



SWINDON BOROUGH COUNCIL

Municipal Year 2017/18

Meeting of Council on Thursday, 19 April 2018

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Monday, 15 January 2018 of Standards Committee (Pages 7 - 12)
2. Minutes of meeting Tuesday, 27 March 2018 of Standards Committee (Pages 13 - 16)
3. Minutes of meeting Tuesday, 6 February 2018 of Audit Committee (Pages 17 - 20)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

4. Minutes of meeting Monday, 12 February 2018 of Scrutiny (Pages 23 - 30)
7. Minutes of meeting Monday, 19 March 2018 of Scrutiny (Pages 31 - 38)
6. Minutes of meeting Tuesday, 30 January 2018 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 39 - 44)
7. Minutes of meeting Wednesday, 24 January 2018 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 45 - 50)

8. Minutes of meeting, Wednesday 28 February 2018 of Communities and Place Overview and Scrutiny Committee (Pages 51 - 54)
9. Minutes of meeting Wednesday, 31 January 2018 of Growing the Economy Overview and Scrutiny Committee (Pages 55 - 58)
10. Minutes of meeting Thursday, 18 January 2018 of Resources and Corporate Overview and Scrutiny Committee (Pages 59 - 62)

SECTION 3 - REGULATORY COMMITTEES

11. Minutes of meeting Thursday, 15 March 2018 of Licensing Committee (Pages 65 - 66)
12. Minutes of meeting Friday, 19 January 2018 of Private Hire and Hackney Carriage Licensing Sub-Committee (Pages 67 - 68)
13. Minutes of meeting Tuesday, 19 December 2017 of Licensing Panel (Pages 69 - 72)
14. Minutes of meeting Friday, 26 January 2018 of Licensing Panel (Pages 73 - 78)
15. Minutes of meeting Tuesday, 9 January 2018 of Planning Committee (Pages 79 - 80)
16. Minutes of meeting Tuesday, 13 March 2018 of Planning Committee (Pages 81 - 82)
17. Minutes of meeting Thursday, 8 March 2018 of Education Transport Appeals Sub-Committee (Pages 83 - 84)

SECTION 4 - CHILDREN SERVICES BODIES

18. Minutes of meeting Wednesday, 17 January 2018 of Schools Forum (Pages 87 - 90)

SECTION 5 - POLICE AND FIRE AUTHORITIES

19. Minutes of meeting Tuesday 23 January 2018 of One Swindon Leadership Board (Pages 93 - 98)
20. Minutes of meeting Tuesday 20 March 2018 of One Swindon Leadership Board (Pages 99 - 104)
21. Minutes of the meeting Thursday, 7 December 2017 of Wiltshire Police and Crime Panel (Pages 105 - 110)
22. Minutes of the meeting Thursday, 18 January 2018 of Wiltshire Police and Crime Panel (Pages 111 - 114)
23. Minutes of the meeting Thursday, 1 February 2018 of Wiltshire Police and Crime Panel (Pages 115 - 118)
24. Minutes of the meeting Tuesday, 5 December 2017 of the Dorset and Wiltshire Fire Authority (Pages 119 - 126)

- 26.** Minutes of the meeting Tuesday, 5 December 2017 of the Dorset and Wiltshire Fire Authority (Pages 123 - 130)

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Section 1

Special, Audit and Standards Committee Minutes

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STANDARDS COMMITTEE

MONDAY, 15 JANUARY 2018

PRESENT:- Councillors Steve Weisinger (Vice-Chair), Jane Milner-Barry, Teresa Page, Kevin Parry, Timothy Swinyard, Vera Tomlinson, and Caryl Sydney-Smith (Deputy), Messrs Paul Morris, Keith Strickland, Trevor Davies, David Dawson and Mick Compton.

Apologies for absence were received from Councillors David Wood and Eric Shaw and Mr Richard Hailstone.

17. Declarations of Interest

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

18. Minutes

Resolved – That the minutes of the meeting held on 6th November 2017 be confirmed and signed as a correct record.

19. Public Question Time

There were no public questions.

20. 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>
	8	1 and 2	23
21.	Question and Answer Session - Leader of the Council and Chief Executive		

Councillor David Renard, the Leader of the Council, and Mr John Gilbert, the Chief Executive, were in attendance to report to the Committee on matters relating to the Council's ethical governance framework and issues of probity, particularly the Authority's approach to ethical governance and its key priorities in ensuring that high ethical standards continue to be promoted and maintained within the Council.

At the invitation of the Chair, Councillor Renard addressed the meeting and stated his belief that standards issues within the Council are well monitored. It was his view that the Council has been operating effectively in terms of the number of code of conduct complaints that had been submitted over the last year, and that the small number of complaints taken forward for investigation was evidence that the Council

is quite effective in promoting and maintaining the highest standards of conduct amongst its members. Councillor Renard also referred to the Council's regular review of its various codes and protocols to ensure that these remain effective and fit for purpose.

The Chief Executive remarked on the development of the Swindon Programme and its associated work streams, and highlighted the important role of various staff forums to disseminate information regarding the change programme. He also referred to the launch of the Aspiring Leaders and Future Leaders programmes which he felt would help to enhance the development offer for Council employees and also ensure the continuing high quality of performance and responsiveness of the Council's organisational structure.

Following their opening remarks, members were given the opportunity to put questions to the Leader and Chief Executive. In response to questions, members were advised that, with regard to members' previously expressed comments, the Monitoring Officer and Section 151 Officer continued to attend Corporate Management Team (CMT) meetings and that it was also likely that the Council's Communications Manager might also be invited to attend CMT meetings to better position that group to address issues arising from the recent peer review around communications. The Chief Executive reported that, following organisational changes made to the Council's senior management, the newly-appointed Director for Communities and Housing would be joining the Council in February 2018.

The Chief Executive also referred to the outcome of the Community Governance Review and the establishment of several new Parish Council's and confirmed that, as with the existing parishes, the Monitoring Officer had provided guidance and training for new Parish Councillors matters of conduct.

Resolved – That Councillor David Renard, the Leader of the Council, and Mr John Gilbert, 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.

22. Ethical Framework Update

The Committee considered a report from the Director of Law and Democratic Services which provided an update on the following matters relating to the Ethical Framework and issues of probity in the Council.

Dispensations

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

Summary of Code of Conduct Complaints

The Committee noted the summary of Code of Conduct complaints, set out in paragraph 3.5 of the report.

Member Training

The Committee noted the details of the training and development events planned for the 2017-18 Municipal Year attached at Appendix 1 to the report. It was also noted that a log of member attendance, and the feedback received from councillors at

these events, will be reported to this Committee at its next meeting, including the log of Parish Councillor training.

The Committee noted that the Monitoring Officer had conducted one decision-making training session for Parish Councillors since the last meeting of this committee on 8th November 2017.

Membership of the Independent Remuneration Panel

The Committee noted that the four year period of Ms Wendy Hall's appointment to the Panel as the Voluntary / Community Sector Representative ends in February 2018. It was also noted that, since there is no restriction on the re-appointment of members, Ms Hall had been approached with a view to her continuing to serve on the Panel.

The Committee was advised that Ms Hall had declared her intention to step down from the Panel as the Voluntary / Community Sector Representative, but had indicated her willingness to stay in post until such time as a replacement could be appointed from this sector.

Consideration of any recommended updates to Codes and Protocols

The Committee was invited to consider whether the Council's various Codes and Protocols remained fit for purpose.

The Committee noted that, in accordance with its previously agreed instruction (Minute 15 2017/2018 refers), a consultation process had commenced in November 2017 and that the following had been consulted:

- All Parish and Town Councils.
- The Political Groups on the Council (via the Political Assistants and Councillor Stan Pajak (on behalf of the Liberal Democrat Group)).
- Corporate Directors and Heads of Service.

The Committee noted that there had been one response to the consultation from the Change Manager for Equality and Diversity who had referred to the recent allegations surrounding Westminster and the use of power / recognition of power and inappropriate conduct (sexual or otherwise). The Committee was of the view that listing specific behavioural requirements might result in omissions being made and might also limit the discretion of members of a Standards Assessment Panel in determining the occurrence of potential breaches. Members felt that this provision was adequately dealt with under sections 3.2 and section 5 of the Members' Code of Conduct.

Membership of the Standards Committee – Independent Persons

The Committee noted that the current four year term of office for the two Independent Persons would be coming to an end in May 2018. Consequently, the appointment of the Independent Persons would need to be reviewed and appointments made at the Annual Council meeting in May 2018.

In order to progress the appointment of Independent Persons, as required under Section 28 of the Localism Act 2011, the Committee was invited to authorise the Monitoring Officer to advertise the vacancies and conduct the appointments process

in accordance with the previously agreed appointment process, as referred to in paragraph 3.24 of the report. It was also suggested that the appointments not be held for an indeterminate duration, therefore the Committee was invited to consider the current length of the appointment period.

The Role of the Independent Person - Workshop

The Committee noted that Hoey Ainscough Associates Ltd were conducting a series of half-day workshops, at various venues throughout the country, on the role of the Independent Person. It was noted that both the Council's Independent Persons had attended workshops previously and were not intending to attend any of these current events.

Consultation on updating the disqualification criteria for local authority members

The Committee noted that, in accordance with its previously agreed instruction (Minute 15 2017/2018 refers), individual member responses to the Department for Communities and Local Government (DCLG) consultation had been submitted to the Monitoring Officer by 20th November 2017 in order that a response to the consultation on behalf of the Committee be created for final submission by the 8th December 2017.

The Committee noted the content of the Swindon Borough Council submission as set out in Appendix 2 to the report.

Resolved – (1) That the Ethical Framework Update, including dispensations granted to members of the Borough Council, the Summary of Code of Conduct complaints, the latest position regarding member training and development within the Borough, the role of the Independent Persons Workshop, and the response to the DCLG consultation on the disqualification criteria for local authority members be noted.

(2) That, in view of her experience and commitment, the continued appointment of Ms Hall to the Independent Remuneration Panel, as the Voluntary / Community Sector representative, until the position can be filled, be approved.

(3) That the Monitoring Officer be authorised to write to Ms Hall on behalf of the Committee to thank her for her work in support of the Independent Remuneration Panel.

(4) That the outcome of the consultation on the Council's Codes and Protocols be noted and that these be approved, without amendment, for inclusion in the Council's Constitution for 2018/2019.

(5) That it be noted that the term of appointment of both Independent Persons expires on 18th May 2018 (the date of the Annual Council meeting) and that, in order to fill the vacancies, as required under section 28 of the Localism Act 2011, the Monitoring Officer be authorised to advertise the vacancies and conduct the appointments process in accordance with the previously agreed appointment process referred to in paragraph 3.24 of the report.

(6) That, further to (5) above, the period of appointment of the Independent Persons be for four years.

23. Ethical Compliance Report

The Committee considered a report of the Director of Law and Democratic Services regarding the outcome of various ethical compliance matters, including the details of any Whistleblowing cases, Code of Conduct Complaints, and breaches of the Member / Officer Protocol 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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STANDARDS COMMITTEE

TUESDAY, 27 MARCH 2018

PRESENT: Councillors Dave Wood (Chair), Steve Weisinger (Vice-Chair), Kevin Parry, Eric Shaw, Tim Swinyard and Vera Tomlinson, Messrs Mick Compton, Trevor Davies, Richards Hailstone and Keith Strickland.

Apologies for absence were received from Councillors Jane Milner-Barry, Teresa Page and Joe Tray, Messrs David Dawson and Paul Morris.

24. Declarations of Interest

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

25. Minutes

Resolved – That the minutes of the meeting held on 15th January 2018 be confirmed and signed as a correct record.

26. Public Question Time

There were no public questions.

27. Exempt Items - Exclusion of Press and Public

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

<u>Item No.</u>	<u>Paragraph Nos.</u>	<u>Minute No.</u>
7	1 and 2	29

28. Ethical Framework Update

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

Dispensations

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

Summary of Code of Conduct Complaints

The Committee noted the summary of Code of Conduct complaints, set out in

paragraph 3.5 of the report, and received a brief update on the increased number of complaints received during the current Municipal Year.

It was also noted that an Assessment Panel had been held on 22nd March 2018 to consider eight complaints but that, as the outcomes had not yet been communicated to the respective complainants and respondents, the details of those complaints would be reported to the next meeting of this Committee.

Member Training

The Committee noted the details of the training and development events that had taken place during the current Municipal Year, including details of both Borough and Parish Councillor attendance at those events, attached at Appendix 1 and Appendix 2 to the report. It was also noted that work is progressing on the Induction Programme and Member Training and Development Programme for the 2018/2019 Municipal Year, as agreed by the Member Development Advisory Group at its meeting on 6th March 2018, the details of which will be reported to this Committee at future meetings.

The Committee noted that the Monitoring Officer had conducted training sessions throughout the previous year for Parish Councillors on the Code of Conduct, Chairing Skills, and decision-making, the details of which were set out in Appendix 3. The details of other training arranged by Parish Clerks for their respective councils during the year was also noted.

Membership of the Independent Remuneration Panel

The Committee noted that the four year period of Mr John Dernie's appointment to the Panel as the Business Sector Representative ends in April 2018. It was also noted that, since there is no restriction on the re-appointment of members, Mr Dernie had been approached with a view to him continuing to serve on the Panel, and that he had advised that he was willing to do so.

Membership of the Standards Committee – Independent Persons

The Committee noted that the period of office of the Council's two Independent Persons would expire in May 2018 and that, in response to the advertising of the vacancies, fourteen applications had been received. In accordance with the Council's process, these had been circulated to the Group Leaders for their comments in order to begin the shortlisting process.

The Committee noted that interviews for the positions will take place in the week commencing 2nd April 2018, with the Chief Executive and Monitoring Officer forming the interview panel, and that the Monitoring Officer will recommend the appointment of the Independent Persons to the Annual Meeting of the Council on 18th May 2018.

Local government ethical standards: stakeholder consultation

The Committee was advised that, on 29th January 2018, the Committee on Standards in Public Life had published a consultation paper to inform its review of local government ethical standards.

The Committee noted the following terms of reference for the review:

- To examine the structures, processes and practices in local government in England for:
 - maintaining codes of conduct for local councillors.
 - investigating alleged breaches fairly and with due process.
 - enforcing codes and imposing sanctions for misconduct.
 - declaring interests and managing conflicts of interest.
 - Whistleblowing.
- To assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government.
- To make any recommendations for how they can be improved.
- To note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation.

In considering this item, the Committee worked through the questions set out in Appendix 4 to the report. The Committee agreed that a draft response to the consultation on behalf of the Committee be created and circulated electronically to members for approval prior to final submission by the 18th May 2018.

Resolved – (1) That the Ethical Framework Update, including dispensations granted to members of the Borough Council, the Summary of Code of Conduct complaints, the latest position regarding member training and development within the Borough, and the latest position regarding the recruitment of the Independent Persons be noted.

(2) That, in view of his experience and commitment, the continued appointment of Mr John Dernie to the Independent Remuneration Panel, as the Business Sector representative, be approved.

(3) That the Monitoring Officer, in consultation with the Chair of the Committee, be authorised to submit a response to the local government ethical standards stakeholder consultation on behalf of the Committee, the draft of which to be circulated electronically to members for approval prior to final submission by the 18th May 2018.

29. Ethical Compliance Report

The Committee considered a report regarding the outcome of various ethical compliance matters, including the details of any Whistleblowing cases, Code of Conduct Complaints, and breaches of the Member / Officer Protocol received since the last Committee, and the outcome of any completed investigations in relation to these. The Committee noted that anonymous allegations are given as much equal weighting as to others received, though outcomes may be affected if further information is required which cannot be provided.

Resolved – That the Ethical Compliance Report be noted.

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AUDIT COMMITTEE

TUESDAY, 6 FEBRUARY 2018

PRESENT:- Councillors Steve Weisinger (Chair), Malcolm Davies, Mary Friend, Des Moffatt and Timothy Swinyard

In attendance: Councillor Toby Elliott.

Apologies for absence were received from Councillors John Ballman, Nick Martin and Kevin Small.

32. Declarations of Interest

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

No such declarations were made.

33. Public Question Time

There were no public questions.

34. Minutes

Resolved - That it be noted that, unfortunately, the minutes of the meeting held on 26th November 2017 (referred to at agenda item no. 3) had been omitted from the agenda. It was agreed that consideration of the minutes be deferred until the next meeting of the Committee and that, in the meantime, the minutes be circulated to members for information.

35. Exempt Items - Exclusion of Press and Public

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

-	<u>Item No.</u>	<u>Paragraph No.</u>	<u>Minute No.</u>
	11	3	41

36. Treasury Management Strategy 2018/19

The Cabinet Member for Finance and Commercialisation and Corporate Director, Resources and Growth submitted a joint report concerning the Treasury Management Strategy for 2018/19, including Prudential Indicators up to 2020/21, the Annual Investment Strategy, and the Minimum Revenue Provision Policy Statement.

The Council's Head of Finance introduced the report, summarising the main areas of the strategy for members, including capital issues, the capital plans and prudential indicators and the MRP strategy, and also outlining changes to the Treasury Management and Prudential Codes in response to the provisions of a revised Prudential Code issued at the end of December 2017.

In response to a question by Councillor Davies, Mr Burbidge agreed to circulate to members the latest benchmarking information available to the Council.

Resolved – That the Council's Treasury Management Strategy, Minimum Revenue Provision Policy and Prudential Indicators, as set out in Appendix 1 of the joint report, be recommended for approval by Full Council at its meeting on 22nd February 2018.

37. Internal Audit report - Commercial Assets

In accordance with its established practice of considering at least one individual audit report at each meeting, the Committee received a report on the outcomes and key findings on the Internal Audit Review to provide assurance that the Council's strategy for non-operational/commercial property investment is up to date, reflects best practice and provides a clear direction to achieve the Council's goals for commercial assets. An assessment of how well the existing commercial property portfolio was being managed was also conducted. The Internal Audit report was issued in draft early in 2017/18 but took some time to clear due to changes in senior staff.

It was noted that the review, finalised in October 2017, had identified an "Of Concern" level of risk.

Susie Kemp, the Council's Corporate Director, Resources and Transformation, and Rob Richards, the Council's Head of Property Assets, were in attendance to provide a current position statement in relation to the implementation of the internal audit recommendations and also responded to questions put by Councillors Moffatt and Weisinger on issues raised, including.

- Out of borough investment opportunities and the applicable criteria for such investment opportunities
- Property Strategy and HRA assets
- The current position with regard to the development of an asset management strategy and asset management plan

Resolved – (1) That the report and the Internal Audit Review of Commercial Assets, attached at Appendix 1 to the report, be noted.

(2) That a follow-up review of Commercial Assets be submitted to the Audit Committee in 12 months' time.

38. External Audit Certification Letter

Barrie Morris (Grant Thornton), submitted a report certifying the Council's Housing Benefit subsidy claim for the financial year 2016/17 relating to subsidy claimed of £61.486m. It was noted that this certification typically takes place six to nine months after the claim period and represents the final part of the process to confirm the

Council's entitlement to funding.

In response to a question put by Councillor Moffatt regarding the details of claims and returns certified for 2016/17, specifically the amount the housing benefits subsidy claim and the allocation of this total between the social housing sector (HRA and Housing Associations) and tenant landlords, it was agreed that a written answer would be provided.

Resolved – That the report be noted.

39. External Audit update

Barrie Morris (Grant Thornton) presented a report advising the Committee of the External Auditors progress, as at 17th January 2018, in respect of the delivery of their audit responsibilities. The report also included a summary of key emerging national issues and developments that might be of interest to the Committee.

Resolved – That the report and supporting papers be noted.

40. Head of Internal Audit update

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit report finalised since the last Audit Committee held in November 2017, progress made against the Annual Internal Audit Plan 2017/18, and providing updates on other key issues.

In response to a question by Councillor Mary Friend regarding the provision of support for young people and, in particular, the importance of them developing personal financial management skills, the Head of Internal Audit agreed to raise the issue with the Head of Education and advise members if such provision was embedded in the curriculum of Swindon schools.

Resolved – (1) That the report be noted.

(2) That a report concerning compliance with contract standing orders be submitted to the next meeting of the Committee.

41. Internal Audit report - New Eastern Villages

In accordance with its established practice of considering at least one individual audit report at each meeting, the Committee received a report on the outcomes and key findings on the Internal Audit Review to provide assurance that the Council's management of the New Eastern Villages development is sound, reflects best practice and provides a clear direction to achieve the Council's goals aligned in the Council Plan and will contribute significantly to the achievement of the Council's pledges and priorities related to housing targets and economic development. It was noted that the programme to deliver the New Eastern Villages is one of the most significant and complex that the Council has undertaken in recent years, due to the scale of the development, the infrastructure required, the number of developers and land owners involved and the complexity of land ownership arrangements.

It was noted that the review, finalised in January 2018, had identified an "Of Concern" level of risk.

Councillor Toby Elliott, the Cabinet Member for Strategic Planning and Sustainability, Susie Kemp, the Council's Corporate Director, Resources and Transformation, who is also the Corporate Lead for NEV, and Richard Bell, the Council's Head of Planning, Regulatory Services and Heritage, were in attendance to provide a current position statement in relation to the implementation of the internal audit recommendations.

Following their introduction of the main elements of the Management Response to the Audit, as set out in the Action Plan appended to the report, the Cabinet Member and officers responded to questions put by Councillors Davies, Friend, Moffatt and Weisinger on issues raised, including.

- Land banking by property companies
- The requirement in the local plan to protect a canal route
- The Local Plan target of 22000 new homes by 2026 and whether this is deliverable in the officers' view
- The utilisation of allocated financial resources within specified timeframes, including strategic transport allocations.
- Corporate Management team and Cabinet oversight of progress and key risks

Resolved – (1) That the report and the Internal Audit Review of the New Eastern Villages development, attached at Appendix 1 to the report, be noted.

(2) That a follow-up review and updated position be reported to the Audit Committee in 12 months' time.

Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY

MONDAY, 12 FEBRUARY 2018

PRESENT:- Councillors Robert Wright (Chair), Ray Ballman, Mark Dempsey, Claire Ellis, Dale Heenan, Emma Faramarzi (Vice-Chair), Des Moffatt, James Robbins, Gary Sumner, Timothy Swinyard, Vera Tomlinson, Chris Watts and Steve Weisinger.

Also in attendance were: Councillor David Renard (Leader of the Council), Councillor Fionuala Foley (Cabinet Member for Children's Services and School Attainment), Councillor Toby Elliott (Cabinet Member for Strategic Planning and Sustainability) and Councillor Oliver Donachie (Cabinet Member for the Economy and Skills).

An apology for absence was received from Councillor Kevin Parry.

58. Declarations of Interest

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

- Councillor Bob Wright made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions – Minute 75. Housing Revenue Account (HRA) – Rents and Charges 2018/19) as he has family members who run building companies.
- Councillor Dale Heenan made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions – Minute 78. Air Quality Management Area Declaration) as his company produces air quality sensors.

59. Public Question Time

Mr Roy Worman, Haydon Wick resident, asked questions regarding the Council's Superfast Broadband Extension Programme, specifically:

- a) The progress on the erection of all the masts proposed within the project.
- b) The planning approval for the mast site on Cassini Drive.
- c) The Council's commitment to providing the infrastructure required to support superfast broadband in the future.

Councillor Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, responded to Mr Worman's questions at the meeting.

60. Minutes

Resolved – That the minutes of the meeting held on 8th January 2018 be confirmed and signed as a correct record.

61. Consideration of Cabinet Decisions

72. Budget 2018/19 and Beyond

Councillor David Renard, Leader of the Council, Councillor Fionuala Foley, Cabinet Member for Children's Services and School Attainment and Councillor Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, responded to questions put by Councillors Mark Dempsey, Des Moffatt, Jim Robbins and the Chair on the following matters:

- The use in the report of the terms 'reshaping' and 'redesign' and what these mean in a practical sense in terms of changes to council processes or outcomes on service delivery.
- The future access that residents will have to council services following the implementation of the various service revisions proposed in the report.
- The estimated £5.5m increase in Council Tax income between 2018/19 and 2019/20 and the number of additional properties needed to fund this increase.
- Core library services, as well as satellite library services, being placed in to a Trust Model, and engagement with the Charity Commission regarding the service transfer.
- The expected efficiency savings from the digital redesign of service delivery in Street Cleaning.
- The digitisation programme implemented by Northamptonshire County Council and lessons learned from that programme that might be used to inform the Council's own digitisation objectives.
- The funding being allocated to the White Horse Federation and the condition of the building at St Luke's School and the repair / maintenance works required on it.

Resolved – That Minute 72 of the Cabinet be noted.

73. Capital Programme 2018-19

Councillor David Renard, Leader of the Council, Councillor Fionuala Foley, Cabinet Member for Children's Services and School Attainment, and Councillor Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, responded to questions put by Councillors Dale Heenan, Emma Faramarzi, Chris Watts, Des Moffatt, Mark Dempsey and the Chair on the following matters:

- Questions put by Councillor Dale Heenan at the Cabinet meeting in December, relating to capital investment in the A419 sound barrier being removed from the programme that remained to be answered.
- The difficulties some members had encountered in obtaining responses within specified deadlines to issues raised through the Members Hotline.
- The borrowing cap for housing accounts.
- The additional need for school places in Swindon, and associated costs to the Council if the free schools programme remains frozen.
- The borrowing terms for funding to replace the Council's telephone platform, and the possibility that the term of the loan might exceed the lifetime of the technology.

Resolved – That Minute 73 of the Cabinet be noted.

74. Treasury Strategy Statement 2018/19

Councillor David Renard, Leader of the Council, and Councillor Oliver Donachie, Cabinet Member for the Economy and Skills, responded to questions put by Councillors Mark Dempsey, Des Moffatt, Chris Watts, Dale Heenan and the Chair on the following matters:

- The importance of portfolio diversification to mitigate risk, and the need to reduce reliance in the future on portfolios that depend on housing to provide an income stream.
- The Council's total current debt figures, and its current debt repayment position.
- The effect of debt repayment on revenue figures.
- The case for increasing borrowing now in anticipation of a future increase in interest rates.
- The underwriting of the Council's loan arrangements, and benchmarking the Council's borrowing against that of comparator authorities.

Resolved – That Minute 74 of the Cabinet be noted.

75. Housing Revenue Account (HRA) – Rents and Charges 2018/19

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, and Councillor Oliver Donachie, Cabinet Member for the Economy and Skills, responded to questions put by Councillors Des Moffatt, Chris Watts and the Chair on the following matters:

- The issues that had been experienced with the contractor appointed to undertake the works required on properties in-between tenancies.
- The potential for void allowance work to be brought back in-house, and the challenges posed by the lack of labour in this market within Swindon.
- The potential benefits of the Council working directly with the smaller providers, removing the need for an umbrella organisation, and the associated decrease in costs that might be realised.

Resolved – That Minute 75 of the Cabinet be noted.

76. Pay Policy Statement 2018 / 2019

Councillor David Renard, Leader of the Council, and Councillor Oliver Donachie, Cabinet Member for the Economy and Skills, responded to questions put by Councillors Mark Dempsey, Des Moffatt, Chris Watts and the Chair on the following matters:

- The number of Council employees currently receiving less than the 'real' living wage, as set out by the Living Wage Foundation, and the comparative number in 2016/17.
- The potential cost to the Council of introducing a minimum remuneration equivalent to the 'real' living wage.
- The number of Council employees on retained contracts or zero hour contracts, and that have been on these contracts for more than six months.
- The numbers of employees who are on either retained contracts or zero hour contracts are on either variable wages or the minimum wage.

Resolved – That Minute 76 of the Cabinet be noted.

77. Creation of a Swindon Music Trust

Councillor Fionuala Foley, Cabinet Member for Children's Services and School Attainment, and Councillor Oliver Donachie, Cabinet Member for the Economy and Skills, responded to questions put by the Chair on the following matters:

- The proposed length of the Music Trust's lease of The Platform.
- How the proposals for The Platform could be tied in to heritage development, and the exploration of other connections such as with the Mechanics Institute.

Resolved – (1) That Minute 77 of the Cabinet be noted.

(2) That the Swindon Music Trust be advised of this Committee's wishes for the future success of the service.

78. Air Quality Management Area Declaration

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, responded to questions put by Councillors Dale Heenan, Ray Ballman, Jim Robbins, Chris Watts and the Chair on the following matters:

- The breach of the annual average air quality objective at Kingshill Road.
- The lack of information in the report on future dates for action and budget figures.
- The traffic volume on Gypsy Lane and Rodbourne Road and whether the air quality is also poor in these areas.
- The effect of the change in traffic flows on Kingshill since monitoring commenced.
- The possibility of assessing the accumulative effect of poor air quality on the health of residents living in the Kingshill area, perhaps by identifying issues such as an increase in respiratory problems.
- The closure of Kingshill last year to facilitate drainage repairs and whether a reduction in air pollution was evident as a result of that closure.

Resolved – That Minute 78 of the Cabinet be noted.

79. Swindon Borough Playing Pitch Strategy

Councillor Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, responded to questions put by Councillors Des Moffatt and the Chair on the following matters:

- The costs involved with developing this Strategy.
- The transfer for responsibility of playing pitches to Parish and Town Councils.
- The involvement of Ward Councillors in negotiations with developers on housing estate proposals within their areas.
- The criteria for the inclusion of playing field provision as part of new developments.
- The need to consider Communities' need for green spaces within new developments alongside the needs of the sporting community.

Resolved – That Minute 79 of the Cabinet be noted.

80. Special Educational Needs and Disability (SEND) Capital Investment Strategy

Resolved – That Minute 80 of the Cabinet be noted.

81. Superfast Broadband Extension Programme

Councillor David Renard, Leader of the Council, Councillor Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, and Councillor Oliver Donachie, Cabinet Member for the Economy and Skills, responded to questions and comments put by Councillors Emma Faramarzi, Chris Watts, Mark Dempsey, Dale Heenan, Des Moffatt, Gary Sumner and the Chair on the following matters:

- The work done by campaigners to get the fibre network expanded into North Swindon since 2013, along with the opposition in that area to having UKBN masts erected, and the concerns that further masts might be proposed beyond the proposed site in Cassini Drive.
- Concerns that Planning Inspectors were being required to make decisions on planning appeals without having detailed subject knowledge of the area and its history.
- The percentage of the market share required by UKBN to make the project viable, and the conditions of the requirement in the contract to provide broadband over 25mbps to over 19,500 homes.
- The technology of this project and the likelihood that it will be superseded by advanced fibre technology.
- The lack of information in the report on the breakdown of customer numbers, and why a “base station” is needed in North Swindon.
- The time length of the clauses set out within the contract, and the period of time within which full take up must be met as per the conditions.
- The work being done to address the Council Motion adopted on 13th July 2017 (Council Minute 21, 2017/2018 refers) regarding ultrafast broadband.
- Members’ concern that there was insufficient information in the report regarding the level of usage to support the Cabinet decision and facilitate proper scrutiny of the decision. Particular reference was made to the lack of heatmap analysis of user take up.
- How reverting to the 26 base station design would mean reverting to an earlier cost model, therefore losing the opportunity for the Council’s contribution to the project to reduce to £865k.
- How this system is working well in both rural and urban areas, and is a comprehensive filler where the private companies such as BT and Virgin are unwilling to expand.

Resolved – That the Committee is of a view that due process has not been carried out in reaching this decision because Cabinet has failed to properly consider the usage levels necessary to make the project viable. The Committee therefore determined that the decision be referred back to Cabinet for further consideration.

62. Cabinet Member Question and Answer Session - Cabinet Member for Housing and Public Safety

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, was in attendance and presented to the Committee a report summarising progress and performance in respect of each of the following service areas within her portfolio of responsibility:

- Allocations and Advice Services
- Empty Homes
- Estate and Tenancy Management
- Housing Enabling and Strategic Services
- Homeline Services
- Homelessness
- Housing Right to Buy/Sales Services
- Neighbourhood Wardens
- Private Sector Housing Renovation Grants
- Repair and Improvements to Council Housing Stock
- Sheltered Accommodation
- Environmental and Public Protection Services Gypsies, Travellers and Unauthorised Encampments
- Reducing Drugs, Alcohol and Substance Abuse
- Control Room Operations
- Principal Member for consultation on Public Space Protection Orders
- Envirocrime
- Licensing, including taxis, etc.
- Community Safety Partnership including young offenders and reducing anti-social behaviour
- Reducing Domestic Violence and Abuse
- Lead Member for PSPOs

In overseeing these areas, the Cabinet Member for Housing and Public Safety is responsible for delivering the following Priorities:

- Priority one: Improve infrastructure and housing to support a growing, low-carbon economy.
- Pledge 7 - Build new affordable homes including 200 new council homes and 66 units through the Affordable Housing Development programme at sites including the Hawthorns, the Royal British Legion site in Penhill, Townsend House in Old Town and the Former Refuge in Park South.
- Pledge 8 - Complete the redevelopment of Sussex Square.

Councillor Martyn responded to the observations and questions put by Councillors Dale Heenan, Emma Faramarzi, Des Moffatt, Gary Sumner and the Chair on the following matters:

- The difficulty faced by an applicant who wishes to electronically complete a licensing application form on the Council's website, and the plans for the future digitalisation of the licensing service.
- The social housing building programme, and the number of houses planned.
- The length of time required for the recovery of building costs through rental charges, and consideration of maintenance costs during that time.
- The 'borrowing headroom' in the Housing Revenue Account and the timeline for the housing programme.

- The homeless shelter on Carfax Street.
- The non-renewal of the roofing contract due to a gas safety issue.
- Compliancy with the required safety checks on things such as gas and electricity, and fixed appliance testing.

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

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

63. Review of the Council's Civil Resilience and Response in Emergency Situations

Cherry Jones, Director of Public Health, was in attendance and presented to the Committee a report setting out the Civil Protection Arrangements within Swindon Borough Council.

Mrs Jones responded to the observations and questions put by Councillors Ray Ballman, Mark Dempsey and the Chair on the following matters:

- The bomb scare incident in Pinehurst on 14th January 2018 which resulted in the evacuation of 40 residents, and members' concerns that no Borough Council officer had been in attendance during this incident.
- The response time expected from officers that are on call.
- The regular reviews that are held following all incidents to consider what worked well and what required improvement.
- The cross-border work with Wiltshire Council, and the regular drills that are run to practice responses.

Resolved – (1) That the contents of the report be noted.

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

64. Work Programme 2017/2018

The Committee considered a report of the Director of Law and Democratic Services setting out the topics for inclusion in the 2017/18 Scrutiny Work Programme, as agreed by the Committee at its meeting on 19th June 2017 and 17th July 2017, and updated during the course of the Municipal Year.

The Chair provided an update with regard to the reports expected to be submitted to future meetings of the Committee on (i) the outsourcing of services and (ii) Policing in Swindon.

65. 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

MONDAY, 19 MARCH 2018

PRESENT:- Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Ray Ballman, Mark Dempsey, Claire Ellis, Dale Heenan, Des Moffatt, Kevin Parry, James Robbins, Gary Sumner, Caryl Sydney-Smith, Chris Watts and Steve Weisinger.

Also in attendance were: Councillor David Renard (Leader of the Council), Councillor Russell Holland (Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation), Councillor Oliver Donachie (Cabinet Member for the Economy and Skills), Councillor Toby Elliott (Cabinet Member for Strategic Planning and Sustainability), Councillor Fionuala Foley (Cabinet Member for Children's Services and School Attainment), Councillor Brian Ford (Cabinet Member for Adults' Health and Social Care), Councillor Mary Martin (Cabinet Member for Communities and Place), Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety), and Councillor Garry Perkins (Cabinet Member for Regeneration).

Apologies for absence were received from Councillors Timothy Swinyard and Vera Tomlinson.

66. 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 Gary Sumner made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Panel on School Organisation Decisions – Minute 10. Proposal to Increase the Published Admission Number (PAN) at Brimble Hill Primary Special School from 77 to 85 from September 2018) as his wife is currently employed as a Deputy Head teacher.
- Councillor James Robbins made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Cabinet Member Question and Answer Session - Cabinet Member for Children's Services and School Attainment) as he is a foster carer for Swindon Borough Council.
- Councillor Caryl Sydney-Smith made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Cabinet Member Question and Answer Session - Cabinet Member for Children's Services and School Attainment) as she is a School Governor at Oliver Tomkins Primary School.
- Councillor Bob Wright made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Cabinet Member Question and Answer Session - Cabinet Member for Children's Services and School Attainment) as his property is the former park bungalow transferred to Ferndale School.

67. Public Question Time

Mr Brian Shakespeare, Swindon Tenants Campaign Group, asked questions regarding the Council's proposals for the regeneration of Queens Drive, specifically:

- a) Why this matter was not brought for discussion to the meeting of the Housing Advisory Forum CMAG on 7th March 2018 given the nature of the proposals.

- b) Whether the Council will suspend its proposals for the redevelopment of Queens Drive until tenants have been consulted on the matter at a meeting of the Housing Advisory Forum CMAG.

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, responded to Mr Shakespeare's questions at the meeting.

Mr Roy Worman, Haydon Wick resident, referred to the digitisation programme implemented by Northampton County Council and the discussion at the last meeting of this Committee on how lessons learned from its programme might be used to inform the Council's own digitisation programme. Mr Worman asked whether, given the perilous state of said council, are there any lessons that can be adapted by Swindon Borough Council and, if so, what?

The Chair advised that a written answer would be provided in accordance with the Public Question Time protocol.

68. Minutes

Resolved – That the minutes of the meeting held on 12th February 2018 be confirmed and signed as a correct record.

69. Consideration of Cabinet and Cabinet Panel on School Organisation Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 14th March 2018, and from the meeting of the Cabinet Panel on School Organisation held on 15th March 2018.

a) Cabinet Minutes – 14th March 2018

86. Moredon Recreation Ground - Multi Sports Hub Proposals

Councillor David Renard, (Leader of the Council), and Councillor Mary Martin (Cabinet Member for Communities and Place), responded to questions put by Councillors Dale Heenan, Des Moffatt, Chris Watts, and the Chair on the following matters:

- The accuracy of details within the Council's recent press release regarding these proposals, and actions required to ensure that cross party support, where appropriate, is accurately reflected within future press releases.
- The capacity within the Council's Legal and Property Team to ensure that any leases and sales documents are completed within expected timelines.
- Potential connections with the work being undertaken to achieve savings by the Council's Transformation Team.

Resolved – That Minute 86 of the Cabinet be noted.

87. Queens Drive Regeneration

Councillor David Renard, (Leader of the Council), Councillor Oliver Donachie (Cabinet Member for the Economy and Skills), Councillor Toby Elliott (Cabinet

Member for Strategic Planning and Sustainability), and Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety), responded to questions put by Councillors Dale Heenan, Des Moffatt, Chris Watts, and the Chair on the following matters:

- The expected net gain in the number of accommodation units with discrepancies in the report indicating that it might be either 43 or 60.
- The survey of any utilities which may be underneath these roads and the assessment of the cost of moving these before final site decisions are made.
- The level of income from social rents necessary to support the required borrowing for the project, and whether this will be sufficient to secure the planned development without excluding low income households.
- The methodology for the assessment of average property rents within the proposal.
- Consultation with the rent-paying residents affected by the addition of £25m to the Housing Revenue Account for this scheme.
- The potential of similar projects being built in other areas across the Borough.
- The impact of the Homelessness Reduction Act, coming in to force in April 2018, on the plans for the demolition and rebuilding on the site of St Ives Court.
- Extending the borrowing period of this scheme to 40 years and the Council's policy on building social housing across the Borough going forward.
- The feasibility of postponing the determination of the tenure mix on site until confirmation of the Homes England funding for social housing.

Resolved – That Minute 87 of the Cabinet be noted.

88. Budget Management Update

Councillor Fionuala Foley (Cabinet Member for Children's Services and School Attainment), and the Director of Finance responded to questions put by Councillors Mark Dempsey and Des Moffatt on the following matters:

- The number of children going in to care in the two years prior to the closure of the children's centres and in the years since the closure, and to the impact on the over spend indicated in the children's services budget.
- Deferred payments to service providers in Adult Social Care and Children's Services at the end of the current financial year.

Resolved – That Minute 88 of the Cabinet be noted.

89. Swindon Local Transport Plan

Councillor Toby Elliott (Cabinet Member for Strategic Planning and Sustainability), Councillor Mary Martin (Cabinet Member for Communities and Place), and Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety) responded to questions put by Councillors Mark Dempsey, Dale Heenan, Des Moffatt, James Robbins, and the Chair on the following matters:

- Measuring whether the existing transport strategy is meeting the objectives on carbon emissions, and whether carbon emissions are increasing or decreasing across the Borough.

- The lack of inclusion of Bus Rapid Transit in the updated strategy, and any subsequent change to the Council's policy on this matter as a result.
- Value for money on the investments made during the current strategy period, and the measurement of the beneficial impacts of those projects.
- Potential funding arrangements for the bridge associated with the Kingsdown development proposals.
- Plans to improve the infrastructure to address traffic problems at the main crossroads in Stratton St Margaret.
- Air quality levels within Swindon during 2017, and the process for reporting to Defra when a limit is breached.
- The timeline for the Transport Strategy refresh.
- The identification of extra funding to address parking issues on Rodbourne Road.
- Contingency plans and funding for projects which exceed projected timeframes.

Resolved – That Minute 89 of the Cabinet be noted.

90. School Admission Arrangements 2019-20 and Education Transport Policy 2019-20

Councillor Fionuala Foley (Cabinet Member for Children's Services and School Attainment) responded to a question put by the Chair on transport arrangements for children affected by domestic violence.

Resolved – That Minute 90 of the Cabinet be noted.

91. Membership of England's Economic Heartland Strategic Transport Forum

Councillor David Renard, (Leader of the Council) and Councillor Toby Elliott (Cabinet Member for Strategic Planning and Sustainability) responded to questions put by Councillor Mark Dempsey and the Chair on the following matters:

- How the impact and effectiveness of membership of this Forum will be measured.
- Strategic transport issues pertinent to Swindon, and potential connections with other authorities along the M4 corridor.

Resolved – That Minute 91 of the Cabinet be noted.

92. References from Other Council Bodies: Health and Wellbeing Board - Swindon Substance Misuse Strategy 2017 to 2022

Resolved – That Minute 92 of the Cabinet be noted.

93. Amendments to Residents' Parking Schemes

Resolved – That Minute 93 of the Cabinet be noted.

94. Swindon Borough Council (Southern Connector Road, New Eastern Villages) Compulsory Purchase Order 2018

Councillor Toby Elliott (Cabinet Member for Strategic Planning and Sustainability) responded to questions put by Councillors Dale Heenan and the Chair on the possible amendment of the Compulsory Purchase Order to ensure that there is sufficient land available to dual the road in the event of future infrastructure requirements.

Resolved – That Minute 94 of the Cabinet be noted.

95. Capital Monitoring Quarter 3 2017-18

Resolved – That Minute 95 of the Cabinet be noted.

b) Cabinet Panel on School Organisation Minutes – 15th March 2018

10. Proposal to Increase the Published Admission Number (PAN) at Brimble Hill Primary Special School from 77 to 85 from September 2018

Resolved – That Minute 10 of the Cabinet Panel on School Organisation be noted.

70. Cabinet Member Question and Answer Session - Cabinet Member for Children's Services and School Attainment

Councillor Fionuala Foley, Cabinet Member for Children's Services and School Attainment, was in attendance and presented to the Committee a report summarising progress and performance in respect of each of the following service areas within her portfolio of responsibility:

- Children and Family Services including Early Help, Youth Offending Team, Young Person Substance Misuse team, Targeted Mental Health, Education Welfare, Educational Psychology, Youth Engagement, Services for Disabled Children
- Children's Social Work services
- Community Health Services including Health Visitors, School Nurses and Family Nurse Partnership, Paediatric Therapy Services, Speech and Language and Portage
- Local Safeguarding Children's Board
- Corporate Parenting Board
- Multi Agency Safeguarding Hub (MASH)
- Education Services including, Provision for Early Years, LA Maintained Schools, Provision for children with Special Educational Needs and Disabilities, Education Other Than At School, Tuition Service, Championing Excellence and Promoting High Standards
- Children Voluntary Sector Contracts
- Public Health – Children
- Fostering and adoption services
- Troubled Families
- Education Services including, Provision for Early Years, LA Maintained Schools, Provision for children with Special Educational Needs and Disabilities, Education Other Than At School, Tuition Service, Championing Excellence and Promoting High Standards
- Educational Challenge Board

- Schools' Forum
- Music Services
- Plas Pencelli Outdoor Education Centre
- Governor Support services
- Traded Services

In overseeing these areas, the Cabinet Member for Children's Services and School Attainment is responsible for delivering the following Priorities and Pledges of Swindon's vision for 2016-2020:

- Priority two: Offer education opportunities that lead to the right skills and right jobs in the right places.
- Pledge 15 - In addition to the two new free secondary schools, build one secondary and 12 primary schools to meet the needs of our increasing population.
- Pledge 17 - Improve educational attainment, in particular at ages 16-19 so we are above the average in England within five years.
- Priority four: Help people to help themselves while always protecting our most vulnerable children and adults.
- Pledge 28 - Increase the number of foster carers in Swindon so that every 'child looked after' who should be, is placed in their home borough.
- Pledge 29 - Work with all of the 1270 families in Swindon who are in most need of support by 2020 in phase 2 of the Troubled Families Programme

Councillor Foley responded to the observations and questions put by Councillors Ray Ballman, Mark Dempsey, Claire Ellis, Dale Heenan, Emma Faramarzi, Des Moffatt, James Robbins, Gary Sumner, Chris Watts and the Chair on the following matters:

- The detailed review undertaken by the Director of Children's Services to assess the progress Children's Social Care in Swindon has made on the improvement journey since the Ofsted inspection in 2014.
- The proposals to remodel the Early Years Help service, and the options for changes being considered.
- The impact of the closures of children's centres on the number of children being taken into care in Swindon.
- The work being done to investigate instances of child exploitation within Swindon.
- Responsibility for the maintenance of Ferndale Field being transferred to the relevant Parish Council.
- The level of support offered by health visitors since the closure of children's centres, and the inclusion work being done to capture those who would not normally seek to access support services.
- The recruitment of a dedicated post within Children's Services to pro-actively focus on recruitment and retention, and when the appointment is expected.
- The Care Quality Commission having highlighted the length of time taken for children to access mental health support services as being an issue in Swindon, and the work being undertaken to improve this provision.
- Links to pastoral care teams at secondary schools in Swindon, and how the Council can help to ensure that schools have sufficient resources to assist pupils with mental health issues.

- The reasons behind the maintenance backlog at St Luke's School, and the general condition of schools across Swindon with regards to maintenance requirements.
- The resources set aside to invest in the delivery of children's services, and what will be targeted to address the challenges within the service to ensure its future financial sustainability.
- The maintenance backlog on the 'Education Other Than At School' service.
- The number of agency social workers at Swindon Borough Council.
- Concerns expressed over secondary schools joining multi-academy trusts.
- The future commissioning of, and funding for, the Oakfield Unit.
- What the trigger points are in terms of class sizes when determining whether a new school should be built, or if an existing school could be expanded.

Resolved – (1) That Councillor Foley 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.

71. Cabinet Member Question and Answer Session - Cabinet Member for Finance and Commercialisation

Councillor Russell Holland, Deputy Leader and Cabinet Member for Finance and Commercialisation, 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:

- Financial Management (Revenue and Capital Programme)
- Finance Management Overview
- Preparing Future Year's Budget and Medium Term Financial Plan
- Procurement
- Implementing Commercialisation Strategy
- Lead Member for commercial housing development
- The Council's Transformation Programme including Stronger Together
- Revenue and Benefits Services
- Developing Welfare and Benefits Policy
- Cabinet Member for the Commercial Investment Fund and Procurement
- Financial Management (Revenue and Capital Programme)
- Finance Management Overview
- Preparing Future Year's Budget and Medium Term Financial Plan

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

- Priority four: Help people to help themselves while always protecting our most vulnerable children and adults.
- Pledge 24 - Provide early support for people in debt so that we significantly reduce the need to use bailiffs to recover Council Tax and other debts.

Councillor Holland responded to the observations and questions put by Councillors Ray Ballman, Des Moffatt, James Robbins, and the Chair on the following matters:

- The work of the Social Inclusion and Enterprise Manager in publicising and encouraging residents to join Credit Unions, and involvement with the credit union in Pinehurst.
- The movement of people on to Universal Credit, and subsequent rises in the level of Council Tax arrears potentially linked to this increase, which the Council is attempting to address.
- The amount of capital invested under the commercialisation programme in Swindon and elsewhere.
- Whether issues with the maintenance of the commercial real estate owned by the Council is preventing the full use of these spaces being utilised, such as The Platform not having its potential realised.
- The regeneration context of commercial development decisions being determined on a case by case basis.
- The nature of the Council's investments, and the potential for liquidity, should there be a financial crisis.
- The maintenance backlog at both Lydiard Park and St Luke's School, and the sufficiency of the funding set aside for maintenance work on the Council's assets.

Resolved – (1) That Councillor Holland 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.

72. Work Programme 2017/2018

The Committee considered a report of the Director of Law and Democratic Services setting out the topics for inclusion in the 2017/2018 Scrutiny Work Programme, as agreed by the Committee at its meetings on 19th June 2017 and 17th July 2017, and updated during the course of the Municipal Year.

The Chair provided an update with regard to the reports expected to be submitted to future meetings of the Committee on (i) the outsourcing of services and (ii) Policing in Swindon. It was agreed that these reports would be added to the Work Programme for the 2018/2019 Municipal Year.

73. Status of Requests for Action and / or Information

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

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

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

TUESDAY, 30 JANUARY 2018

PRESENT:- Councillors Caryl Sydney-Smith (Chair), Alan Bishop Emma Bushell, Steph Exell, Mary Friend, Henderson, Eric Shaw, Julie Wright and Robert Wright.

Kate Moore (Tenant Scrutiny Panel), Tori Jones (Healthwatch) and Steve Henderson (Equalities Advisory Forum).

Apologies for absence were received from Councillors Brian Ford and Claire Ellis and Michelle Howard (Equalities Advisory Forum).

Also present: Councillor Cathy Martyn, the Cabinet Member for Housing and Public Safety.

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. Minutes

Resolved -That the minutes of the meeting held on 7th November 2017 be confirmed and signed as a correct record.

35. Public Question Time

In accordance with Standing Order 28, Ms Wathern, Chair of the Keep our NHS Pubic, Swindon, submitted a written question regarding the resources used to deliver a Swindon service user to a place of safety in Devizes.

The Chair thanked Ms Wathern for her question and advised that a response was tabled at the meeting. Ms Wathern was in attendance and asked supplementary questions regarding mental health provision in Swindon. Mr Newlands Anning and Mr Matthew Page, both of Avon and Wiltshire Partnership NHS Trust (AWP), responded at the meeting.

Ms Anne Mooney, Swindon resident, asked questions regarding metal health services and the consultation undertaken regarding Sandlewood Court as a place of safety in Swindon. Mr Newlands Anning, Mr Matthew Page and Dr Peter Wood, AWP responded at the meeting.

Mr Philip Eaton, Swindon resident, asked questions regarding centralising places of safety within Swindon and Wiltshire, and on plans to introduce emergency beds in AWP on a national scale to meet with the legal requirement contained in Mental Health Act 140. Mr Newlands Anning, Mr Matthew Page and Dr Peter Wood, AWP responded at the meeting.

36. Response to Council Motion 38 - Drug Misuse Litter

The Director of Public Health submitted a report setting out a response to a Motion submitted at Full Council on 28th September 2017 requesting a task group be set up to identify opportunities to reduce the incidence of drug related litter in Swindon. She advised that at their meeting on the 23rd October 2017, the Scrutiny Committee resolved that the motion be referred to the Adult's Health, Adult's Care and Housing Overview and Scrutiny Committee for their consideration. The Director of Public Health confirmed that the operational multi- agency town centre group worked to retrieve the drug paraphernalia from the town centre. Their work over the past three months had seen a reduction in the paraphernalia found. Forward Swindon, SSE Enterprise and StreetSmart also participated in this operation.

In response to a concern by a member of the Committee regarding paraphernalia found on Manchester Road, it was agreed that the Director of Public Health maps out the location of the paraphernalia to identify locations being used by individuals. It was hoped that this would allow both Health and Housing Departments to co-ordinate actions in continued support of individuals.

Resolved – (1) That the report be noted.

(2) That, the Director of Public Health be requested to map out the areas in Swindon indicating where paraphernalia was located.

(3) That further to (2) above, the Director of Public Health liaises with the Acting Corporate Director, Communities and Housing to review ways of helping individuals.

(4) That further to (3) above, the Director of Public Health, together with the Acting Corporate Director, Communities and Housing be requested to include an update in a report to be submitted at a future meeting of this Committee.

37. Performance for Adult Social Care Commissioning

The Director, Adult Social Services, presented a report providing an update on performance and key issues relating to Adult Social Care commissioning. The Director explained that the report had been structured to highlight the strengths and challenges of the work undertaken. She advised that the report summarised the following key issues:

- Delayed transfer of care and how Swindon Clinical Commissioning Group, Great Western Hospital and Wiltshire Council are working collaboratively to reduce the number of patients affected.
- Actions to reduce expenditure on the Learning Disabilities Services as this was high compared to other local authorities.
- The increase in the number of safeguarding cases since April 2017 as compared to the same period in 2016/17.
- Quality of care homes in Swindon and how these were regularly assessed to ensure standards were maintained.
- Financial pressures on adult social care services.
- The prevention and wellbeing initiatives for the benefit of the community.
- The progress made on the older people/ physical transformation programme.
- Permanent admission to residential care and nursing homes.
- The reviews undertaken to assess carers needs.
- Swindon's lower smoking prevalence rate as compared to the national average.
- Performance of the voluntary sector commissioners.

- The number of complaint's received by the Care Act service.

Following her introduction of the report, the Director, Adult Social Services with the Director of Public Health, responded to members' questions and comments on the following issues:

- The Care Quality Commission report on nursing homes and actions being undertaken to improve services.
- Local business support to increase the number of people with disabilities in employment.
- General practitioners' (GPs) referrals to a range of partners including Swindon Circles and Community Navigators to provide companionship to the elderly in their home.
- The contrast between British and Scandinavian dependency models for the older segment of the community.
- Setting of the Learning Disability Services budget.
- The support provided to volunteers to help them transition into paid employment.
- Addressing domestic abuse and family cohesion as part of delivering Swindon's Vision 2016-20.
- Family training to help them support other family members.
- The number of suicides within the transgender community.

Resolved – (1) That the report be noted.

(2) That the Director of Public Health be requested to circulate the number of suicides within the transgender community before the next meeting of this Committee.

38. NHS Swindon Clinical Commissioning Group Update

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), presented a report providing an update on performance and key issues relating to the service. She referred to the general practitioners out of hours service for Swindon now being provided by Medvivo and explained Medvivo would be answering NHS 111 calls starting this spring. This would integrate processes and provide a seamless service from initial call to the ultimate resolution for the patient.

Following her presentation of the report, Ms May, with the Director, Adult Social Services and the Director of Public Health responded to questions put by the Committee seeking clarification regarding the funding allocation for dementia and smoking related illnesses and the impact of Medvivo's expansion on service provision for the benefit of the patient.

Resolved – (1) That the report be noted.

(2) That the Director, Adult Social Services be requested to include information regarding the allocation of funding streams in her report at the next meeting of this Committee.

39. Great Western Hospitals NHS Foundation Trust Update

The Committee received a report by the Chief Executive of the Great Western Hospital (GWH) NHS Foundation Trust on key issues and developments at the Great Western Hospital. Prior to summarising the report, Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH) updated the Committee on

actions undertaken by GWH Trust prior to Carillion's liquidation on the 15th January. He explained that Carillion was a major provider of support services at GWH and when national press reported concerns regarding the financial position of the company, business continuity plans were put in place by the GWH Trust. Since the collapse of the company, Carillion staff have continued working at the hospital to ensure continuity of service and discussions were ongoing between them and management regarding their future employment at the hospital.

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

- The PFI providers' responsibility to identify a new company to replace Carillion.
- Understanding PFI provision as a concept and how this impacts on GWH.
- The future of GWH as a PFI hospital and how financial savings could be made.
- Correlation between the number of beds available and the increase in Swindon's population.
- Safe custody of patients' personal belongings on admittance to hospital.
- The formula to calculate bed deficits.

Resolved – (1) That the report be noted.

(2) That the Director of Strategy be requested to update the Committee regarding the future of the GWH as a PFI at the next meeting of this Committee.

(3) That the Director of Strategy be requested to give a presentation regarding the correlation between the number of beds available and the increase in Swindon's population before the next meeting of this Committee.

40. Housing Performance Report

The Acting Director, Communities and Housing presented a report updating the Committee on the performance of Housing Services and he explained that it had been structured to highlight current challenges and successes in the Housing Service. He provided a summary on (i) the range of new affordable housing developments around Swindon, (ii) the receipt of a Flexible Homelessness and Support Grant, (iii) the launch of a support programme to provide accommodation for twelve weeks to eighteen homeless individuals, (iv) the challenges of rent collection, (v) fire safety and how its related work was starting imminently in the Local Authority's multi storey blocks, and (vi) the effects on the capital housing programme due to the reduction of social housing rent.

Following his presentation of the report, the Acting Director, Communities and Housing, responded to members' questions and comments on the following issues:

- The percentage of affordable housing to be located at Wichelstowe and the wider Phase 1 development located at Bembridge Close, Linden Avenue and the Hawthorns.
- The formula used to determine the number of affordable housing on a development.
- The difference between the new and old model calculations of the Flexible Homelessness Support Grant.

- Determining Swindon's readiness for the development of social housing.
- Measuring the effect of universal credit and how this has had an impact on rent arrears.

Resolved – (1) That the report be noted.

(2) That the Acting Director, Communities and Housing, be requested to circulate information regarding the level of profitability a development needed before providing affordable housing, prior to the next meeting of the Committee.

41. Avon and Wiltshire Partnership NHS Trust Update

Mr Newlands Anning, the Managing Director, Avon and Wiltshire NHS Partnership Trust (AWP), submitted a report providing the Committee with a performance update and a summary of the following key issues in relation to AWP's service provision within the Borough:

- Changes to mental health provision over the past ten years and its effect on services.
- The consolidation of two health based places of safety following issues identified by the Care Quality Commission in 2016 and 2017.
- Financial constraints faced by the service.
- The increased demand for beds following the development of community services.
- The continued challenges in recruitment and retention.

Following his presentation of the report, Mr Matthew Page, Deputy Director of Operations, AWP, Dr Pete Wood, Associate Medical Director, AWP and Mr Newlands Anning, Operations Lead, Swindon Locality, AWP responded to members' questions and comments on the following issues:

- The percentage of individuals assessed by police requiring clinical needs.
- The types and location of places of safety used by AWP.
- The calming café set up in Gloucester and how this was being assessed with the intention of implementing a similar refuge in Swindon.
- Start-up and running costs associated with setting up a calming café in Swindon.
- The current work force programme aimed at reducing the number of agency workers.

Resolved – (1) That the report be noted.

(2) That, the Chief Operating Officer, Swindon Clinical Commissioning Group, be requested to circulate information regarding the "calming café" being piloted in Gloucestershire.

(3) That the Chief Operating Officer, Swindon Clinical Commissioning Group, be requested to liaise with the appropriate ward members on the way forward in setting up a calming café in Swindon.

(4) That the Chief Operating Officer, Swindon Clinical Commissioning Group, be requested to submit an update on the workforce programme at the Committee's meeting on the 28th March 2018.

42.

Work Programme

The Committee received a report from the Director of Law and Democratic Services detailing its updated work programme for the Municipal Year 2017/18.

Resolved – (1) That the report be noted.

(2) That the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) and the Managing Director, Avon and Wiltshire NHS Partnership Trust (AWP) be requested to submit a report regarding recruitment of health staff at the next meeting of this Committee.

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

WEDNESDAY, 24 JANUARY 2018

PRESENT:- Councillors Gary Sumner (Chair), Fay Howard, Colin Lovell, Gemma McCracken, Barbara Parry, Carol Shelley, Caryl Sydney-Smith, Nadine Watts and Bob Wright.

Steve Henderson (Cabinet Member Advisory Group - Equalities), Doug Morris (Swindon Parent and Cares Group) and Elaine Poulter (Parent Governor).

Also present: Councillor Fionuala Foley, Cabinet Member for Children's Services and School Attainment.

Apologies for absence were received from Spencer Allen, Swindon Association of Primary Headteachers, Steve Colledge (Swindon Association of Secondary Headteachers), Tori Jones (Healthwatch), Alison Paul (Association of Swindon Special School Headteachers) and Liz Townend (Church of England Diocese).

24. Declarations of Interest

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

Councillor Barbara Parry made a personal, non-prejudicial declaration of interest in respect of Agenda item 29 (Education Standards Update) on the grounds of her employment by Ridgeway School.

Councillor Gary Sumner made a personal, non-prejudicial declaration of interest in respect of Agenda item 29 (Education Standards Update) on the grounds that his wife was a deputy Headteacher at a Swindon School.

Councillor Carol Shelley made a personal, non-prejudicial declaration of interest to Agenda item 29 (Education Standards Update) in her capacity as governor of Oliver Tomkins Primary School.

Councillor Caryl Sydney Smith made a personal, non-prejudicial declaration of interest to Agenda item 29 (Education Standards Update) in her capacity as governor of Swindon Academy.

Councillor Nadine Watts made a personal, non-prejudicial declaration of interest to Agenda item 29 (Education Standards Update) as her children attended Commonweal School.

25. Minutes

Resolved – That the minutes of the meeting held on 29th November 2017 be confirmed and signed as a correct record.

26.

Public Question Time

Mr Tom Seaward, Evening Advertiser, asked a question regarding mental health services in Swindon. Since the meeting, Mr Seaward advised that a response was being provided by the NHS Swindon Clinical Commissioning Group.

27.

Digital Roadmap - Swindon Clinical Commissioning Group

Steve Mapleston, Head of IT, at NHS Swindon Clinical Commissioning Group (CCG), gave a presentation on the Swindon Local Digital Roadmap (LDR) and updated the Committee on key projects from the LDR that were being undertaken over the next five years. These included:

- Improving electronic transfer of care records through the Docman Electronic Document Transfers (EDT) system to partner organisations, including general practitioners and urgent care centres. Information shared included End of Life planning and mental health information.
- Utilisation of existing national primary care systems, including Summary Care Record (SCR), Electronic prescribing ESP, Patient online services and e-referrals.
- The replacement of the N3 network with a Sustainability and Transformation Plan which would then enable other digital projects.
- Installing viewers of main clinical systems to key providers, increasing access to patient records.
- Enabling patients to access their digital records on line.
- Ensuring workforce was fully trained to engage confidently with digital technology.

The Committee was advised that the Digital Road Map focused on increasing the range of professionals able to support patients. It allowed professionals access to the right information to enable them make the appropriate decisions with regards to their patients' care.

Following his introduction of the report, Mr Maplestone, with the Director of Children Services and Gill May, the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), responded to the members' questions and comments in respect of the following matters:

- Data capture, security and sharing of patient information.
- Clear governance of data capture, analyses and dissemination.
- Patient compliance when sharing data between partners.
- The End of Life Plan Project and patients' involvement in this process.
- Diversity impact assessments being undertaken at project level as each project would have a different impact on the various sections of the community.
- Discussions held between CCG, Great Western Hospital and the Prospect Hospice on including the care and support provided to families after a patients' death. Outcomes reached following these discussions would be included within the Digital Roadmap.
- Future involvement of Youth Parliament members to gather young peoples' views on the End of Life Project.
- Blackpear as an established electronic system used nationally to improve data sharing.

- The Digital Roadmap's future direction.
Resolved – That the report be noted.

28. Progress Update of Youth Participation

The Project Manager, Swindon Ten to Eighteen Project, submitted a report updating the Committee on performance and key issues relating to youth participation, with particular regard to the activities of Swindon's Members of Youth Parliament (MYPs), Swindon Youth Council, Young Inspectors and Thought Tank (SEND Participation Group). The Chair welcomed Mr Paul Dobson, Project Manager, STEP (Swindon Ten to Eighteen Project) and Mr Jacob Patterson, elected Members of the Youth Parliament to the Committee meeting. The Youth Parliament representative referred to his experiences during his year as the elected member to the Youth Parliament and he thanked the Committee for its support over the past year.

Following his introduction of the report, the Member of the Youth Parliament responded to the members' questions and comments in respect of the following matters:

- His proudest achievement over the year.
- The importance of the Committees' continued support to future members of the Youth Parliament.
- Ways Youth Parliament members engaged with schools to ensure inclusiveness.
- The continued work between Youth Parliament members and Great Western Hospital representatives to design a website on the transitions scheme.
<http://www.gwh.nhs.uk/wards-and-services/a-to-z/transition-to-adult-care/useful-websites-for-young-people-in-swindon/>
- Ways of communicating with young people, particularly those who engaged by voting in the Youth Parliament elections.
- The support provided by local Members of Parliament.
- His future aspirations.

Resolved – (1) That the report be noted.

(2) That the Committee continues to support the work of the Members of Youth Parliament, Swindon Youth Council, Thought Tank and the wider youth participation agenda across Swindon.

(3) That the Committee continues to make available opportunities for children & young people to enable them contribute to the work streams of Health, Adults & Children Services Overview and Scrutiny Committee.

(4) That the Project Manager, Swindon Ten to Eighteen Project, be requested to submit an update on the work of the various groups at a meeting of the Committee in the next Municipal year.

(5) That the Project Manager, Swindon Ten to Eighteen Project, be requested to circulate an update on the children & young people's hospital 'Experience and Satisfaction Questionnaire' created by the Youth Council in conjunction with Great Western Hospital representatives.

29. Education Standards - Update

The Head of Education submitted a report setting out how well Swindon children and young people had performed in their public assessments in primary and secondary schools. He gave a presentation highlighting the key aspects where

there have been improvements in performance and where there had been declines in standards.

The Head of Education referred to the attainment of pupils between Key Stages 1 and 4. He advised that whilst the attainment level indicators for Early Years to Key Stage 4 were available, some data was un-validated at present. It was explained that Swindon schools were now in line with the national average in their Ofsted assessment. The Committee heard that at the end of Key Stage 1, attainment had risen in all subjects. At KS2, Swindon outcomes were the most improved in the country for children attaining the expected level in reading, writing and mathematics. Similarly in Phonics results, Swindon has been congratulated by the Department for Education for being one of the ten most improved local authorities in the country with outcomes now at the national average.

The Committee noted the excellent work of the Swindon Challenge Board, the Head of Education and his team and all involved, plus the new collaborative approach of the Swindon schools.

Following his introduction of the report, the Head of Education together with the Cabinet Member for Children's Services and School Attainment, responded to the members' questions and comments in respect of the following matters:

- The F40 group, together with officers, lobbied at national level for a revised baseline of funding for Swindon schools.
- The commitment by schools to ensure that children of all abilities are encouraged to achieve their full potential.
- Collaboration between schools to promote wider engagement with parents.
- Reasons for the decline in Key Stage 4 attainment results.
- The role of the Higher Education Learning Officers in improving pupil attainment.
- External factors affecting educational outcomes.
- Actions by schools and officers to raise attainment for children with Special Educational Needs.

Resolved – That the report be noted.

30. Local Safeguarding Children's Board Annual Report

The Local Safeguarding Children's Board's Strategic Manager submitted the 2016/17 Local Safeguarding Children Board (LSCB) annual report for the Committees' consideration. Ms Alex Walters, Chair of the LSCB introduced the report and advised that the annual report detailed progress on the work of the Board, its Sub-Groups and partners in promoting and developing multi-agency approaches to safeguarding and protecting children and young people in Swindon.

Ms Walters confirmed that as a statutory partnership, the Boards' remit was to ensure the co-ordination and effectiveness of partners' approach to their work by periodically carrying out quality assurance of policies and procedures. She reflected on the Boards' core functions and its priorities for future work. Ms Walters concluded her report by confirming that with the introduction of the Children and Social Work Act (2017), the LSCB would no longer be a statutory body from 2019 but there would be closer safeguarding agreements between the Local Authority, the Clinical Commissioning Group and Wiltshire Police.

Following her presentation of the report, Ms Walters, together with the Cabinet Member for Children's Services and School Attainment and the Corporate Director, Children's Services, responded to members' questions and comments in respect of the following matters:

- Actions undertaken by partners to help young people who abscond from schools, colleges or home and were vulnerable to sexual exploitation.
- The training undertaken by councillors highlighting the vulnerability of young people with regards to sexual exploitation.
- The arrangements and effectiveness of support provided to families by the Early Help Services, particularly relating to child protection and early help records plans.
- Social workers' case loads and actions undertaken to ensure parents only dealt with their assigned case worker.

Resolved – (1) That the report be noted.

(2) That a report on child sexual exploitation, to include information on the number of children who abscond from colleges or home and were vulnerable to exploitation activities and the actions being undertaken by various agencies to address this, be submitted at a meeting of the Committee during the next Municipal Year.

(3) That the Case Worker, Choice Advisor be requested to invite Councillor Fionuala Foley, Cabinet Member for Children's Services and School Attainment and Committee members to visit her department.

(4) That the Corporate Director, Children's Services be requested to circulate information on the number of child protection cases and early help record plans in Swindon.

31.

Work Programme

The Committee received a report from the Director of Law and Democratic Services detailing its updated work programme for the Municipal Year 2017/18.

Resolved – That the report be noted.

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COMMUNITIES AND PLACE OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 28 FEBRUARY 2018

PRESENT:- Councillors Dale Heenan (Chair), Kevin Parry, James Robbins and Gary Sumner.

Apologies for absence were received from Councillors John Ballman, Mary Friend, Vera Tomlinson and Peter Watts.

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 22nd November 2017, be confirmed and signed as a correct record.

23. Public Question Time

No public questions were received during the meeting.

24. Presentation - Resident Communication and Engagement

The Committee received a presentation by Sam Mowbray, Director of Performance, Organisational Improvement and Communications and Philip Avery, Head of Communications, in relation to the Council's process for communicating with and engaging Borough residents.

Following the presentation the Director of Performance, Organisational Improvement and Communications and, Head of Communications responded to members' questions and observations on the issues raised including:

- That the recent residents' survey was the first undertaken by the Borough since 2012.
- That the residents' survey involved telephone calls to 503 Swindon residents.
- A break-down of questions put to respondents of the residents' survey.
- The future communications strategy which would in part be shaped by feedback from the recent peer review of communications undertaken over a 5 day period and feedback from elected members and service areas within the Council.
- The comparison and close correlation between the results of the Swindon and national survey on priorities of residents and the level of trust residents had in their Local Authority.
- The use of Council staff as ambassadors and their ability to spread key messages and objectives of the organisation.
- A break-down of the current usage figures for the Council's website and social media accounts.
- The prioritisation of the use of the Council's website and other electronic communications in engaging the public and for service delivery.

- That 25% of Swindon residents were signed up to “My Account”.
- The benefits of more closely aligning content on the Borough and Parish Council websites to reflect the work that has been transferred across to Parish Councils.
- That additional information, such as the Council Tax Booklet, should be primarily available in an electronic format.
- That increased use of social media would change the way Councillors work.
- The benefits of electronic communication and social media in engaging people outside of traditional working hours.
- Data Protection issues relating to the use of email addresses held by the Council for the dissemination of other information.
- The need to ensure that feedback could be provided to respondents in future consultations.

Resolved – (1) that the Director of Performance, Organisational Improvement and Communications and, Head of Communications be thanked for an informative and useful presentation.

(2) That the Director of Performance, Organisational Improvement and Communications be requested to present the new Communications Strategy to this Committee as soon as is practicable.

25. Dial-a-Ride Update

The Service Manager, Passenger Transport, submitted a report setting out progress made by the Council in supporting Dial-A-Ride to become a more sustainable service.

Following the presentation the Head of Highways and Transport responded to members’ questions and observations on the issues raised including:

- On-going work by a Cabinet Member Advisory Group in (i) supporting Dial-A-Ride, (ii) monitoring performance data, and (iii) monitoring the contract management of services provided on behalf of the Council.
- The forthcoming contract renewal for subsidised transport contracts operated on behalf of the Council.
- Challenges experienced by Dial-A-Ride vehicles getting around the Borough and special provisions made by the Council to official vehicles operated by Dial-A-Ride to use bus lanes.
- Other potential streams of income available to Dial-A-Ride, for example, school transport, and how tendering for such work might be affected by current demand levels on the service at the busiest hours of service provision.
- The potential for Dial-A-Ride to reduce its operating costs through the use of Council owned facilities.
- The need to continue support to Dial-A-Ride to ensure it remains financially viable.
- The social benefits to vulnerable residents from the Dial-A-Ride service.
- The need to continue monitoring performance data to ensure Best Value is maintained.

Resolved – That the report be noted.

26.

Work Programme 2017/18

The Committee considered a report of the Director of Law and Democratic Services setting out the Committee's proposed Work Programme for the Municipal Year, 2017/18.

Resolved – (1) That the Committee's Work Programme for the Municipal Year, 2107/18 be noted.

(2) That a review of the actions approved by this Committee during the Municipal Year 2017/18 be submitted to the next meeting.

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GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 31 JANUARY 2018

PRESENT:- Councillors Emma Famarzi (Chair), Wayne Crabbe, Mark Dempsey, Oliver Donachie, Dale Heenan (Vice-Chair), Gemma McCracken, Jane Milner-Barry, Gary Sumner, and Chris Watts.

11. Declarations of Interest

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

No such declarations were made.

12. Public Question Time

There were no public questions.

13. Minutes

Resolved – That the minutes of the meeting held on 8th November 2017 be confirmed and signed.

14. Business Rates

The Corporate Director Resources and Transformation submitted a report providing an update on relevant Business Rates issues. The report considered that effective management of financial resources through robust financial management underpins the Council's ability to achieve its plans and priorities and that responsible budget management underpins the Council's strategic objective of consistently making the best use of all available resources.

The report stated that:

- It was the intention of the government to bring forward the planned switch in the indexation of business rates from RPI (which is the measure of inflation currently used) to the main measure of inflation, currently CPI, by two years to April 2018.
- The frequency of revaluations would be increased to every three years, following the next revaluation due in 2022.
- The pubs relief scheme would be extended by a further year.
- No additional funding is being provided in relation to the extension of the pubs measure and the government expects local authorities to have all the necessary arrangements in place.
- Local business rates retention will move from 50% to 75% in 2020/21 and that a reset of the business rates retention system will take place in the same year.
- The Council has implemented schemes to help businesses having large increases in rates to pay following the revaluation.
- For the 2017 valuation list the government has introduced a new appeals system if ratepayers disagree with their rating assessment.

At the meeting, Gavin Calthrop, the Head of Place Marketing, commented that the Council was actively promoting Swindon as a place for business to relocate to and that there was a targeted drive to encourage inward investment from businesses already located in Swindon. He undertook to circulate to Members of the Committee a copy of a report “Centre for Cities”, which sets out to identify which cities will be affected the most with the emergence of technological advances.

The Committee discussed the possibility of Dyson and other businesses from China relocating to Swindon.

Resolved – That the report be noted.

15. Apprenticeships, Higher Education and Skills

The Corporate Director, Children’s Services, submitted a report in response to a request from the Committee for officers to report on progress on key elements of the Skills and Employment Strategy relating to Higher Education and Apprenticeships. The report supports Priority Two of the Council’s Vision to “offer educational opportunities that lead to the right skills and right jobs in the right places, Pledge 18 (increase the number of businesses employing an apprentice and Pledge 19 (secure a range of options to access Higher Education in Swindon).

The report detailed:

- The Skills and Employment Strategy which was endorsed by Cabinet in September 2017. The strategy was developed to summarise the skills and employment priorities and activities that need to take place to achieve the vision and overall aims for skills as outlined in the draft Economic Strategy.
- The Higher Education Strategy which outlines the key activity to secure a range of options to access Higher Education in Swindon that is responsive to employer need, contributes to narrowing the participation gap and makes sustained improvements in participation rates of young people whilst offering an opportunity for up-skilling for residents in employment.
- A Swindon and Wiltshire Local Enterprise Partnership (SWLEP) wide Apprenticeship Growth Strategy will be presented to the Swindon Skills and Employment Board on the 31st January 2018. The strategy includes an Action Plan, outlining actions for all key stakeholders with the SWLEP Skills and Talent sub group, supported by the two local authorities being responsible for co-ordination and monitoring of the plan.

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Sally Burnett, Commissioner, Routes to Employment advised the Committee of the need to make businesses aware of the benefits of employing apprentices and undertook to circulate to Members of the Committee the drop-out figures for apprenticeships.

Resolved – That the report be noted in terms of progress on Apprenticeships and Higher Education.

16. Business West

Gavin Calthrop advised the Committee that Business West hold a bi-monthly meeting with local MP’s and the Leader of the Council. He invited the Chair and one other Member of the Committee to attend the next meeting to be held on March 1st.

He advised that a visit had been arranged for Members of the Committee to Woking Borough Council on the 8th March to meet with their Leader of the Council, Chief Executive and senior Officers to discuss how Woking has been successful in accelerating town centre regeneration projects, what can Swindon learn from this and the role of elected Members.

17. Work Programme 2017/18

The Committee considered its work programme for 2017/18 and felt it would be useful if the next meeting of the Committee was re-arranged after the visit to Woking Borough Council.

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RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 18 JANUARY 2018

PRESENT:- Councillors Timothy Swinyard (Chair), Steve Allsopp, John Haines, Des Moffatt, Timothy Swinyard (Chair), Caryl Sydney-Smith, Steve Weisinger and Robert Wright

Apologies for absence were received from Councillor Vera Tomlinson.

17. Declarations of Interest

The Chair reminded Councillors to declare any known interests in any matter to be considered.

No such declarations were made.

18. Minutes

Resolved – That the minutes of the meeting held on 27th November 2017 be confirmed and signed.

19. Public Question Time

There were no public questions.

20. Wichelstowe

Robert Powe, Wichelstowe Programme Manager, gave a presentation on the development at Wichelstowe. He advised that it is a joint venture with Barratt Homes, a £679m partnership to deliver circa 2750 homes on Council owned land.

He outlined the strategic objectives of the joint venture touching upon the following areas:

- Economic development
- The high quality of the development
- Sustainability
- Creation of high quality neighbourhoods
- The type of homes needed in Swindon
- A rebalancing of Swindon's housing stock
- Delivering jobs that contribute to Swindon's economic growth
- Creating an intergenerational community that supports healthy active living

He outlined the key principles of the joint venture expanding on the following areas:

- The Council are providing the land and Barratt Homes providing the infrastructure
- That the Council and Barratt jointly fund the house building
- That the Council's land value will need to be rigorously tested
- Securing Planning permissions and Section 106 agreements aligned with the

developments design codes

Following the presentation the Wichelstowe Programme Manager responded to questions and observations put by Members of the Committee on the following areas:

- A perceived trade shortage in the area
- Guarantees in the legal agreements concerning the feasibility of 15-30% affordable housing
- The factoring in of the closure of Mill Lane to the development
- Traffic congestion and the bus route on Red Post Drive
- The future of Barratt PLC Holdings and its associated groups over the course of the development

Resolved – That the Wichelstowe Programme Manager be thanked for a useful and informative presentation

21. Digital Access Strategy

Samantha Mowbray, the Director of Performance, Organisational Improvement and Communications submitted a report introducing the Council's draft approach to all of Swindon's residents being able to engage with the Council as it moves more of its customer services online.

The report sought to give members of the Committee confidence that a coordinated approach to modernising customer services is in place and that this approach is being developed in conjunction with the Council's Digital Inclusion Strategy which aims to ensure that all of Swindon's residents are able to access the universal services which the Council provides.

The Organisational Excellence work stream is one of four themes within the Swindon Programme. The Swindon Programme is a £30m savings programme intended to ensure that the Council is financially and operationally sustainable by March 2020.

The Director referred to a report by Get Digital which provided a digital map of Swindon. She commented that the Council had a target of 85% of its contact with customer being provided digitally.

It was noted that 85% of the Council's customers currently own a smartphone.

She outlined the barriers to digital inclusion which included skills, language, trust and not recognising the benefits. The Council will support customers to use digital services and empower them to conduct their transactions digitally by using a customer support network.

Resolved – That the report be noted and that the Committee recognises that the proposals are currently in draft form with a fuller strategy being forthcoming over the coming months.

Councillor Keith Williams, the Cabinet Member for Corporate Services and Digitalisation and Samantha Mowbray, the Director of Performance, Organisational Improvement and Communications submitted a joint report outlining a draft proposed approach to the modernisation of Customer Services which forms part of the Organisational Excellence programme.

The report sought to give members of the Committee confidence that a coordinated approach to modernising customer services is in place and that this approach is being developed in conjunction with the Council's Digital Inclusion Strategy which aims to ensure that all of Swindon's residents are able to access the universal services which the Council provides.

The Organisational Excellence work stream is one of four themes within the Swindon Programme. The Swindon Programme is a £30m savings programme intended to ensure that the Council is financially and operationally sustainable by March 2020.

The report notes that by 2020 customer services will have removed all unnecessary face to face and phone contact by providing clear information on the Council's website to either enable customers to do things for themselves; signposting customers to other external services; or correctly routing them to the right services within the Council

At the meeting, Karen McMahon, the Head of Customer and Business Services advised that there were now 68 processes using the customer portal. She explained that channel shift needed to be undertaken in conjunction with the 'right first time' approach to service delivery, in order to reduce failure demand from the outset. She commented there was already a natural shift from customers physically visiting the Council to using smart digital services and in future the team would introduce other communication methods such as WebChat. She noted that 17000 customers had signed up to the digital portal.

The Committee discussed the average response time to customer comments and the barriers to using digital services, including social phobias, confidence and lacking the necessary digital skills.

Resolved – That the report be noted and the Committee recognises that the proposals are currently in draft form with more detailed proposals being forthcoming the next few months.

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Section 3

Regulatory Committee Minutes

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LICENSING COMMITTEE

THURSDAY, 15 MARCH 2018

PRESENT:- Councillors Alan Bishop, Paul Dixon, Steph Exell, Nick Martin, Derique Montaut, Carol Shelley, Caryl Sydney-Smith, Vera Tomlinson, Nadine Watts, Peter Watts, Emma Faramarzi and Colin Lovell.

Apologies for absence were received from Councillors Abdul Amin and Eric Shaw.

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. Minutes

Resolved – That the minutes of the meeting held on 18th December 2018, be confirmed and signed as a correct record.

33. Public Question Time

No public questions were received during the meeting.

34. Consideration of Private Hire and Hackney Carriage Drivers Medical Requirements

The Council's Licensing Manager submitted a report setting out proposed amendments to the Council's current Private Hire and Hackney Carriage Licensing Policy in respect of Medical Examination Certificates.

Resolved – (1) That the Council's current Private Hire and Hackney Carriage Licensing Policy in respect of Medical Examination Certificates be amended to read "The Group 2 Medical Examination be completed by the applicant's own General Practitioner (GP) or another GP in the same practice, or a GP in another practice, provided they have access to the applicants' full National Health Service records at the time of the examination."

(2) That the Council's Licensing Manager continue to be authorised to refuse to license any Private Hire and Hackney Carriage Driver who does not meet the Council's Policy on medical examinations as set out in the Private Hire and Hackney Carriage Licensing Policy.

35. Introduction of a Dog Walking Registration Scheme

The Council's Licensing Manager submitted a report seeking approval for the adoption of a Code of Conduct for Commercial Dog Walkers in Swindon following a consultation exercise approved the Committee (Minute 14 refers).

Resolved - (1) That, further to (2) and the amendments set out in (3) below, the Code of Conduct for Commercial Dog Walkers be endorsed and commended to Council for adoption.

(2) That the fee for registration under the Council's Code of Conduct for

Commercial Dog Walkers in Swindon be set at £50 for three years and that this fee be reviewed on an annual basis.

(3) That the Code of Conduct for Commercial Dog Walkers in Swindon be amended as follows:

(i) That paragraph 5 be amended to read “Only exercise the number of dogs that are covered by their insurance policy or up to a maximum of four dogs at any one time and that only a maximum of two dogs be permitted off their leads at any one time”; and

(ii) That paragraph 3 be amended to read: “Take extra care when arriving and leaving parks and green spaces to minimise issues for other users. All dogs should be walked away from and returned to an adequately ventilated vehicle on a lead”.

(4) That the Council’s Licensing Manager be requested to investigate how compliance with the Code of Conduct may be monitored effectively and report back to this Committee how this might be best achieved together with any financial implications arising therefrom.

(Councillors Emma Faramarzi and Carol Shelley requested that their abstention from the vote in respect of (2) be recorded.)

PRIVATE HIRE AND HACKNEY CARRIAGE LICENSING SUB-COMMITTEE

FRIDAY, 19 JANUARY 2018

PRESENT:- Councillors Vera Tomlinson (Chair), Alan Bishop, Stephanie Exell, Caryl Sydney-Smith and Councillor Peter Watts

Apologies for absence were received from Councillors Abdul Amin and Nick Martin.

1. Appointment of Chair for the Municipal Year 2017/18

Resolved – That Councillor Vera Tomlinson be Chair of this Sub-Committee for the Municipal Year, 2017/18.

(Councillor Tomlinson took the Chair.)

2. Appointment of Vice-Chair for the Municipal Year 2017/18

Resolved – That Councillor Peter Watts be Vice-Chair of this Sub-Committee for the Municipal Year, 2017/18.

3. 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.

4. Minutes

Resolved – That the minutes of the meeting held on 26th July 2016, be confirmed and signed as a correct record.

5. 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 8 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 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 7 refers.)

6. Public Question Time

No public questions were received during the meeting.

7. Application for the Revocation of a Hackney Carriage Driver's Licence

The Sub-Committee considered a report of the Council's Licensing Manager setting out a request to consider the revocation of a Hackney Carriage Drivers Licence pursuant to Section 61(2b) of the Local Government Act 1976.

Resolved – That no action be taken to revoke the Hackney Carriage Drivers Licence held by driver named in the report of the Council's Licensing Manager.

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LICENSING PANEL

TUESDAY, 19 DECEMBER 2017

PRESENT:- Councillors Vera Tomlinson (Chair), Steph Exell and Emma Faramarzi.

88. Appointment of Chair

Resolved – That Councillor Vera Tomlinson Chair this meeting of the Panel.
(Councillor Tomlinson took the Chair.)

89. 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.

90. Application to Review Premises Licence in respect of Spice Kitchen, 10 Swindon Street, Highworth, Swindon

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application for a Review of the Premises Licence for Spice Kitchen, 10 Swindon Street, Highworth, Swindon, (b) written representations from Wiltshire Police in support of the review, (c) a set of conditions tabled at the meeting on behalf of Wiltshire Police and the Premises Licence Holder, (d) oral submissions in support of the jointly agreed additional conditions by Mr Frank Fender (Licensing Consultant), (e) questions from Members to the Police, Premises Licence Holder and officers and answers received and (f) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

The Council's Licensing Manager introduced the report noting that:

- The application for the review of the Premises Licence had been brought by the Police under the Crime and Disorder Licensing Objective.
- That additional conditions jointly agreed by Wiltshire Police and the Premises Licence Holder had been tabled for members' consideration.
- The options available to the Panel in determining the review and the tabled additional conditions were set out in paragraph 2.1 of the report.
- That the current licensable activities permitted were the sale of alcohol and the provision of Late Night Refreshments.

The Police case in support of the application for review can be broadly summarised as:

- The employment of illegal workers at the premises was discovered as part of the inspection of a number of premises within the Borough.
- The Immigration Service were still investigating this case.
- In discussions with the consultant acting on behalf of the Premises Licence Holder two conditions had been jointly agreed which the Police felt would uphold the Crime and Disorder Licensing Objective.
- If the Panel were minded to consider the conditions tabled the Police would

- not seek revocation of the Premises Licence.
- The Current Designated Premises Supervisor was also the Designated Premises Supervisor for the Purple Mango and held a job as an electrician during the day.
- The Premises Licence Holder had agreed to undertake the role of Designated Premises Supervisor.
- The Chef at the premises, who did not have a grasp of employment regulations, had employed the persons in question.

Responses to questions to Wiltshire Police from Panel Members and the Premises Licence Holder's consultant can be broadly summarised as:

- That the conditions proposed would normally be part of management procedures.
- That the Police were no longer seeking revocation as they believed that the Licensing Objectives would be upheld with the agreed licence conditions.
- That the Police had not discussed possible remedies with the Premises Licence Holder prior to calling the review.
- The Police believed that the current Designated Premises Supervisor needed to be replaced as he was currently overstretched with other work.

The case opposing the review by the Mr Fender can be broadly summarised as:

- The Premises Licence Holder accepted the need for a review.
- The Police visit on 28th September 2017 found two persons on the premises who did not have the right to reside or legally work in the United Kingdom.
- He was surprised that the application for review of the Premises Licence had been made only five days after the Police visit.
- Some issues relating to the case were still under investigation.
- This was the first premises operated by the Premises Licence Holder although he had previously managed an establishment, without incident, in Northampton.
- Mr Abedyn Zainal (Premises Licence Holder) had been a personal licence holder since 2015.
- Mr Anwar Pareez Aftab (current Designated Premises Supervisor) had been involved in the Purple Mango which had closed in 2012.
- The history of the premises prior to it gaining its current Premises Licence.
- The restaurant employed three people in the kitchen and two people in the main seating area.
- All current staff had the right to work in the United Kingdom.
- Some details in the Police statements attached to the agenda papers were being disputed by Mr Zainal.
- The person in question had been employed in a temporary capacity for a period of approximately two weeks and the appropriate checks would have been undertaken if they had been permanently employed.
- The legality of the checks carried out by the Police on 28th September were being questioned.
- The Premises Licence Holder was co-operating fully with on-going investigations.
- The issue of civil penalties issued were being contested.
- The conditions would impose stricter control of paperwork which would be

- kept on the premises for inspection.
- There was an apparent lack of oversight by the current Designated Premises Supervisor which was why Mr Zainal was proposing to undertake this role.
- The Premises Licence Holder apologised unreservedly for what had happened which was the result of misunderstandings and wouldn't occur again.
- With the exception of this incident Mr Zainal had an excellent record in operating premises.
- That revocation, given the explanations to the Panel and agreed conditions might not be appropriate or proportionate.

Responses to questions to the Premises Licence Holder and his consultant from Panel Members and the Police can be broadly summarised as:

- That 10 Swindon Street was the business address and not Mr Zainal's personal residence.
- That new management procedures and record keeping would be robust and supported by visits by experienced staff.
- Mr Zainal understood that any breaches of the proposed conditions could lead to a further review of the Premises Licence.
- Mr Zainal understood his legal obligations in respect of checking potential employee's right to work in the United Kingdom and in maintaining the records of such checks.
- Whether the proposed condition two relating to checks by an independent person was sustainable in its current form.
- That the two persons caught working at the premises had not been registered to National Insurance or taxation purposes.

Resolved – The Panel considered the representations made by the Police and the Premises Licence Holder's representative and the jointly submitted conditions.

And taking into account: -

1. The Secretary of State's Guidance; and
2. The Licensing Authority Statement of Licensing Policy:

And having in mind the promotion of the Licensing Objectives in particular the prevention of crime and disorder;

Having carefully considered either revoking or suspending the premises licence due to the employment of illegal workers the Panel, having regard to the submissions of both parties and the jointly submitted conditions, decided not to undertake such sanctions on this occasion. However the Panel did wish the Licence holder to understand the severity of the employment of an illegal worker, even unintentionally, and the possible sanctions available in accordance with paragraph 11.28 of the Section 182 guidance.

Notwithstanding the applicant's acceptance of the conditions jointly submitted by both parties, their co-operation in agreeing conditions and the fact that the conditions being imposed have addressed the concerns of the applicant for the review, the Panel decided to attach the following conditions on the Premises

Licence and to remove the Designated Premises Supervisor.

Conditions

1. No person shall be employed at the premises in any capacity, whether temporary or permanently, unless they have presented documents proving they have a right to reside and work in the United Kingdom. Copies shall be taken and a proper record maintained of all documents provided. The record shall be maintained at the premises for the immediate inspection of authorised officers at all times the premises are open.
2. The premises shall be subject to an unannounced compliance audit by a suitably qualified consultant. The first audit must be undertaken by 31st January 2018 to review compliance with all legal employment requirements in respect of all current employees. A minimum of a further two unannounced compliance audits shall be held before 31st January 2019 to ensure continued compliance for all current staff or those employed as at 19th December 2017.

Reasons

1. The Applicant for review and the Premises Licence Holder were satisfied that the proposed conditions would uphold the licensing objectives, and in particular the prevention of crime and disorder.
2. Given that the Licensee including the appointment of a Consultant and their cooperation in agreeing conditions for the premises licence, the Panel, taking into account paragraph 10.10 of the Secretary of State's Guidance considered that in this instance a revocation or suspension of the licence would not be proportionate.
3. The Panel determined that the Designated Premises Supervisor should be removed having considered evidence from both the Police and the Consultant to the Premise Licence Holder that his other employment made his management of the premises too onerous leading to poor management of the premises as evidenced by misunderstandings in respect of the employment of workers which had led to a breach of the licensing objectives.
4. That the proposed condition 2 submitted to the Panel had been amended to ensure the licensing objectives were upheld through the auditing of the employment of staff.
5. The Panel considered the proposed 2 monthly audits in the jointly agreed condition tabled at the meeting was disproportionate given the size of the venue and given that the initial audit, as amended, would put in place robust practices.

The Chair reminded both parties that you had the right of appeal against the decision to the Magistrates Court and that any such appeal should be made within 21 days.

LICENSING PANEL

FRIDAY, 26 JANUARY 2018

PRESENT:- Councillors Vera Tomlinson (Chair), Abdul Amin and Eric Shaw.

91. Appointment of Chair

Resolved – That Councillor Vera Tomlinson Chair this meeting of the Panel.
(Councillor Tomlinson took the Chair.)

92. Minutes

Resolved – That the minutes of the meetings held on 22nd November and 6th December 2017 be confirmed and signed.

93. 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.

94. Application for the Grant of a Premises Licence in respect of Roves Farm, Sevenhampton, Swindon

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application for a Premises Licence for Roves Farm, Sevenhampton, Swindon, (b) written representations from 14 local residents opposing the application, (c) oral submissions in support of the application, (d) oral submissions by local residents in support of their objections, (e) questions from Members to the applicant and objectors and answers received, and (f) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

The Council's Licensing Manager introduced the report noting:

- The options available to the Panel when considering the application.
- That there was currently no Premises Licence in operation at Roves Farm and that currently no alcohol sales were authorised.
- That the application described Roves Farm as a 400 acre working farm which had opened a visitor's centre in 1992 and a farm shop in May 2017.
- That the application also sought permission for dances, weddings, birthday parties, activity events and reunions.
- The requested hours of operation were from 08:00 until 23:00 hours.
- The majority of the objections received related to traffic issues and noise from events held at the farm (set out on pages 55 to 76 of the agenda papers).
- The police had requested conditions be attached the Premises Licence and these were set out on page 87 of the agenda papers.
- No representations had been made by Dorset and Wiltshire Fire Service although they had requested the inclusion of a condition on the Premises Licence.

- The applicant had offered to limit the number of events held at the farm.

The Objectors case for a review and a summary of points raised can be broadly summarised as follows:

- The farm was situated in a conservation area in open countryside.
- The application would not enhance the area but could significantly change the character of the conservation area and impact on residents' quality of life, which was already suffering because of the volume of traffic travelling through the village.
- The proposals before the Panel were significant and could change the nature of events held, increase the number of events and visitors considerably.
- The village consisted of 38 dwellings and 10 of these were listed buildings and this had been reflected in previous planning decisions.
- Access through the village was via a "C" class narrow road (C142) without street lighting.
- Evening events would create a number of traffic issues such as congestion, noise disturbance and access to and egress from the site via the single track lane to the farm.
- Traffic levels to the farm had already increased dramatically.
- Difficulties in accessing and exiting the site because of the junction at the entrance of the farm.
- Not all residents were aware of the application in time to make representations.
- Fears that should the application be granted there would be an increase of heavy goods vehicles and buses travelling through the village causing problems including damage to the village green.
- There was nothing set out in the application suggesting the number of event would be limited.
- The C142 needed, better road signage, better repairs, a weight limit imposed, enforcement of speed limits and also street lighting.
- The C142 was only suitable for light traffic.
- The majority of traffic should be required to access Roves Farm via an access from the A420.
- The application submitted could leave local residents unable to enjoy their gardens because of noise and traffic over the whole weekend during summer months.

Responses to questions to Objectors from Members and Officers can be broadly summarised as:

- There were currently no plans submitted for an access off the A420.
- Should traffic be directed to access the site from the direction of Highworth this would alleviate some of the traffic related issues currently experienced by villagers.

Councillor Alan Bishop (Ward Councillor) spoke on behalf of local residents and his comments can be broadly summarised as:

- Roves Farm was 400 acres in size and the application formed part of its

diversification plans.

- Previous diversification plans had included the growing of willow trees and the current café/shop area.
- The Farm was “Environmental” and was used for children’s educational purposes.
- The farm shop sold local produce and wanted to include the sale of local beer and wine to be consumed with meals or alternatively to be consumed off the premises.
- The farm was currently used for meetings such as by local young farmers and the licence application would better facilitate the holding of weddings and other events at the farm.

The applicant’s case and a summary of points raised can be broadly summarised as follows:

- Alcohol would be held for sale with the general goods in the Centre shop.
- The Fire Officer did not oppose the sale of alcohol from the shop and it was agreed other activities would not commence until the fire brigade’s requests had been met.
- A drop in session was held in November for local residents where the details of the application were explained.
- They had submitted an agreed condition limiting the licence to 15 events, after 6:30 pm a year, until an alternative access off the A420 was completed.
- The application and the display of public notices had been in accordance with the appropriate regulations.
- Traffic issues at the bonfire night event were largely the result of temporary traffic lights in the village due to building works.
- Damage to the village green was not entirely the result of traffic visiting the farm.
- Permission had been given to extend the farm’s car park, using hard core, but this was not the direct result of the application.
- The farm was particularly busy during the lambing season and so it was not intended that events would be held during this period.
- Outline planning permission had been approved for a development which included an access off the A420 available to Roves Farm; any development would only take place with this access road.
- Most large vehicles visiting the farm were related to farming activities; coaches visited the farm but these were through pre-bookings and both coaches and heavy goods vehicles were requested to use the B4000.
- Traffic has always been an issue in the village as it was used as a shortcut by a lot of drivers.
- The track into the farm from the road has been improved at the farm’s expense and was single tracked to reduce the speed of traffic using it.
- Traffic using the farm was generally slower than other traffic due to the need to turn off the road to enter the farm.
- The request for the on-sale of alcohol was primary to cater for private events such as weddings.
- The sale of some alcohol with meals was also being considered, especially if a restaurant was built but this would only be during the opening hours of those facilities.

Responses to questions to the applicant from Panel members and objectors can be broadly summarised as:

- Staff would be trained in the sale of alcohol.
- Events would be either private or ticketed only entry.
- The bonfire night event entry was by ticket only and only five people had arrived without tickets.
- Drinking on-site would be permitted in only two scenarios, either at private or ticketed events with controlled entry or with a meal.
- A condition restricting activities to 15 events after 6:30pm had been offered to allay the fears of some local residents.
- All staff would receive Challenge 25 training. There would be two personal licence holders, the applicant and the shop manageress.
- The application for 365 days a year for off-sales was to cover the sale of alcohol from the shop during its opening.
- A condition restricting sales of on-sales alcohol to specific areas such as dining areas or those areas hosting events wouldn't be objected to.
- There were plans for ensuring that only those with tickets could access all ticket or private events.
- Management would use their best efforts to ensure local residents were aware of events being held on the farm.
- Dates for events had not been agreed.

Resolved – That after considering: -

The application for a Premises Licence and oral representations in support; and Representations and material put forward on behalf of the Objectors;

And taking into account: -

The Secretary of State's Guidance; and

The Licensing Authority Licensing Statement:

And having in mind the promotion of the Licensing Objectives in particular: -

- The prevention of crime and disorder;
- The prevention of public nuisance
- Public Safety
- The Protection of Children from Harm

The Panel determined that the application be granted subject to:

The permitted hours for the sale of alcohol for consumption on and off the premises shall be:

- Monday to Sunday 08:00 until 23:00 hours.

The permitted hours for regulated entertainment be:

Monday to Sunday 08:00 until 23:00 hours

That the following additional/modified conditions should be applied to the Premises Licence: -

- (i) That the conditions set out in pages 87 to 88 of the agenda papers be appended to the Premises Licence subject to paragraph 4 being deleted and paragraph 5 being amended to read: "For any events exceeding 500 people the premises licence holder should inform Wiltshire Police and the Licensing Authority at least 6 weeks prior to the event."
- (ii) That no licensable activities shall be authorised outside of the visitor centre until such time as Fire prevention measures which have been identified are undertaken as approved in writing by both the Licensing Authority and Dorset & Wiltshire Fire & Rescue Service.
- (iii) All measures requested by Dorset & Wiltshire Fire and Rescue Services shall be carried out as agreed prior to any licensable activities taking place outside of the centre. This approval must be issued at least 7 days in advance of an event.
- (iv) That prior to any licensable activities involving less than 500 people taking place outside of the visitor centre, the Premises Licence Holder shall give at least 28 days prior notification to the Licensing Authority and Wiltshire Police.
- (iv) Where required the Premises Licence Holder shall attend the Event Safety Advisory Group and shall comply with all conditions that the Event Safety Advisory Group may impose.
- (v) That any alcohol sold for consumption on the premises shall be: (a) consumed with a meal within the confines of the café/restaurant area; or (b) consumed at an event on the premises within the specified fenced area for the event.
- (vi) Noise levels for any outside licensable activities shall not exceed a level of 62dB (A) Leq 15 minutes at any noise sensitive dwelling.

The Chair reminded both parties that they had a right of appeal to the Magistrates' Court against the determination of this panel. Such an appeal, must be commenced within 21 days of receipt of the written determination with reasons.

Reasons

- (1) The applicant had not objected to the conditions proposed by the Police which, with the exception of paragraph 3 and 5, were found to be fair and proportionate.
- (2) Condition 4 requested by the police was deleted as this was covered within the application and would form part of the premises licence.
- (3) Condition 5 requested by the police was amended as the Panel considered 10 weeks' notice of events exceeding 500 people to be too onerous.

- (4) The inclusion of a condition relating to noise levels during events at the nearest affected property was to protect the amenities of local residents and was deemed to be fair and proportionate.
- (5) The Panel was satisfied that the management arrangements in place for holding events would minimise potential issues affecting the nearby village.
- (6) The Panel did not take into account any access arrangements from the A420 as currently there are no plans to develop that area of the farm.
- (7) The Panel noted that issues raised by local residents in respect of highway matters were outside of its remit and was an issue for the highway authorities to consider.
- (8) The Panel noted the absence of objections from the Statutory Authorities and noted there had been no management issues arising from events held at the farm.
- (9) The application for 15 events per annum was not considered excessive.
- (10) The Panel was satisfied with the proposed management arrangements in relation to the sale of alcohol to be taken away from the premises and for controlling the consumption of alcohol at events held on the premises.

PLANNING COMMITTEE

TUESDAY, 9 JANUARY 2018

PRESENT: - Councillors Kevin Parry (Chair), John Ballman, Alan Bishop, Malcolm Davies, Steph Exell, Nick Martin, Derique Montaut, James Robbins, Eric Shaw, Gary Sumner, Timothy Swinyard and Peter Watts.

Apologies for absence were received from Councillor Stan Pajak.

31. 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.

32. Minutes

Resolved – That the minutes of the meeting held on 14th November 2017, be confirmed and signed.

33. Public Question Time

There were no public questions.

34. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications 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 of Councillor Weisinger in respect of application numbered S/HOU/17/1641.
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/17/1114	Aaron Smith	Agent
	Spencer Davies	Hannington Parish Council
	Guillaume Proost	Hannington Parish Protection Committee
	Kelli Salone	54 Queens Road
S/HOU/17/1641	Pauline Webster	Highworth Town Council
	Mrs J Bishop	Highworth Town Council
S/HOU/17/1559	Mr S Madhani	Applicant

Resolved – (1) That, in respect of application numbered S/17/1114:

- (a) the Head of Planning, Regulatory Services and Heritage be authorised to grant planning permission subject to the conditions set out in the Committee report together with any amendments, omitted or additional conditions including an additional condition precluding the installation of street lighting and if required, the completion of a Section 106 planning obligation to secure the necessary mitigation in respect of recreational open space.
- (b) 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 this matter the Head of Planning, Regulatory Services and Heritage be authorised to refuse planning permission.
- (c) In making their decision, the Committee were advised by the Planning Case Officer that the reference to 'no weight' in line 2 of paragraph 31 of the Officer's Report should read 'limited weight'.
- (d) The Head of Conveyancing, Environment and Contracts provided an update on legal issues pertaining to a third party request to Court to inhibit the Committee's ability to consider the application in advance of the adoption of the Hannington Neighbourhood Plan, but that no such request had been granted

(2) That permission be granted in respect of application numbered S/HOU/17/1559 subject to the conditions listed in the Committee report.

(3) That permission be granted in respect of application numbered S/HOU/17/1641 subject to the conditions listed in the Committee report and also subject to the imposition of an additional condition that removes permitted development rights to erect a two story extension at or near the boundary of no.4 Bydemill Gardens, in the interests of residential amenity.

PLANNING COMMITTEE

TUESDAY, 13 MARCH 2018

PRESENT: - Councillors Kevin Parry (Chair), John Ballman, Alan Bishop, Steph Exell, Nick Martin, Derique Montaut, Stan Pajak, James Robbins, Eric Shaw, Gary Sumner, Timothy Swinyard and Peter Watts.

Apologies for absence were received from Councillors Malcolm Davies.

1. Declarations of Interest

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

Councillor Gary Sumner made a declaration of interest in respect of application numbered S/18/126 as he was the Chairperson of a local football club who could possibly use the proposed facility. He left the room for the voting in respect of this application.

2. Minutes

Resolved – That the minutes of the meeting held on 9th January 2018, be confirmed and signed.

3. Public Question Time

There were no public questions.

4. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications 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 of Councillors Bob Wright and Julie Wright in respect of application numbered S/18/126
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/18/126	Jon Holloway	Applicant
	Pamela Freeguard	73 Gladstone Street
	Ms Robinson	Shrivenham Road
	Bryan Clinton	Swindon Harriers Athletics Club
	Helen Swanson	Drove School
	Steve Holmes	Swindon MIND
	Georgia Brown	CFFE
	Simon Stevenette	Christ Church

Resolved – (1) That permission to develop be granted in respect of application numbered S/18/126, subject to the conditions listed in the Committee Report.

(2) That, in respect of application numbered S/OUT/17/204; (a) the Planning Officer drew to the Committee's attention that paragraph 37 of the Committee report should read:

"In conclusion the Council acknowledges at present it cannot demonstrate a 5-year supply of housing in accordance with the NPPF and therefore paragraph 49 of the Framework is invoked. This means that conflict with SD2 of the Local Plan alone is insufficient to outweigh the benefits of the proposal, which would make a modest contribution of up to 8 dwellings towards addressing the shortfall. Other harm would need to be demonstrated in order to significantly and demonstrably outweigh the benefits of granting permission, as per paragraph 14 of the NPPF."

and (b) that permission be refused for the reasons set out in the Committee report.

EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

THURSDAY, 8 MARCH 2018

PRESENT:- Councillors Mary Friend, Teresa Page and Vera Tomlinson.

16. Appointment of Chair

Resolved – That Councillor Vera Tomlinson be appointed Chair of the Sub-Committee for this meeting.

17. Declarations of Interest

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

18. Minutes

Resolved – That the minutes of the meeting held on 9th January 2018 be confirmed and signed as a correct record.

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 in Agenda Item 6 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 2 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 20 refers.)

20. Home to School Transport Appeals

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

Resolved – That, due to the exceptional circumstances set out in each of the appeals, appeal numbers 2017/355 and 2017/341 be upheld, and that bus passes be provided until the end of the current 2017/2018 academic year.

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

WEDNESDAY, 17 JANUARY 2018

Maintained School Members: Rhian Cockwell, Primary Headteacher
Mark Edwards, Governor - Secondary
Charles Law, Special Governor
Alison Lowe, Primary Headteacher
Jackie Smith, Special Schools Headteacher
Ray Williams, Primary Governor
Fiona Godfrey, Mainstream Academy
Andrew Henstridge, Mainstream Academy

Academy Members: Emma Leigh-Bennett, Mainstream Academy
Bob Linnegar, Mainstream Academy
James Povoas, Mainstream Academy
Karen Pyman, Mainstream Academy
Clive Zimmerman, Mainstream Academy
Nick Capstick, Special Academy

Non-School Members: Peter Smith, Trade Unions
Jo Morris, Early Years

Officers: Peter Nathan (Head of Education)
Ian Burbidge (Head of Finance, Technical)
Anne Mackay (Finance Manager, Education)

Apologies for absence were received from Ben Slater (Pupil Referral Unit Headteacher), Janet Urban (Primary Headteacher), Emma Lindsay (Diocese of Bristol) and Steve Wain (16-19 Partnership).

22. Minutes of Previous Meeting

Resolved - That the minutes of the meeting held on 5th December 2017 be confirmed and signed as a correct record.

23. Public Questions

Mr Alastair Dixon - Patterson of Lydiard Park Academy, Swindon, enquired whether the census figures used to calculate the Age Weighted Pupil Unit (AWPU) in the models presented in the report included pupils receiving special resourced provision. The Chair advised that a written response would be provided.

Mrs N Wilding of Tadpole Farm Church of England Primary Academy, enquired when the classroom set up funding allocation of £11,500 per form of entry had last been reviewed. The Chair advised that a written response would be provided.

24. 2018_19 Dedicated Schools Grant Settlement and Budget

The Finance Manager, Education, presented a report updating the Forum on the 2018/19 Dedicated Schools Grant (DSG) settlement, including (a) estimates of the level of expenditure to be allocated to Early Years, Schools and Academies,

High Needs settings and the Central Schools Services centrally retained budgets, (b) the submission of the Authority Proforma Toolkit to the Education Funding Agency, enabling 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, External Placements, 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 March 2018.

The Finance Manager, Education, tabled an update at the meeting relating to paragraphs 3.30 to 3.39 (Schools Formula funding factors 2018/19) and 3.49 to 3.50 (Pupil Growth – Schools Block) of the report and explained that this information should be reviewed in conjunction with the report circulated before the meeting. The officer explained that the information submitted within the tabled document was created as updated Schools Block data was received from the Education Funding Agency necessitating an update to be submitted to members. Particular points that were identified related to the Early Years funding for disadvantaged 2 year olds and 3 and 4 year olds that are paid on a participation model, the timescale for the Early Years settings to submit bids to increase school placements in September 2018 relating to the Childcare Sufficiency report and the three options available for members to balance schools' budgets for 2018/19,

Following the introduction of the report, the Finance Manager, Education, with the Head of Finance, Technical and Head of Education, responded to members' comments and questions in respect of the following matters:

- The tendering and procurement processes for the Early Years and Childcare Sufficiency projects.
- The ring-fencing of the Early Years and Childcare Sufficiency projects budgets.
- The allocation of school places for September following completion of the Early Years and Childcare Sufficiency projects.
- The award of secondary low prior attainment funding through the Department for Education and the data used for primary and secondary low prior attainment for all settings.
- The audit of maintained and academy schools by the Copyright Office to review Copyright licences.
- The modelling exercise to be carried out when reviewing future High Needs Contingency funding.
- The exercise undertaken by external consultants to determine the reasons for the high number of pupils with special educational needs in Swindon.
- The recouping of post 16 expenditure funding by the Education and Skills Funding Agency would recoup.

The Chair concluded the discussion by highlighting the positive achievements of the Local Authority and schools in creating bespoke packages for pupils with complex needs to ensure they were catered for within the borough, resulting in a reduction of pressure on the high needs budget. It was noted that Swindon had the lowest rate of out of borough placements in England. The Head of Education explained that other local authorities were experiencing the same issue and this was affecting their DSG balances. He echoed the Chair's comments and thanked the

Schools Forum members for their support in using bespoke packages to reduce the risk of an in-year overspend on the DSG.

Resolved - (1) That with regard to the Dedicated Schools Grant Funding Settlement 2018 - 19, it be noted that:

(a) the Early Years block 2018/19 Dedicated Schools Grant (DSG) settlement would be subject to revisions by the Department for Education ('DfE') in light of Early Years census information in January 2018 and January 2019 and that the final settlement would not be confirmed until July 2019.

(b) the estimated DSG balance at the end of 2018/19 was expected to be £0.258m.

(c) Swindon was expected to receive a total DSG settlement of £176.765m in 2018/19.

(2) That with regard to the 2018/19 DSG Expenditure Budget, the following be agreed:

(a) The proposed 2018/19 Early Years funding rates as shown in Table 7, which would take effect from 1st April 2018.

(b) The 2018/19 Early Years budget of £14.025m as shown in Table 7.

(c) The retained budget or reserves created from an underspend of the retained Early Years extended hours entitlement would be used to create the additional Early years places required by the Childcare Sufficiency report, up to £0.350m in total.

(d) The Primary Low Prior Attainment be set at 80% weighting and all factors including the flat rate / lump sum are paid at 98.675%.

(3) That with regard to the 2018/19 DSG Expenditure Budget, the following be noted:

(a) A Childcare Sufficiency Assessment was completed during Autumn 2017 and a strategy would be drafted once the final report had been published.

(b) The completed Authority Pro-forma Tool was to be returned to the Education and Skills Funding Agency by 19th January 2018.

(c) Following the implementation of 2d above in this report, the DSG budget would be balanced within its funding blocks as detailed in Table 9.

(4) The Notional SEN funding top ups payable for 2018/19 at a total estimated cost of £0.400m, be noted.

(5) The following de-delegations for one year from April 2018 be agreed, with the understanding that each phase of maintained schools refer them to their Association for agreement and to advise the Head of Finance, Technical, of the decision made by each Association.

(a) Free School Meal eligibility administration would be charged at £4.80 per pupil in 2018/19 and was supported until 31st March 2019.

(b) Trade Union release time would be charged at £1.25 per pupil in 2018/19 and was supported until 31st March 2019.

(c) Nylands Campus Outreach Team would be charged at £12.33 per primary pupil in 2018/19 and was supported until 31st March 2019.

(6) A total 2018/19 pupil growth budget of £0.508m, be agreed.

(7) That with regards to the Central Schools Services block Budget, the following be agreed:

(a) The Admissions budget as detailed in paragraph 3.51.1.

(b) The Schools Subscriptions and Licenses budget as detailed in paragraph 3.51.2.

(c) The Schools Forum budget as detailed in paragraph Para. 3.51.3.

(d) The Travellers Children budget as detailed in paragraph 3.51.4.

(e) The Equal Pay budget as detailed in paragraph 3.51.5.

(8) The retainment of £0.523m, of DSG schools block funding by the Local Authority to cover the statutory duties that it provides for all schools and academies, be noted.

(9) The Schools Block budget £131.117m for 2018/19 as shown in Table 12, be noted.

(10) The place funding budget for 2018/19 of £7.310m, be noted.

(11) The top-up funding budget for 2018/19 of £9.161m, be noted.

(12) The proposed introduction of a new supplement provided for Reception to Year 11 pupils in Special Resource Provision setting that do not receive an average of £4,000 of mainstream funding plus £6,000 place funding, be noted.

(13) The non-requirement of the Minimum Funding Guarantee budget for specialist settings, be noted.

(14) The Local Authority's proposals for High Needs Budgets as described in paragraphs 3.64 to 3.80 of this report, and listed below be noted:

- a) Alternative Provision.
- b) Commissioned High Needs Services.
- c) Post 16 High Needs Budgets,
- d) Mainstream School Top Up Funding.
- e) External Placements (Pre 16).
- f) High Needs Contingency.
- g) Other Centrally Retained High Needs Services.

(15) That, the Finance Manager, Education, be requested to circulate further information regarding bidders for Early Years placements projects before the next meeting of the Forum.

(16) That, the Finance Manager, Education, be requested to circulate information on how funding for Primary and Secondary Low Prior Attainment was awarded.

(17) That the Head of Education be requested to circulate links to reports regarding the high number of pupils with special educational needs in Swindon, before the next meeting of the Forum.

(18) That, before the next meeting of the Forum, the Finance Manager, Education, be requested to confirm whether the Post 16 High Needs Top-up funding was applied to both colleges and sixth forms in Swindon.

Section 5
Minutes of Wiltshire Police and
Crime Panel, Fire Authority, One
Swindon Board and Town Twinning
Network

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Notes of Meeting

ONE SWINDON LEADERSHIP BOARD

TUESDAY 23 JANUARY 2018

Present: Councillor David Renard, John Gilbert, Sue Wald, Cherry Jones, Mike Ash and Carmel Burton (Swindon Borough Council), Angus Macpherson (Police and Crime Commissioner), Nicki Millin (Clinical Commissioning Group), Richard Hill (VAS), Ian Larrard (Business West) and Seth Why (Dorset and Wiltshire Fire and Rescue).

1.	Welcome and introduction	ACTION
	Councillor David Renard, Chair of the One Swindon Board, welcomed everyone to the meeting.	
2.	The Winter Provision Proposal	ACTION
	<p>Mr Mike Ash, Acting Corporate Director for Communities and Housing, Swindon Borough Council, gave a presentation to the Board about the Winter Provision proposals.</p> <p>Mr Ash explained how the former NHS building on Carfax Street is temporarily being used to provide a 12 week pilot programme assisting rough sleepers during the winter months. The pilot began on 3rd January 2018, will cost around £36k, and has had 9 guests so far, all of whom have been required to sign an agreement before they enter. The rough sleepers are being helped with things such as their personal health and hygiene, eating properly, and attending appointments at a GP surgery, dentist surgery and opticians. Assistance is also being provided on mental health issues, financial management and socialisation.</p> <p>Mr Ash advised that there are four experienced shift leaders and volunteers working on the project, and explained how it has brought voluntary agencies together to focus on homelessness issues. The project has been well received by other organisations such as Big Breakfast Plus, and members of the public have been donating lots of white goods.</p> <p>Following the presentation, Board members discussed the matters raised, including:</p> <ul style="list-style-type: none"> • How the project demonstrates effective partnership working and is financially beneficial. • The sustainability of the programme as a model going forward, with particular regard to volunteer recruitment and 	

	<p>partner involvement.</p> <ul style="list-style-type: none"> • How the guests in the programme do not have to be drug or alcohol free, which can be a barrier when trying to access other services or shelters. • The double decker bus project in Weymouth which also offers winter respite for rough sleepers, and the learning points which could be shared between the two. • The initial problems faced when the programme first began when the rough sleepers and other organisations did not understand its purpose. <p>The Board noted the presentation and invited Mr Ash to attend the next meeting of this Board to provide a further update.</p>	Mike Ash
3.	Domestic Abuse Business Case	ACTION
	<p>Cherry Jones, Director of Public Health at Swindon Borough Council, introduced the report which set out the business case requesting £90k allocation of revenue funding from the One Swindon Board to support the Family Choices programme in its first year, which includes resources for workers to support the three individual aspects of the programme and running costs for various groups.</p> <p>Ms Jones highlighted how reducing domestic abuse is one of the identified priorities for this Board. The Domestic Abuse Board in Swindon is well established, but a review of services across the board has identified gaps, one of which is having a whole family approach working with the perpetrator, victim and children to create a more stable family setting.</p> <p>Ms Jones confirmed that further work is required on the modelling of this proposal and the evaluation of its long term learning points, but that partners are supportive due to it being an identified need in Swindon. The intention is to establish an evidence based evaluation framework that will demonstrate the impact of this provision at the one year stage and how it has reduced demand on other services and then, based on this evaluation, a further business case would be developed to mainstream this service.</p> <p>Following the presentation, Board members discussed the matters raised, including:</p> <ul style="list-style-type: none"> • The availability of funding for the proposal in its second year, including from underspends elsewhere on ring fenced public health grants. • How further work will be done on learning points from the existing model currently operating in Berkshire. • The differences between this proposal and the project 	

	<p>already being run by the Community Rehabilitation Company.</p> <ul style="list-style-type: none"> • How the programme could change current practices and embed principles of action, and how momentum can be kept and success measured after a project has been pump primed. • How the programme will be run by a cohort of staff and will possibly have links to Swindon Women's Aid. • The importance of training and managing staff to identify domestic abuse. • The importance of ensuring that the right children are referred to this programme as it is all about early intervention before children go into the care system and start using services. • The full structure of the programme has already been established, taking principles from the Berkshire model to train staff to work in a particular way using a new methodology. The programme will help to maintain the family unit when they want to stay together, and avoids children needing to be placed in care. • The anticipated number of families who will be helped by the programme, and the challenges of measuring its success. <p>The Board noted the report and agreed to allocate £90k of revenue funding to the proposal for the programme's first year. A further update with a more detailed analysis of the costs of introducing the programme in Swindon will be provided at the next meeting of this Board.</p>	Cherry Jones
4.	Calming Café Business Case	ACTION
	<p>Nicki Millin, Accountable Officer at NHS Swindon Clinical Commissioning Group, introduced the report which set out the business case requesting £100k allocation of capital funding from the One Swindon Board to support the development of a 'Calming Café' in Swindon.</p> <p>Ms Millin referred to the limited options currently available to people in Swindon who are experiencing a mental health crisis during the night. The models being used in other areas have been assessed, and the proposal for a 'Calming Café' is being put forward for Swindon. Ms Millin confirmed that the service will be available 7 days a week, 365 days a year between 6pm and 1am, supporting adults aged 18+ years who are vulnerable to, experiencing, or recovering from a mental health crisis.</p> <p>The Board noted that the costs of refurbishing a building to provide the Café is likely to be up to £100k but that health organisations are unable to access capital funding to undertake building works.</p>	

	<p>Ms Millin confirmed that the three locations currently being considered are the cottage outside Sandford House, a property in Regent Street, and a property near the Reference Library. The Board noted that it is possible that any funding authorised may be returned to the One Swindon Board dependent on the outcome of an NHS bid, and the specific details of the capital requirement will be refined within the next month to provide assurance on the level of spend required.</p> <p>Following the presentation, Board members discussed the matters raised, including:</p> <ul style="list-style-type: none"> • That the majority of people who go through the Section 136 process are able to return home but, where this is not possible, how the 'Calming Café' will be a local place they can be taken to rather than the facilities provided for this purpose that are only now provided in Devizes. • The commitment from the Clinical Commissioning Group regarding the ongoing revenue funding for this proposal. • How the Section 136 process for children is no longer widely used because of the improved training and information on offer in this area, and how this proposal will help to improve the process for adults. • The timing of this proposal in line with the service changes being made in this service area by the Avon and Wiltshire Mental Health Partnership, and its commitment to providing staff resources and contributing to future service developments in Swindon. • How the potential locations of the 'Calming Café' are sited where there is most demand, and when the evaluation process for the three buildings will take place. <p>The Board noted the report and agreed to allocate £100k of capital funding to the proposal, subject to final confirmation on the level of spend required. A further update will be provided at the next meeting of this Board.</p>	Nicki Millin
5.	Proposal for the future of One Swindon	ACTION
	<p>Councillor Renard introduced the report and referred to the duplication of membership on, and the shared agendas of, the One Swindon Board (OSB) and the Health and Wellbeing Board (HWB), and the proposal for the two to be merged.</p> <p>Carmel Burton, Corporate Planning Lead at Swindon Borough Council, referred to the discussion that had taken place at the last meeting of the OSB on the duplication of work between the two Boards. She also highlighted the duplication of work between this Board and other forums on the three One Swindon agreed</p>	

	<p>priorities including:</p> <ul style="list-style-type: none"> • Domestic Abuse – multi-agency Domestic Abuse and Violence against Women and Girls Board which feeds into the Community Safety Partnership. • Homelessness – multi-agency Homelessness Alliance led by Voluntary Sector (also covered by Health Overview and Scrutiny). • Education – multi-agency Swindon Challenge Board (was the Education Strategy Board). <p>Ms Burton noted that the forums above all feed in to the HWB and therefore focus would not be lost on these areas should this Board be merged with the HWB. Ms Burton referred to a number of other existing partnership forums which also cover areas of common interest amongst OSB partners including:</p> <ul style="list-style-type: none"> • One Public Estate forum – looking at the potential for sharing and rationalising our estate. • The Community Safety Partnership – looking at shared responses to anti-social behaviour. • The Switch on to Swindon Board – working with businesses to progress place marketing and enhancing the reputation of Swindon. • The Local Safeguarding Children Board and Local Safeguarding Adults Board – working together to protect vulnerable children and adults. <p>Ms Burton confirmed that the OSB had been set up prior to the formation of the statutory HWB and, given the above, highlighted how it no longer appears to have its own unique purpose. It was noted that other local authority areas have already merged the two.</p> <p>The Board considered the proposal to amalgamate the two existing Boards to form the ‘One Swindon Health and Wellbeing Board’, following approval at Annual Council in May 2018. It will perform the statutory functions of the current HWB, but with a revised membership covering a broader range of organisations. The current HWB Chair’s Advisory Group would be retained as a closed forum, and the Providers’ Forum would be stood down. The OSB would meet for the last time in March 2018.</p> <p>Following the presentation, Board members discussed the matters raised, including:</p> <ul style="list-style-type: none"> • The proposed membership of the One Swindon Health and Wellbeing Board including: <ul style="list-style-type: none"> ○ The potential conflict of interest that any provider 	
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	<p>representatives would have as part of the debate and voting on commissioning decisions. The current HWB has voting and non-voting members and it is anticipated that this will continue. However, this issue still needs to be formalised as part of the new Terms of Reference.</p> <ul style="list-style-type: none"> ○ How some organisations are already represented in other forums and could therefore be removed from the proposed list. ● How the new Board could work differently to meet partner obligations by being a focussed partnership moving forward. <p>The Board noted the report and agreed to support the proposal for amalgamation from May 2018 onwards, subject to the issue of voting and non-voting rights being finalised.</p>	Carmel Burton / Cherry Jones
6.	Close and Next Steps	Action
	<p>Councillor David Renard, Chair of the One Swindon Board, thanked everyone for attending the meeting and for their contributions during the discussions.</p> <p>The agenda for the next meeting of the Board, taking place on 20th March 2018, was agreed as follows:</p> <ol style="list-style-type: none"> 1) Update on the Winter Provision proposals. 2) Update on the Domestic Abuse Business Case and Calming Café Business Case. 3) A legacy report summarising the success of the projects funded by this Board during its operation. 	Carmel Burton

**Notes of Meeting
ONE SWINDON LEADERSHIP BOARD**

TUESDAY 20 MARCH 2018

Present: Councillors David Renard and Jim Grant, John Gilbert, Sue Wald, Cherry Jones, Mike Ash and Carmel Burton (Swindon Borough Council), Angus Macpherson (Police and Crime Commissioner), Nicki Millin (Clinical Commissioning Group), Richard Hill (VAS), Ian Larrard (Business West) and Ian Gardener (DWP).

1.	Welcome and introduction	ACTION
	Councillor David Renard, Chair of the One Swindon Board, welcomed everyone to the meeting.	
2.	Update on the Winter Provision	ACTION
	<p>Mr Mike Ash, Head of Housing Management at Swindon Borough Council, provided an update to the Board on the Winter Provision programme.</p> <p>Mr Ash explained that the former NHS building on Carfax Street had closed on Sunday, following the end of the 12 week pilot programme, assisting 12 rough sleepers during the winter months. The Board noted that 9 guests of the programme had been successfully housed in both independent and supported housing, that a further guest had been offered accommodation, and that the remaining two guests had not fully engaged with the programme. All the guests also have the support of a mentor, from a variety of agencies, to help assist them going forward.</p> <p>Mr Ash referred to the number of volunteers who had originally signed up to assist the programme, which resulted in 50 being actively engaged. This equated to approximately 2000 volunteer hours in total, and they were assisted by two Volunteer Co-ordinators and four part time shift leaders. The Board noted that the building had required some refurbishment works to make it safe and functional.</p> <p>In terms of the costs for the programme, Mr Ash confirmed that the original target had been £35 per person per night. The accounts have not yet been closed, but the anticipated cost is somewhere between £35 and £45. The Board noted that the cost for placing complex cases in a B&B provider can be up to £65, so the programme had demonstrated a saving as well as providing a raft of support not available from a B&B provider.</p>	

	<p>Mr Ash highlighted the support provided to the programme, which included:</p> <ul style="list-style-type: none"> • Representatives from Avon and Wiltshire Mental Health Partnership (AWP) attended twice a week to provide specialist mental health services. • Swindon Integrated Substance Misuse Service undertook clinical work with the guests off site. • The Borough Council's Adult Learning Team helped with studies, volunteering and returning to work. • The Swindon Night Shelter provided white goods and furniture. • WH Smith provided jigsaws, games and DVDs. • Crown Decorating Centre provided decorating materials, which were used by the Probation Service Community Payback Scheme to improve the building. • Intel provided laptops. • Bib Breakfast Plus provided breakfast at St Luke's Church. • The Hindu community provided a meal once a week. <p>Mr Ash advised that the first piece of evaluation work on the outcomes from the programme will be completed by the end of June 2018.</p> <p>Following the presentation, Board members discussed the matters raised, including:</p> <ul style="list-style-type: none"> • The work of Mr Ash and the volunteers in supporting the programme, and support for cross sector collaborative approach in other service areas. • The links needed between homelessness services, and drug and alcohol / sexual health services, to provide holistic support. • The importance of having a physical site within which to provide the intensive support required, and the best location for it in terms of access to transport links and other services. • Tracking the number of rough sleepers, and seasonal changes to their numbers and where they locate. • Potential options for providing day time as well as night time provision for guests, and for rolling the service out across the year. • Evaluation of the volunteers involved in the programme, and options for maintaining their engagement. • Opportunities for the guests who have successfully completed the programme to be involved in future schemes. • The packages that have been put in place around the 9 guests who have been housed, which includes mentoring, peer support and professional help, and the work done with 	
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	<p>landlords to provide reassurances and guarantees for their placements.</p> <ul style="list-style-type: none"> • The prevention work needed to help people avoid becoming rough sleepers. • The challenges faced this year from the introduction of the Homelessness Reduction Act and Universal Credit. • The timeline going forward for evaluating the findings and developing the options for future provision. <p>The Board noted the update.</p>	
3.	Update on the Calming Café	ACTION
	<p>Ms Nicki Millin, Accountable Officer at NHS Swindon Clinical Commissioning Group (CCG), provided an update on the development of the 'Calming Café' project, which had been allocated £100k of capital funding from the One Swindon Board at its last meeting.</p> <p>Ms Millin confirmed that the three potential sites for the project had been visited and assessed for suitability, and that the preferred option was for the café to form part of the Reference Library. Ms Millin advised that the preferred service provider is likely to be MIND, and that a meeting between MIND and the architects will be held shortly to finalise the plans for the building. The Board noted that future updates on this project will be presented to the One Swindon Health and Wellbeing Board.</p> <p>Following the presentation, Board members discussed the matters raised, including:</p> <ul style="list-style-type: none"> • The three month's timeline within which the café is expected to be opened, dependent on any structural work required on the building and the recruitment of staff. • The provision of S136 services within Swindon following the transfer of the service to Devizes in March 2018, and the additional community resources being put in place by AWP following the closure. • The support received for the proposal from the relevant Ward Councillors. • The agreement with Wiltshire Council on the arrangements for approved mental health services going forward. • The planned review of service demand with the number of S136 detainees reducing across the county. • Anticipated additional costs for the project being funded by the CCG. • Future involvement of the police service in transporting S136 patients, and the agreement in place with the AWP for 	

	<p>the conveyancing of patients once discharged from Devizes.</p> <p>The Board noted the update.</p>	
4.	Update on the Domestic Violence Project	ACTION
	<p>Ms Cherry Jones, Director of Public Health at Swindon Borough Council, provided an update on the development of the 'Family Choices Programme', which had been allocated £90k of revenue funding from the One Swindon Board at its last meeting.</p> <p>Ms Jones referred to the 'mapping and gapping' exercise undertaken on the current service provision to families in Swindon, and highlighted how this project will introduce a family based service working with perpetrators, victims and children.</p> <p>Ms Jones advised that different models of family choice services across the country had been assessed, and the West Berkshire model had been identified as the most appropriate for implementation in Swindon. She confirmed that a multi-agency working group had been set up, which includes Swindon Women's Aid, the Police, and the Borough Council, and it will be examining the best options for Swindon going forward.</p> <p>Ms Jones highlighted the further work needed to develop the evidence based evaluation framework that will demonstrate the impact of this provision, and on finalising the costs associated with the project.</p> <p>The Board noted other opportunities that have been identified to help reduce the impact of domestic violence, such as family group conferencing, which could align with and complement this project.</p> <p>Ms Jones referred to future governance arrangements for reporting progress against the project, and noted that the Domestic Abuse Steering Group will be responsible for implementation and will report to the Community Safety Partnership Board, which in turn reports to Cabinet and the Health and Wellbeing Board.</p> <p>Following the presentation, Board members noted that the expected project implementation date will be September 2018, following a thorough examination of service needs and desired impact.</p> <p>The Board noted the report.</p>	
5.	One Swindon Legacy Report	ACTION
	Ms Carmel Burton, Corporate Planning Lead at Swindon Borough	

	<p>Council, introduced the report which set out progress towards implementation of the projects funded by the One Swindon Board.</p> <p>Ms Burton highlighted how, in January 2014, it was agreed that a suite of business cases setting out a programme of multi-agency projects to pilot models of collaborative working should proceed to implementation. Further business cases were subsequently brought to the Board for consideration, which continued the emphasis on collaborative working and piloting new ways of working.</p> <p>The Board noted that, in the vast majority of cases, the work is still on-going from these projects as they have been either mainstreamed or have continued with grant funding. Ms Burton referred to how some cases had been time limited and have now expired, how the Alcohol Advice and Support project had not had the expected community impact, and the difficulty experienced in recruiting to the Quality Assurance Manager post for the Local Safeguarding Adult's Board.</p> <p>Following the presentation, Board members discussed the matters raised, including:</p> <ul style="list-style-type: none"> • The achievement of having piloted new ways of working that have now been mainstreamed, and other opportunities that may be presented following the merger with the Health and Wellbeing Board for continuing this approach. • How hosting a collaborative annual conference could provide an excellent opportunity to raise awareness, network, share best practise and learn in an informal environment, and could be helpful in driving forward the collective partnership agenda. It was agreed that this would be taken forward as a piece of work to scope potential options. <p>The Board noted the report.</p>	John Gilbert
6.	Close and Next Steps	Action
	<p>Councillor David Renard, Chair of the One Swindon Board, referred to the Board's commitment, agreed at its last meeting, to merge with the Health and Wellbeing Board.</p> <p>The Board noted the update provided on the timeline for amending the governance arrangements of the Health and Wellbeing Board, and also that this would be the last meeting of this Board.</p> <p>Councillor Renard thanked everyone for attending the meeting and for their contributions during the discussions, and expressed</p>	

	gratitude on behalf of the Board to Ms Burton for her support.	
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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 7 DECEMBER 2017 AT COMMITTEE ROOM 6, CIVIC OFFICE, EUCLID ST, SWINDON SN1 2JH.

Present:

Cllr Richard Britton, Cllr Anna Cuthbert, Cllr Ross Henning, Cllr Jonathon Seed,
Cllr Brian Mathew, Cllr John Smale, Cllr Abdul Amin, Cllr Junab Ali, Cllr Alan Bishop, Cllr
Caryl Sydney-Smith, Cindy Creasy and Chris Henwood

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPPC
Carolyn Filmore – OPCC

Kevin Fielding – Wiltshire Council

42 Chairman's Welcome

The Chairman welcomed everybody to the offices of Swindon Borough Council.

43 Apologies for Absence

Apologies were received from Cllr Peter Hutton – Wiltshire Council.

44 Minutes and matters arising

Decision:

- **The minutes of the meeting held on Thursday 14 September 2017 were agreed as a correct record and signed by the Chairman.**

It was noted that Cllr Caryl Sydney-Smith – Swindon Borough Council was in attendance at this meeting.

45 **Declarations of interest**

There were no declarations of interest.

46 **Chairman's Announcements**

- PCP Conference – That a National Association of PCPs was slowly coming together as a Special Interest Group of the Local Government Association.
- Police and Fire Collaboration at the PCP Conference, LGA position on business cases for closer working and mergers – Thanks to Cllr Jonathon Seed for bringing the information to the attention of the PCP.
- Member survey of CPT implementation – There seemed to be some technical difficulty with this survey. News is awaited.

47 **Public Participation**

Mr Paul Sunners, a Swindon resident raised the following question with the Commissioner:

Following Wiltshire Police recently receiving a 'Good' efficiency inspection rating, the admission that it had 'taken its eye off the ball' in relation to the 44% increase in burglaries across the Force area over the past three years, served as a brave admission and one that rightly merits scrutiny.

In reviewing the strategic police response to the serious crime of burglary, can the PCC advise what steps had now been taken by Wiltshire Police which will reassure public confidence in relation to the ability of Wiltshire Police to respond appropriately to such serious criminal activity?

It was agreed that the OPPC would provide a written answer to Mr Sunner.

48 **Impact of 2017 Police Officer Pay Award**

The report contained in the agenda pack was noted.

It was agreed that Clive Barker – Chief Finance Officer, OPPC would contact the Chairman to discuss and clarify the detail of the report.

49 **Quarterly data (Q2)- Performance & Risk**

The Commissioner outlined a report setting out his quarterly performance data – (Q2) 1 July – 30 September 2017 contained in the agenda pack.

Points made included:

- PEEL Efficiency - The inspection was carried out earlier this year by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services.
- For the third year in a row, Wiltshire Police had been assessed as good in the efficiency with which it keeps people safe and reduces crime.
- The inspectors recognised that the Force had a good understanding of the demand for its services; that it uses its resources well to manage that demand and that its plans for meeting future demand are also judged to be good.
- The report notes that 'there were sometimes delays in answering non-emergency calls to the Force control room' and that this was an area for improvement, which we had discussed with the panel. I had agreed with Chief Constable Mike Veale that £250,000 should be invested to increase the number of staff in the crime and communications centre to address the issue of people calling 101 hanging up whilst held in a queue.

Performance Report (Q2) 1 July – 30 September 2017
The report was noted.

Points made included:

- Information published in iQuanta and ForceSight (a Microsoft Excel analytical product that compares forces on a regional and national scale) shows that all 43 forces have seen an increase in crime recording when comparing the 12 months to September 2016 with the 12 months to September 2017.
- Wiltshire had seen a 9.2 per cent increase in the volume of crime reported in the 12 months to September 2017. This percentage change was less than the regional and national positions which were 11.4 per cent and 15.4 per cent respectively.
- The recorded crime rate per 1,000 population for Wiltshire in the year to September 2017 was 61.38 crimes. This was lower than most similar group (MSG) peers average of 65.56 crimes per 1000 population.

- Wiltshire continued to see an increase in crime reported year on year. However, the rate of increase is slower than that of the MSG and the whole of England and Wales. Wiltshire's rate of increase and direction of travel was visibly plateauing compared with an increasing trend for the MSG and the whole of England and Wales.
- The new performance dashboard was noted.
- Commissioner's Monitoring Board – The panel were advised that agendas and minutes of these meetings were available on the Wiltshire Police web site.

Deep Dive – Protect the most vulnerable in society - Delivery Plan 2017-21
The report was noted.

Risk Register – Quarter Two 2017-18
The report was noted.

The Chairman thanked the Commissioner for his report.

50 **Member Questions**

Questions to the Commissioner, (as part of the agenda pack) were noted by the Panel.

51 **Forward Work Plan**

The Forward Work Plan was noted.

52 **Future meeting dates**

The next meeting of the Police and Crime Panel will be on Thursday 18 January 2018 at City Hall, Salisbury.

Future meeting dates were:

- 1 February 2018 – Monkton Park, Chippenham
- 22 March 2018 – Corn Exchange, Devizes
- 14 June 2018 - Corn Exchange, Devizes
- 27 September – County Hall, Trowbridge
- 6 December 2018 – Civic Offices, Swindon

(Duration of meeting: 10.30 am - 12.45 pm)

The Officer who has produced these minutes is Kev Fielding, of Democratic Services,
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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 18 JANUARY 2018 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Richard Britton, Cllr Junab Ali, Cllr Alan Bishop, Cindy Creasy,
Cllr Ross Henning, Chris Henwood, Cllr Brian Mathew, Cllr Jonathon Seed and
Cllr Caryl Sydney-Smith

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPCC
Clive Barker – OPCC
Naji Dawish – OPCC

Emily Higson – Wiltshire Council
Kevin Fielding – Wiltshire Council

1 Apologies for Absence

Apologies were received from Cllr Abdul Amin – Swindon Borough Council, Cllr Anna Cuthbert – Wiltshire Council and Cllr John Smale – Wiltshire Council.

2 Declarations of interest

There were no declarations of interest.

3 Chairman's Announcements

- That Chief Constable Mike Veale had been successful at interview as the preferred candidate for Chief Constable for Cleveland Police (subject to confirmation from their Police and Crime Panel) which he had accepted.

4 Public Participation

The following question was raised with the Commissioner:

“What would the 1.1m payment from the Home Office to Wiltshire Police re the Edward Heath investigation be used for”?

Answer: Frontline policing.

5 PCC Budget 2018/19 and MTFS

Clive Barker gave a short presentation that outlined the PCC’s Draft Budget Settlement for 2018/19, including the Medium Term Financial Strategy.

Points made included:

- That In November 2017, the initial Medium Term Financial Strategy (MTFS) was produced and reviewed at the Commissioner’s Monitoring Board. The MTFS looked at the estimated financial position of the PCC over the next 4 years and the impact this had on the Commissioner’s ability to commission services. It acknowledged the fact that decisions the Commissioner would make today would impact his finances over the medium and long term. At this stage, assuming central government rules surrounding the capping of all parts of Council Tax would remain in place i.e. any planned increase above 2% would require a referendum.
- On the 19 December 2017 the provisional settlement was received. This was significantly different from that expected. Due to the significant changes, a new revised MTFS was still in development.
- The initial MTFS was included as an appendix in the agenda pack; however it was noted that these funding assumptions were based on a 1.9% precept cap and a lower level of central government grant. It was important to note that the report would show the funding expected post the provisional settlement so would not match those reported in the initial MTFS.

The Settlement

The following police relevant information was announced in the December settlement;

- A cash flat central government Police Revenue Grant funding for 2018-19.

- The raising of the policing element of council tax (policing precept) threshold for a referendum to £12 per annum. For Wiltshire this provided flexibility to increase the police part of the precept by 7%.

Policing element of Council Tax Options

Currently considering three options for the policing precept;

- Option A – Not to increase the precept (0% increase)
- Option B – To increase the precept by 1.9%
- Option C – To increase the precept by £12 per annum (7%)

It agreed that the OPCC would endeavour to provide statistics of the consultation at the PCP at the 22 March meeting.

The Chairman thanked Clive Barker for his presentation.

6 Member Questions

Questions to the Commissioner, (as part of the agenda pack) were noted by the Panel.

It was agreed that responses to any outstanding questions would be provided at the 22 March 2018 meeting.

7 Forward Work Plan

The Forward Work Plan was noted.

8 Future meeting dates

The next meeting of the Police and Crime Panel will be on 1 February 2018 at Monkton Park, Chippenham.

Future meeting dates were:

- 22 March 2018 – Corn Exchange, Devizes
- 14 June 2018 - Corn Exchange, Devizes
- 27 September – County Hall, Trowbridge
- 6 December 2018 – Civic Offices, Swindon

9 Close

The Chairman thanked the Commissioner, OPPC and PCP members for attending the meeting.

(Duration of meeting: 10.30 am - 12.10 pm)

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 1 FEBRUARY 2018 AT COMMITTEE ROOM A - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.

Present:

Cllr Junab Ali, Cllr Abdul Amin, Alan Bishop, Cllr Richard Britton, Cindy Creasy,
Cllr Anna Cuthbert, Cllr Ross Henning, Chris Henwood, Cllr Peter Hutton, Cllr Brian Mathew,
Cllr Jonathon Seed and Cllr Sydney-Smith

Also Present:

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

Emily Higson – Wiltshire Council
Kevin Fielding – Wiltshire Council

10 Apologies for Absence

There were no apologies.

11 Declarations of interest

There were no declarations of interest.

12 Chairman's Announcements

- The Chairman advised that Mike Veale's appointment as the Chief Constable for Cleveland Police had been given the green light by the Cleveland Police and Crime Panel.

Kier Pritchard had been appointed temporary Chief Constable for a twelve month period. The Commissioner advised that he wished to

recruit the permanent Chief Constable in a measured manner, and appoint the right person.

The Chairman raised concerns that he felt that it was likely that the temporary Chief Constable would be appointed as the permanent Chief Constable.

The Chairman invited Kier Pritchard to the March PCP meeting.

Cllr Anna Cuthbert expressed her thanks to Mike Veal for his thirteen years service to Wiltshire Police, and the positive contribution that he had made to policing in Wiltshire. This was echoed by the Chairman and Commissioner.

13 Public Participation

There was no Public Participation.

14 Formal consideration of PCC Precept proposal

The Commissioner explained that in January 2018 he had presented to the Panel a paper which outlined his thinking surrounding the 2018-19 budget.

Naji Darwish outlined the precept consultation process. It was noted that this consultation had received a much better response than previous consultations. It was hoped that a report covering the statistics from the consultation would be included as part of the Q1 report covered at the March meeting.

The paper, which also included a copy of the Medium Term Financial Strategy (MTFS), reported that a £12 increase in the Police part of the Band D Precept (a 7% increase) was appropriate. This would result in the Band D police part of the precept rising from £170.27 to £182.27 in 2018-19.

The PCP thanked Clive Barker for the content of the MTFS report.

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 2018-19 was taken.

The PCP advised the Commissioner that they felt that local money should be used to fund local frontline policing. That the public of Wiltshire would expect to see an increase in police visibility.

It was agreed that the OPCC would produce a report showing the current CPT structure and the establishment attached to each CPT as a baseline against which future comparisons might be made. This would enable the Panel to seek

assurance that the CPT resources were being protected by funds derived from a precept increase.

Decision

- **Option C – To approve the increase in the police precept by £12 per annum (7%) as requested by the Commissioner**
- **That the Band D police part of the precept rising from £170.27 to £182.27 in 2018-19.**

The Chairman thanked the Commissioner for his report.

15 Member Questions

The current outstanding member questions were noted.

16 Forward Work Plan

The Forward Work Plan was noted with the addition that the new temporary Chief Constable would be invited to attend the 22 March PCP meeting.

17 Future meeting dates

- 22 March 2018 – Corn Exchange, Devizes
- 14 June 2018 - Corn Exchange, Devizes
- 27 September – County Hall, Trowbridge
- 6 December 2018 – Civic Offices, Swindon

(Duration of meeting: 10.30 - 11.45 am)

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**Minutes of the
Dorset & Wiltshire Fire and Rescue Authority held at 10:00 hours
on Tuesday 5 December 2017 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Cllr Spencer Flower (Chairman); Cllr Garry Perkins (Vice Chairman); Cllr Steve Allsopp; Cllr Abdul Amin; Cllr Mark Anderson; Cllr Les Burden; Cllr Steve Butler; Cllr Malcolm Davies; Cllr Andrew Davis; Cllr Matthew Dean; Cllr Beverley Dunlop; Cllr Brian Dalton; Cllr Peter Hutton; Cllr Bob Jones; Cllr Nick Martin; Cllr Paul Oatway; Cllr Byron Quayle; Cllr Pip Ridout; Cllr Christopher Rochester; Cllr Ann Stribley; Cllr Robert Yuill.

Officer attendance: Chief Fire Officer & Chief Executive, Mr Ben Ansell; Clerk & Monitoring Officer to DWFR, Mr Jonathan Mair; Deputy Chief Fire Officer, Mr Derek James; Director of Finance & Treasurer, Mr Phil Chow; ACFO John Aldridge (Director, Service Support); Director of People Services, Ms Jenny Long; ACFO Jim Mahoney, (Director, Community Safety); ACFO Mick Stead, (Director of Service Improvement); Democratic Services Officer, Mrs Marianne Taylor; AM Seth Why, Head of Fire Safety (Prevention and Protection)

Guest: Mr Scott Tacchi, Project Manager and Partner, Ridge and Partners LLP.

17/54 Welcome

- 17/54.1 The Chairman opened the meeting and welcomed attendees.
- 17/54.2 The Chairman provided an update to Members on his recent meeting with Wendy Williams, Inspector, of Her Majesty's Inspectorate of Constabularies.
- 17/54.3 He went on to advise of the multi-agency flood defence exercise taking place on field opposite Salisbury Fire Station and invited Members to observe, should they so wish, after the meeting.

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17/54.4 The Chairman also confirmed to Members of his intention to write to all local MPs regarding the Service's financial position and any preferred freedoms concerning council tax increases.

10:10 Cllr Beverley Dunlop arrived

17/55 Apologies

17/55.1 The Chairman confirmed that apologies were received from Cllr Richard Biggs; Cllr Kevin Brookes; Cllr Ernie Clark; Cllr Colin Jamieson; Cllr Susan Jefferies; Cllr Rebecca Knox; Cllr Colin Lovell; Cllr Christopher Newbury; Cllr Vikki Slade

17/56 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

17/56.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures.

17/57 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 8 September 2017

17/57.1 The Chairman asked Members to review and approve the minutes from the last meeting.

17/57.2 **RESOLVED: The minutes were confirmed and approved, without amendment, and signed by the Chairman as a correct record.**

17/58 Receive minutes from previous Policy and Resources Committee meeting (19/10/17)

17/58.1 The Chairman reviewed the minutes of the Policy & Resources Committee meeting with Members and provided a verbal update.

17/58.2 Members discussed and agreed that the Policy and Resources Committee meeting, due to take place on 11 January 2018, would be cancelled.

17/58.3 **RESOLVED: The cancellation of the Policy & Resources Committee meeting on 11 January 2018.**

17/58.4 **ACTION: Democratic Services Officer to cancel the Policy and Resources Committee meeting booked for 11 January 2018.**

Initials _____

- 17/59 Receive minutes from previous Finance, Governance and Audit Committee meeting (29/9/17).**
- 17/59.1 Cllr Bob Jones, Chairman of the Finance, Governance and Audit committee, provided Members with assurance of the draft meeting minutes.
- 17/60 Service Performance Review (six month summary)**
- 17/60.1 Chief Fire Officer & Chief Executive (CFO), Ben Ansell, provided Members with a presentation on the Service's performance from April to September 2017.
- 17/60.2 The CFO highlighted to Members how the performance of the Service had been reviewed at the beginning of 2017/18 where baseline assessments were established against each key line of enquiry, leading to a judgement of 'developing, established or advanced' for each.
- 17/60.3 He went on to explain, how, through a strategic assessment, the Service identified where it wanted to be by 2018/19, balancing aspiration with resources and how this work directed the delivery of the Service Delivery Plan, along with the Service's strategic risks.
- 17/60.4 The CFO took Members through each of the Service's 5 priorities and explained how it monitors the progress and performance via the key performance indicators and corporate targets, providing assurance of and evidence for the baseline assessments provided. He also highlighted current areas of focus for the Service.
- 17/60.5 The CFO confirmed how the priorities are further scrutinised by Members, noting that Priorities 1, 2 and 3 are examined by the Local Performance and Scrutiny committee's and priorities 4 and 5 by Finance, Governance and Audit, who also scrutinise the strategic risks.
- 17/60.6 Members highlighted their concern regarding the rise in deliberate fire figures. The CFO explained that the Service's rising figure was in line with increases nationally and provided Members with assurance of the Service's focus on prevention.
- 17/60.7 Members discussed the response figures in the rural areas, where crewing is mainly from on-call personnel. The CFO provided Members with an update on the on-call review, noting its focus on the shortfall of on-call crewing.
- 11:40 Cllr Nick Martin arrived
- 17/60.8 Members requested for performance information on attendance times to be included in future reports.
- 17/60.9 Members discussed the usefulness of the Local Performance & Scrutiny

Initials _____

committees and how they can make comparisons between local areas and demographic differences. Members requested for the minutes of these meetings to be appended to the Authority minutes when published.

17/60.10 The CFO confirmed that progress is on track and the Service is in a good position with regards to fulfilling its commitments in the Service delivery plan.

17/60.11 **RESOLVED: Members noted the Service Performance Review (Six Month Summary).**

17/60.12 **ACTION: Democratic Service Officer to append the minutes from the Local performance and Scrutiny Committees to the minutes of the Authority when published.**

17/60.13 **ACTION: CFO to include attendance times in future performance review reports.**

17/61 Treasury Management Mid-Year Report 2017-2018

17/61.1 The Director of Finance & Treasurer, Mr Phil Chow, took Members through the Treasury Management performance for the period ending 30 September 2017, against the Treasury Management Strategy Statement and Prudential Indicators for 2017-18 report that was approved at the Authority meeting on 9 February 2017.

17/61.2 Mr Chow brought lending lists and investments to Members attention and noted the changes that have taken place so far. He highlighted the gap between what the Service could have borrowed (capital financing requirement) and what was actually borrowed, for capital purposes, noting that the Service has under-borrowed by approximately £13m. Mr Chow also noted that one maturity loan was repaid in October, which has reduced the level of borrowing.

17/61.3 Members discussed the loans, interests and repayment methods and noted the Services position.

17/61.4 **RESOLVED: Members considered and noted the updated Treasury Management position as at 30 September 2017.**

17/62 Statement of Assurance

17/62.1 The Deputy Chief Fire Officer (DCFO), Derek James, took the Members through the Statement of Assurance which the Service, under the National Framework document (2012), is required to produce annually covering financial, service and governance matters.

Initials ____

- 17/62.2 Chairman of the Finance, Governance and Audit Committee, Cllr Bob Jones commended the Statement to Members and confirmed the recommendation, of the Finance, Governance and Audit Committee, of its approval.
- 17/62.3 **RESOLVED: Members approved the draft Statement of Assurance 2016/17.**
- 17/62.4 **ACTION: Democratic Services Officer to ensure that the Statement of Assurance is published on the Service's website.**
- 17/63 Revised Capital Programme**
- 17/63.1 The Director of Finance and Treasurer, Mr Phil Chow took Members through the Revised Capital Programme, which is regularly monitored and reviewed by the Finance Governance and Audit Committee. Mr Chow highlighted how the paper identifies how the programme had been revised to take account of capital slippage and reassessment of needs and put forward a revised set of prudential indicators for 2017-18 regarding affordability, prudence and sustainability.
- 17/63.2 **RESOLVED: Members noted the changes required and reported in Section 2 of the report; approved the revised Capital Programme for 2017-18 of £9.334m; and approved the revised prudential indicators – Appendix A, as a result of the change in the capital programme 2017-18.**
- 17/64 Grenfell Towers, verbal update**
- 17/64.1 Chief Fire Officer & Chief Executive (CFO), Ben Ansell, gave a presentation on the Grenfell fire tragedy and provided an update on the public enquiry, recovery task force and the Hackitt Review.
- 17/64.2 The CFO provided assurance to Members of the work undertake in relation to the 180 high-rise residential properties within the Service area, noting the Service's appointment of a high-rise project officer, additional training, multi-agency exercises and the Services involvement within both the Swindon & Wiltshire Local Resilience Forum and Dorset Local Resilience Forum.
- 17/64.3 The CFO confirmed that investment had been approved to renew two 32m aerial ladders and a 42m aerial appliance.
- 17/64.4 He went on to advise Members of the premises information plates, fitted to high rise buildings with over 10 storeys, noting the vital information for operational staff attending an incident and confirmed that the Service had undertaken a project to ensure that these are fitted to all buildings with over six storeys, which would be delivered over the next few months.

Initials _____

- 17/64.5 Members thanked the CFO for his update and requested for an update following the inquiry.
- 17/64.6 **ACTION: The CFO to provide Members with an update following the inquiry.**
- 17/65 Public DVD**
- 17/65.1 Chief Fire Officer & Chief Executive (CFO), Ben Ansell introduced the short DVD promoting the Service to Members and the Public, which included footage from the 'have a go days', Salamander & SPARC courses for 12 to 18 year olds; the Memorial Service at Christchurch Fire Station for firefighters who had lost their lives 30 years ago; Safe Drive Stay Alive; the International Wildfire Conference; the incidents attended (including the Jurassic Skyline tower rescue in Weymouth); use of drones; support from the Red Cross and a complex fire on the A303 in October.
- 17/66 Date of Next Meeting**
- 17/66.1 The Chairman confirmed the date of the next Dorset & Wiltshire Fire and Rescue Authority meeting as Friday 9 February 2018 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 10am.
- 17/67 To consider passing the following resolution:**
- 17/67.1 In accordance with Section 100A (3) 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 1 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.
- 17/67.2 **RESOLVED: To close the meeting to the press and public.**

Part 2

Initials _____

17/68 Safety Centre Discussions

17/68.1 Assistant Chief Fire Officer, John Aldridge, took Members through the paper.

17/68.2 Cllr Bob Jones and Cllr Garry Perkins, as members of the Safety Centre working group, confirmed their support for the paper.

17/68.3 Members discussed the paper and requested that an options paper be brought to the Authority meeting in February 2018.

12:05 – Cllr Beverley Dunlop left the meeting.

17/68.4 **RESOLVED: Members voted on the 3 recommendations within the and provided their approval, with one abstention.**

17/68.5 **ACTION: ACFO Aldridge to provide Members with an options paper at the Fire Authority Meeting on 9 February 2018.**

17/69 Marauding Terrorist Fire Arms (MTFA) – verbal update

17/69.1 Assistant Chief Fire Officer, Jim Mahoney, provided an update to Members.

17/69.2 ACFO Mahoney advised of the Service's position statement following the decisions made by Members in relation to the recommendations of the confidential report entitled Responding to new risks: Marauding terrorist firearms attack (MTFA) uplift programme presented at their 8 September 2018 meeting.

17/69.3 Members noted the position statement and requested for a copy to be provided to all Members.

17/69.4 **RESOLVED: Members accepted the verbal update and noted the position of the Service.**

17/69.5 **ACTION: ACFO Mahoney to provide a copy of the position statement to Members.**

The meeting closed at 12:25hrs

Signed: _____

Initials _____

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