reviewed schools' websites last year to determine RE content and referred to the feedback she received from schools and how the RE profile was enhanced.

The SACRE Advisor asked for volunteers to review the schools and rate them using the RAG system (guidance and criteria attached to minutes). The Committee discussed the criteria and content of the letters pertaining to each criteria as reviewed utilising the RAG system and agreed that they should be sent out to Headteachers with the Chair of Governors also being made aware of the review.

Resolved – That, at the next meeting of the SACRE, the SACRE Advisor be requested to update members on the proposed timeline for undertaking the website reviews.

32.

Verbal Feedback

The SACRE Advisor referred to the agenda that included written feedback from the Bristol and Gloucestershire SACRE Teachers Conference that was held on the 31st January 2020. Members at the meeting who attended the conference all agreed that it was a positive and very informative experience providing them with ideas to adopt at their schools.

Jo Backus gave verbal feedback on the Dillington Conference. She confirmed that it was a constructive session that included discussions on how the curriculum was monitored, tracking student learning trajectories and the implementation of the Ofsted framework and its inspection regime.

The Chair confirmed that a high number of primary and secondary teachers had signed up to attend the Hub meeting on 19th March 2020. It was noted that due to the Covid-19 outbreak, the meeting might be postponed. It was further noted that all those confirming attendance would be advised if the meeting was to be postponed. Topics to be discussed included the Ofsted framework – implementation and impact. Members noted that this years' Learn, Teach, Lead RE (LTLRE) conference was to be held on 26th June 2020.

33.

Training Offers

The SACRE Advisor confirmed that a training sessions entitled, "Making Assemblies Work: Character Development at the Centre" would be held at the Deanery CE Academy on the 5th May. (Poster attached to minutes).

34.

Date and Time of the Next Meeting

Resolved - That the timetable of meetings of the SACRE in 2020/21 would be:

- 21st July 2020
- 24th November 2020
- 16th March 2021

Members of the SACRE were asked to suggest venues or indicate where this and future meetings of the Panel should be held.

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Section 5

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

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 19 DECEMBER 2019 AT COMMITTEE ROOM 6, CIVIC OFFICES, SWINDON.

Present:

Cllr Junab Ali, Cllr Abdul Amin, Maime Beasant, Cllr Alan Bishop, Cllr Richard Britton, Cllr Ross Henning, Cllr Vinay Manro, Anna Richardson, Cllr Tom Rounds and Cllr Jonathon Seed

Also Present:

Kier Pritchard – Chief Constable, Wiltshire Police
Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPCC
Adrian Jones – OPCC

Kevin Fielding – Wiltshire Council

52 Apologies for Absence

Apologies were received from Cllr Peter Hutton – Wiltshire Council & Cllr John Smale – Wiltshire Council.

53 Minutes and matters arising

Decision:

- **The minutes of the meeting held on Thursday 5 September 2019 were agreed as a correct record and signed by the Chairman.**

54 Declarations of interest

There were no declarations of interest.

55 Chairman's Announcements

The Chairman reminded the panel members that there would be a part II paper re agenda item:8 which would be considered at the end of the meeting.

56 Public Participation

A question from a member of the public had been received:

This discussion relates to the setting and monitoring of targets for the Wiltshire and Swindon Police organisation, specifically related to the 12% increase applied to the 2019/20 precept charge

It seems that the Home Office guideline is that the police organisation not set any forward looking quantitative targets of what it is expected to achieve. but to measure past performance of what has happened.

It also seems that this philosophy is set out as guidelines, and, whilst adhering to these guidelines for Home Office purposes it does not preclude the organisation setting forward looking quantitative targets for its own purpose.

There is an argument that measuring historic performance in the current form is necessary, but not sufficient. The current measurement seems to be comparative to the organisations own past performance and that of peer organisations. By example, both base indices could be poor, the comparison could show excellence, and yet the actual performance delivered in real terms could be poor. The true value of retrospective performance measurement is greatly impaired unless it is relative to prior set quantitative and objective forward-looking targets.

Setting this aside for the moment.

In March 2019 the organisation applied a 12% increase in the precept charge. The rate of inflation at that time was 1.9% and has remained average 1.9 year to date. The precept rate increase was 6x the rate of inflation.

The increase was justified on increasing police headcount by 50 operational personnel. (reference: Wiltshire Police and Crime Panel -Thursday 7 February 2019)

There appears to be no record of any discussion that established a commitment as to what improvement in crime statistics was intended to be delivered from this increased precept charge and consequential increase in headcount. Related to the preface observation; there was no commitment made to any quantitative objective(s) that were intended to be delivered as a result of this increase.

Further, by relying on a retrospective measurement philosophy it would appear not to be possible to determine if any change in performance is a

result of the increased resources or performance of the underlying resources.

It is recognised that the income of the organisation should keep pace with inflation, or change if so determined by the Home Office and central Government funds

However, it seems unreasonable to increase the precept charge by a factor of 6 without contemporaneously committing to quantitative performance targets intended to be delivered as a result of the increased revenue. A singular target of adding 50 headcount bears no relationship to any intended outcome of operational performance.

There follows 2 recommendations

It seems that, in addition to adhering to Home Office guidelines, the organisation could also set forward looking quantitative targets. Doing so would then give context to the justification for any extraneous precept charges.

It is requested that the Committee seriously consider applying this Philosophy.

Any future increases in the precept charge, by a rate greater than the rate of inflation, should contemporaneously carry a commitment to forward looking quantitative performance targets intended to be delivered as a result of the increase.

It is requested that the Committee seriously consider applying this philosophy where a precept charge greater than the rate of inflation is being considered and applied.

Points made by the OPCC in response:

- The PCC and Force had an embedded performance review culture having moved away from a target driven approach.*
- As a consequence of the 2019/20 precept increase, the Commissioner would be delivering the 41 additional police officers. The additional money also secured a new Digital crime team which focused on online fraud and child sexual exploitation, as well as a £500,000 funding boost to crime prevention with a particular focus on early intervention targeting those at risk of committing crime in future.*
- The Chief Constable, the Police and Crime Panel regularly track performance, both retrospectively and on a daily ongoing basis*
- The Police and Crime Panel reports clearly set out the resources that would deliver the priorities including increasing the availability and deployability of police officers in communities.*

57 **Chief Constable Kier Pritchard**

Chief Constable Kier Pritchard gave a presentation that gave a progress update which highlighted:

- Strategic context
- Foundations of a high performing organisation
- The immediate and compelling issues for Wiltshire Police
- Wiltshire Police - workforce
- How we are Wiltshire Police performing

The panel members were given the opportunity to question the Chief Constable and to discuss the presentation.

Panel members raised concerns re the lack of visibility of Community Police officers in their respective communities.

The Chairman thanked the Chief Constable for attending the meeting and giving his presentation.

The power point presentation is attached.

58 **Quarterly data (Q2)- Risk / Performance / Finance**

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

Points made included:

- In early October the Home Office announced the Police Uplift Programme and the officer recruitment targets for every police force in England, in a drive to increase police by 20,000 over the next 3 years. This announcement was supported via an additional £750 million the government pledged to support up to 6,000 additional officers by the end of 2021.
- The additional allocation for Wiltshire Police was 49 additional officers for year one (2020/21) and this was in addition to the additional 41 police officers being recruited for 2019/20, as a result of the police precept increase.

- Despite the positive news regarding the Police Uplift Programme the announcement of the General Election on 12 December and the dissolution of Parliament has meant that, unlike in previous years, it would not be possible to announce a provisional settlement in December. This caused some consequential uncertainties around budget setting for the next financial year and the Commissioner awaited the outcome of the settlement figure and the potential effect on the Uplift and the additional 49 police officers pledged.
- Post-election Ministers would be required to make decisions on both the size of the settlement (including on reallocations and precept levels) and the timing of any provisional and the final settlement.
- That the Chief Constable had advised the Commissioner that a number of changes would be applied to CPT through a phased approach. In the New Year, you would see the CPT model move from seven to eight teams with the amalgamation of Swindon into one policing team, the division of the current Wiltshire North CPT into two teams and the Wiltshire West CPT division into two teams.
- All CPTs would see the introduction of a dedicated neighbourhood team working alongside colleagues performing a response role. The neighbourhood team, led by a neighbourhood inspector would strengthen community policing, focusing directly on working within the community, offering greater contact with the public and a problem solving approach.
- The neighbourhood inspectors were now in post and would develop their teams over the coming months.
- That there were 11,856 crimes recorded during quarter two and 44,340 in the 12 months to September 2019.

That this represented 1,258 more recorded crimes (2.9 per cent) compared to the previous 12 months.

That the recorded crime rate per 1,000 population for Wiltshire in the year to June 2019 was 61.2 crimes. This was significantly below the most similar group (MSG) average of 73.0 crimes per 1,000 population.

Action points

- *That the OPCC would supply statistics re Special Constables hours deployed – number of hours spent on independent patrols carried out by Special Constables.*
- *That a meeting would be arranged between PCP and OPCC to discuss Police sickness, with a written report coming to the March PCP meeting.*

Deep Dive – Service Delivery Plan 2019 – Quarter 2 Report – Priority 2: Protect the most vulnerable in society

The report was noted by the panel

Risk Register

Concerns were raised by the panel re IT requirements due to the un-coupling of the Wiltshire Police IT system from The Wiltshire Council one.

It was agreed that a written report comes to the 19 March 2020 PCP meeting covering Wiltshire Police IT systems – what systems were shared currently with Wiltshire Council and a time line of when these systems would go back in house with Wiltshire Police together with an indication of what and when nationally-developed systems would be implemented.

The report was noted by the panel

59 **Complaints**

Kieran Kilgallen – Chief Executive, OPCC introduced two reports:

The Monitoring of Professional Standards, Integrity and Complaint Appeals – April 2018 to March 2019

A report which provided information pertaining to the monitoring of professional standards, integrity and complaint appeals, for the period April 2018 to March 2019.

The report was derived from the Independent Adjudicator's report to the Commissioner's Monitoring Board, and it used data sourced from the Independent Office for Police Conduct (IOPC), Wiltshire Police and the Office for the Police and Crime Commissioner (OPCC).

The Commissioner had to satisfy himself that the reported information gave a reasonable indication of the efficiency and effectiveness with which the Force handled complaint and conduct investigations, monitored and responded to potential corrupt practice and integrity matters. The information also covered the handling of complaints against Chief Officers and complaint appeals by the OPCC and IOPC.

The report was noted by the panel.

Complaints Reform

A report which provided an update to the Police and Crime Panel on the complaints reforms and was for information only.

The Home Office had been considering reforms to the complaints system for some time. The reforms put in place a customer-focussed system, which was quicker, more transparent and effective, with local oversight. It would be less adversarial for officers and staff and it would increase the public accountability of PCCs.

Issues could be resolved informally where appropriate, provided the complainant agreed. The Force and OPCC would log everything to ensure that data was captured on all matters raised. OPCC would record more serious matters so that they were dealt with formally by the Force.

The report was noted by the panel.

The Chairman thanked Kieran Kilgallen for the reports.

60 Police and staff allocations

A report was provided which gave a summary of the developments of the performance measures for the PCC and Police and Crime panel related to areas of Community Policing Teams (CPT).

That over the last 18 months work had been undertaken to develop a range of information in 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.

Since the last report, the Force had made some proposed changes to the CPT model in order to best deliver community policing within the County.

Members were asked to note the report and the updated measures for monitoring CPT resourcing levels.

Members were asked to note the need to continue to develop short term absence data.

Members were asked to accept the revised information, which would be included in the performance framework.

Members were asked to take note of the work being done to improve resourcing levels within CPT.

The Chairman felt that the report was a good analysis of the performance measures.

The report was noted.

61 Public Opinion Survey - Verbal update

Kieran Kilgallen – OPCC gave a verbal update.

Points made included:

- That Clare Mills - Head of Corporate Communications & Engagement was now heading up the department.
- That previous surveys had been carried out as telephone survey.
- That a new set were being drafted and would then be signed off by the Chief Constable and Police & Crime Commissioner.
- The new process would be an online “survey monkey” survey.
- First rollout of the new survey was expected to be during May 2020.

The Chairman requested that the OPCC provided the PCP with the agreed questions.

The Chairman thanked Kieran Kilgallen for his update.

62 Member questions

The members questions report included in the agenda pack was noted.

63 Forward Work Plan

The Forward Work Plan was noted with the following additions.

The PCP requested that the following reports came to the March meeting:

- Wiltshire Police IT Systems
- Officer Recruitment and Training

64 **Future meeting dates**

The next meeting of the Police and Crime Panel will be on Thursday 16 January 2020 - Devizes Corn Exchange. (*PCC Budget 2019/20 and MTFS*).

Future meeting dates were:

- Thursday 6 February – County Hall, Trowbridge
- Thursday 19 March – Monkton Park, Chippenham
- Thursday 4 June – City Hall, Salisbury
- Thursday 3 September – Corn Exchange, Devizes
- Thursday 10 December – Swindon Borough Council Offices

65 **Part II Report**

The report was noted by the panel.

(Duration of meeting: 10.00 am - 12.45 pm)

The Officer who has produced these minutes is Kevin Fielding, of Democratic Services, direct line 01249 706612 EXT 21612, e-mail kevin.fielding@wiltshire.gov.uk

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

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Police and Crime Panel

19 December 2019



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Progress update on:

1. Strategic **context**
2. Foundations of a **high performing** organisation
3. The **immediate** and **compelling** issues for Wiltshire Police
4. Our **workforce**
5. How we are **performing**

WHAT I WILL COVER TODAY

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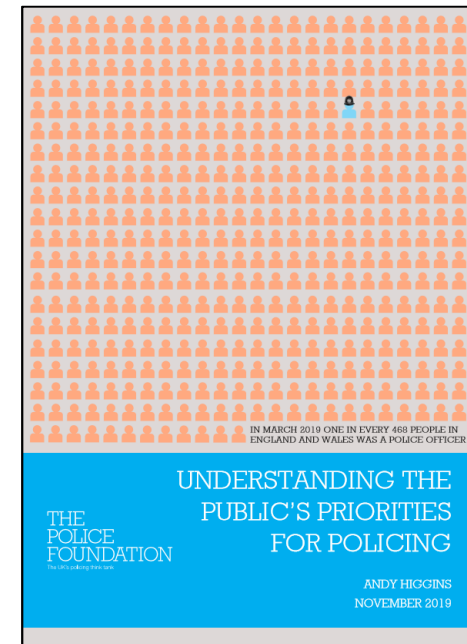
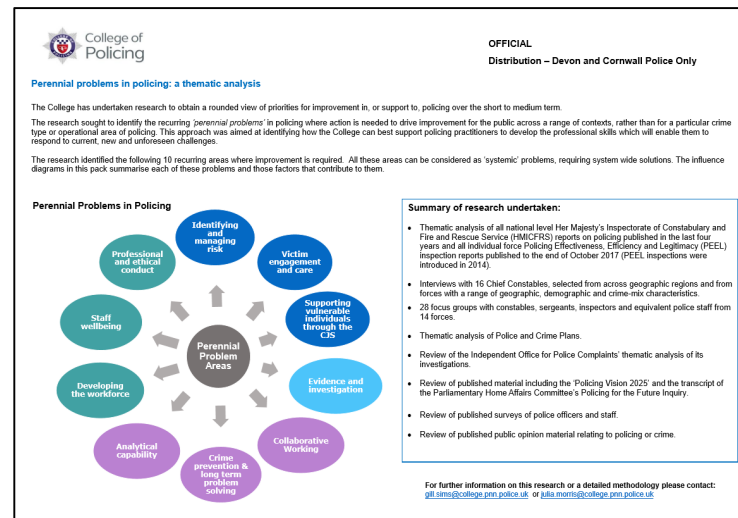
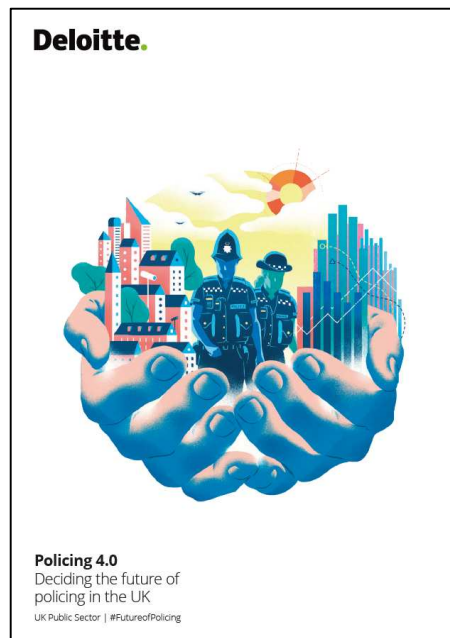
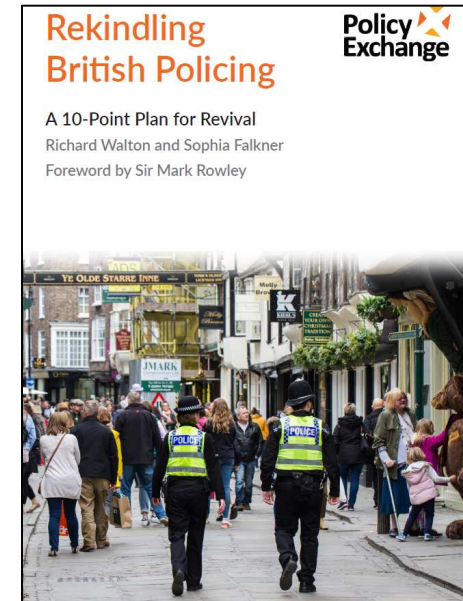
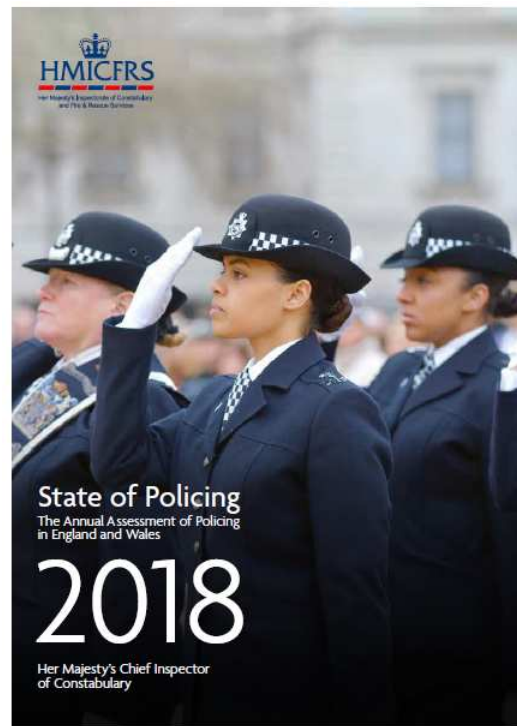
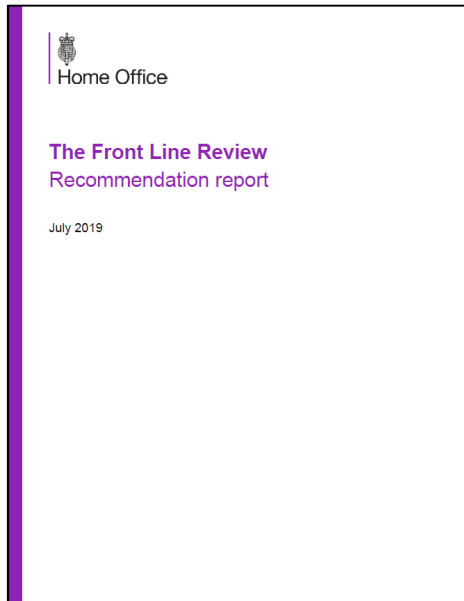
1. STRATEGIC CONTEXT

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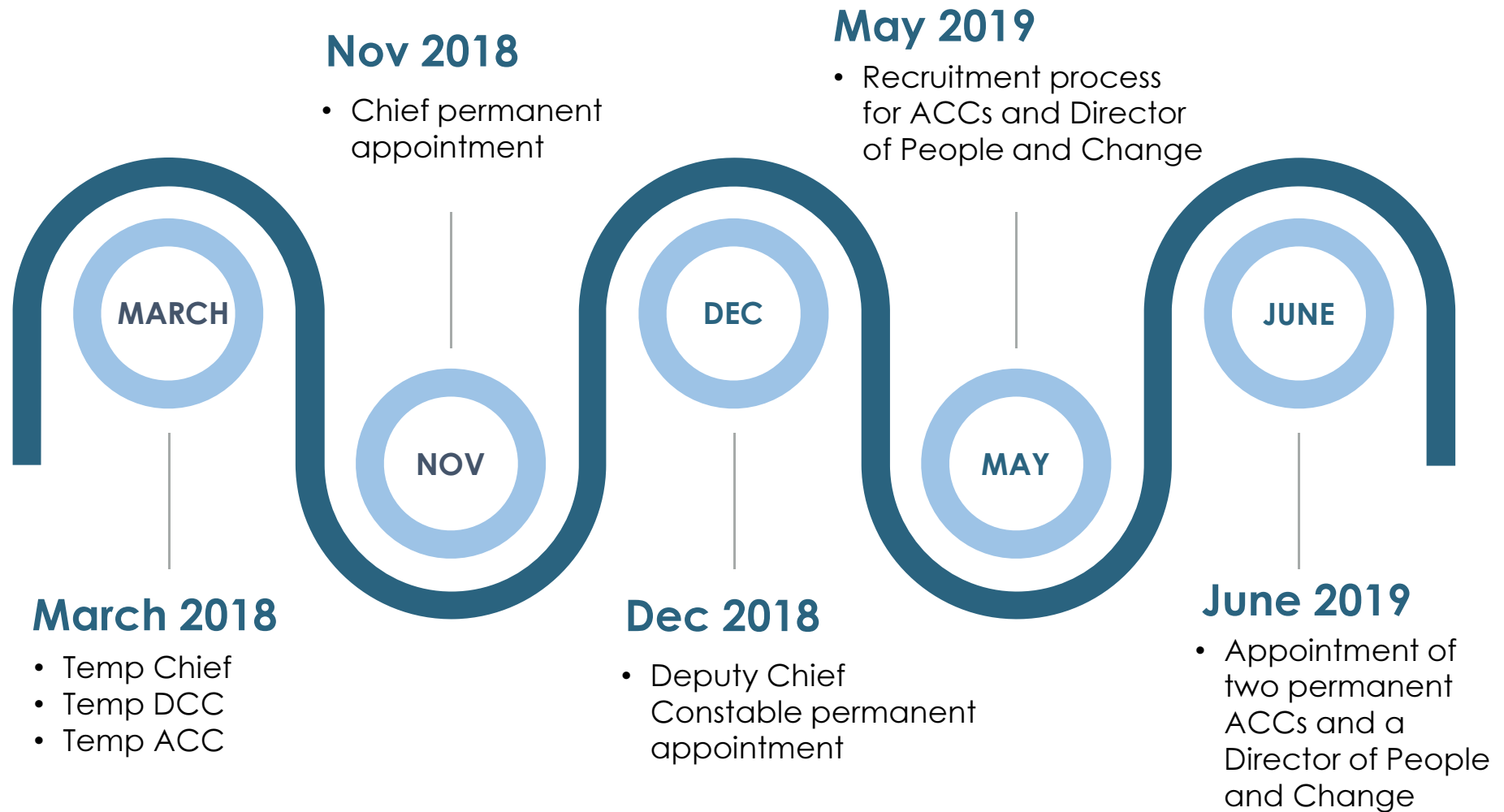
2. FOUNDATIONS OF A HIGH PERFORMING ORGANISATION

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LEADERSHIP JOURNEY

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Chief Constable
Kier Pritchard



Assistant Chief Officer
Clive Barker



Assistant Chief Constable
Mark Cooper



**Head of Corporate Comms
& Engagement**
Clare Mills



Deputy Chief Constable
Paul Mills



Director of People & Change
Chris McMullin



Assistant Chief Constable
Maggie Blyth

A STABLE AND DIVERSE EXECUTIVE LEADERSHIP TEAM

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- Staff survey results – poor understanding and buy-in to the vision
- Future ambition
- Final Vision and Purpose launched at Chief's Forums

IMPORTANCE OF A CLEAR VISION & PURPOSE

Pixabay

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DEFINE

- Understanding the WHAT and WHY
- Creation of options for consultation

REFINE

- Extraordinary SLT to test concept
- Further consolidation of options

FINALISE

- Outline of approach to wider leadership population
- Consultation and selection of final Vision & Purpose

SHAPING A SHARED VISION AND PURPOSE

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OUR VISION:

To be an **outstanding** police service, **trusted** by our communities

OUR PURPOSE:


Proud to **serve** and **protect** our communities

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- 
- **Great outcomes** for the public
 - Even higher **public confidence**
 - The **right people**, in the **right place**, with the **right skills and equipment**
 - **A healthy, happy** workforce
 - **Attracting** and **retaining**
 - **HMICFRS** independent view

HOW WE'LL KNOW WE'VE SUCCEEDED

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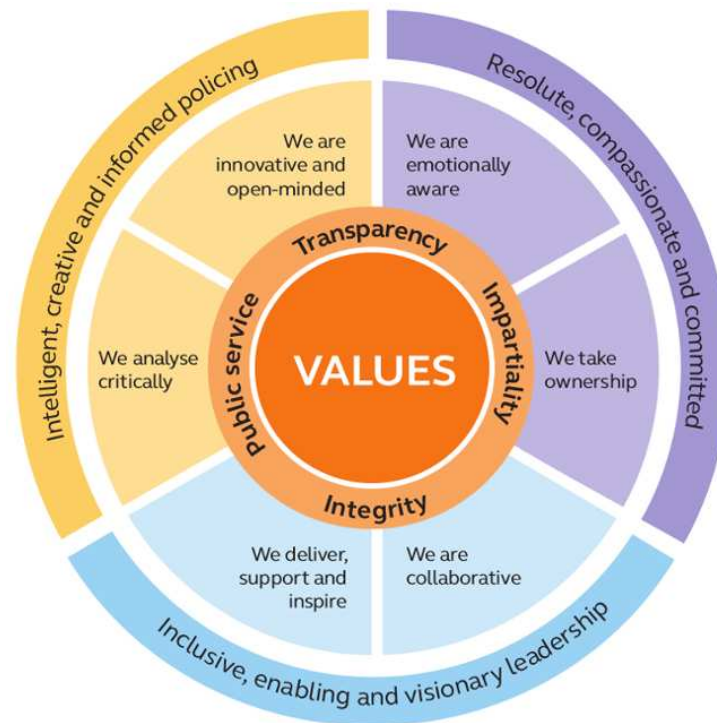
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2012



College of Policing Leadership review

2018



THE EVOLUTION OF VALUES

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“Keep the current values, but lets work to make them meaningful”

Leaders Forum
(Insp and police staff equivalents)

100+
responses

Leading From the Front
(Sgts and police staff equivalents)

250+
responses

SurveyMonkey Questionnaire
(Whole Force)

300+
responses

IMPARTIALITY : TRANSPARENCY

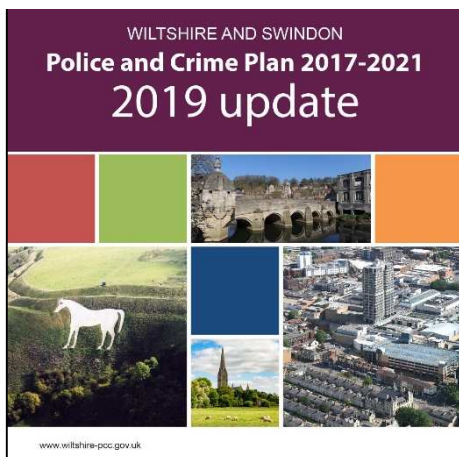


PUBLIC SERVICE : INTEGRITY

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PLAN ON A PAGE 2019-20				
Police and Crime Plan 2017-2021		<ul style="list-style-type: none"> ► Priority One: Prevent crime and keep people safe ► Priority Two: Protect the most vulnerable people in society ► Priority Three: Put victims, witnesses and communities at the heart of everything we do ► Priority Four: Secure a quality police service that is trusted and efficient 		
Our Vision		To be an <i>outstanding</i> police service, <i>trusted</i> by our communities		
Our Purpose		Proud to <i>serve</i> and <i>protect</i> our communities		
PREVENTATIVE POLICING	INVESTIGATE & PROTECT	OUR PEOPLE	MANAGING DEMAND	MAXIMISING TECHNOLOGY
<ul style="list-style-type: none"> ► Develop Local Policing in line with national priorities ► Inspiring Multi-Agency prevention ► Empowering volunteers ► Managing threat, harm & risk and effectively directing operational activity ► Improving operational planning & resilience ► Building operational capability of Specialist Assets 	<ul style="list-style-type: none"> ► Improve investigative standards ► Protect victims and vulnerable people ► Manage emerging threats ► Expand partnership arrangements ► Enhance our response to serious and organised crime 	<ul style="list-style-type: none"> ► Active engagement at all levels ► Create a diverse workforce ► Invest in leadership and development ► Promote and reward in wellbeing ► Embed a commitment to standards, values and organisational learning 	<ul style="list-style-type: none"> ► Effective understanding of our demand ► Listen to and engage with our communities to understand need ► Service demand reduction initiatives ► Adopt a 'holistic' evidence based approach ► Develop a workforce configured to meet demand 	<ul style="list-style-type: none"> ► Provide a secure information and communications technology (ICT) environment ► Enable agile and efficient working ► Enhance digital working with latest ICT ► Provide technology to prevent and manage crime ► Utilise ICT to improve all-round communication
Our Values		We are TRANSPARENT , open and frank. We have INTEGRITY and are trustworthy. We are here to deliver a PUBLIC SERVICE for our communities. We treat people IMPARTIALLY and with respect, without bias or prejudice.		

Strategic Change Board

DCC Mills

Leading the delivery of Wiltshire's Future Model, overseeing all change activity and prioritising effort and resources

Strategic Performance Board

CC Pritchard

Strategic oversight and direction of Force Performance and delivery of the Police and Crime Plan

Demand and Workforce Planning Board

DPC McMullin

Strategic People Board

DCC Mills

Wellness, Leadership, Workforce Planning, Diversity, Standards, Engagement

Digital Programme Board

ACO Barker

Force Operations and Vulnerability Board

ACC Blyth & ACC Cooper

CPT Improvement Board, Citizens in Policing Board, Vulnerability Development Board, Crime Justice & Cyber Board,

NEW GOVERNANCE ARRANGEMENTS

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PLAN ON A PAGE 2019-20



Wiltshire and Swindon
pcc



Police and Crime Plan 2017-2021

- **Priority One:** Prevent crime and keep people safe
- **Priority Two:** Protect the most vulnerable people in society
- **Priority Three:** Put victims, witnesses and communities at the heart of everything we do
- **Priority Four:** Secure a quality police service that is trusted and efficient

Our Vision

To be an **outstanding** police service, **trusted** by our communities

Our Purpose

Proud to **serve** and **protect** our communities

PREVENTATIVE POLICING

- Develop Local Policing in line with national principles
- Improving Multi-Agency prevention & embedding volunteers
- Managing Threat, Harm & Risk and effectively directing operational activity
- Improving operational planning & resilience
- Building operational capability of Specialist Assets

INVESTIGATE & PROTECT

- Improve investigative standards
- Protect victims and vulnerable people
- Manage emerging threats
- Embed partnership arrangements
- Enhance our response to serious and organised crime

OUR PEOPLE

- Active engagement at all levels
- Create a diverse workforce
- Invest in leadership and development
- Promote and invest in Wellness
- Relentless commitment to standards, values and organisational learning

MANAGING DEMAND

- Effective understanding of our demand
- Listen to and engage with our communities to understand needs
- Develop demand reduction initiatives
- Adopt a 'what works' evidence based approach
- Develop a workforce configured to meet demand

MAXIMISING TECHNOLOGY

- Provide a secure information and communications technology (ICT) environment
- Enable agile and efficient working
- Enhance smart working with linked ICT
- Provide technology to prevent and manage crime
- Utilise ICT to improve all-round communication

THE ENABLERS

- Manage our finances efficiently and effectively
- Provide our staff with the right tools & environment
- Effective collaboration and partnership
- Optimise shared service delivery
- Stabilise the Executive Leadership Team (ELT) to build foundations for success

Our Values

We are **TRANSPARENT**, open and frank

We have **INTEGRITY** and are trustworthy

We are here to deliver a **PUBLIC SERVICE** for our communities

We treat people **IMPARTIALLY** and with respect, without bias or prejudice

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- **21 sessions** held across **4 sites**
- Over **950 attendees**
- Over **400 questions** asked
- Over **6,500 poll responses**

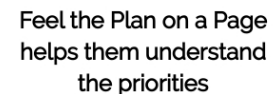
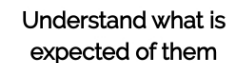
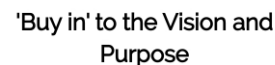
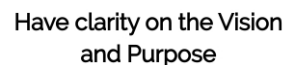
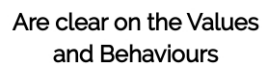
OVERVIEW OF MY FORUMS

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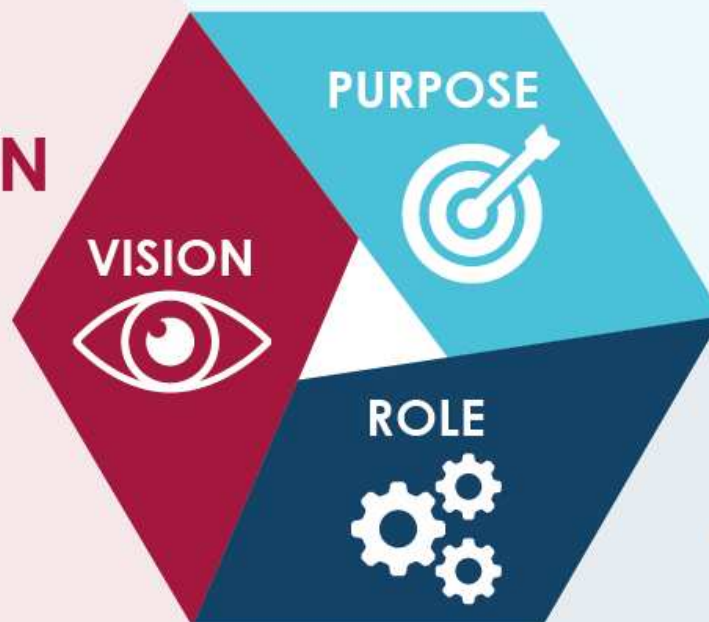


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OUR VISION

To be an
outstanding
police service,
trusted by our
communities



OUR PURPOSE

Proud to serve
and **protect** our
communities

YOUR ROLE

To **deliver**,
improve and
be **brilliant**
together

BRINGING IT ALL TOGETHER

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3. COMPELLING ISSUES

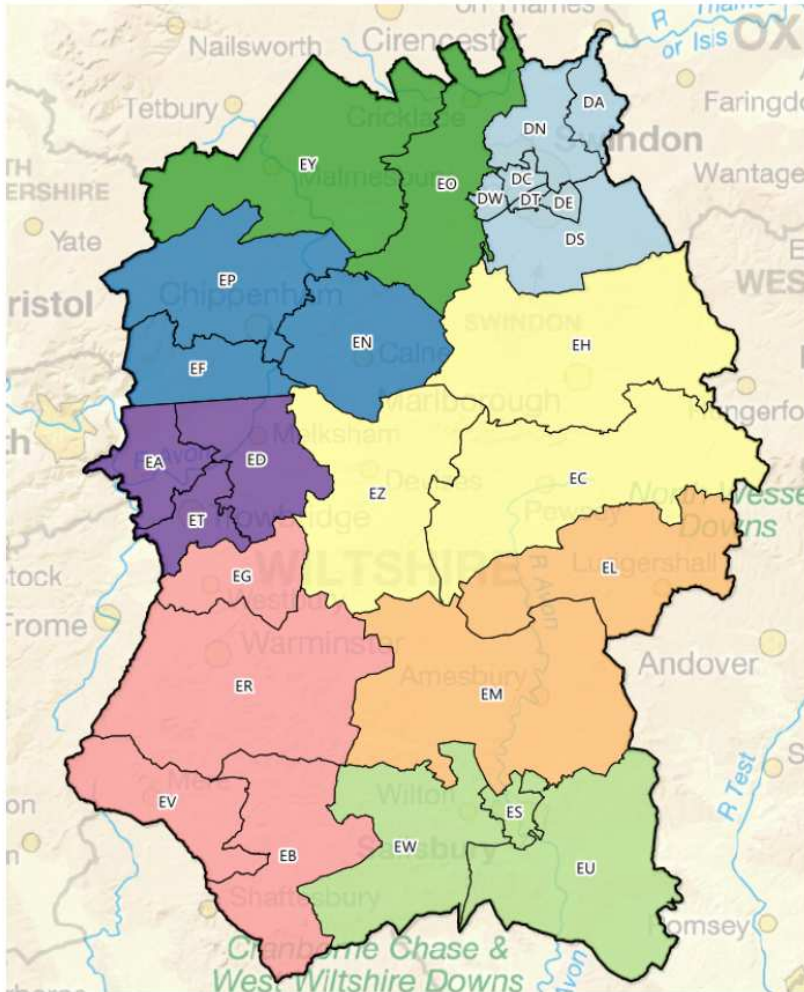
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COMMUNITY POLICING



- **CCC front door** – ERU (40% demand?)
- **CPT Neighbourhoods** – ring-fenced
- **CPT Response** - integrated
- **Problem solving, Prevention, Proactivity** in neighbourhoods
- **Increase in leadership roles**
- **One Team** – Same stations, same priorities, increased line management
- **8 Community Teams**
- **Recommended changes to job titles to assist with direction and purpose**
i.e.(Comm. Co to Neighbourhood PC, LCI to CPT Investigator)
- **Shift pattern consultation**

DETAIL BEING WORKED THROUGH BY THE
GOLD GROUP

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CCC IMPROVEMENT PLAN

Effectively
**understanding and
managing**
demand

Operational delivery
model

Performance analysis
framework

A
**knowledgeable
and confident**
workforce

Central area for
learning

Training plan

**Effective
Leadership and
Governance**

Staff survey results

Wellbeing forum

Talent management

FORCE INVESTIGATIONS MODEL (FIM)

PURPOSE OF THE ORIGINAL REVIEW:

to provide a better service to vulnerable victims of crime
(particularly child victims)

MAIN AREAS OF FOCUS WERE:

- Shift pattern - team sizes too small to accommodate split shift weekend working
Increased demand from change of crime allocation policy – particularly sexual offences with 16/17yr old victims
- Managing high-risk Domestic Abuse demand
- The team feeling like they are giving a reduced service to vulnerable victims
- Unable to fill all of the DC vacancies on the department and a high proportion of flexible working resulting in reduced staff to meet demand



POTENTIAL IMPACT OF THE CHANGES MADE?

We are exploring that now through a full evaluation that was commissioned by ACC Cooper (this has included a survey to all those working in that area)

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FINANCIAL CHALLENGE



George Hodan

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4. OUR WORKFORCE

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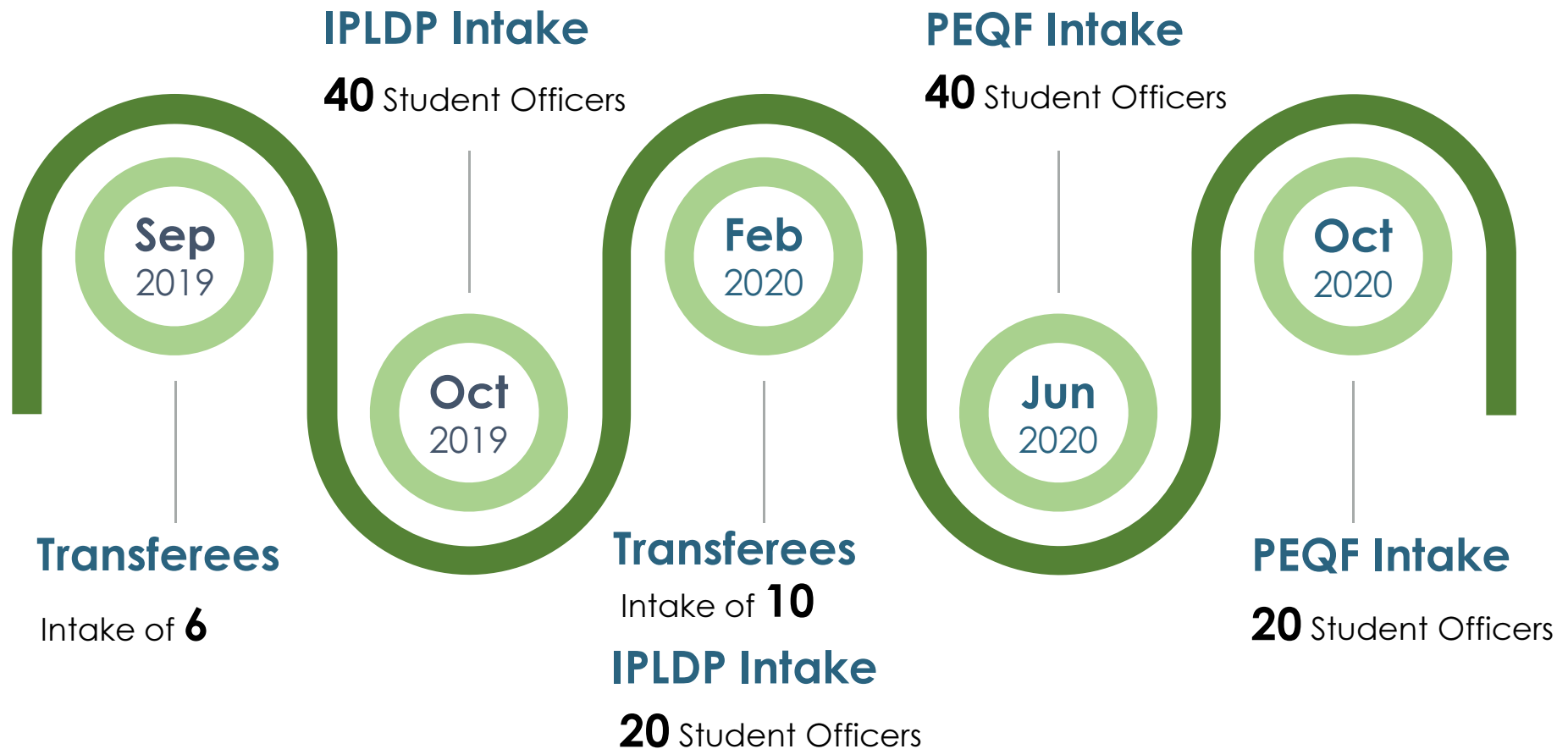
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POLICE OFFICER RECRUITMENT TIMELINES

Page 36
Page 166



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SO WHAT DOES THIS MEAN FOR **OVERALL NUMBERS?**

MARCH 2020

- Original budget (975 fte) Headcount 1002
- +Secondments Headcount 23
- +Uplift Headcount 16

Total Headcount 1041

MARCH 2021

- Original budget (975 fte) Headcount 1002
- +Secondments Headcount 23
- +Uplift Headcount 49

Total Headcount 1074

LEADERSHIP



Strategic People Board – DCC MILLS

- Reviewing all of our leadership/development products
- Focus groups – what do our leaders need?
- Reviewing how we identify and manage talent
- New promotion selection procedures
- Coaching and mentoring policy/process
- PC to Insp Fast Track Process
- PIP career pathways
- Hierarchy review next steps

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Department of Health and Human Services Leadership Charter

This Charter has been developed by executives for executive. It outlines the behaviours they identified as most important to strengthen our leadership culture and position the department to deliver on our reform priorities of:

- Person-centred services and care
- Local solutions
- Earlier and more connected support
- Quality, safety and innovation.

As a leader I will

- Do what I say I am going to do
- Be accountable for my actions and outcomes
- Share responsibility when things go well and take responsibility when they don't
- Recognise good work and acknowledge good behaviour
- Seek out and value other perspectives
- Be fair, supportive and encouraging of staff
- Deal promptly with poor performance, conflict and inappropriate behaviour
- Give and seek feedback
- Share information with staff when it should be shared
- Work collaboratively with colleagues in the department, across government and with partners outside government
- Develop staff and provide them with a safe, healthy and engaging workplace environment

As a collective leadership group we will

- Deliver on the department's shared vision
- Proactively progress our strategic directions
- Contribute to robust debate and own the agreed decision
- Present a consistent and united view to our staff and partners
- Work as one, sharing the load and helping each other succeed
- Keep the needs of the people we serve at the centre of everything we do
- Constantly reinforce services that support clients
- Call each other out when we see it
- Collaborate with partners to identify and support
- Plan for longer term VPS
- Ensure responsible

In all that we do we will live by our values:

Respect, Integrity, Collaboration, Care, Accountability & Innovation

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne
© State of Victoria, Department of Health and Human Services, August 2016
Available at < <https://dhhs.vic.gov.au/leadership-charter> >



Leadership Charter

together • empowered • ambitious

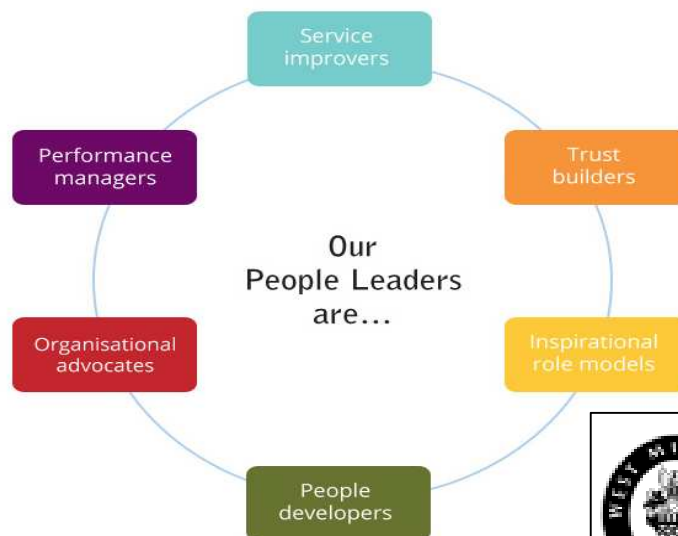
We are proud of Devon and will work **together** to **empower** others. We are **ambitious** about all our futures and believe we can make a real difference to help people live their lives well. We will create the conditions for success by:

- demonstrating and promoting collective leadership
- respecting our differences in an open, honest and trusting way

expectations of ourselves and everyone
empowering others through our own behaviours
potential and nurturing talent
ing and adapting
ile and innovative
ccess

#WeAreDevon

WMP People Leaders promise to create an environment which supports, challenges and enables our people to be the best they can be to bring the vision and values to life



WELLBEING



Strategic
Wellness
Board



Wellness
Delivery
Plan

WELLBEING INSIGHT

IN WILTSHIRE:

336

OFFICERS
COMPLETED THE
SURVEY

IN WILTSHIRE:

9%

OF THOSE SURVEYED
WANT TO LEAVE
WITHIN TWO YEARS
(National Average 11%)

IN WILTSHIRE:

47%

OF THOSE SURVEYED
HAD LOW OR VERY
LOW MORALE
(National Average 57%)



Cited the impact of the
job on your health and
wellbeing as a major
reason for wanting to
leave
(National average = 71%)



Cited Health and
Wellbeing as a reason for
low morale
(National average = 58%)

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EMPLOYEE ENGAGEMENT

STRATEGIC NARRATIVE/
ORGANISATIONAL PURPOSE

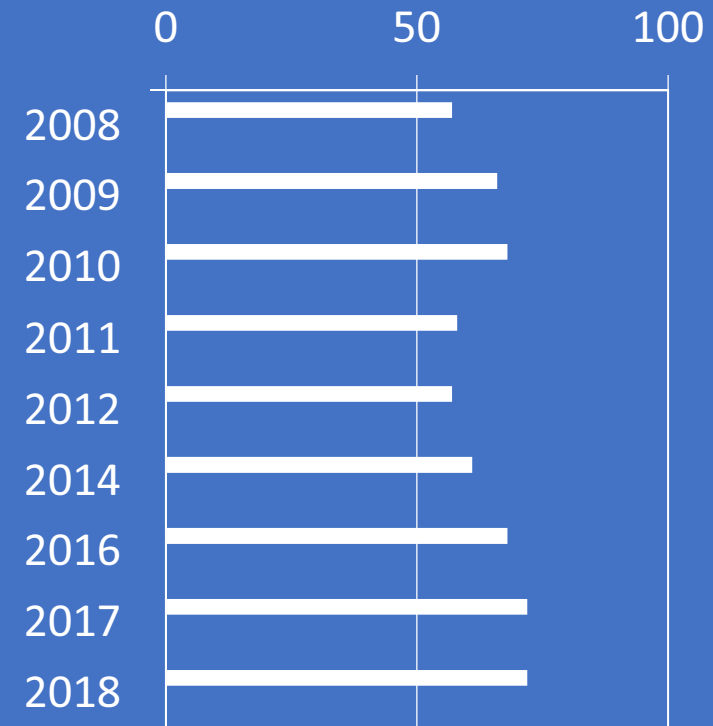
ENGAGING MANAGERS/
LEADERS

EMPLOYEE VOICE

INTEGRITY

72%

Employee Engagement Index (%)



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5. HOW WE ARE PERFORMING

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PCP 2017-21 (Q2)

Preventative Policing

Investigate & Protect

Our People

WCJB

ANY QUESTIONS?

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 16 JANUARY 2020 AT WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

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 Tom Rounds and Cllr Jonathon Seed

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPCC
Clive Barker – OPCC
Adrian Jones - OPCC

Kevin Fielding – Wiltshire Council

66 Apologies for Absence

Apologies were received from Anna Richardson, Cllr Nick Murry and Cllr John Smale.

67 Declarations of interest

It was agreed that all the panel members had an interest – as council tax payers.

This should not however bar them from debating and voting on the Commissioner's proposals.

68 Chairman's Announcements

That the panel members should remember that they were at the meeting to listen to the Commissioner's proposals, and not to approve the precept.

69 Public Participation

There was no public participation.

70 PCC Budget 2020/21 and MTFS

The Commissioner introduced his draft budget settlement 2020-21 and outlined how he was consulting on two options:

- Option A – To increase council tax by £12 per annum (5.8%)
- Option B – To increase council tax by £8.25 per annum (4%)

He reported that:

The paper had been written with more uncertainty than the normal draft budget paper.

With the general election occurring in December 2019 the OPCC had not received a provisional grant settlement from the government nor any indication on precept capping rules. This meant rather than definitive options the Commissioner had to prepare scenarios reflecting the range of budgetary possibilities. It was not clear whether the funds available would allow the Commissioner to invest in policing or require him to make savings.

The MTFS forecasts the estimated financial position over the next 4 years and the impact this had on the Commissioner's ability to commission services. With the lack of funding certainty and the multiple scenarios being considered it meant financial planning beyond 2020-21 was more uncertain than usual.

It was acknowledged that decisions made today would impact on the Commissioner's finances over the medium and long term.

The Commissioner advised that the current precept consultation was having a better response than previous precept consultations, and that the OPCC were working hard to gauge where responses were coming from.

Clive Barker, Chief Financial Officer, explained the detail of the budget proposals and the Medium Term Financial Strategy and answered questions.

The chairman thanked Clive Barker for a comprehensive and professional paper and presentation.

The Chairman felt that the meeting had been a frustrating one, due to the uncertainty surrounding the draft budget paper.

Decision

- **That the Wiltshire Police and Crime Panel noted the report.**

The Chairman thanked the Commissioner for his report.

71 Forward Work Plan

The Forward Work Plan was noted.

72 Future meeting dates

Future meeting dates were:

- Thursday 6 February – County Hall
- Thursday 19 March – Monkton Park, Chippenham
- Thursday 4 June – City Hall, Salisbury
- Thursday 3 September – Corn Exchange, Devizes
- Thursday 10 December – Swindon Borough Council Offices

(Duration of meeting: 10.00 - 11.10 am)

The Officer who has produced these minutes is Kevin Fielding, of Democratic Services, direct line 01249 706612 EXT 21612, e-mail kevin.fielding@wiltshire.gov.uk

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

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 6 FEBRUARY 2020 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Junab Ali, Cllr Abdul Amin, Maime Beasant, Cllr Alan Bishop, Cllr Richard Britton, Cllr Sue Evans (Substitute), Cllr Peter Hutton, Cllr Vinay Manro, Cllr Nick Murry, Anna Richardson, Cllr Tom Rounds and Cllr Jonathon Seed

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPCC
Naji Darwish – OPCC
Clive Barker – OPCC
Adrian Jones – OPCC

Kevin Fielding – Wiltshire Council

73 Apologies for Absence

Apologies were received from Cllr John Smale.

74 Declarations of interest

It was agreed that all the panel members had an interest – as council tax payers.

This should not however bar them from debating and voting on the Commissioner's proposals.

75 Chairman's Announcements

The Chairman advised that both Cllr Junab Ali and Cllr Jonathon Seed were standing as candidates in the forthcoming PCP election, that there was no statutory impediment to them continuing to sit as panel members.

76 **Public Participation**

That Cllr Junab Ali had submitted a member's question on behalf of a resident. That this question would be taken after the precept proposal vote.

77 **Formal consideration of PCC Precept proposal**

The Commissioner advised that on the 22 January he had received the following guidance.

The headlines from the settlement for Wiltshire Police were:

- Central Grant increased by 7.5%
- Capital Grant reduced by £0.298m to £0.109m from £0.407m
- Police Officer Uplift Pay to be funded by specific grant (£1.384m) dependent on delivery
- Uplift Infrastructure for the 20,000 officers to be funded from Central Grant increase
- Precept flexibility limited to £10 per Band D property

The Commissioner advised that his initial paper had identified that he was considering a £12 increase in precept. With a £10 capping limit this option was now only available via a referendum. The Commissioner was not considering a referendum.

That he was now considering the whole funding position. Wiltshire remained the 3rd lowest funded area with the lowest council tax in the South West. Based on this low funding position and assuming the Chief Constable would use any additional funding available to increase front line policing, he was therefore minded to increase the precept by £10 for a Band D property to £216.27. This increase would help the long term funding of policing in Wiltshire.

The Police and Crime Panel were given the opportunity to discuss the Commissioner's proposals, after which a vote on the Police and Crime Commissioner's proposed Council Tax precept for the year 2020-21 was taken.

Decision

- **That the Panel supports the Commissioner's decision to set a precept of £57.055m.**

- **This will require council tax to be set on all property bands based on £216.27 for a Band D property. This represented a £10 (4.8%) increase on the 2019-20 level.**

The Chairman thanked the Commissioner for his report.

The following Members question from Cllr Junab Alli on behalf of Mr Andrew Martin

Dear Councillor Ali

The saga of the PCC precept continues and I gather there is another panel meeting tomorrow.

When I last wrote to you, Macpherson was “consulting” this year about a further 12% while admitting that the extra staff we were asked for last year and are paying for now were not yet in post. Now that HMG has announced all police may have an extra 10% next year, he seems to have decided to have the 10% as of right without the consultation. He has also failed to publish the results of his consultation.

That might be OK if he had not poached 13% last year. HMG clearly intended a 10% this year but they did not intend 20% plus over two years.

Macpherson needs to do two things. One, publish the results of his consultation, since they relate to proposed increases for 2020/21. Two, admit that he has not yet fulfilled the conditions for which he took the increase last year and hence he should not claim a second increase for the new year.

He also owes me an honest answer to my letters, but that is not your problem.

Thank you for your interest

Andrew Martin

It was agreed that the OPCC would provide a written answer to the question.

The Chairman requested that the OPCC provided a report of Wiltshire Police Turnover/Vacancies.

78 **Future meeting dates**

Future meeting dates were:

- Thursday 19 March – Monkton Park, Chippenham

- Thursday 4 June – City Hall, Salisbury
- Thursday 3 September – Corn Exchange, Devizes
- Thursday 10 December – Swindon Borough Council Offices

(Duration of meeting: 10.00 - 10.08 am)

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Draft Minutes

Meeting: WILTSHIRE POLICE AND CRIME PANEL
Place: Online meeting
Date: Thursday 4 June 2020
Time: 10.00 am - 12:10pm

Please direct any enquiries to these minutes to Kevin Fielding, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01249 706612 EXT 21612 or email kevin.fielding@wiltshire.gov.uk

Present:

Cllr Junab Ali, Mamie Beasant, Cllr Alan Bishop, Cllr Richard Britton (Chairman), Cllr Ross Henning, Cllr Peter Hutton, Cllr Vinay Manro, Cllr Nick Murry, Cllr John Smale, Cllr Tom Rounds and Cllr Jonathon Seed

Also Present:

Angus Macpherson – Police & Crime Commissioner
Naji Darwish – OPCC
Clive Barker – OPCC
Chris McMullen - OPCC
Adrian Jones - OPCC

Kevin Fielding – Wiltshire Council

79 **Apologies for Absence**

Apologies were received from Anna Richardson – Independent member and Cllr Abdul Amin – Swindon Borough Council.

80 **Minutes of previous Meetings**

Decision

- That the minutes of the meetings held on Thursday 19 December 2019, Thursday 16 January 2020 and Thursday 6 February 2020 were confirmed as the correct records.

81 **Declarations of interest**

There were no declarations of interest.

82 **Chairman's Announcements**

The Chairman advised that due to the pandemic issues, the re-election of Chairman and Vice-Chairman which would normally take place at the June meeting would now take place at the September meeting.

83 **Public Participation**

There was no public participation.

84 **The Here and Now**

The Commissioner presented his report setting out data reported in the four-week period ending 10 May 2020, compared to the equivalent four-week period in 2019 contained in the agenda pack.

Points made included:

National Position

- That reported Crime nationally had reduced by 24%. Week on week trends suggested that the implementations of lockdown had influenced these large reductions
- Serious violent crime had reduced by 29 %. Trends had been difficult to interpret, but all forces were reporting reductions

- Shoplifting had decreased by 53%. It is anticipated this reduction will be maintained. Whilst more stores begin to open, there was heavy focus on security to support social distancing and monitor customer behaviour
- Other forms of acquisitive crime including vehicle crime had reduced by 41%, with residential burglary reducing by 35%
- Recorded rape had reduced by 27%, with all forces recording reductions
- Recorded domestic abuse incidents had increased by 4%. Trends in DA were not consistent across all forces and remain aligned to trends in 2019 with increased reports on both bank holiday weekends

Wiltshire's Position

- That reported Crime reduced by 26.6%, slightly above the national reports of 24% although trends do reflect the national picture
- Serious violent crime had reduced by 21.7%, 7.3% lower than the national reports for the same time period
- Shoplifting had decreased by 62%. Wiltshire also expects maintained reduction as reported nationally
- Other forms of acquisitive crime including vehicle crime had reduced by 36.9%, with residential burglary reducing by 50.7%. 15.7% above national reports
- Recorded rape had reduced by 36.4%, 9.4% above the reported national average
- Recorded domestic abuse incidents had increased by 17%. DA levels during Covid had remained within predicted levels, although the last week (w/c 11th of May) saw the lowest level of reporting since lockdown began
- Some Wiltshire Police work plans had been delayed or altered due to Covid
- In early March a bid for an extra 52 tasers had been granted by the Home Office
- The Commissioner was partaking in regular conference calls with MPs and Council leaders due the lockdown
- Wiltshire Police remained on-track with officer recruitment, with some 40 students starting their police degree

- The use of ICT and mobile technology had helped back office staff to continue running the business from home
- Wiltshire Police and the Office of the Police and Crime Commissioner had continued to work well during the lockdown
- The Commissioner paid tribute to all officers and staff for their hard work and dedication during the pandemic

The panel were then given the opportunity to discuss the report.

Points made included:

- County lines disruptions during the lockdown
- Assaults on officers during the lockdown
- Wiltshire Police plans to re-open police stations whilst the main office hubs were closed
- The rise of domestic abuse during the lockdown

The panel requested that the OPCC provide figures of all Wiltshire Police issued fixed penalty notices, include any that were rescinded during the lockdown period.

The Chairman thanked the Commissioner for his report.

Chris McMullen – Director of People and Change, OPCC presented a report which outlined Wiltshire Police sickness and resilience.

Points made included:

Managing Sickness

Implemented COVID categories to enable us to understand our workforce

COVID categories:

- Working from home: Symptomatic – Individual and line manager agreed they can still work
- Working from home: Family/Co-habit symptomatic – Having to isolate for at least 14 days in line with national guidance, but could still work
- Dependants' Leave: Dependent symptomatic and staff member unable to work from home
- Dependants Leave: Dependent non-symptomatic (e.g. school closure),

staff member was able to work full or reduced hours from home

- Specials Leave – For those whose role would not allow them to work from home and they could not do any other work
- COVID-19 – Counted as Sickness. Unwell with suspected or confirmed COVID19 and unable to work
- COVID-19 – Lock- down. Only for staff working from home based on Government guidance
- Sickness Cell analysed and supported COVID absence on a daily basis (welfare, recording, testing)
- Support materials in place for the Force and OPCC, discussing many topics such as anxiety, finances, line management, and working from home

Wiltshire Police Covid Sickness Summary

- 108 people had been off sick with COVID since 9 March (5.3% of organisation)
- This had equated to 913 days away from work
- 52% Police Staff, 48% Police Officers
- 102 people had been working from home with COVID symptoms
- All staff with vulnerabilities had been assessed, recorded and acted upon if necessary

Business Continuity

- Since the start of this incident, Wiltshire Police had put in place a Capacity, Deployability and Surge capability
- This articulated how the Force would operate should resilience level drop due to COVID-19
- It defined all functions which were Essential, Desirable and Not Critical, their key functions and operational options to maintain service delivery
- Finally, it outlined the mechanism for making immediate decisions required to maintain the essential services of the Police
- In support of Business Continuity, a QlikSense app had been built which provided a dynamic overview of available resources

The Chairman thanked Chris McMullen for his report, and noted that he was

pleased that Wiltshire Police had a good handle on its sickness and deployability.

Clive Barker - Chief Finance Officer, Wiltshire Police presented a report which outlined the Covid-19 impact on Wiltshire Police's cash flow

Points made included:

That the Government had not formally agreed any police funding for Covid costs. However on the 6 May 2020 a request for information was received from the Home Office, this contained the following pointers;

HM Treasury to agree increased flexibility on half of the £168m ring-fenced grant for the Police Uplift Programme to help meet forces' Covid-19 cashflow pressures.

From June, Wiltshire Police would be able to draw down its allocation of this funding on a monthly basis to meet a proportion of its additional Covid-19 related spending as *well as* officer recruitment where it continued to take place.

The 20,000 officer uplift remained a top Government priority, and it encouraged forces to continue using the ring-fenced grant for this purpose where they were able to, whilst recognising the need to be flexible and supportive of other unexpected financial challenges at this difficult time.

However, this £84m was also intended to relieve immediate pressures on cashflow and support forces for whom recruitment may have slowed due to Covid-19 disruption. It was therefore not "earmarked" exclusively for Covid-19 expenditure, nor would it represent the total money available to forces for Covid-19 pressures, but should be regarded as an early payment against those costs where they were needed and where recruitment had slowed due to the pandemic.

The Wiltshire Funding Position

Wiltshire were awarded an Uplift grant of up to £1.384m to recruit 49 officers, 50% of this is £0.692m.

Wiltshire remained on track to hit the Uplift headcount target of 1074 (1046 fte) (this included secondments). The recruitment was planned throughout the year with two intakes planned in the last three months of the financial year. This may lead to some funding slippage. The lack of certainty in this statement exists because no grant forms had been issued to date from the Home Office.

With current demand the estimated cost to Wiltshire Police was circa £0.108m (excluding PPE). So assuming the current spending levels occur until September the cost estimate (including 2019-20 costs) was £0.666m.

The Chairman thanked Clive Barker for his report.

85 **Picture Going Forward**

Naji Darwish – Deputy Chief Executive, OPCC outlined the PCC Risk Register which was included in the agenda pack.

Points made included:

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.

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. It was now also considered at OPCC Executive Leadership Team monthly meetings. The Commissioning and Policy Officer had responsibility for the day-to-day management of the register.

Owners for each risk were identified and they were responsible for providing updates on mitigation and score.

The PCP noted the register.

The Chairman thanked Naji Darwish for his report.

Clive Barker - Chief Finance Officer, Wiltshire Police gave a short update on the Medium Term Financial Strategy

Points made included:

Wiltshire Police were entering an uncertain period.

Next year's costs were being closely looked at.

Over the Summer finance staff would be trying to gauge what Central Government may do regarding re-funding etc.

Estate Strategy – that the delay was marginal at present.

Clive Barker - Chief Finance Officer, Wiltshire Police gave a short update on the new Wiltshire Police ICT Department and infrastructure.

Points made included:

The new IT Department was being delivered over three phases.

Phases one and two were complete with some twenty posts filled.

That many interviews during the lockdown had been done via SKYPE – these interviews had been well received.

That interviews were now to be arranged for some eleven posts in phase three.

Work on the infrastructure continued to move forward.

A question was raised by the panel as to Clive Barker managing the new Wiltshire Police ICT as well as being the 151 officer. The panel were advised by the OPCC that Clive Barker was not the Head of the ICT programme, and that he was held to account by various Wiltshire Police boards and of course the risk register.

The Chairman thanked Clive Barker for his updates.

Chris McMullen – Director of People and Change, OPCC presented a report which outlined Operation Uplift – COVID-19 Implications.

Points made included:

- That the national Uplift programme was an opportunity to increase resourcing and re-invest in policing following a ten-year period of austerity and a fall in police officer numbers.
- The service had been asked to introduce 2,000 extra officers by March 2020, rising to 6,000 extra officers by March 2021.
- At the last Police and Crime Panel, a paper outlined the local implications for Wiltshire, stating that Wiltshire had to recruit 49 extra officers by March 2021. High level assumptions continued to be made on financial and workforce plans for beyond March 2021, which suggested a total number of 147 extra officers by March 2023.
- In order to achieve the uplift numbers, in addition to maintaining the numbers required due to officers leaving the organisation, Wiltshire would be required to recruit over 400 officers up to March 2023. It was estimated at this stage that one in eight applicants get through the process, resulting in needing approximately 3,200 applicants for police officer jobs in Wiltshire – this was a huge requirement.
- That overall, there had been a significant amount of change for the Uplift programme due to COVID. It had been a clear priority from the College and the Government to continue with this programme and as outlined in

this report, the majority of amendments had supported Forces to continue recruiting new officers, and in some cases provided new opportunities.

- That the true impact on the Uplift programme would not be felt for some time to come, however Wiltshire continued to plan and expect to meet the Uplift numbers required.
- That Wiltshire Police still expected to hit their recruitment targets, but there were many unknowns due to the pandemic.
- That special Constable recruitment would continue, numbers were down as some had left to pursue careers as regular officers.

The Chairman thanked Chris McMullen for his report.

Naji Darwish – Deputy Chief Executive, OPCC presented a report that outlined COVID-19 OPCC and Force recovery.

Points made included:

- That the operational and organisational impact of COVID-19 had been managed in line with emergency planning and business continuity plans. There was significant organisational focus initially to ensure that policing and the organisation was prepared to respond and manage the potential risks and impact of COVID-19
- That the impact of COVID had been global, touching every aspect of society. An event of this magnitude would lead to wider changes in organisations and in society. The COVID-19 regulations and public health guidance created rapid change but the longer term changes would take time to emerge.
- Recovery from COVID would be very gradual and we would not enter a 'recovery phase' in the same way as usual emergency planning. This was due to the scale of change, continued managing of public health risk and the length of time this would take. This meant that a 'new normal' had emerged and would continue to evolve. It was questionable whether recovery would lead to a return to 'pre-COVID' conditions, as organisations continued to adapt.
- Wiltshire Police and OPCC had been adapting to the impact of COVID and the risks on its impact on the workforce. Extensive planning had been completed to mitigate these risks during potential COVID scenarios. Part of this work had reprioritised resources to ensure continued operational capability, new COVID specific capability and ensuring services could be delivered safely and in line with public health guidance.

- Operational and strategic risk registers continued to be reviewed in light of COVID and this would continue to be refined as risks and mitigation develop.
- The emergency management and governance arrangements had been shared with the Police and Crime Panel in April 2020. As initial COVID-19 response work had been implemented with new operating processes in place (such as PPE distribution, COVID regulations etc), COVID-19 governance had reduced in frequency.
- Recovery was the focus of Silver command weekly and was reported onto Gold and respective governance structures. This is led by ACC Deb Smith for Wiltshire Police and D/CEO Naji Darwish for the OPCC. This currently used the existing gold, silver, bronze structures, however this would continue to be fluid due to the complexity of recovery. All significant medium and long term decisions would continue to be managed by the respective executive leadership teams and CMB structures.
- There were a range of impacts on workforce, efficiency and effectiveness. Both Wiltshire OPCC and Force recognised that there had been an exceptional level of change due to COVID and this presents both risks and opportunities. A number of assessments had been commissioned looking at the impact on crime and police demand, productivity, future workforce practices and business continuity response.
- There were however opportunities going forward, how Wiltshire Police delivered its business, how policing could be delivered in a different way.

The Chairman thanked Naji Darwish for his report.

It was noted that due to the pandemic, Angus MacPherson would remain in post for a further twelve months. A Policing Plan update would be emailed to the panel members for their input and observations and then published.



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**Minutes of the
Dorset & Wiltshire Fire and Rescue Authority
at 10:00am on Monday 30 September 2019 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Cllr Rebecca Knox (Chair); Cllr Byron Quayle (Vice Chair); Cllr Abdul Amin; Cllr Steve Baron; Cllr Richard Biggs; Cllr Ernie Clark; Cllr Paul Hilliard; Cllr Peter Hutton; Cllr Toby Johnson; Cllr Bob Jones; Cllr Brian Mattock; Cllr Paul Oatway; Cllr Garry Perkins; Cllr Pip Ridout; Cllr Ann Stribley

Officer attendance: Chief Fire Officer (CFO), Ben Ansell; Head of Financial Services and Treasurer, Mr Ian Cotter; Clerk & Monitoring Officer, Mr Jonathan Mair; Deputy Chief Fire Officer (DCFO), Derek James; Director of Community Safety, Assistant Chief Fire Officer Jim Mahoney; Director of People Services, Ms Jenny Long; Head of Strategic Planning & Corporate Assurance, Mrs Jill McCrae; Head of Information and Communications, Mrs Vikki Shearing; Area Manager (AM) Head of Prevention and Protection, Craig Baker; AM South, Seth Why; AM Response Support, Response Development, Resourcing & Review, Andy Cole; Management Accountant, Miss Charlie Windebank; Corporate Governance Manager, Mrs Nicki Whitehouse

19/32 Welcome

19/32.1 The Chair opened the meeting and welcomed attendees.

19/33 Apologies

19/33.1 Apologies were received from Cllr Pete Barrow and Cllr Christopher Newbury.

19/34 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

19/34.1 The Chair asked the meeting for any disclosures of pecuniary interests under the Localism Act. There were no disclosures.

Initials _____

- 19/35 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 6 June 2019.**
- 19/35.1 The Chair asked Members to review and approve the minutes from the last meeting. Chief Fire Officer (CFO) Ben Ansell reported that the action in paragraph 19/27.3 relating to a briefing to Members on the partnership with the British Red Cross will be included in his six-monthly performance report in December 2019.
- 19/35.2 **RESOLVED that the minutes be confirmed without amendment and signed by the Chair as a correct record.**
- 19/36 Receive the draft minutes of the Finance & Governance Committee meeting on 24 July 2019**
- 19/36.1 **RESOLVED: Members received the minutes of the Finance & Governance Committee on 24 July 2019.**
- 19/37 Local Government Association Peer Review of the Authority's governance arrangements**
- 19/37.1 The Chair introduced the paper and reminded Members that this independent review had been initiated by Members and that the Local Government Association's (LGA) report on the Authority's governance arrangements had been published in full on the Service's website. She thanked the Head of Strategic Planning and Corporate Assurance, Mrs Jill McCrae for her analysis and interpretation of the recommendations.
- 19/37.2 Members discussed the signing of the Statement of Assurance. The Chair confirmed that, as the Statement is presented to the Finance & Governance Committee prior to the Authority, there would be no issue with it being signed by both the Chair of the Finance & Governance Committee and the Chair of the Authority. She explained that recommendation 6 on pages 6-7 would be amended to this affect.
- 19/37.3 **RESOLVED: Members noted the content of the LGA peer review report and approved the recommendations from the Member working group.**
- 19/37.4 **ACTION: Democratic Services to amend recommendation number 6 of the Member Working Group, to reflect the signing of the Statement of Assurance by both the Chair of the Authority and the Chair of the Finance & Governance Committee (soon to be Finance and Audit Committee).**

Initials _____

19/38 Member Allowances

- 19/38.1 The Clerk and Monitoring Officer, Mr Jonathan Mair introduced the report of the Independent Review Panel which was presented as Appendix A. He drew Members' attention to the budget implications on page 3 of the report and confirmed that the additional full year cost of all recommendations of the Independent Panel amounted to £22,300 not £33,700 as stated in the report. Mr Mair explained that it was customary for recommendations from an independent panel to be accepted, but that it was a matter for the Authority.
- 19/38.2 Cllr Peter Hutton stated that the allowance proposed for the Chairman of the Finance & Governance Committee seemed high when compared to the allowance for the Vice Chairman of the Authority and the basic allowance. He proposed an amendment to this recommendation, to apply the one-time basic allowance of £4,200 to the role. Cllr Ann Stribley seconded this proposal. Cllr Bob Jones, as the current Chairman of the Finance & Governance Committee, stated that he would abstain from the vote.
- 19/38.3 There was a show of hands for this proposed amendment. Six Members voted for and seven against with one abstention. The proposal therefore failed.
- 19/38.4 Members debated the indexing of the basic allowances, recommendation 3 of the report. Cllr Ernie Clark proposed that basic allowances should be indexed in line with Green Book staff with effect from 1 May 2020. Cllr Bob Jones seconded this proposal.
- 19/38.5 There was a show of hands for the recommendation. Five Members voted in favour, eight against. The proposal therefore failed.
- 19/38.6 **RESOLVED: Members considered the recommendations of the Independent Remuneration Panel and adopted the Scheme of Allowances as set out in the report.**
- 19/38.7 **RESOLVED: Members agreed that any changes from the current Scheme should be backdated to a commencement date of 6 June 2019.**
- 19/38.8 **RESOLVED: Members agreed the basic allowance should be not be indexed.**
- 19/38.9 **RESOLVED: Members thanked the Panel for their work in arriving at their recommendations.**

Initials _____

19/39 Review of the Firefighter’s Pension Scheme 2015 and Local Government Pension Scheme Employer’s Discretions Policies

19/39.1 The Director of People Services, Ms Jenny Long, introduced the report outlining the rationale and for the review as set out in the paper. Members of the Local Pension Board confirmed that the Board was supportive of the recommended changes.

19/39.2 **RESOLVED: Members approved the Firefighter and Local Government Pension Scheme Discretions Policy changes as set out in the report.**

19/40 Medium Term Finance Plan

19/40.1 The Head of Financial Services and Treasurer, Mr Ian Cotter introduced the report. He drew Members’ attention to the future funding headline in section 2, that the Settlement Funding is expected to rise in line with inflation, which he explained, should put the Authority into a better position than was forecast. He stressed however that this relates to 2021/22 only and that we still will not know the detail beyond that until a full multi-year Spending Review takes place.

19/40.2 Mr Cotter referred to the Financial Principles and explained that Principle one would be updated once we know the Local Government Finance Settlement, and Principle two once the Spending Review announcement is made this time next year. He explained that these Principles would be revisited at the Members’ Financial Seminar in December.

19/40.3 Mr Cotter referred to the tables on page 6 of the report, which illustrate two possible scenarios; a 10% settlement funding reduction over three years: and a flat cash settlement, and the financial impact of these. CFO Ansell reminded Members that the Authority is a reference brigade working with the Home Office and stressed how important this was. He explained that staff from the Home Office had visited the Service to discuss the potential issues arising from various funding scenarios.

19/40.4 The Chair confirmed that finance is a priority for the Fire Commission at a national level. She urged all Members to attend the Members’ Finance Seminar in December.

19/40.5 **RESOLVED: Members noted the content of the report**

19/41 Inspection of the Dorset & Wiltshire Fire and Rescue Service 2018-19

19/41.1 Mrs McCrae and CFO Ansell took Members through a presentation to accompany the report. Mrs McCrae provided Members with an overview of

Initials _____

the inspectorate's methodology and the inspection process undertaken by the Service. CFO Ansell reported that he was proud to be the Chief Fire Officer of a Service that had received three 'Good' ratings', with only one 'requires improvement' element. It was extremely pleasing to be one of only three fire and rescue services, within tranche one and two, to have received 'Good' in all areas of the people pillar. He pointed out some of the Inspection Report's positive statements, including those related to fire safety and working with partner agencies. He reported that there had been no areas for improvement within the diagnostic 'making the fire and rescue service affordable now and in the future' and only one within the entire efficiency pillar. It was also noted that the financial savings resulting from combination were cited in the national report.

- 19/41.2 CFO Ansell explained to Members that the Service had accepted the published areas for improvement and that these are all being worked on. In particular, he referred to work that is being done to improve the availability of on-call fire engines.
- 19/41.3 CFO Ansell presented a table that showed the respective ratings of the Services from tranche one and two and he concluded that the outcome of the Service's inspection demonstrated the success of combination.
- 19/41.4 Mrs McCrae explained the next steps, and that the inspection process will continue. She reported that internally, the Service was embedding the approach, working to align to the Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services methodology to build the inspection process into business as usual. This starts from the policy level so that the Service can evidence what good looks like on a continuous basis. She further explained that the reviewed policies would be presented to the Authority in February.
- 19/41.5 In answer to questions from Members, CFO Ansell confirmed that the inspection results had been communicated to staff, and that he was visiting all workplaces and teams for face to face conversations in early 2020.

19/42 Annual Report 2018-19

- 19/42.1 CFO Ansell introduced the Annual Report and provided an overview of its content. He reported that since clearance for publication to the Authority, Her Majesty's Coroner had determined that a further death had been caused by fire, taking the total from three as reported on page 15 to four. He confirmed to Members that the Report would be amended to reflect the latest data before being published on the Service's website.
- 19/42.2 The Chair thanked CFO Ansell and his team for a well written Annual Report.

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- 19/42.3 **RESOLVED: Members considered and approved the Annual Report subject to the change in confirmed fire-related deaths.**
- 19/43 Member Podcast**
- 19/43.1 CFO Ansell introduced the Member podcast.
- 19/43.2 **ACTION: The Head of Communications & Information, Mrs Vikki Shearing to provide a link to Members for their use.**
- 19/44 Date of Next Meeting**
- 19/44.1 The Chair confirmed the date of the next Authority meeting as 12 December 2019 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10:00am.
- 19/45 To consider passing the following resolution:**
- 19/45.1 In accordance with Section 100A (2) of the Local Government Act 1972, to exclude the press and public for the business specified below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 1 & 3 of Part 2 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.
- 19/45.2 **RESOLVED: To close the meeting to the press and public.**

Part 2

- 19/46 Receive the minutes of the Appointments and Disputes Committee meeting held on 24 July 2019.**
- 19/46.1 **RESOLVED: Members received the minutes of the Appointments and Disputes Committee meeting held on 24 July 2019.**

Meeting closed at 12:15

Signed: _____

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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**Minutes of the
Dorset & Wiltshire Fire and Rescue Authority
at 10:00am on Wednesday 18 December 2019 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Cllr Rebecca Knox (Chair); Cllr Byron Quayle (Vice Chair); Cllr Abdul Amin; Cllr Pete Barrow; Cllr Richard Biggs; Cllr Malcolm Davies; Cllr Paul Hilliard; Cllr Peter Hutton; Cllr Bob Jones; Cllr Brian Mattock; Cllr Paul Oatway; Cllr Pip Ridout; Cllr Ann Stribley.

Officer attendance: Chief Fire Officer (CFO), Ben Ansell; Head of Financial Services & Treasurer, Ian Cotter; Clerk & Monitoring Officer, Jonathan Mair; Deputy Chief Fire Officer (DCFO), Derek James; Director of Community Safety, Assistant Chief Fire Officer (ACFO) Jim Mahoney; Director of People Services, Jenny Long; Head of Strategic Planning & Corporate Assurance, Jill McCrae; Head of Information & Communications, Vikki Shearing; Area Manager (AM) Head of Prevention & Protection, Craig Baker; AM Response Support, Response Development, Resourcing & Review, Andy Cole; AM Swindon & Wiltshire, Ian Jeary; Group Manager (GM) Bournemouth, Christchurch & Poole, Dave Graham; GM, Head of Fire Safety, Tim Gray; Management Accountant, Charlie Windebank; Democratic Services Officer, Marianne Taylor; Democratic Services Support, Steph Howard; Corporate Governance Manager, Nicki Whitehouse.

19/47 Welcome

19/47.1 The Chair opened the meeting and welcomed attendees.

19/48 Apologies

19/48.1 Apologies were received from Cllr Steve Baron, Cllr Ernie Clark, Cllr Toby Johnson, Cllr Christopher Newbury and Cllr Garry Perkins.

19/49 Code of Conduct and Declarations of Interests

19/49.1 The Chair asked the meeting for any disclosures of pecuniary interests under the Localism Act. There were no disclosures. The Chair reminded Members to keep their registers of pecuniary interests up to date.

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- 19/50 **Review the draft minutes of Dorset & Wiltshire Fire and Rescue Authority meeting on 30 September 2019 and any matters arising**
- 19/50.1 The Chair asked Members to review and approve the minutes of the last meeting. Chief Fire Officer (CFO) Ben Ansell reported that the two actions recorded in paragraphs 19/37.4 and 19/43.2 had been completed.
- 19/50.2 CFO Ben Ansell informed Members that the third and final tranche of Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) reports had been published on the Inspectorate's website. He reported that all 45 fire and rescue services in England had now been inspected, adding that Dorset & Wiltshire Fire and Rescue Service was one of 16 FRs that had received three Good ratings and the only service in the South West region that had achieved this. He added that the publication of the 'State of Fire' essay, by Sir Thomas Winsor had been delayed until January 2020.
- 19/50.3 **RESOLVED that the minutes be confirmed without amendment and signed by the Chair as a correct record.**
- 19/51 **Receive the draft minutes of the Finance & Governance Committee meeting on 19 September 2019**
- 19/51.1 Cllr Bob Jones introduced the minutes. He reported that since the meeting he had met with the Authority's External Auditors, Deloitte LLP, to discuss the additional cost of the audit work related to the McCloud pension judgement. Cllr Jones had also attended a seminar run by the Internal Auditors, South West Audit Partnership Internal Audit Services, which concentrated on cyber security.
- 19/51.2 **RESOLVED: Members received the minutes of the Finance & Governance Committee on 19 September 2019.**
- 19/52 **Local Government Association Peer Review Progress Update**
- 19/52.1 Head of Strategic Planning and Corporate Assurance, Jill McCrae presented the report outlining the progress that had been made in implementing the agreed actions of the Members' Working Group. She took Members through each of the actions in Table 1 of the appendix to the report, explaining the progress made to date. She pointed out that the new proforma for feedback from the Local Performance and Scrutiny Committees was being used later in the agenda at this meeting.
- 19/52.2 Members discussed the importance of their part in leading the Service and in future inspections, agreeing a necessity for all Members to keep up to date with developments both in this Authority and nationally. Members

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reported that they found the Local Government Association's (LGA) courses useful to both those who were new to the role and those with more experience.

- 19/52.3 The Chair reported that she and the Chief Fire Officer had recently attended an LGA South West region Chief Officers and Chairs meeting. Other services had shown an interest in learning from Dorset & Wiltshire Fire and Rescue Service as it had achieved three 'Good' ratings in the HMICFRS inspection process. She reminded Members that the next round of inspections would include the governance of the Service and the role of Members.
- 19/52.4 Members discussed the need for all of them to be committed to development and attend all meetings of the Authority, including the Local Performance and Scrutiny committees. The Chair confirmed that it was important to inform Councillor colleagues in the constituent councils about what the Service is doing.
- 19/52.5 CFO Ben Ansell reminded Members that a national LGA Masterclass on culture, diversity and inclusion was being hosted at Service Headquarters on 30 January 2020.
- 19/52.6 **RESOLVED: Members considered and noted the progress of the actions.**

19/53 **Treasury Management Mid-Year Report 2019-20**

- 19/53.1 Ian Cotter, the Head of Financial Services and Treasurer, presented the Treasury Management mid-year report. He drew Members' attention to paragraph 3.4 on page 4, reporting that the Authority undertook new borrowing of £4.4m in August 2019 and the estimated level of borrowing at 31 March 2020 is just under £14.2m.
- 19/53.2 Ian Cotter reported that the Public Works Loans Board (PWLB) had recently increased (October 2019) their borrowing rates by 100 basis points with no warning. This means that PWLB is no longer our first lender of choice and that we are reassessing where we borrow in the future. He confirmed that the speed by which loans can be accessed from PWLB against other lenders means that they are likely to remain an option for borrowing.
- 19/53.3 Ian Cotter referred Members to Appendix B to the report which listed investments totalling £11.375m as at 30 September 2019. He confirmed that these were not tied up for long periods and reflect current interest rates in the market. On answering a question from a Member, Ian Cotter explained that all borrowers listed on Appendix B are UK institutions.
- 19/53.4 **RESOLVED: Members noted the Treasury Management position as at 30 September 2019.**

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19/54 **Revised Capital Programme 2019-20**

19/54.1 Ian Cotter presented the report and Cllr Bob Jones reported that the Finance & Audit Committee had considered the Capital Programme in detail at its meeting on 6 December. He confirmed to Members that, as stated in paragraph 2.3.1 of the report, all 19 large fire appliances are still being purchased and that the delays were due to a procurement issue that had been out of the Service's control.

19/54.2 In answer to a question from a Member, CFO Ben Ansell explained the 'basket of goods' comparison exercises that had been carried out by the Home Office. He confirmed that the Service had done collaborative work in procurement and used national frameworks where possible, giving examples of fire kit and uniform. Ian Cotter reported that the Service had fared better than average in the two comparison exercises since combination.

19/54.3 A Member of the Finance & Audit Committee reported that he had received assurance from Officers from that Committee that property, equipment and ICT plans were interlinked and working together to support end users.

19/54.4 **RESOLVED: Members noted the changes required and approved the revised Capital Programme 2019-20 at £4.7 million.**

19/54.5 **RESOLVED: Members approved the Revised Prudential Indicators 2019-20.**

19/55 **Six-month Service Performance Review 2019-20**

19/55.1 CFO Ben Ansell drew Members' attention to Appendix A to the report and took Members through an accompanying presentation. In the first instance, he handed over to Assistant Chief Fire Officer, Jim Mahoney, who provided an update on the success of the British Red Cross Hospital Discharge pilot which had recently been run in the Bournemouth, Christchurch and Poole Group. The pilot had provided the Service with 113 referrals from the British Red Cross for Safe and Well visits to vulnerable people. He reported that the initiative would be continued and rolled out across the whole Service area and include other hospitals.

19/55.2 CFO Ben Ansell reported that, in the six-month reporting period, there had been two lives lost in fire related incidents, one in Poole and the other in Portesham, near Weymouth. He confirmed that both would be subject to HM Coroner's Hearings in 2020.

19/55.3 CFO Ben Ansell then referred Members to a death that had occurred the day before the meeting in Devizes, which was currently a matter for police investigation.

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- 19/55.4 CFO Ben Ansell reported that there had been a significant number of building regulations consultations and fire safety audits carried out in the six-month period.
- 19/55.5 CFO Ben Ansell drew Members' attention to the performance for the availability of appliances of 72%. This had been marked with 'partial progress' in the report. He reminded Members of the challenges faced in rural groups and the work still to do, but that this performance was good compared to many other Services with similar geography and demographics.
- 19/55.6 The cost of a firefighter per 1,000 population is £18,820 per year in Dorset & Wiltshire Fire and Rescue Service against a national average of £22,380, showing that the Service is both efficient and effective. CFO Ben Ansell reported that the Service is committed to supporting and developing its people as demonstrated in the inspection and that 18.2% of operational staff intake had been from under-represented groups, against a stretch target of 20%.
- 19/55.7 CFO Ben Ansell summarised the report stating that overall, the Service was in a good position, with positive outputs and outcomes continuing to be achieved, but that financial sustainability remains a key challenge.
- 19/55.8 Members discussed the positive impact that Safe Drive Stay Alive events had on younger drivers and the efforts that the Service and the Local Performance & Scrutiny Committees had gone to in order to engage schools in the initiative. They felt that it was important that Members were aware when any of these events were taking place in their area.
- 19/55.9 **RESOLVED: Members noted the performance of the Service over the past six-months.**
- 19/55.10 **ACTION: Democratic Services to ensure that Members are informed when a school in their area is holding a Safe Drive Stay Alive event.**
- 19/56 **Local Performance & Scrutiny (LPS) Feedback (verbal)**
- 19/56.1 The Chairs of each Local Performance & Scrutiny (LPS) Committee provided their feedback from the meetings held in November 2019.
- 19/56.2 Dorset LPS
- 19/56.3 Cllr Barrow provided feedback on the Dorset LPS meeting. He reported the positive results of the British Red Cross Hospital Discharge pilot and quoted the performance statistics from the Dorset LPS quarterly summary. Highlights of positive local work were a commitment to high performance,

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on-call availability and a wide-ranging prevention agenda. He noted that the strategic partnerships were working well to coordinate activity with partners and supporting the move from a reactive to a preventative model.

- 19/56.4 Cllr Barrow reported his attendance at a recent Safer People and Responsible Communities (SPARC) event which he had felt was inspirational. In terms of issues for future Authority consideration, the Committee had discussed the following:
- the fact that British Red Cross pilot needs to cover community hospitals as well as the acute hospitals
 - how Councillors can help the Service with community engagement by using their own networks.
 - how councils can assist by enabling their staff to support the Service's priorities.
 - can councils assist by sharing relevant information?
 - the dashboard is required by April to allow thorough scrutiny of performance statistics/trends.
- 19/56.5 Bournemouth, Christchurch & Poole LPS
- 19/56.6 Cllr Stribley provided feedback from the Bournemouth, Christchurch & Poole LPS Committee. She highlighted positive local work as good performance against response standards and the targeting of Safe and Well visits to high and very high-risk vulnerable people, with partnerships achieving positive outcomes. Cllr Stribley reported the challenge of raising the profile of deliberate fire/arson with partners and the work to address this. Collaborative and partnership working included the Hospital Discharge Pilot scheme, which has generated referrals for Safe and Well visits for vulnerable groups and the heath mapping work with the Urban Heath Partnership to provide information including access points to crews.
- 19/56.7 Cllr Stribley raised the concern that Members need to attend the LPS committee meetings to ensure that they can be quorate, fulfil their role and prevent wasting Officers' and Members' time.
- 19/56.8 Wiltshire LPS
- 19/56.9 Cllr Paul Oatway provided feedback from the Wiltshire LPS Committee. He thanked the Officers for professional and detailed presentations. He reported the positive highlights of local work as Safe and Well showing good work with high levels of safeguarding referrals at a good level, and the availability of on-call fire engines improving.
- 19/56.10 Cllr Paul Oatway reported on the work being done relating to the impact of the Army Basing programme. As the British Army brings all its units back from Germany, a large number of soldiers and their families are settling in Wiltshire. CFO Ben Ansell reminded Members of the Service's commitment

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to working with our military communities. He cited the Service's recent achievement of the Armed Forces Covenant Employer Recognition Scheme Silver Award.

- 19/56.11 Cllr Paul Oatway explained that flood gates have been installed at either end of a narrow road in Trowbridge where the Service has frequently attended to rescue drivers. This followed an initiative by a local firefighter who put together the business case. Funding for the gates had been provided by the local Area Board.
- 19/56.12 Cllr Paul Oatway reported that the challenges the Committee had discussed related to recruitment and concerns about potential 'burn-out' of current staff working beyond their contracted hours.
- 19/56.13 Examples of positive collaborative work were the *Bikerdown* and Survive the Drive events.
- 19/56.14 Items for future discussion by the Authority were:
- Members of the Wiltshire LPS had signified their commitment to attend one community event day each per year to support the Service.
 - engagement with all schools across their, and the whole Service area with Safe Drive Stay Alive events.
- 19/56.15 Swindon LPS
- 19/56.16 On behalf of Cllr Garry Perkins, Cllr Brian Mattock provided feedback from the Swindon LPS Committee. Highlights of positive local work were Safeguarding and fire-setter work. There had been good prevention work with Salamander and Safe Drive Stay Alive and a great initiative with *Bikerdown*.
- 19/56.17 The Committee had been impressed with the work with Oxfordshire Fire and Rescue Service and the Ministry of Defence at Shrivenham.
- 19/56.18 In terms of future Authority considerations, the Committee had discussed the expansion of Swindon Borough, with so much growth taking place and how this would impact the Service and delivery of prevention and protection work.
- 19/57 **Member Podcast**
- 19/57.1 CFO Ben Ansell introduced the Member podcast.
- 19/57.2 **ACTION: The Head of Communications & Information, Mrs Vikki Shearing to provide a link to Members for their use.**
- 19/57.3 **ACTION: Democratic Services to provide a link to the Podcast to the four constituent Authorities for access to Councillors.**

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19/58 **Grenfell Tower Public Inquiry update**

19/58.1 CFO Ben Ansell introduced his report and played a video statement by Sir Martin Moore-Bick relating to the Phase 1 Report, which is publicly available on the Grenfell Tower Inquiry website.

19/58.2 CFO Ben Ansell reported that the Home Secretary and Secretary of State for Housing, Communities and Local Government had written jointly to all Chairs of Fire & Rescue Authorities and Chief Fire Officers. They had stressed the importance of responding to the findings and recommendations of both Sir Martin Moore-Bick and Dame Judith Hackitt's reports to date. Whilst noting that many of the recommendations from Sir Martin Moore-Bick are focused on the London Fire Brigade, they also stressed the importance of all fire and rescue services acting, both individually, and as part of wider National Fire Chiefs Council collaboration. In this letter, a Grenfell Phase 1 round table had been announced, to which all Chairs and Chief Fire Officers will be invited.

19/59 **Date of next meeting**

19/59.1 The Chair confirmed the date of the next Authority meeting as 12 February 2020 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10:00am.

19/60 **To consider passing the following resolution:**

19/60.1 In accordance with Section 100A (2) of the Local Government Act 1972, to exclude the press and public for the business specified below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 3 of Part 2 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

19/60.2 **RESOLVED: To close the meeting to the press and public.**

19/61 Fire Safety Presentation

19/61.1 CFO Ben Ansell gave a presentation on fire safety.

Meeting closed at 12:45

Signed: _____

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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting held at 10:00 hours on 12 February 2020 at the Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury.

Members present: Cllr Rebecca Knox (Chair); Cllr Byron Quayle (Vice Chair); Cllr Abdul Amin; Cllr Steve Baron; Cllr Pete Barrow; Cllr Richard Biggs; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Paul Hilliard; Cllr Peter Hutton; Cllr Bob Jones; Cllr Brian Mattock; Cllr Christopher Newbury; Cllr Paul Oatway; Cllr Garry Perkins; Cllr Pip Ridout; Cllr Ann Stribley.

Officer attendance: Chief Fire Officer (CFO), Ben Ansell; Head of Financial Services and Treasurer, Ian Cotter; Clerk & Monitoring Officer, Jonathan Mair; Deputy Chief Fire Officer (DCFO), Derek James; Director of Community Safety, Assistant Chief Fire Officer (ACFO) Jim Mahoney; Director of People Services, Jenny Long; Director of Service Support, ACFO, Byron Standen; Head of Strategic Planning & Corporate Assurance, Jill McCrae; Head of Information Knowledge and Communications, Vikki Shearing; Head of Response Support, Response Development, Resourcing & Review, Area Manager (AM), Andy Cole; Senior Communications Officer, Emily Cheeseman; Media Officer, Hannah Tompkins; Control Watch Manager, Kate Dewey.

20/01 Welcome

20/01 The Chair opened the meeting and welcomed attendees.

20/02 Apologies

20/02.1 Apologies were received from Cllr Toby Johnson.

20/03 Declarations of Interest and notifications of any other business

20/03.1 The Chair asked the Members for any disclosures of pecuniary interests under the Localism Act. There were none. The Chair reminded Members to keep their Register of Interests up to date.

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- 20/04 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 18 December 2019.**
- 20/04.1 The Chair asked Members to review and approve the minutes from the last meeting. Cllr Malcolm Davies pointed out that his attendance at the meeting had not been recorded and Cllr Garry Perkins noted that he was shown in attendance and as an apology. He had sent his apologies for the meeting. It was agreed that the minutes should be amended to reflect these two points.
- 20/04.2 CFO Ben Ansell confirmed that the actions in paragraphs 55.10, 57.2 and 57.3 had all been discharged. He reported that the Service had received positive feedback on the Podcast and that it would continue to be circulated to constituent authorities after Members had viewed it at Authority meetings.
- 20/04.3 The Chair asked Members whether they wished to discuss the exempt minutes of the last meeting which had been sent to them confidentially. Members confirmed that they did not wish to discuss these and that the Chair could sign them as a correct record.
- 20/04.4 **RESOLVED: that the minutes of the meeting be confirmed, subject to the two amendments recorded in paragraph 20/04.01 and signed by the Chair as a correct record.**
- 20/04.5 **RESOLVED: that the minutes of the exempt item covered in Part 2 of the meeting of 18 December 2019 be confirmed and signed by the Chair as a correct record.**
- 20/04.6 **ACTION: Democratic Services to correct the minutes of the meeting of 12 December 2019 regarding the attendance of two Members, as stated in paragraph 20/04.1.**
- 20/05 Budget and Precept Implications 2020-21**
- 20/05.1 Ian Cotter, Head of Financial Services and Treasurer introduced the report. He referred Members to section 2, relating to funding, which had been written on the basis of the provisional finance settlement of 20 December 2019. He confirmed that there were no changes to report as a result of the final settlement, which had been announced on 6 February 2020. He reported that all fire and rescue authorities had received the same 1.6% increase in Government funding settlement.
- 20/05.2 Ian Cotter confirmed that this funding position was the same as that discussed at the Members' Seminar in December, and that we do not know what the funding position looks like going beyond 2020-21. He

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confirmed that we have continued to lobby for freedoms and flexibilities to increase the Fire Precept by the £5 per year de-minimis.

- 20/05.3 Ian Cotter referred Members to table 2 of the report – ‘Total Funding 2020-21’, showing the proposed Band D Fire Precept of £76.36, which will generate £42.577m, providing a total funding of £57.064m, when including the small collection fund surplus and the £14.3m Government funding settlement.
- 20/05.4 Members were referred to the assumption included in the plan for a 2% pay award for all staff groups. Ian Cotter said that this was an area of financial risk, as any 1% variance from this would cost approximately £450k per year. He went on to say that the grant funding for pensions for the coming year had been confirmed as the same amount received in 2019-20, however, funding beyond 2020-21 was not yet known.
- 20/05.5 Ian Cotter referred Members to table 3, showing the Budget Requirement for 2020-21 of £57.064m. He reminded Members that the Medium-Term Finance Plan (MTFP) is based on the Financial Principles which the Authority had previously approved and on the Strategic Assessment of Risk; headlines of which were detailed on pages 8 and 9. He reported that an assumption of a £250k base budget increase had been factored into the MTFP from 2021-22 as the minimum required to cover these items.
- 20/05.6 Ian Cotter explained table 4 showing a balanced budget for 2020-21, going into deficit from 2021-22 onwards, with the deficit rising to over £2.8m by 2023-24. He then explained how the table showed the potential impact of losing the pensions grant and how this could have a significant detrimental impact on the MTFP. He also took Members through table 6 which showed the significant positive effect of a £5 Fire Precept increase.
- 20/05.7 Ian Cotter reported that reserves and balances, as detailed in appendix C, are in a reasonable position, but are forecast to shrink, depending on the funding position going forward.
- 20/05.8 Members were then referred to the Capital Programme, detailed in table 7 and Ian Cotter explained that, although reserves and balances can be used to finance some costs, borrowing will be necessary, and that officers are keeping a close watch on this.
- 20/05.9 A Member highlighted the need to keep the Authority’s estate under review to ensure that plans fit the needs and are future proofed. CFO Ben Ansell reminded Members that the plans for the estate are prudent and that the vast majority of the costs were related to repair and maintenance work. He confirmed that the Service works collaboratively with partners wherever possible.

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- 20/05.10 In answer to a Member's question, the Chair gave a national perspective on reserves and balances and explained that differences across authorities is an issue being raised nationally. She confirmed that the HMICFRS inspection process in England has, and will, highlight any significant inequality in terms of reserves and pointed out that differing governance structures do not help the sector in having a united front.
- 20/05.11 A Member asked about the cost of borrowing and how it would be funded. He also asked about the £5 increase in Fire Precept which was being lobbied for and whether the assumption was something that should be relied upon in the plans.
- 20/05.12 Ian Cotter explained that there was more detail on borrowing in the Treasury Management report later on in the agenda, but as Treasurer, he kept a close eye on the cost of borrowing. He referred to appendix A, which set out the capital financing and leasing costs in the revenue budget. Ian Cotter then explained that in the current year, the Authority was under-borrowing and that the related cost is still very low. He reported that he was comfortable with the level of borrowing, which is linked to the life of the related assets. In terms of the Capital Programme, it was explained that it is kept under review.
- 20/05.13 A Member pointed out that it was important that Members understand why we want to borrow the amount we want to borrow and what the options and implications were going forward.
- 20/05.14 CFO Ben Ansell reminded Members that the Service is one of the three Home Office reference brigades and that the Authority had made significant savings at, and since combination. He added that a Comprehensive Spending Review was expected later this year and if the £5 assistance is not received, there will be a need to look at making savings going forward. The Chair added that she will keep Members informed of any updates from a national perspective as and when they arise. Members were also informed that the National Fire Chiefs Council is putting a Comprehensive Spending Review Team together to enable the Sector to articulate its value and put a case forward for future funding. This is being supported by the Authority and Service.
- 20/05.15 A Member suggested that the Authority and Service should keep local Members of Parliament (MPs) up to date on the financial situation for Fire and campaign for them to understand and support where necessary. The Chair confirmed that she and the Chief Fire Officer had been meeting with local MPs and would continue to do this on an organised basis.
- 20/05.16 A Member advised that it was important the public knew what the 1.99% Fire Precept increase for 2020-21 meant. The Chair confirmed that a press release had been drafted in preparation for whatever decision the Authority made.

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- 20/05.17 These items were proposed by Cllr Bob Jones, seconded by Cllr Peter Hutton and unanimously agreed by Members.
- 20/05.18 **RESOLVED: Members approved the revenue budget of £57.064m and capital budget of £10.394m for 2020-21.**
- 20/05.19 **RESOLVED: Members approved the basic amount of Band D Fire Precept for the Dorset & Wiltshire Fire and Rescue Authority at £76.36.**
- 20/05.20 **RESOLVED: Members authorised the Treasurer to issue precept notices on the Bournemouth, Christchurch and Poole Council, Dorset Council, Swindon Borough Council and Wiltshire Council.**
- 20/05.21 **RESOLVED: Members approved the Medium-Term Finance Plan 2020-21 to 2023-24.**
- 20/15.22 *Post meeting informative note:
In calculating the amount of precept income to be received by the Authority we use information on the taxbase that is provided to us by each of the four constituent authorities. In performing the calculations for 2020-21, an error was made in the calculation for Dorset Council. The taxbase figure used was a draft figure of 150,764.90. The final figure that should have been used, as advised by Dorset Council, was 148,410.80. The overall impact of the error is that the total amount of precept income to be received by the Authority for 2020-21 is £42,396,682.43, and not the amount of £42,576,441.50 shown in Appendix B to paper 20/05. The total difference is £179,759.07.
The reduction in the total amount of precept income means that the revenue budget requirement must also be corrected. The revenue budget approved was £57.064m, and following correction, the revenue budget reduces to £56.884m.*
- 20/06 Treasury Management 2020-21**
- 20/06.1 Ian Cotter presented the report. He explained that the Service uses Link Asset Services Treasury Solutions as its external treasury management advisor. He reported that the Public Works Loan Board (PWLb) had increased borrowing rates by 100 basis points overnight in October 2019. This means that PWLB is not necessarily the most cost-effective place to borrow from, resulting in a need to manage internal processes to ensure sure we have time to investigate the market appropriately when borrowing is required.
- 20/06.2 He explained that bank rates are still quite low, and we therefore expect returns on investments to remain low. The Authority was in an under-borrowed position at the start of year, but is expecting this to reduce over the next few years, as reflected in the prudential indicators shown in appendix B.

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- 20/06.3 Ian Cotter explained that Money Market Funds have been added into the investment strategy from next year to provide more options for investing surplus cash and that there is a small change in the terms of our counterparties to tighten control.
- 20/06.4 Ian Cotter drew Members' attention to the Capital Financing Requirement on page 1 of appendix B, which shows how much the Authority needs to finance through capital borrowing.
- 20/06.5 In answer to a Member's question, CFO Ben Ansell confirmed that where possible, opportunities for grant funding are explored and taken, but pointed out that these are one-off and do not go into the base budget.
- 20/06.6 These items were proposed by Cllr Bob Jones, seconded by Cllrs Pip Ridout and Brian Mattock and unanimously agreed by Members.
- 20/06.7 **RESOLVED: Members approved the Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy).**
- 20/06.8 **RESOLVED: Members approved the Capital and Treasury Management Prudential Indicators 2020-21.**
- 20/06.9 **RESOLVED: Members approved the Capital Strategy 2020-21.**
- 20/06.10 **RESOLVED Members approved the Minimum Revenue Provision Policy Statement as defined in paragraph 3.11.**
- 20/07 Gender Pay Gap Report 2019**
- 20/07.1 The Authority received a presentation from the Director of People Services, Jenny Long. She reminded Members that the report was based on a snapshot of data from March 2019 and explained the difference between this and equal pay.
- 20/07.2 Jenny Long reported that the Service does not have an equal pay issue and explained that the gender pay gap is designed to show difference between men and women in the workforce; being about the roles that men and women occupy and the salaries these attract. She explained that the Authority's mean hourly rate pay gap was 10.81%, a slight difference from 10.38% the previous year. This was well below the national average of 17.3% with no one clear factor being the reason.
- 20/07.3 Jenny Long explained the improvements the Service is making, for example, female networks, training plans for equality, diversity and inclusion and improving workplace facilities for women. She added that officers were also focussing on structural opportunities; talent management and making the work as flexible as possible.

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20/07.4 The Chair thanked Jenny Long for an excellent paper and the work she is doing to make improvements to this area.

20/07.5 **RESOLVED: Members noted the contents of the report.**

20/08 Pay Policy Statement 2020-21

20/08.1 Jenny Long presented the paper and explained the requirements to publish a Pay Policy Statement under the Localism Act 2011.

20/08.2 She drew Members' attention to section 8 of the report and reported the following pay multiples:

in relation to those employed on Grey Book terms and conditions, the ratio is 4.36

in relation to those employed on Green Book terms and conditions, that ratio is 6.23

the ratio between the Chief Fire Officer and the lowest paid employee is 8.46.

20/08.3 In answer to a Member's question, Jenny Long confirmed that recruitment had been an issue on occasions due to the market for attracting certain technical posts, competing with the private and public sectors on pay and the proximity of Salisbury to London. She explained that market forces supplements can be invoked but are only used where necessary.

20/08.4 Item proposed by Cllr Pip Ridout, seconded by Cllr Peter Hutton and unanimously agreed by Members.

20/08.5 **RESOLVED: Members approved the Pay Policy Statement for the financial year 2020-21.**

20/09 Enhanced Redundancy – Review of Multiplier

20/09.1 Jenny Long presented the report and explained the regulation and discretion around the redundancy multiplier and its role as a workforce planning tool. She added that the Authority had last reviewed the multiplier in January 2018, when it was agreed to review it again in two years' time.

20/09.2 She referred Members to section 2 of the report, confirming that the Authority, when compared to its neighbours, is currently in a mid-range position but that there is a need to be mindful of the financial environment we are operating in and to be financially prudent going forward.

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- 20/09.3 In response to a question from a Member, Jenny Long confirmed that it is debatable whether having the same multiplier for both voluntary and compulsory redundancy would result in fewer voluntary redundancies, although she said that the conversation tends to be voluntary. She confirmed that only one authority she knew of had differing rates for compulsory and voluntary redundancy.
- 20/09.4 Jenny Long confirmed that on individual salaries, the financial impact would not be a large sum.
- 20/09.5 CFO Ben Ansell explained that the Service was committed to minimising the potential for compulsory redundancies but needed to recognise that the financial position was becoming considerably more challenging.
- 20/09.6 Members asked whether the cost of the redundancy multiplier was well balanced with workplace satisfaction and morale. Jenny Long explained that the position would have an impact on morale, but that the financial position is changing.
- 20/09.7 Members discussed the recommendations and reflected on their earlier discussions about finance and that other staff benefits had not been reviewed and so terms and conditions remained fairly generous.
- 20/09.8 Items proposed by Cllr Bob Jones, seconded by Cllr Byron Quayle and unanimously agreed by Members.
- 20/09.9 **RESOLVED: Members agreed to reduce the redundancy multiplier from 1.75 to 1.5 and to review it again in two years.**
- 20/09.10 **RESOLVED: Members supported the recommendation that the same level of multiplier be applied for both compulsory and voluntary redundancy.**
- 20/09.11 **RESOLVED: Members agreed to retain the policy position that redundancy payments should be calculated on the basis of 'actual' salary.**
- 20/10 HMICFRS - Annual assessment of fire and rescue services in England**
- 20/10.1 Deputy Chief Fire Officer (DCFO), Derek James presented the report. He explained that all fire and rescue services had now been inspected and that Sir Thomas Winsor's annual State of Fire and Rescue report highlights the findings and national messages resulting from the inspections. He reminded Members that the Service was one of the few that had achieved a 'Good' rating against each of the three pillars but that it was not complacent. DCFO Derek James reported that the Service was working hard to make sure that this performance is sustainable. He then

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took Members through the four overarching recommendations in the annual report.

- 20/10.2 The Chair explained that there was likely to be a response to the report from the National Fire Chiefs Council, to which the Service would contribute and there would be discussions at the Local Government Association Fire conference in March and at the Fire Services Management Committee.
- 20/10.3 Members agreed that this was an important report and that the Authority and Service should continue to ensure that any necessary improvements were being fully considered and actioned as appropriate.
- 20/10.4 In answer to a question from a Member, CFO Ben Ansell confirmed that the balance between the Authority and himself in terms of operational independence was currently 'about right' and that the distinction between Policy being set by the Authority and Delivery through the Service was a helpful one as set out in proposed terms of reference. He explained that combination had provided a helpful opportunity to review the Scheme of Delegation. He further explained that as finances get tighter, tensions can arise and that the next agenda item, a review of policy statements and Authority terms of reference, might be a helpful exercise in the clarification of the roles of the Chief Fire Officer and Members.
- 20/10.5 **RESOLVED: Members noted the content of the report.**

20/11 Review of Policy Statements and Authority Terms of Reference

- 20/11.1 DCFO Derek James reminded Members of the work the Service had done to align and mainstream its performance and planning arrangements with the inspection methodology. This would help to reduce the inspection burden and ensure improved clarity. He explained that the Authority's policies were the driver for the operational delivery of the Service with a clear line of sight, providing good governance.
- 20/11.2 DCFO Derek James reported that the proposed policies had been reviewed to ensure that they reflect the three pillars of HMICFRS's inspection methodology (Effectiveness, Efficiency and People) and aligned to the sub-diagnostics. He explained that the proposed revised policies had not resulted in any change in direction but were for realignment purposes against the HMICFRS methodology to show a clear line of sight from policy through to on-the-ground delivery. The one exception to this realignment work related to the Health and Safety Policy, which is aligned to the British Standard, as previously agreed.
- 20/11.3 DCFO Derek James further explained that this approach to policies will help provide a better structure for the Statement of Assurance required under the Fire and Rescue National Framework for England.

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- 20/11.4 To support this work and as a result of the Local Government Association's review of the Authority's governance arrangements conducted in 2019, DCFO Derek James drew Members' attention to appendix B, the proposed Authority Terms of Reference which had been reviewed accordingly.
- 20/11.5 Members discussed the report and suggested the following amendments to the policy statements:
- That as the policies were owned by the Authority, the prefix of 'we' should be replaced with 'The Authority'
 - On page 3, paragraph 3 'reduce burden of automatic fire alarms' should be amended to 'reduce the burden of unnecessary automatic fire false alarms'
 - A reference to internal and external audit should be included in both the Corporate Governance and Financial Management policies
 - A small number of grammatical errors should be corrected.
- 20/11.6 Items proposed by Cllr Ann Stribley, seconded by Cllr Brian Mattock and unanimously agreed by Members.
- 20/11.7 **RESOLVED: Members endorsed the proposed Policy Statements, subject to the amendments detailed in paragraph 20/11.5.**
- 20/11.8 **RESOLVED: Members considered and approved the proposed revised Authority Terms of Reference.**
- 20/11.9 **ACTION: Democratic Services to ensure the amendments are made to the Policy Statements in accordance with 20/11.5 and ensure they are published on the website.**
- 20/12 Member Podcast**
- 20/12.1 CFO Ben Ansell introduced the Member podcast.
- 20/12.2 **ACTION: The Head of Communications & Information, Vikki Shearing to provide Members with a link to the Member Podcast.**
- 20/12.3 **ACTION: Democratic Services to provide a link to the Podcast to the four constituent Authorities for access to Councillors.**

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20/13 Date of next meeting

20/13.1 The Chair confirmed the date of the next Authority meeting as 18 June 2020 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.

Meeting closed at 12:23hrs

Signed: _____

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