



SWINDON BOROUGH COUNCIL

Municipal Year 2018/19

Meeting of Council on Thursday, 12 July 2018

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Tuesday, 20 March 2018 of Audit Committee (Pages 7 - 10)
2. Minutes of meeting Tuesday, 5 June 2018 of Audit Committee (Pages 11 - 14)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

3. Minutes of meeting Monday, 23 April 2018 of Scrutiny (Pages 17 - 20)
4. Minutes of meeting Monday, 18 June 2018 of Scrutiny (Pages 21 - 24)
5. Minutes of meeting Wednesday, 28 March 2018 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 25 - 30)
6. Minutes of meeting Wednesday, 21 March 2018 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 31 - 34)
7. Minutes of meeting Monday, 12 March 2018 of Resources and Corporate Overview and Scrutiny Committee (Pages 35 - 36)
8. Minutes of meeting Monday, 11 June 2018 of Resources and Corporate Overview and Scrutiny Committee (Pages 37 - 38)

SECTION 3 - REGULATORY COMMITTEES

9. Minutes of meeting Tuesday, 10 April 2018 of Planning Committee (Pages 41 - 44)
10. Minutes of meeting Tuesday, 12 June 2018 of Planning Committee (Pages 45 - 46)
11. Minutes of meeting Wednesday, 4 April 2018 of Licensing Committee (Pages 47 - 48)
12. Minutes of meeting Tuesday, 17 April 2018 of Licensing Committee (Pages 49 - 50)
13. Minutes of meeting Friday, 18 May 2018 of Licensing Committee (Pages 51 - 52)
14. Minutes of meeting Thursday, 14 June 2018 of Licensing Committee (Pages 53 - 54)
15. Minutes of meeting Friday, 6 April 2018 of Ad-Hoc Licensing Sub-Committee (Pages 55 - 62)
16. Minutes of meeting Friday, 9 March 2018 of Licensing Panel (Pages 63 - 68)
17. Minutes of meeting Wednesday, 11 April 2018 of Licensing Panel (Pages 69 - 72)
18. Minutes of meeting Monday, 23 April 2018 of Licensing Panel (Pages 73 - 76)
19. Minutes of meeting Friday, 1 June 2018 of Licensing Panel (Pages 77 - 82)
20. Minutes of meeting Friday, 18 May 2018 of Appeals Committee (Pages 83 - 84)
21. Minutes of meeting Tuesday, 19 June 2018 of Education Transport Appeals Sub-Committee (Pages 85 - 86)
22. Minutes of meeting Friday, 18 May 2018 of Appointments Committee (Pages 87 - 88)

SECTION 4 - CHILDREN SERVICES BODIES

23. Minutes of meeting Tuesday, 20 March 2018 of Schools Forum (Pages 91 - 94)
24. Minutes of meeting Monday, 26 March 2018 of Standing Advisory Council on Religious Education (Pages 95 - 100)

SECTION 5 - POLICE AND FIRE AUTHORITIES

25. Minutes of the meeting Thursday 22 March 2018 of the Wiltshire Police and Crime Panel (Pages 103 - 108)
26. Minutes of the meeting Wednesday 9 May 2018 of Wiltshire Police and Crime Panel (Pages 109 - 110)
27. Minutes of the meeting Friday 9 February 2018 of the Dorset and Wiltshire Fire Authority (Pages 111 - 120)

- 28.** Minutes of the meeting Wednesday 25 April 2018 of the Town Twinning Network
(Pages 121 - 124)
- 29.** Minutes of the meeting Wednesday 6 June 2018 of the Town Twinning Network
(Pages 125 - 126)

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Section 1

Special, Audit and Standards Committee Minutes

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AUDIT COMMITTEE

TUESDAY, 20 MARCH 2018

PRESENT:- Councillors Steve Weisinger (Chair), John Ballman, Malcolm Davies, Mary Friend, Nick Martin and Des Moffatt

An apology for absence was received from Councillor Kevin Small.

42. Declarations of Interest

Councillor Moffatt made a non-prejudicial interest in respect of agenda item no. 5 “Annual Statement of Accounts 2017/18” as he was an investor in Chapel Solar Farms.

43. Public Question Time

There were no public questions.

44. Minutes

Resolved - That the minutes of the meeting held on 28th November 2017 and the meeting held on 6th February 2018, as tabled, be confirmed and signed.

45. Annual Statement of Accounts 2017/18

The Committee received a report of the Director of Finance providing an update on the progress towards the completion of the 2017/18 Statement of Accounts and future changes affecting their production, and consequent update to the Accounting Policies for 2017/18 to reflect local changes in respect of Group Companies.

Resolved – (1) That the report be noted.

(2) That the Accounting Policies for 2017/18 be confirmed.

46. Letter to those charged with governance

The Head of Internal Audit submitted a report on the requirement of the External Auditor, as part of its audit of the Council’s financial statements, and in order to comply with the International Standards on Auditing, to make inquiries of both management and the Audit Committee, as to their knowledge and understanding of the following areas:

- Fraud
- Laws and Regulations
- Going concern
- Accounting estimates; and
- Related parties

The Committee was invited to consider whether the responses submitted by the Council’s management, and by the Chair on behalf of the Audit Committee, set out in Appendix 1 to the report, were consistent with its understanding and whether there were any additional point Members wished to make.

Resolved – that the responses by (a) the management of the Council and (b) the Chair of this Committee to the various questions put by the External Auditors in relation to the specified risk areas identified in the report be confirmed as being consistent with this Committee’s understanding of the position.

47. External Audit Plan year ending 31.03.2018

Chris Hackett (Grant Thornton) presented the Audit Plan for 2017/18, explaining the External Auditors’ responsibilities in accordance with the requirements of the Code of Audit Practice issued by the National Audit Office (NAO), and detailing the work to be undertaken in relation to (a) the audit of the key challenges and opportunities the Council is facing, (b) the impact on the Audit Plan of key developments in the public sector and national audit requirements, as set out in the Code of Audit Practice, and (c) in support of the Value for Money conclusion. Mr Hackett also guided the Committee through the summary of the findings of the External Auditors’ interim audit work, and the impact of the findings on the accounts audit approach, the key dates of the audit cycle and fees for the Council audit and other services agreed at the time of the issue of the Audit Plan.

Resolved – That the External Auditors’ Audit Plan 2017/18 be accepted.

48. External Audit - Progress report and sector update

Chris Hackett (Grant Thornton) presented a report advising the Committee of the External Auditors’ progress, as at March 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.

49. Internal Audit Plan 2018/19

The Head of Internal Audit submitted a report setting out the draft Audit Annual Plan for 2018/19.

Resolved – (1) That the draft Internal Audit Plan for 2018/19 be approved.
(2) That the Head of Internal Audit be requested to consider the possibility of conducting an internal audit into the use and cost of Platform Building.

50. Head of Internal Audit update

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in February 2018, progress made against the Annual Internal Audit Plan 2017/18 and Internal Audit staffing and resource issues.

Resolved – (1) That the report be noted

51. Vote of Thanks

The Chair recorded his appreciation to the Head of Internal Audit and his team, the Director of Finance and his team, the Council’s External Auditors, the Committee

Officer and all members of the Audit Committee for their work during the year.

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Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY

MONDAY, 23 APRIL 2018

PRESENT:- Councillors Robert Wright (Chair), Claire Ellis, Mary Friend, Dale Heenan, Gemma McCracken, Des Moffatt, Gary Sumner, Timothy Swinyard, Vera Tomlinson and Chris Watts.

Also in attendance were: Councillor Brian Ford (Cabinet Member for Adults' Health and Social Care) and Councillor Keith Williams (Cabinet Member for Corporate Services, Digitalisation and Lydiard House and Park).

Apologies for absence were received from Councillors Ray Ballman, Mark Dempsey, Emma Faramarzi (Vice-Chair), Kevin Parry and James Robbins.

74. 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 Tim Swinyard made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Cabinet Member Question and Answer Session – Cabinet Member for Corporate Services, Digitalisation and Lydiard House and Park) as he is a member of the Lydiard Park Heritage Trust Advisory Group.

75. Public Question Time

Mr Roy Worman, Haydon Wick resident, asked questions regarding Council services, specifically:

- a) The reasons behind the increased length of time now being taken to answer Customer Service telephone calls, and plans to improve this service area.
- b) The plans to improve the physical space of the One Stop Shop, and the timescale within which the improvements will be made.
- c) Who the contact point is within the Council that community organisations can liaise with regarding community safety partnership schemes.

Councillor Keith Williams, Cabinet Member for Corporate Services, Digitalisation and Lydiard House and Park, responded to Mr Worman's questions at the meeting.

76. Minutes

Resolved – That the minutes of the meeting held on 19th March 2018 be confirmed and signed as a correct record.

77. Cabinet Member Question and Answer Session - Cabinet Member for Corporate Services, Digitalisation and Lydiard House and Park

Lydiard House and Park, 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:

- Digital by Design
- IT Strategy and delivery

- Emergency Planning
- Member Development
- Human Resources, Personnel & Trades Union Relations, Equalities.
- Schools HR
- Human Resources, Personnel & Trades The Council's Change Programme including Stronger Together
- Risk Management
- Customer Access strategy, including Customer Services and the One Stop Shop
- Health and Safety
- Operational Buildings and Property
- Corporate Performance Management
- Customer Services, including the One Stop Shop

Councillor Williams responded to the observations and questions put by Councillors Claire Ellis, Mary Friend, Dale Heenan, Gemma McCracken, Des Moffatt, Chris Watts and the Chair on the following matters:

- How staffing numbers have increased within the telephony service, improving on being 33% lower than twelve months ago, but also that knowledge and expertise has been lost due to the high turnover of staff.
- Conducting exit interviews to gain a better understanding of the reasons behind the high turnover of call centre staff.
- Planned service improvements for the estimated 20% of residents who will maintain telephony as their primary means of contacting the Council.
- Improvements planned to the customer services system, which marks queries as 'closed' when passed to an officer, and therefore appears to residents and councillors as unresolved.
- The capability of the recently purchased telephony system to automate conversations, and generate user logs, which would help address digital literacy challenges.
- The plans for rationalising the various systems used by officers throughout the Council to log user queries.
- The development of an IT Strategy, against which progress can be measured.
- How decisions on the evolution and improvement of IT systems will be put before Cabinet.
- The adaption of lone working cameras and other digital solutions to allow the reporting of street cleaning issues by officers.
- The need to ensure that those parish councils which have taken over street cleaning services are involved in any solution.
- The planned timescale for introducing the use of 'Chat Box', which is a simple, scalable solution for businesses to communicate with customers.
- How the current response from customer services is to tell members to contact a parish council directly, and that a better experience would be provided if customer services referred the query on the members' behalf.
- The benefits realised so far from the processes which have been transferred online.
- How the IT Department can make improvements to raise its 'mid performer' ranking by the Society of IT Management.
- Extrapolating information from the last twelve months to identify why the number of calls to the Council going unanswered has increased.

- Improvements to the user experience by the addition of reference numbers on queries logged through the customer portal, to enable a search matrix to operate and easier cross referencing amongst databases.
- Contingency plans for the Revenues and Benefits service in the instance of Capita being unable to fulfil its contractual obligations.
- The new CCTV monitoring system rolled out across the Borough.
- The reasoning for the recent transfer of portfolio responsibility for Lydiard Park and House to Cllr Williams.
- Resolving the issues amongst interested parties over the amount of funding required for investment in Lydiard Park and House, and the independent surveys that have been commissioned on the property.
- Proposals for improving the commercial services on offer at Lydiard House and Park.
- The transfer of Lydiard House and Park staff from Chartridge to Swindon Borough Council.
- The lessons learnt from previous commercialisation ventures and how they feed in to reviewing the approach of the Council towards the management of Lydiard House and Park.
- The monitoring and management of sickness absence within the Council.
- The responsibility for auditing and delivering on health and safety issues at the Council.
- The reasons behind the recent rise in absence rates at the Household Waste Recycling Centre.

Resolved – That Councillor Williams 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.

78. 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.

79. Status of Requests for Action and / or Information

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

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

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SCRUTINY

MONDAY, 18 JUNE 2018

PRESENT:- Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Emma Bushell, Brian Mattock, Jane Milner-Barry, Des Moffatt, Maureen Penny, Tim Swinyard, Vera Tomlinson, 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), Councillor Oliver Donachie (Cabinet Member for Economy Prosperity), Councillor Fionuala Foley (Cabinet Member for Highways and the Environment), Councillor Brian Ford (Cabinet Member for Adults), Councillor Garry Perkins (Cabinet Member for Town Centre), Councillor Keith Williams (Cabinet Member for Corporate and Customer Services) and Councillor Dale Heenan.

Apologies for absence were received from Councillors Claire Ellis and James Robbins.

1. Declarations of Interest

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

2. Public Question Time

There were no public questions.

3. Minutes

Resolved – That the minutes of the meeting held on 23 April 2018 be confirmed and signed as a correct record, subject to the addition of the missing Cabinet Member title under Item 77. Cabinet Member Question and Answer Session – Cabinet Member for Corporate Services, Digitalisation and Lydiard House and Park.

4. Consideration of Cabinet Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 13th June 2018.

4. Budget Management 2017/2018

Resolved – That Minute 4 of the Cabinet be noted.

5. Capital Monitoring Outturn 2017/2018

Resolved – That Minute 5 of the Cabinet be noted.

6. Treasury Management Performance 2017/2018

Resolved – That Minute 6 of the Cabinet be noted.

7. Motion to Amend Central Residents' Season Ticket

Resolved – That Minute 7 of the Cabinet be noted.

8. Traffic Management Act 2004 – Enforcement Powers

Resolved – (1) That Minute 8 of the Cabinet be noted.

(2) That the following concerns be noted by the Cabinet Member for Highways and the Environment:

- That the Council does not currently produce positive messages to residents to encourage more use of garages and reduce on-street parking.
- That planning applications being approved by the Council for the conversion of garages to dwellings further exacerbates the problem of on-street parking.
- That the Council should be more involved in producing alternative proposals for car parking provision in residential areas.

9. Libraries Strategy – Delivery Model

Resolved – (1) That Minute 9 of the Cabinet be noted.

(2) That the Cabinet Member for Corporate and Customer Services be asked to note members' concerns that Parish Councils had not been referenced in the report.

(3) That the Cabinet Member for Corporate and Customer Services be requested to circulate the Libraries Business Plan to members of this Committee for information.

10. Referral from the Scrutiny Committee – Superfast Broadband Extension Programme

Resolved – (1) That Minute 10 of the Cabinet be noted.

(2) That the Cabinet Member for Economic Prosperity be requested to circulate a heat map of UK Broadband consumers in Swindon to members of this Committee.

11. Councillors' Allowances 2019/2020 – Recommendations of the Independent Remuneration Panel

Resolved – That Minute 11 of the Cabinet be noted.

12. References from other Council bodies – Health and Wellbeing Board

Resolved – That Minute 12 of the Cabinet be noted.

5. Leader of the Council: Annual Report

Councillor David Renard, the Leader of the Council, attended this first meeting of the Scrutiny Committee for the Municipal Year 2018/19, to report to the Committee on (a) the Authority's achievements in 2017/18 and (b) the Administration's challenges and priorities for the 2018/19 Municipal Year.

The Leader, in his report, highlighted achievements during 2017/18 which included:

- *Pledge 14: Build up to 3,500 homes on Wichelstowe.* A joint venture agreement has been signed with Barratt Homes and, following a competitive tender, plans for a new pub and restaurant near Waitrose have been secured.

- *Pledge 22 – to secure the North Star Regional Leisure destination.* The Council now has outline planning permission for the North Star development and is awaiting the final application. This will cover both North Star and the Designer Outlet Village.
- Lydiard House and Park remains open and work has started to improve the historic building. It is now moving towards breaking even, but this does not address how the additional money for investment will be raised to improve the whole site further.
- The Council has continued to reduce the number of delayed discharges of care. Swindon has achieved a reduction of 450 bed days' delays in May 2017 to 30 in March 2018. More elderly people are being supported at home with a reduction in permanent admission to residential and nursing care from 192 in 2016/17 to 165 in 2017/18.

The Leader, in his report, also highlighted the challenges for 2018/19 which included:

- Ensuring that the Council's statutory care services are provided. Swindon, like all similar authorities, faces immense demand-led pressure in children's safeguarding, adult social care, and caring for those with learning difficulties.
- Ensuring that relationships with the police, schools, the hospital, the Clinical Commissioning Group, and the relevant charities and third sector groups are enhanced in order to ensure that all residents are protected.

The Leader responded to a number of questions put by Councillors Emma Faramarzi, Emma Bushell, Vera Tomlinson, Des Moffatt, Maureen Penny, Jane Milner-Barry, Chris Watts and the Chair on the following matters:

- The response to the letter sent by the Leader to Government regarding the local growth fund bid submitted for the Thamesdown Drive development.
- The number of affordable homes built by the Council during the previous year, and the viability of achieving the target of 30% of new build homes being affordable homes in the forthcoming year.
- The amount of funding committed by the Council to assist the foodbank in Swindon, and where the funding will be drawn from.
- The difficulties with recruiting and retaining planning officers, and the need for specialist training to ensure they effectively challenge developers.
- The change in procedures which has led to a reduction in the number of bailiffs being used to re-coup Council Tax and housing rent debts from residents, and any potential resulting increase in costs to the Council.
- The Leader's involvement in the Swindon and Wiltshire Local Enterprise Partnership, and the positive funding outcome for Swindon residents when compared to Wiltshire residents from the growth fund bids approved by the Partnership.
- The plans for developing a northern bypass road between Cricklade and Wootton Bassett.
- The potential for future residential development in the North Star proposals, and the lack of an eastern villages' consortium which could help to push forward plans for that sector.
- Given the projected rise in population, the plans for working with the Great Western Hospital Trust to extend the hospital, possibly using Section 106 or Community Infrastructure Levy funding.
- The original proposals for the Libraries service within Swindon and how it compares to the final service provision currently in place.

- The two year timeline within which it is expected the local plan will be finalised, and the need for the plan to include more employment sites.
- The capacity of the staff working on the New Eastern Villages development, and plans to increase this.

Resolved – (1) That Councillor Renard, the Leader of the Council, be thanked for his informative presentation of his half-year update report and for his full and open responses to members' questions on the issues raised.

(2) That, upon provision of the first consultation document for the Library service proposals, the Leader be asked to review the final service provision compared to the original proposals.

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

6. Work Programme 2018/2019

The Committee considered a report of the Director of Law and Democratic Services setting out the topics for inclusion in the 2018/19 Scrutiny Work Programme.

The Chair reminded the Committee of the adopted approach to reviewing the scrutiny programme which allows Members the opportunity to be involved in the oversight and development of matters of interest. Members were encouraged to consider the content of the Scrutiny Committee and Overview and Scrutiny Committee Work Programmes to identify matters that might be of particular relevance.

Following a question submitted by the Chair, the Leader of the Council confirmed that the Cabinet Member Advisory Groups, as agreed at Annual Council in May 2018, will be continuing during the 2018/2019 Municipal Year.

The Chair referred to the following areas that had been included in the draft Scrutiny Committee Work Programme for 2018/19:

- Inviting the relevant Police Inspector to a future Scrutiny meeting.
- Revisiting and finalising the report of the Averages Task Group.
- Review of the provision of services contracted by the Council to external bodies.

Resolved – (1) That the draft Work Programme for 2018/2019 be noted.

(2) That each Overview and Scrutiny Committee be asked to review the combined Work Programmes to determine where there is overlap or matters missing, and to report any matters to the Chair of this Committee.

7. Status of Requests for Action and / or Information

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

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

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

WEDNESDAY, 28 MARCH 2018

PRESENT:- Councillors Claire Ellis (Chair), Alan Bishop, Emma Bushell, Steph Exell, Brian Ford, Mary Friend, Cathy Martin, Eric Shaw, Caryl Sydney-Smith and Robert Wright.

Tori Jones (Healthwatch).

Apologies for absence were received from Councillor Julie Wright and Kate Moore (Tenant Scrutiny Panel) and Steve Henderson (Equalities Advisory Forum).

43. 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.

44. Public Question Time

In accordance with Standing Order 28, Mr Philip Eaton, a Swindon resident, asked questions regarding (a) the plans to reduce or completely remove the need for privately funded beds provided by external companies and (b) the plans to improve Council support and housing to enhance and develop the independent recovery process for patients with mental health issues.

The Chair thanked Mr Eaton for his question and advised that a response was tabled at the meeting.

Ms Wathern, Chair of "Keep our NHS Public", submitted a written question regarding consultation with service users who access the Place of Safety unit to ensure their views are appropriately represented.

The Chair thanked Ms Wathern for her question and advised that a response had been tabled at the meeting. Ms Wathern was in attendance and asked supplementary questions regarding the place of safety in Swindon for those in the community with mental health issues. Ms Celia Moore, Service Manager, Avon and Wiltshire Partnership NHS Trust (AWP), advised that a written response would be provided.

Ms Anne Mooney, a Swindon resident, commented on mental health services in Swindon and, in particular, the involvement of the police in supporting people with mental health issues. The Chair and Ms Celia Moore, Service Manager, (AWP) responded at the meeting.

45. Minutes

Resolved - That the minutes of the meeting held on 30th January 2018 be confirmed and signed as a correct record.

46.**Housing Performance Report**

The Head of Housing submitted a report updating the Committee on the performance of Housing Services. He explained that the report had been structured to highlight key statistics and headlines reflecting successes of the work undertaken. The report provided a performance summary in relation to the following key issues:

- Completion of 100 affordable homes that included supported housing developments.
- The evaluation of the Temporary Winter Housing Provision was being carried out and would be used to consider future arrangements.
- The challenges of rent collection.
- The outcome of the tendering exercise for undertaking fire safety work ahead of the Grenfell Inquiry findings.
- The adverse impact on the housing capital programme of the reduction in social housing rent revenues.
- Council house voids and how work was being conducted directly with contractors following the termination of the Bell Group contract.
- The preparatory work being undertaken in readiness for the Government's extension of the Mandatory House in Multiple Occupation (HMO) initiative.

Following the officer's introduction of the report, Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety with the Head of Housing, responded to members' questions and comments on the following issues:

- The success of the Carfax Street project, that saw 12 rough sleepers spend next three months in accommodation.
- The actions taken by the Housing Department to support the rough sleepers at the end of their three months' temporary accommodation.
- The Housing Department's support to the 15 rough sleepers who were not successfully recruited to the Carfax Street project.
- The Multi-agency Panel's work to tackle homelessness in Swindon.
- The outcome of Cabinet's consideration of the Queens Drive housing development proposals.
- The undertaking of a diversity impact assessment on the Housing Department's bid for the Affordable Housing grant that would enable the department to build new Affordable Rented housing on Queens Drive.

Resolved - (1) That the report be noted.

(2) That the Corporate Director, Communities and Housing, be requested to circulate a copy of the Diversity Impact Assessment on the Affordable Housing Development Programme to members of the Committee.

47.**Clinical Commissioning Group Update**

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), presented a report providing the Committee with a performance update and a summary of the following key issues in relation to the planning and provision of health and social care services within the Borough:

- The five year contract awarded to Medvivo to provide integrated urgent care services across Bath and North East Somerset, Swindon and Wiltshire.

- The merger between Victoria Cross Surgery and Eldene Health Centre following the retirement of Dr Richard Guilding, senior and sole partner at Eldene Health Centre.
- The results of the Patient Transport Eligibility Survey that was undertaken by a number of CCG across the South West and actions being undertaken following the findings.

Following her presentation of the report, Ms May, supported by Mr Paul Vater, Chief Operating Officer, both of NHS Swindon Clinical Commissioning Group (CCG), responded to questions put by the Committee seeking clarification regarding the transport implications the merger of Victoria Cross Surgery and Eldene Health Centre would have on current patients.

Resolved – (1) That the report be noted.

(2) That the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), be requested to include an update on the Victoria Cross Surgery and Eldene Health Centre merger in her report to the next meeting of the Committee and how this has impacted patients.

48. Workforce Update

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) and Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH) NHS Foundation Trust, submitted a joint report to inform the Committee of the plans and actions being taken by the CCG and Great Western Hospital Foundation Trust (GWHFT) to address the current workforce issues and challenges and to ensure Swindon is seen as a place of choice to work. The following key issues were drawn to members' attention:

- The national consultation on workforce issues being undertaken by the Local Workforce Advisory Board.
- Changes within the Primary Care workforce that included mergers and sharing of resources.
- International recruitment of general practitioners (GP) over the next two years.
- Career diversification opportunities for GPs.
- Funding from Health Education England to support the recruitment of GPs.
- The CCG's sponsorship of two part time Clinical Fellows posts.
- The Wessex Local Medical Committee's support for General Practices.
- Initiatives to support alternative clinical staffing, including recruitment of paramedics to GP practices and pharmacists.
- Recruiting permanent staff to reduce the number of agency staff utilised.
- How Brexit may affect current staff working at GWH.

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

- The impact on nurses' recruitment following the end of bursary provisions.
- Alternatives to nurse qualification through the State Enrolled Nurse and State Registered Nurse programmes.
- The "career portfolio" being undertaken by health practitioners in Swindon.
- Promoting housing initiatives to attract health staff into Swindon.
- The spectrum of opportunities for health staff to diversify their career and increase their knowledge.

- The work undertaken by nurses on hospital wards to ensure patients' personal care.
Resolved – That the report be noted.

49. Maternity Transformation Plan

Ms Gill May, Executive Nurse, and Paul Vater, Chief Operating Officer, both of NHS Swindon Clinical Commissioning Group (CCG), presented a joint report to provide an oversight of the new co-created Maternity Transformation Plan with BaNES and Wiltshire Strategic Transformation Partnership (STP). The Committee was advised that the plan detailed a response across the STP to implement the national Better Birth Recommendations (2016) and the NHS Five Year Forward View. The report also described the vision for local maternity services to ensure that women had a safe and positive birth and maternity experience.

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

- The collaborative work being undertaken by all services to reduce the number of still births.
- The support and guidance provided to prospective mothers opting for a home birth.
- The positive ratio of maternity services staff to patients at Great Western Hospital.

Resolved – (1) That the report be noted.

(2) That the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), be requested to include an update on the Maternity Transformation Plan in her report to the next meeting of the Committee.

50. Great Western Hospital NHS Foundation Trust Update

Mr Kevin McNamara, Director Of Strategy, Great Western Hospital (GWH) NHS Foundation Trust, submitted a report providing the Committee with a performance update and a summary of the following key issues in relation to the planning and provision of health and social care services provided by the hospital:

- Cerco replacing Carillion as the service provider at GWH from the 1st May 2018.
- Measures taken to mitigate the effect of the recent adverse winter conditions on service provision.
- The projected deficit to year end.
- The high number of patients reporting to the Emergency Department within the first three months of the year and the preventative care being implemented.
- The launch of the Incubator Appeal by the Trust's charity, Brighter Futures.
- The increase in beds following the opening of a new ward in February.
- The "red bag" initiative that sees patient's belongings remain with them when they are transferred to and from their care homes and the hospital.
- Confirmation by the Royal College of Physicians that GWH is the best hospital within the south west in assessing patients to prevent falls.
- The yearlong quality improvement project to develop positive outcomes for premature babies.

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

- Handover time of patients from ambulance to Accident and Emergency (A&E) staff on admission.
- Impact on the Ambulance Services during peak times at A&E.
- A&E capacity and the use of satellite rooms that were converted to pop up wards for clinical use.
- The range of nurses' skills that allows them to undertake secondary work opportunities as meets their needs.
- The number of non-emergency operations being scheduled.

The Chair thanked Mr McNamara for the presentation he gave the Committee members on the 20th February 2018 regarding the population growth in Swindon and its effect on hospital capacity.

Resolved – That the report be noted.

51. 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. The following key issues were drawn to members' attention:

- The projected year end underspend in Adult Services.
- The rise in the number of people accessing social care services.
- Partnership working between Swindon Borough Council, Swindon Clinical Commissioning Group, Great Western Hospital (GWH) NHS Foundation Trust and Wiltshire Council to address the blockages leading to patients having their discharge from hospital delayed.
- Actions undertaken to reduce spend on the Learning Disability services that included reviewing the current programme as this enable individuals to become more independent.
- The improvement of "front door" services that focus on helping people maintain and prolong their independence at home.
- Improvements in the Reablement service through changing staff rostering and working more effectively.
- The number of admissions to residential and nursing home remains below target for older adults.

Following her introduction of the report, the Cabinet Member for Adults' Health and Social Care with the Director, Adult Social Services, responded to a members' question regarding Homeline Services' response times to patient call outs and how the use of new technological equipment may help patients in their home without the need to call out the Services.

Resolved – (1) That the report be noted.

(2) That the Director, Adult Social Services be requested to circulate information regarding sourcing equipment for patients to use in their home, before the next meeting of the Committee.

52.

Avon & Wiltshire Partnership NHS Trust

The Committee received a report by the Clinical Lead, Avon and Wiltshire NHS Partnership Trust (AWP), on achievements of the organisation and providing a summary of the challenges it was facing. Ms Celia Moore, Service Manager, (AWP) presented the report and afterwards responded to members' questions and comments on the following issues:

- AWP as the providers of mental health support for adults with Oxford Health being the providers of support to young people under the age of 18.
- Support provided to young people transitioning from Oxford Health to AWP.
- The number of sessions held with patients seeking support from AWP and the waiting period before being referred to the appropriate practitioner.
- Ways of determining staffing levels to support patients.
- The support provided to families of patients' with mental health when the patient is discharged from hospital.

Resolved – That the report be noted

53.

South Western Ambulance NHS Foundation Trust Update

Ms Michelle Allsop, Communication Officer, South Western Ambulance NHS Foundation Trust, presented a report providing an update demonstrating the source of incidents in Swindon.

Resolved - (1) That the report be noted.

(2) That, in the absence of a representative from the South Western Ambulance NHS Foundation Trust, members be invited to submit any questions to the Committee Officer for circulation to the Trust.

54.

Work Programme 2017/18

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 contributions received from Councillors and stakeholders for consideration for inclusion in the Committee's Work Programme for the Municipal Year, 2018/19, be welcomed.

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

WEDNESDAY, 21 MARCH 2018

PRESENT:- Councillors Gary Sumner (Chair), Matthew Courtliff, Colin Lovell, Gemma McCracken, Barbara Parry, Carol Shelley, Gary Sumner (Chair), Caryl Sydney-Smith and Nadine Watts

An apology for absence was received from Councillor Fay Howard.

Spencer Allen, Swindon Association of Primary Headteachers, Tori Jones (Healthwatch), and Liz Townend (Church of England Diocese).

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

An apology for absence was received from Elaine Poulter (Parent Governor).

32. 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 Gary Sumner made a personal, non-prejudicial declaration of interest in respect of agenda item no. 7 (Children's Performance Summary Quarter 3 17/18) on the grounds that his wife was a deputy Head teacher at a Swindon School.

Councillor Matthew Courtliff made a personal, non-prejudicial declaration of interest in respect of agenda item no. 7 (Children's Performance Summary Quarter 3 17/18) on the grounds that his wife was a teacher at a Swindon School.

Councillor Carol Sydney-Smith made a personal, non-prejudicial declaration of interest in respect of agenda item no. 7 (Children's Performance Summary Quarter 3 17/18) in her capacity as governor of Swindon Academy.

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 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.

33. Public Question Time

There were no public questions.

34.

Minutes

Resolved – That the minutes of the meeting held on 24th January 2018 be confirmed and signed subject to the addition of Councillor Courtliff in the list of apologies for absence.

35.

Great Western Hospital NHS Foundation Trust

Teresa Harding, Divisional Director, Great Western Hospitals NHS Foundation Trust, submitted a report providing the Committee with an update on key issues relating to the Great Western Hospitals NHS Foundation Trust, specifically in relation to:

- Latest rating by the Care Quality Commission (CQC)
- Overall Children's Unit (inpatient ward)
- Community Paediatrics
- Building projects on the Children's Unit
- Sixty seconds for the best start in life
- Premature births
- Neonatal Peer Visit 7th November 2017 update.

Ms Harding responded to questions and comments by Councillors McCracken, Courtliff, Shelley, and Sumner in respect of the following matters:

- A room for children/adolescents who are in hospital and struggling with mental health conditions
- Funding for high-dependency care
- Community paediatrics
- The number of services rated good or outstanding
- The number of patients who have waited longer than the average time for an ASD assessment.

Resolved – (1) That the report be noted

(2) That this Committee records its thanks to Doug Morris for his work as he has now retired from the Committee.

36. NHS Swindon Clinical Commissioning Group - Local Digital Roadmap

Gill May, Executive Nurse, Swindon CCG, submitted a report providing the Committee with an update of performance and key issues relating to Swindon CCG specifically with regard to:

- Safeguarding
- Primary Care
- Mental Health
- Targeted Mental Health Service (TaMHS)
- Kooth, an award winning, online counselling service
- Mental Health Hospital Liaison Workers
- Autistic Spectrum Disorders
- GWH paediatric services
- Additional Training Funding from NHSE

Councillor Barbara Parry read out a series of questions that she had submitted to and had been answered by Ms. May.

Resolved – That the report be noted.

37. Children's Performance Summary Quarter 3 17/18

The Corporate Director, Childrens Service and the Head of Education submitted a joint report providing an overview of performance in children's services based on the position at the end of quarter 3. A performance overview showing detailed numbers and trends over time was attached at appendix 1. The report captured the key headlines from the appendix and noted significant aspects of performance information including the impact of this for the service overall during the year to date. It gave comparator data performance from the children's social care in year benchmarking group. This related to current trends in other local authorities and consideration of how the Council's activity compares in relation to social care. The report highlighted areas of performance which are positive as well as areas where there are challenges, and provided the Committee with an understanding of the areas of performance where Swindon is compared to other local authorities, and how that information is used by external bodies such as the Department of Education and OFSTED.

Resolved – (1) That the key performance messages from the detailed performance information as set out in appendix 1 to the report be noted.

(2) That this Committee recognises and acknowledges where and how improvements are being made and successes achieved.

38. MASH, Referrals Assessment and Threshold

Ceri Woszczyk, Service Manager Children's Social Work Team, Children Families and Community Health, submitted a report providing the Committee with an update on progress of the Multi-agency Safeguarding Hub (MASH) and Thresholds decisions that are made to determine which children receive statutory services and at what level. The information presented in the report draws on the findings and recommendations of a peer review of the MASH by Oxfordshire local authority and some work on demand management by Newton Europe. The report provided a brief outline of what is known about the new children's OFSTED inspection framework: Inspection of Local Authority Children's Services (ILACS).

Resolved – That the report be noted.

39. Social Work Update

The Quality Assurance and Review Service Manager and Principal Social Worker, Children, Families and Community Health, submitted a joint report providing the Committee with an update on the progress in the quality of social work, feedback from the Principal Social Worker and an update regarding the Social Work Health Check.

Fiona Francis, Service Manager, Quality Assurance and Review, advised the Committee that the current vacancy rate sits at 17% (without investment posts the rate sits at 10%) (below the national average of 17%); she commented that keeping the workforce vacancy rate low continued to be a challenge. Over the past 3 years 101 new Social Worker/Social Worker Manger posts had been recruited to, with only one Team Manager post and one Assistant Team Manager vacancy.

She commented that the requirement to reduce social work caseloads to between 15-18 children, a nationally acceptable level, had been approved and resources to start the recruitment campaign were being progressed.

Resolved – That the contents of the report be noted.

40. Update on Child Sexual Exploitation, Female Genital Mutilation, Honour Based Violence and Domestic Abuse

Fiona Francis, Service Manager for Quality Assurance and Review, submitted a report providing an update to the Committee on work being undertaken regarding Child Sexual Exploitation, Female Genital Mutilation, Honour Based Violence and Domestic Abuse.

Resolved – That the report be noted.

41. Work programme

The Director of Law and Democratic Services submitted a report on the Committee's work programme for the current Municipal Year, detailing the activities that the Committee had undertaken, and would be undertaking, during the course of the year, with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies/bodies to consider.

The Committee also considered the priorities and suggestions of Cabinet as detailed in the Cabinet Work Programme and Forward Plan when considering the work programme.

Resolved – That the report be noted.

RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 12 MARCH 2018

PRESENT:- Councillors Tim Swinyard (Chair), Des Moffatt, Caryl Sydney-Smith, Steve Weisinger and Robert Wright

Apologies for absence were received from Councillors Steve Allsopp, John Haines and Vera Tomlinson.

23. Declarations of Interest

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

24. Minutes

Resolved – That the minutes of the meeting held on 18th January 2018 be confirmed and signed.

25. Public Question Time

There were no public questions.

26. Customer Access Strategy

The Committee was invited to consider the Council's draft Customer Access Strategy 2018-2021, outlining how and why the Council is transforming the way it interacts with its customers and the Council's ambition for the quality and experience it wants its customers to have. The Strategy explains how the Council will ensure that every customer is able to transact and communicate with it regardless of their confidence, capability and access to newer forms of communication and service delivery.

The Council's Director of Performance, Organisational Improvement and Communications introduced the strategy document, outlining how it would use a range of data, customer feedback data, transaction volume data and national trends to deliver services which are accessible, convenient, cost effective, reliable, simple to use and which are "right first time". It was noted that the implementation of the strategy will take a number of years and members were advised that the initial focus was to make the case for change in order that work can then be done with Council services and residents to improve the customer service on offer.

The Director explained the main drivers of the Customer Access Strategy being:

- Services will be "Digital by Design" where possible – with greater use of electronic and social media to report service issues and communicate with residents.
- All customers have fair and equal access to services and greater control over how they receive and access those services – there will be increased access

to self-service, mainly through the use of the web, but including making use of community facilities and support with a choice of services available at times and locations to suit the customer.

- Customer needs to be resolved at the first point of contact – via trained staff who are enabled to make decisions in order to ensure problems are fixed.
- Customer feedback drives service improvement and policy and procedure changes – via feedback from customers.
- Customer requirements will be fulfilled in the most cost effective way possible.

Resolved – That members of the Committee provide the Director of Performance, Organisational Improvement and Communications with feedback on the Customer Access Strategy following the meeting.

27. Welfare Reform & Social Inclusion

The Head of Revenues and Benefits and the Social Inclusion and Enterprise Manager submitted a joint report providing the Committee with an update on Welfare Reform and how the Council is supporting Swindon residents through the changes to welfare benefits and on the assistance provided by Social Inclusion. The report summarised the support available currently to those residents of the borough impacted by changes brought in under the Welfare Reform Act 2012 including under-occupancy Housing Benefit reduction, Council Tax Benefit changes, the Benefit Cap and Universal Credits.

It was noted that Adult Social Care were providing support for people with mental health disorder problems who were affected by the reform changes.

Resolved – (1) That the report be noted.

(2) That the Head of Revenues and Benefits and the Social Inclusion and Enterprise Manager be thanked for a useful and informative report.

28. Progress towards the Council's Vision, Priorities and Pledges

The Director of Performance, Organisational Improvement and Communications submitted a report giving details of the progress being made towards the achievement of the Council's Vision, Priorities and Pledges.

It was noted that, progress in relation to the Council's Vision can be inspected on the Council website, with each goal being tracked and rated as being 'On Track, Achieved Goal, Measuring or Needs Improvement'. Performance is also published on the Corporate Scorecard which is available for Members and Senior Officers. It was noted that progress is recorded quarterly with additional performance data and a narrative provided on progress made or challenges faced.

Resolved – (1) That the report be noted.

(2) That Officers consider splitting pledge 23 "Secure a sustainable future for the Mechanics Institute. Support the redevelopment of the Corn Exchange." into 2 separate pledges for (a) the Mechanics Institute and (b) the Corn Exchange.

RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 11 JUNE 2018

PRESENT:- Councillors Brian Mattock (Chair), Claire Ellis, Mary Friend, Des Moffatt, Andy Spry, Timothy Swinyard, Robert Wright and Steve Weisinger

1. Appointment of Vice Chair

Resolved – That Councillor Weisinger be appointed Vice-Chair of this Committee for the Municipal Year 2018/19.

2. 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.

3. Minutes

Resolved – That the minutes of the meeting held on 12th March 2018 be confirmed and signed.

4. Public Question Time

There were no public questions.

5. Work Programme 2018/19

The Committee considered its Work Programme for the Municipal Year 2018/19.

Resolved – (1) That the following items be included in this Committee's Work Programme for the Municipal Year 2018/19.

2nd October 2018

- Swindon Programme
- Digital Strategy
- Consultation/Engagement Strategy

26th November 2018

- Swindon Programme
- Council owned estates (to include empty buildings)
- Capital Strategy
- Pay/Leadership/Staff

16th January 2019

- Swindon Programme

- Fair Funding Review
- Business Rates Retention

4th March 2019

- Swindon Programme
- Progress towards the Council's Visions, Priorities and Pledges

(2) That the Director of Performance, Organisational Improvement and Communications submit a report to a future meeting concerning progress the Council has made in respect of items it considered in the previous year.

6. The Swindon Programme

Glyn Peach, the Council's Director of Digital Services & Corporate Programmes, gave a presentation on the Swindon Programme, the organisations transformation programme to save £30m in 30 months, and to address the organisations challenge to become more modern, streamlined and efficient.

He advised there were 4 main themes:

- Organisational excellence
- Procurement
- Demand management
- Commercialisation

He displayed a succession of slides showing:

- The Swindon Programme dashboard which included key decisions, key successes/issues and overall programme risks covering the timeline of the Swindon Programme to date.
- Headcount reduction progress
- Projected savings and savings delivered for 2018/19.
- Original savings target for each project, the savings identified to date, the initial gap in savings, further opportunities for savings identified, the total savings identified and the remaining gap.

He explained the context behind each of the themes; from a high level plan to a business case for each project to realising actual savings.

Councillor Moffatt felt the call centre was currently understaffed and that the Housing Revenue Account should run its own call centre. The Director of Performance, Organisational Improvement and Communications advised that the call centre was not understaffed, issues had arisen from a lack of experience and in-depth knowledge of the Council's services.

Resolved – That monitoring updates concerning progress of the Swindon Programme be submitted to each meeting, the next one to include a breakdown of call centre response times for each area of service.

Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 10 APRIL 2018

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

An apology for absence was received from Councillor Peter Watts.

39. 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.

40. Minutes

Resolved – That the minutes of the meeting held on 13th March 2018, be confirmed and signed.

41. Public Question Time

There were no public questions

42. 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 Dale Heenan in respect of application numbered S/OUT/16/21
- (e) The comments of Councillors Fionuala Foley and Jane Milner-Barry in respect of applications numbered S/17/1956, S/17/1948 and S/17/1961

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/OUT/16/21	Patrick Downes Colin Offer John Day Ramon Woolfe	Agent Wanborough Parish Council Kite Hill Wanborough Drip media
S/17/1956, S/17/1948 and S/17/1961	Glen Godwin Barrie Thompson	Agent South Swindon Parish Council

Resolved – (1) That in respect of application numbered S/OUT/16/21 (a) that the Head of Planning, Regulatory Services and Heritage be authorised to grant outline planning permission in respect of application numbered S/OUT/16/21, subject to:

- (a) Completion of a legal agreement to secure the planning obligations that are material to the decision (as set out in paragraph 8.156 to 8.186 of the report), in accord with CIL 122 Regulations, in consultation with the Chair of Planning Committee, relevant Cabinet Member and Ward Councillor(s);
 - (b) The planning conditions set out in the report, with delegated authority to make reasonable amendments, additions or omissions to those conditions before issuing formal consent as may be necessary;
 - (c) The submission of a satisfactory Ecology Survey Update (as set out in paragraph 8.106); and
 - (d) A review of highway intervention measures following appropriate monitoring if expected trip rates are exceeded, potentially including the imposition of a 'no-left turn' from the site towards Wanborough; and
- (b) that the Head of Planning, Regulatory Services and Heritage should agree a strategy for off-site drainage across the New Eastern Villages in consultation with the Chair of Planning Committee, relevant Cabinet Member and Ward Councillor(s).

(2) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/17/1956 subject to:

- (a) Completion of a legal agreement to secure the planning obligations that are material to the decision as set out in the report; and,
- (b) The planning conditions set out in this report, with delegated authority to make reasonable amendments, additions or omissions to those conditions before issuing formal permission as may be necessary including a suitably worded condition to ensure details of noise mitigation in the community room and surrounding flats are implemented.

(3) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/17/1948 subject:

- (a) Completion of a legal agreement to secure the planning obligations that are material to the decision as set out in the report and to require a proportional developer contribution for the improvement scheme identified for the M4 Junction 15 and A419 Commonhead Roundabout Corridor; and,
- (b) The planning conditions set out in this report, with the deletion of condition 13, and delegated authority to make reasonable amendments, additions or omissions to those conditions as may be necessary.

(4) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/17/1961 subject to:

- (a) Completion of a legal agreement to secure the planning obligations that are material to the decision as set out in the report and to require a proportional developer contribution for the improvement scheme identified for the M4 Junction 15 and A419 Commonhead Roundabout Corridor; and,
- (b) The planning conditions set out in the report, with the deletion of condition 11, and delegated authority to make reasonable amendments, additions or

omissions to those conditions before issuing formal permission as may be necessary.

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PLANNING COMMITTEE

TUESDAY, 12 JUNE 2018

PRESENT: - Councillors Timothy Swinyard (Chair), Toby Elliott (Vice-Chair), John Ballman, Alan Bishop, Malcolm Davies, Steph Exell, Nick Martin, Brian Mattock, Jane Milner-Barry, Stan Pajak, James Robbins, Vera Tomlinson and Peter Watts.

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 Bishop declared that, notwithstanding statements attributed to him in correspondence circulated before the meeting, he had an open mind regarding application numbered S/17/1771 and not had made any pre-determinations about the application.

2. Minutes

Resolved – That the minutes of the meeting held on 10th April 2018, be confirmed and signed.

3. Public Question Time

Gary Llewellyn, Town Planner, asked a question concerning the pre-application request advice service provided by the Planning Department particularly in respect of householder applications.

The Head of Planning, Regulatory Services and Heritage responded at the meeting.

4. Determination of Planning and Related Applications

(1) 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 applications numbered S/17/1771 and S/OUT/17/1772;
- (e) The comments of Councillor Dixon in respect of application numbered S/18/647;
- (f) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S /17/1771	Peter Lawson	Agent
	Rob Jones	Applicant
	Rob Riding	Pegasus (ASDA)
	Julia Bishop	Highworth Town Council
S/OUT/17/1772	Taylor Cherrett	Agent

S /18/0647	Trish Philpott	South Swindon Parish Council
	Marion Bird	15 Eastcott Road
S /HOU/18/0443	Joe Hines Jenny Jefferies	Applicant Chiseldon Parish Council

(2) That, in respect of application numbered S/17/1771, (a) Councillor Weisinger presented the Committee with a petition signed by 972 members of the public in support of the application, (b) Councillor Tomlinson clarified that although she had not had the opportunity to read the report in detail, she understood the planning issues, having listened to the Officer's presentation, the representations made and the debate. She was therefore in a position to make an informed decision, and (c) the Head of Conveyancing, Environment and Contracts advised the Committee that the significant number of members of the public in support of the application was not in itself a material planning consideration;

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/17/1771 subject to appropriate conditions and legal agreement and for the following reasons:

- (a) Meeting local needs, as evidenced by representations made by the public having to travel outside of Highworth for groceries and other shopping.
- (b) The proposal would not adversely affect the vitality and viability of Highworth town centre, given that conditions can be imposed to restrict the items sold by the proposed Aldi shop, and the goods sold at Aldi are largely different from those in the town centre.
- (c) The proposal does not in real terms result in the loss of an employment site as Aldi will create jobs.

(2) That the Head of Planning, Regulatory Services and Heritage be authorised to grant outline permission in respect of application numbered S/OUT/17/1772 subject to the conditions listed in the Committee report and any additional conditions as may be deemed appropriate.

(3) That permission be granted in respect of applications numbered S/18/647 and S/HOU/18/443 subject to the conditions listed in the Committee reports.

(4) That a report be submitted to a future meeting of the Committee concerning the number and location of Houses in Multiple Occupation in Swindon and the planning and licensing powers available to deal with the problems associated with them.

LICENSING COMMITTEE

WEDNESDAY, 4 APRIL 2018

PRESENT:- Councillors Vera Tomlinson (Chair), Abdul Amin, Alan Bishop, Wayne Crabbe, Paul Dixon, Steph Exell, Emma Faramarzi, Colin Lovell, Nick Martin, Derique Montaut, Caryl Sydney-Smith, Nadine Watts and Peter Watts.

Apologies for absence were received from Councillors Eric Shaw and Carol Shelley.

36. 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.

37. Public Question Time

No public questions were received during the meeting.

38. The Gambling Act 2005- Draft Statement of Licensing Principles Consultation

The Council's Licensing Manager submitted a report seeking approval to undertake a consultation on the Council's draft Statement of Licensing Principles, as required by Section 349 of the Gambling Act 2005.

Resolved – That the Council's Licensing Manager be authorised to undertake a twelve week public consultation on the Council's draft Statement of Licensing Principles and to report the results of the consultation to this Committee.

39. Street Trading

With the agreement of the Committee is item was withdrawn.

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LICENSING COMMITTEE

TUESDAY, 17 APRIL 2018

PRESENT:- Councillors Vera Tomlinson (Chair), Abdul Amin, Alan Bishop, Paul Dixon, Steph Exell, Derique Montaut, Caryl Sydney-Smith, Vera Tomlinson, Peter Watts and Wayne Crabbe.

Apologies for absence were received from Councillors Carol Shelley, Nadine Watts, Emma Faramarzi and Colin Lovell.

40. 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.

41. Minutes

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

42. Public Question Time

No public questions were received during the meeting.

43. Review of Street Trading

The Council's Licensing Manager submitted a report (a) setting out the Council's current Street Trading Policy, (b) seeking approval for a review of the Council's Street Trading Policy, and (c) to undertake a consultation in respect of a revised policy.

Resolved – (1) That, subject to the last bullet point of paragraph 3.7 being amended to read "The supply of hot or cold food and drinks or confectionary between 07:30 and 18:00 within 200 metres of the boundary of a school or college", the Council's Licensing Manager be authorised to undertake a twelve week consultation on the Council's Street Trading Policy.

(2) That the list of consultees on the review set out in (1) above, be approved as set out in paragraph 3.8 of the report with the addition of Forward Swindon limited and the Management of the Brunel Centre.

(3) That the results of the Street Trading Policy consultation, together with a revised Policy be submitted to this Committee for consideration.

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LICENSING COMMITTEE

FRIDAY, 18 MAY 2018

PRESENT:- Councillors Vera Tomlinson (Chair) Abdul Amin, John Ballman, Alan Bishop, Malcolm Davies, Paul Dixon, Steph Exell, Nick Martin, Brian Mattock, Imtiyaz Shaikh, Carol Shelley, Caryl Sydney-Smith, Rahul Tarar, Vera Tomlinson, Nadine Watts and Peter Watts.

1. Declarations of Interest

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

2. Minutes

Resolved – That the minutes of the meeting held on 4th April 2018, be confirmed and signed as a correct record.

3. Public Question Time

No public questions were received during the meeting.

4. Local Government Act 1989 - Section 15: Political Balance Arrangements

Resolved – That, further to Minute 12(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989, this Committee continue to apply political balance arrangements under the Act

5. Appointment of Sub-Committees and Panel

Resolved – (1) That an Ad Hoc Licensing Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2018/19”, and comprising Councillors John Ballman, Alan Bishop, Paul Dixon, Nick Martin, Rahul Tarar, Vera Tomlinson and Nadine Watts.

(All Councillors serving on the Licensing Committee to be appointed as deputies to their respective political group.)

(2) That a Licensing Panel be appointed, having the functions set out in the document “Swindon Council Constitution 2018/19”, and comprising three Councillors to be drawn from Members of this Committee.

(3) That a Private Hire/Hackney Carriage Licensing Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2017/18”, and comprising Councillors Abdul Amin, Stephanie Exell, Brian Mattock, Rahul Tarar, Vera Tomlinson and Peter Watts.

(All Councillors serving on the Licensing Committee to be appointed as deputies to

their respective political group.)

LICENSING COMMITTEE

THURSDAY, 14 JUNE 2018

PRESENT:- Councillors Vera Tomlinson (Chair), Abdul Amin, John Ballman, Alan Bishop, Malcolm Davies, Paul Dixon, Steph Exell, Nick Martin, Imtiyaz Shaikh, Caryl Sydney-Smith, Rahul Tarar, Nadine Watts and Peter Watts.

Apologies for absence were received from Councillors Brian Mattock and Maureen Penny.

6. 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.

7. Minutes

Resolved – That the minutes of the meetings held on 17th April and 18th May 2018, be confirmed and signed as a correct record.

8. Public Question Time

No public questions were received during the meeting.

9. Consideration to Introduce a Policy to Require CCTV within Hackney Carriage and Private Hire Vehicles

The Council's Licensing Manager submitted a report seeking approval to undertake a public consultation in respect of the use of CCTV in Private Hire and Hackney Carriage Vehicles.

Resolved – (1) That an eight week consultation public consultation be undertaken in respect of the introduction of a policy for the use of CCTV in Private Hire and Hackney Carriage Vehicles be approved.

(2) That, further to (1) above, the following proposals be included as part of the consultation:

(a) that all new vehicles licensed with the Council on or after 1st October 2018 be fitted with CCTV; and

(b) that all vehicles licensed with the Council at the time of implementation of this policy be fitted with CCTV on or before 1st October 2019, and

(c) the possibility of audio recordings, activated by either driver or passenger, be activated in emergency situations.

(3) That, it be agreed in principle, that the Council's Licensing Manager be given delegated authority to refuse any CCTV system that does not comply with data protection requirements and the Information Commissioner's Office 'CCTV Code of Practice' and to accept those that comply.

(4) That, further to (1) above, following the conclusion of the eight week consultation exercise the results, including any proposed amendments, be brought back to this Committee for consideration.

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AD-HOC LICENSING SUB-COMMITTEE

FRIDAY, 6 APRIL 2018

PRESENT: - Councillors Derique Montaut (Chair), Alan Bishop, Vera Tomlinson, Nick Martin, Derique Montaut, Caryl Sydney-Smith and Peter Watts.

An apology for absence was received from Councillor Carol Shelley.

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

Resolved – That Councillor Derique Montaut be Chair of the Sub-Committee for the Municipal Year, 2017/18.

(Councillor Montaut took the Chair.)

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

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

3. Minutes

Resolved – That the minutes of the meeting held on 31st July 2013 be confirmed and signed.

4. 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.

5. Public Question Time

No public questions were received during the meeting.

6. Application for the Grant of a Sexual Entertainment Venue Licence in respect of Foxies, 3-4 Victoria Road, Swindon, Sn1 3 AJ

The Sub-Committee considered (a) a report of the Council's Licensing Manager setting out an application received for the grant of a Sexual Entertainment Venue Licence in respect of Foxies, 3-4 Victoria Road, Swindon, (b) a site visit to the premises, (c) oral submissions in support of the application and the applicant and their solicitor Robert Sutherland, (d) four public objections opposing the grant of a licence, (e) oral submissions by an objector in supporting her objection, (f) questions to the applicant and objector and answers received, (g) the Council's policy in respect of Sexual Entertainment Venues, and (h) Home Office Guidance for England and Wales in respect of Sexual Entertainment Venues.

The Council's Licensing Manager introduced the report highlighting:

- That the application had been received on 26th January 2018.
- The application was attached as Appendix B to the report.

- There had been no reported issues with the club's operation under its Premises Licence.
- The Licensee had a good working relationship with the Licensing Authority.
- If granted the premises would hold a Sexual Entertainment Venue Licence and a Premises Licence (for the sale and consumption of alcohol).
- The application was for 12:00 noon to 06:00 (the following morning) each day of the week.
- If granted the Premises Licence would need to be amended to reflect the different hours (it was currently Monday to Saturday 11:00 to 06:00 (the following morning and Sunday 11:00 to 02:00 (the following morning).
- The application had been submitted and advertised in accordance with the appropriate regulations.
- The options available to the Sub-Committee in determining the application.

Objections to the grant of the Licence can be broadly summarised as:

- The location of the premises being inappropriate in an area integral to the town centre.
- Noise nuisance and litter in residential areas arising from patrons leaving the premises.
- That the premises do not promote the correct image of Swindon.
- That the premises are in an area heavily frequented by children and families.
- The potential for trouble arising at the premises.
- That the premises might harm the regeneration of the town centre area.
- The detrimental effect of the night-time economy on local residents.
- A detailed written response to the standard conditions imposed on Sexual Entertainment Venues, including oral clarification of the points raised including:
 - The need for SIA trained staff to operate CCTV within the premises.
 - Training and qualifications for dancers and current dance practices within the venue.
 - The emotional and physical affects felt by dancers at this type of venue.
 - Identification for floor supervisors.
 - The monitoring of patrons within the premises and the recording of this information.
 - Areas of permitted entertainment within the establishments.
 - The dress code for performers, changing facilities and security of changing facilities.
 - The number of SIA Doorstaff and other staff on duty during opening hours.
 - The role of SIA Doorstaff and floor supervisor during dancer performances.
 - The safeguarding of performers within the premises and upon leaving after shifts.
 - The type of performance permitted and the level of interaction between dancers and members of the public.
 - That "grinding" had been witnessed during a visit to the premises by an objector.

Questions to the objectors and answers received can be broadly summarised as:

- That the objection received from the objector present at the hearing was made to protect the safety and well-being of performers.
- The objector had previously worked as a performer in a Sexual Entertainment Venue and her submission was based upon experience.
- That she had not been paid to make her submission and was doing so on a voluntary basis following contact with current performers.
- The witnessing of “grinding” at the premises was on 31st August 2017.

Submissions in support of the grant of the Licence can be broadly summarised as:

- That much of the evidence presented to the Sub-Committee objecting to the Sub-Committee was based on personal opinion and not expertise.
- That no dancers from Foxies had given permission to any objector to act directly on their behalf.
- No complaints had been made to the management of Foxies, or the Licensing Authority, in respect of the management of the premises or performances undertaken during the application period.
- Although the application was for a new licence the premises had been operating in its current location and for a period in Theatre Square since 2005 under a Premises Licence.
- When operating under a Premises Licence it had been subject to an annual renewal process but had never been subject to a review.
- That the Council’s policy was that applications “shall not normally be refused”.
- The conditions proposed under the application before the Sub-Committee.
- The extensive CCTV monitoring already in place at the premises and the applicants’ willingness to accept a proposed condition amended to read “or the area is covered by CCTV” rather than “No Performer shall perform nude or semi-nude dancing of any description unless in an approved area and with floor supervisor present within five metres of the Performer”.
- That the premises management did not agree with the 15(d) which read “Performers do not sit next to, or on, or straddle the customer” because of the lay out of the premises and relaxed atmosphere where dancers would sit next to customers in in the lounge or VIP section. It was proposed that “next to or” be removed from this wording.

Questions to the applicant and responses received can be broadly summarised as:

- That the conditions with the exception of the two suggested modifications were the extent of changes requested and went to the heart of the operation of the premises and the experience it offers to customers.
- That due to the layout of the building the floor supervisor could maintain security through CCTV monitoring at his desk on the first floor.
- The use of timers when customers “log-in” at the desk on the first floor.

Resolved – That after considering: -

1. The application for the grant of a Sexual Entertainment Venue Licence; and
2. Representations and material put forward on behalf of the Objectors;

3. Submissions made in support of the application by the applicant's solicitor;

And taking into account: -

1. Home Office Guidance on Sexual Entertainment Venues;
2. The Licensing Authority's Sex Establishment Policy;

The Sub-Committee determined that the application be granted for the opening times applied for subject to the Council's standard conditions as modified below:

1. Condition 13 be amended to read: "No performer shall perform nude or semi-nude dancing of any description unless in an approved area and with a floor supervisor present and the area is covered by operational CCTV.
2. Condition 15(d) be amended to read "Performers do not sit on or straddle the customer".
3. An additional condition to allow for Stag Party Performances as follows:
"Stag Party performances shall only take place subject to the following:
 - (a) The "stag" shall be seated in a chair on the stage fully clothed during the entire performance.
 - (b) The performer or performers (a maximum of two) shall perform any dance on stage for the stag.
 - (c) Neither the performers nor the stag may remove any of the stag's clothing.
 - (d) The performers may only touch the stag on the upper torso.
 - (e) The performers shall remain fully clothed unless consent from the stag has first been obtained for the removal of their upper clothing.

The Chair reminded the applicant that they had the right of appeal against this determination. Any such appeal should be made within 21 days of the receipt of the written decision including reasons.

7. Application for the Grant of a Sexual Entertainment Venue Licence in respect of Dream Lounge, 8-9 Victoria Road, Swindon, Sn1 3 AJ

The Sub-Committee considered (a) a report of the Council's Licensing Manager setting out an application received for the grant of a Sexual Entertainment Venue Licence in respect of Dream Lounge 8-9 Victoria Road, Swindon, (b) a site visit to the premises, (c) oral submissions in support of the application, (d) four public objections opposing the grant of a licence, (e) oral submissions by an objector in supporting her objection, (f) questions to the applicant and objector and answers received, (g) the Council's policy in respect of Sexual Entertainment Venues, and (h) Home Office Guidance for England and Wales in respect of Sexual Entertainment Venues.

The Council's Licensing Manager introduced the report highlighting:

- That the application had been received on 26th January 2018.
- The application was attached as Appendix B to the report.
- There had been no reported issues with the club's operation under its Premises Licence.
- The Licensee had a good working relationship with the Licensing Authority.
- If granted the premises would hold a Sexual Entertainment Venue Licence and a Premises Licence (for the sale and consumption of alcohol).
- The application was for 12:00 noon to 06:00 (the following morning) each day of the week.
- If granted the Premises Licence would need to be amended to reflect the different hours (it was currently Monday to Saturday 11:00 to 06:00 (the following morning and Sunday 11:00 to 02:00 (the following morning).
- The application had been submitted and advertised in accordance with the appropriate regulations.
- The options available to the Sub-Committee in determining the application.

Objections to the grant of the Licence can be broadly summarised as:

- The location of the premises being inappropriate in an area integral to the town centre.
- Noise nuisance and litter in residential areas arising from patrons leaving the premises.
- That the premises do not promote the correct image of Swindon.
- That the premises are in an area heavily frequented by children and families.
- The potential for trouble arising at the premises.
- That the premises might harm the regeneration of the town centre area.
- The detrimental effect of the night-time economy on local residents.
- A detailed written response to the standard conditions imposed on Sexual Entertainment Venues, including oral clarification of the points raised including:
 - The need for SIA trained staff to operate CCTV within the premises.
 - Training and qualifications for dancers and current dance practices within the venue.
 - The emotional and physical affects felt by dancers at this type of venue.
 - Identification for floor supervisors.
 - The monitoring of patrons within the premises and the recording of this information.
 - Areas of permitted entertainment within the establishments.
 - The dress code for performers, changing facilities and security of changing facilities.
 - The number of SIA Doorstaff and other staff on duty during opening hours.
 - The role of SIA Doorstaff and floor supervisor during dancer performances.
 - The safeguarding of performers within the premises and upon leaving after shifts.

- The type of performance permitted and the level of interaction between dancers and members of the public.
- That she had received verbal abuse from one of the door staff working at the premises.
- That the signage on the front of the premises was inappropriate.

(The Sub-Committee noted the objector's confirmation that her objection and comments pertaining to her earlier submission on Foxies was equally relevant to the Dream Lounge).

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

- That a lot of the comments received opposing the application were subjective.
- Support was provided to performers by management and appropriate safety precautions were undertaken.
- The club was currently operating without trouble under a Premises Licence.
- Access to and egress from the club was strictly monitored.
- The issue before the Sub-Committee was the operation of the business and not morality issues with a lawful business.
- Staff constantly patrolled the premises to ensure compliance with the Premises Licence requirements.
- All Door Staff were SIA trained and additional staff were employed if required for any given event.
- That condition 15(c) and (d) needed to reflect that the premises was a lap dancing club.
- The club employed up to 45 full or part-time employees.
- Patrons to the club were varied and included married couples and were sometimes provided with a social and emotional interaction that they would not receive elsewhere.
- Appropriate contact, for instance touching a customer's arm, was sometimes important to obtain a level of intimacy and to reduce objectification.

Responses to questions to the applicants can be broadly summarised as:

- That all performers were aware of guidelines on customer proposition.
- That the club offered its dancers a well-paid and safe environment to work in.
- That the floor supervisor spent the majority of their time on the first floor.

Resolved – That after considering: -

1. The application for the grant of a Sexual Entertainment Venue Licence; and
2. Representations and material put forward on behalf of the Objectors;
3. Submissions made in support of the application by the applicant's solicitor;

And taking into account: -

1. Home Office Guidance on Sexual Entertainment Venues;

2. The Licensing Authority's Sex Establishment Policy:

The Sub-Committee determined that the application be granted for the opening times applied for subject to the Council's standard conditions as modified below:

1. Condition 13 be amended to read: "No performer shall perform nude or semi-nude dancing of any description unless in an approved area and the area is covered by operational CCTV which is constantly monitored.
2. Condition 15(d) be amended to read "Performers do not sit on or straddle the customer".
3. Condition 16 be amended to read: Performers may touch a customer during a performance provided that the customer is fully clothed, remains seated at all times and that any touching shall not be sexual in nature.

The Chair reminded the applicant that they had the right of appeal against this determination. Any such appeal should be made within 21 days of the receipt of the written decision including reasons.

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LICENSING PANEL

FRIDAY, 9 MARCH 2018

PRESENT:- Councillors Vera Tomlinson (Chair), Alan Bishop and Caryl Sydney-Smith, Vera Tomlinson and Alan Bishop

An apology for absence was received from Councillor Steph Exell.

95. Appointment of Chair

Resolved – That Councillor Vera Tomlinson Chair this meeting of the Licensing Panel.

(Councillor Tomlinson took the Chair.)

96. 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.

97. Application to Application to Vary the Premises Licence in respect of Old Town Bowl, Quarry Road, Old Town, Swindon together with a copy of each relevant representation made and supporting documents together with a copy of each relevant representation made and supporting documents

The Panel considered (a) a report of the Council's Senior Licensing and Events Officer setting out details of an application to vary a Premises Licence for the Old Town Bowl, Quarry Road, Old Town, Swindon, (b) written representations from six local residents opposing the variation, (c) oral submissions in support of the application by the applicants, (d) oral submissions by three local residents in support of their objections, (e) written and oral representations in respect of the prevention of public nuisance made the Council's Licensing Manager, (f) questions from Members to the applicant and objectors and answers received, and (g) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

The Council's Senior Licensing and Events Officer advised the hearing that the applicants wished to amend their application in Sections F, G and H on pages 27 to 29 of the agenda papers as follows:

(i) That section F of the application be amended to read "Recorded Music on Friday and Saturday between 12:00pm and 10:30pm".

(ii) That section G of the application be amended to read "Performances of Dance on Friday and Saturday between 12:00pm and 10:30pm".

(iii) That section H of the application be amended to read "Anything of a Similar Description to that Falling within (c), (f) or (g) on Friday and Saturday between 12:00pm and 10:30pm".

The Council's Senior Licensing and Events Officer introduced the report noting:

- The application to vary the Premises Licence for the Old Town Bowl, as amended, was set out on pages 19 to 39.
- The minutes of the Licensing Panel meeting that granted the current Premises Licence was set out on pages 41 to 44 of the agenda papers.
- The Current Premises Licence was set out on pages 45 to 55 of the Premises Licence.
- The comments of the Council's Environmental Health, including suggested conditions, were set out on pages 59 and 60 of the agenda papers.
- Objections from six local residents were set out on pages 61 to 70 of the agenda papers.
- That the applicant had advertised the application for variation in accordance with the appropriate regulations.
- That no representations had been received from Wiltshire Police, Dorset and Wiltshire Fire and Rescue Service, the Child Protection Service, Planning Department, Trading Standards or the Public Health Board.
- That members in determining the application for a variation should be mindful of Policy PN1, PN4, PN5 and paragraph 1.19 of the Council's Statement of Licensing Policy (January 2017).
- The options available to the Panel in determining the application for variation.

The comments of Councillor Nadine Watts (Ward Councillor) and objectors in opposing the application for variation can be broadly summarised as:

- She was representing local residents who had made representation but were unable to attend the hearing.
- The volume of noise arising from outdoor events at the Old Town Bowl meant that many local residents needed to move to the rear of their properties for the duration of events.
- Noise and car parking issues were not only experienced in the immediate vicinity but also in the wider Old Town community.
- That the variation whilst seeking flexibility for the applicants was still excessive in the view of local residents.
- Objections before the Panel recognised the accumulative impact of the variation application and the other five licences in operation at the Old Town Bowl.
- That summer events often started late and went on until after it was dark.
- Late events caused problems for those local residents who were early commuters or shift workers.
- The number of events and noise levels arising from their operation had a serious impact on the amenity of local residents and their ability to enjoy their property and their ability to use their gardens during events.
- The main concerns of the objectors related to noise and low frequency vibrations which were experienced a considerable distance from the venue.
- Other issues relating to events were related to littering, people leaving events drunk, parking issues and damage to property.
- Film events also caused problems for local residents.
- The impact on local residents was disproportionate in the summer months and the request for additional events would only exasperate the issues faced as residents would be facing noise and nuisance problems most weekends in addition to any week day events.

- Local residents had received little contact from event organisers and residents were not aware of the location of any noise monitoring points.
- The Old Town Bowl was not a legal address nor was it listed at the Land Registry so it was important to know exactly where events were being staged, the distances to residential properties and the location of sound monitoring points.
- That the application was not in line with the Council's guidance for outdoor events which suggested a finishing time of 8:30pm; local residents couldn't understand how a later time met the Licensing Objectives.
- That the issue of the suggested variation did not accord with PN4 in the Council's Licensing Statement.
- Local residents were willing to endure a limited number of events at the venue each year but given there were already six premises licences in force an addition would be unreasonable.

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

- The closest property was about 80 metres from the event but nuisance levels depended on the topography of the land in relation to individual dwellings and the nature of the event.
- Complaints had not been made regarding outdoor events at the venue because the process for submitting complaints had been unclear as was the person you needed to complain to as promoters had not provided relevant information to local residents.
- Local residents were unlikely to complain if there were only occasional events but the number of events appeared to be increasing.
- That a lot of residents had been unaware of the application for a variation which was why only six objections had been received.
- It was unclear to the objectors why Wiltshire Police had not made a formal representation regarding behaviour of attendees, damage to properties or parking issues.
- Each event had the potential to cause problems and to a greater or lesser extent each of them did.
- That after entering the current process the objectors had learnt about the process for reviewing Premises Licences and the number of complaints relating to events was likely to increase.

The comments of the Licensing Authority can be broadly summarised as:

- There had been one complaint received in respect of film nights at the venue.
- Policies PN4 and PN5 recommend that the event organiser engage with the Event Safety Advisory Group.
- The times for ceasing the sale of alcohol and exiting the venue were in accordance with guidance.
- The Council's Licensing Manager had attended and monitored events by the applicants for the previous three years. The last complaint received was in 2015 and resulted in the sound mixer being turned down to reduce noise levels.
- Additional/amended conditions to tighten control had been proposed by the Council's Licensing Manager and all but one had been agreed by the applicant (who wished to enter into additional dialog regarding the condition

they didn't initially accept).

- The Licensing Authority would enter into discussions with the applicants to address the issue of low frequency noise raised by the objectors.
- The number of noise monitoring points could be increased for live events.
- The 65dB (A) Leq level (15 minutes) for sound was in accordance with code of practice guidelines.

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

- The comments made by residents were understood and would be taken into account.
- Although the current Premises Licence permitted four events per annum the applicant's currently only ran one event.
- The application for variation was intended to offer flexibility in the nature of events offered.
- The applicant had been running events for seven years at the venue and had worked closely with the Events Safety Group and Licensing Authority during that time.
- There might be mid-week events should the variation be granted to screen events of national interest.
- The events were organised using marshals and volunteers who, for instance, cleaned up litter outside of the venue area following events.
- It was recognised that sound was a major issue and the applicants would continue to work with the Licensing Authority to address any issues.
- The applicants wanted to provide those attending with a good experience whilst minimising impact on local residents.
- Where possible delayed speakers would be used on events such as screenings in order to reduce noise levels outside of the event area.
- The 65dB (A) Leq sound level (15 minutes) was needed to make events satisfactory for those attending.
- That events were run by people with experience in running sound companies and events at the venue itself.
- For screened event speaker volumes would be reduced which would lessen the impact of both noise and low frequency vibrations.
- The applicants indicated that they would ensure the delivery to local residents of contact information for a responsible person at future events.

Resolved - That after considering: -

1. The application for variation to the licence made by the Licensee; and
2. Representations and material put forward on behalf of the Objectors;

And taking into account: -

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

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

- i. The prevention of public nuisance; and
- ii. Public Safety

The Panel has determined that the application, as amended, be agreed as below:

1. The permitted hours for films and plays be Monday to Sunday 12:00 until 22:30.
2. The permitted hours for live music be Friday and Saturdays 12:00 until 22:30.
3. The permitted hours for recorded music be Friday and Saturdays 12:00 until 22:30.
4. The permitted hours for performance of dance be Friday and Saturdays 12:00 until 22:30.
5. The permitted hours for anything of a similar description to that falling within paragraphs E, F and G of the application be Friday and Saturdays 12:00 until 22:30.
6. The permitted hours for the supply of alcohol be Monday to Sunday 12:00 until 22:00.
7. The hours the premises are to be open to the public Monday to Sunday 12:00 to 23:00.
8. That the number of events permitted during a calendar year shall be increased from 4 to 10 of which up to a maximum of 2 shall be live music events and up to a further 8 shall be “big screen” events.
9. That in addition to the conditions on the existing Premises Licence the following additional/modified conditions should be applied to the licence: -
 - i. That all proposed conditions set out on pages 59 and 60 have been agreed and shall be applied to the Premises Licence save for:
 - (a) The second proposed condition set on page 59 of the agenda papers shall be amended to read: “The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level at any noise sensitive premises shall not exceed 65dBA LAeq over a 15 minute period at any time during the event” which shall be substituted for condition 16 on the current Premises Licence.
 - (b) That proposed condition 10 set out on page 60 of the agenda papers shall be deleted.
 - (c) That proposed condition 11 shall be amended to read 22:00 hours.
 - ii. That the Premises Licence Holder and the Council’s Licensing Manager shall agree in writing the permitted level of low frequency noise during licensable activates together with the number and location of monitoring positions.

- iii. That no later than 14 days prior to the event the organisers shall distribute to all residential premises, within 100metres of the boundary of the event, a leaflet setting out the date, time and nature of the event together with a contact telephone number of a competent person responsible for noise control. The contact telephone number shall remain active during the event.

Reasons

1. The Panel noted that no objections had been received from the Statutory Authorities.
2. Notwithstanding the comments of objectors regarding not understanding the process for making noise complaints, the Panel noted that no noise complaints had been received in respect of previous events operated by the Premises Licence Holder.
3. The Panel noted the applicant had accepted all but one of the recommendations for conditions proposed by the Environmental Health. It determined that with the additional/amended conditions imposed on the Premises Licence that any impact on local residents could be minimised.
4. The Panel considered the objectors comments regarding PN1, PN4, PN5 and paragraph 1.19 of the Council's Statement of Licensing Policy and noted also the comments regarding the issue of earlier licences at the Old Town Bowl due to the absence of objections.
5. The Panel noted that the application in question was for a variation of an existing licence and determined the application on its merits noting that additional/amended conditions imposed on the Licence would minimise, as far as possible, any effect on local residents.
6. The application could not be judged on the success or otherwise of other events and/or promoters given the applicant's history of operating events at the location.
7. The Panel heard evidence that the applicant was experienced at running events at the location and had been willing to engage with the Licensing Authority at previous events.
8. The Panel took into account the applicant's statement in regarding the nature of events proposed and his comments as to seeking flexibility in the promotion of events. It also took into account his willingness to offer a condition to limit music events.

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

LICENSING PANEL

WEDNESDAY, 11 APRIL 2018

PRESENT:- Councillors Wayne Crabbe (Chair), Nick Martin and Eric Shaw

Apologies for absence were received from Councillors Peter Watts.

98. Appointment of Chair

Resolved – That Councillor Wayne Crabbe Chair this meeting of the Panel.
(Councillor Crabbe took the Chair.)

99. Minutes

Resolved – That the minutes of the meetings held on 19th December 2017 and 26th January 2018 be confirmed and signed.

100. 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.

101. Application for a Premises Licence, Super Pizza, 39 Fleet Street, Swindon, SN1 1RE

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application for a Premises Licence for Super Pizza, 39 Fleet Street, Swindon, (b) written representations from the Licensing Authority and Wiltshire Police objecting to the grant of a Premises Licence, (c) oral submissions in support of the application, (d) oral submissions by the Licensing Authority and Wiltshire Police 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 the premises following a review of the Premises Licence, previous held by Mr Suliman Aruby, on 7th September 2017.
- An appeal against the revocation of the previous Premises Licence had been made to the Magistrate's Court but had been withdrawn prior to the hearing.
- The current application made by Mr Amanullah Adil was set out in Appendix A to the agenda papers.
- Mr Adil had obtained three Temporary Event Notices since 12th December 2017 to operate the store prior to the Panel meeting.
- The application before the Panel was to permit Late Night Refreshments between 23:00 hours and 04:00 Hours daily.
- Objections from the Licensing Authority and Wiltshire Police were attached to

the agenda papers as appendices D, E and F.

The Licensing Authority's case for objecting to the grant of a Premises Licence and a summary of points raised can be broadly summarised as follows:

- That the application submitted by Mr Adil contained a false statement in respect of his home address which had been listed as 154 Manchester Road, Swindon, when in fact his home residence was 131 Beatrice Street, Swindon.
- That when the property had been visited during the periods of operation of the three Temporary Event Notices Mr Adil had not been present.
- That the application did not meet the criteria of Section 16(1)(a) of the Licensing Act 2003.
- Case Law in respect of the Guildford Case.
- Supporting documentation for the application did not suggest Mr Adil would be operating the business; noting there had been no submissions in respect of a range of documentation in his name relating to the business including a tenancy agreement, PAYE records, Pension scheme records, VAT records, National Insurance records, a business bank account, rent records, health certificates, Employee Liability Insurance or Public Liability Insurance.

Wiltshire Police's case for objecting to the grant of a Premises Licence and a summary of points raised can be broadly summarised as follows:

- That Mr Aruby was still in charge of the premises and operating illegally after 11:00pm.
- On each occasion the Police visited the premises following the withdrawal of the appeal to the Magistrates Court in respect of the removal of the Premises Licence Mr Aruby was present.
- That the application sought an additional two hours of operation which the Police objected to on the grounds they did not feel the present management was competent to operate.
- That a new nightclub was going to be operating in the vicinity and this would increase the risk of Crime and Disorder.
- That no proof of the transfer of ownership had been provided to the Police and a vehicle used for deliveries was still registered to Mr Aruby.

Responses to questions to the Police and Licensing Authority in respect of their objections can be broadly summarised as:

- It was believed Mr Aruby was still the owner of the premises at the time of the application.
- Mr Aruby had been present at the premises during visits undertaken by the Police.

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

- That he had paid a deposit for the business to Mr Aruby, which if the application failed would not be returned.
- Mr Aruby had been helping at the premises during a period when his manager's wife was having a baby.
- He had been undertaking renovations on a part-time basis to 131 Beatrice

Street which was why he was living at 154 Manchester Road.

Responses to questions to the applicant can be broadly summarised as:

- That his address was 131 Beatrice Street but he was currently not resident there due to renovation work.
- Mr Aruby was at the premises on 10th April to help out at the shop and to transfer paperwork.
- The renovation at 131 Beatrice Street were taking a while to complete because of his work commitments.
- That Mr Aruby was not the owner of the premises.
- That a 4:00 am licence application had been made because the business was struggling financially under its current hours and there was a market for pizzas later than 2:00 am.
- He was not sure where the contract to take over the business was.
- He ran a chicken and grocery shop in addition to Super Pizza with his brother and a manager.
- He didn't know where documentation relating to employee records and Insurance was kept.

After considering: -

1. The application for the premises licence and representations made by the Applicant; and
2. Representations and material put forward on behalf of the Objectors;

And taking into account: -

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

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

- i. The prevention of crime and disorder;
- ii. The prevention of public nuisance
- iii. Public Safety

The Panel has determined the application be refused. The reasons for this determination are that the Panel heard evidence: -

1. From the Police that during a number of inspections Mr Aruby, the previous premises licence holder was present and that Mr Adil was absent.
2. That the premises was open for business and serving customers after 11pm on 16 December 2017, without a valid Premises Licence in place in breach of section 136 of the Licensing Act 2003.
3. That Mr Adil informed the Panel that Mr Aruby was present and working at the premises on the day prior to the licensing hearing, indicating that he has an on-going involvement with the business.
4. Mr Adil gave evidence to the Panel that he had no knowledge of where the contract for his purchase of the business from Mr Aruby was located.

5. Mr Adil further gave evidence that he had no knowledge if employer liability insurance and other business related documentation for the premises was in place, and if such policies were in place in whose name they were held.
6. Mr Adil gave verbal evidence to clarify his residence, however no documentation in support of his submission was produced to the Panel or to the Licensing Authority when previously requested in breach of section 158 of the Licensing Act 2003.
7. That given the previous breach of the Licensing Act 2003 the panel had no confidence in Mr Adil's ability to promote and uphold the licensing objectives

The Chair reminded both parties that they had the right of appeal to the Magistrates' Court against the determination of the panel and that any such an appeal, must be commenced within 21 days of this determination.

LICENSING PANEL

MONDAY, 23 APRIL 2018

PRESENT:- Councillors Derique Montuat (Chair), Paul Dixon and Steph Exell.

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

102. Appointment of Chair

Resolved – That Councillor Derique Montaut Chair this meeting of the Panel.
(Councillor Montaut took the Chair.)

103. 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.

104. Application for the grant of a Premises Licence in respect of 37 Cricklade Road, Swindon, SN2 1AA together with a copy of each relevant representation made and supporting documents

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application for a Premises Licence for 37 Cricklade Road, Swindon, (b) written representations from Councillor John Ballman (Ward Councillor), three local residents and a 43 signature petition opposing the grant of a Premises Licence, (c) oral submissions in support of their objections by Councillor John Ballman and a local resident, (d) oral submissions in support of the application by the applicant, (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 the premises.
- That Miss Walker (applicant) had discussed an amended application with the Licensing Authority.
- That the application was for on sales of alcohol only.
- The application was set out from page 11 of the agenda papers pack.
- The hours requested for Recorded Music, Late Night Refreshments and Sale of Alcohol were Monday to Thursday 10:00 until 23:30 hours and Friday to Sunday 10:00 to 02:00 hours.
- That objections received were set out in the agenda papers from page 45 of the agenda papers and objectors and petitioners had been invited to attend the hearing.
- Any request for off sales of alcohol would need to be the subject on a variation should a Premises Licence be granted.
- Complaints, set out with representations against the grant of a Premises Licence, in respect of noise nuisance had not be substantiated by Council

officers but were the subject of current investigation.

- The consultation process had been undertaken in accordance with the appropriate regulations.

The case for refusing the grant of a premises licence by Councillor John Ballman and a local resident can be broadly summarised as follows:

- That the application if granted would not meet the test of the Licensing Objectives.
- That the proposed location was not suitable given that Gorsehill was primarily residential and retail business in nature. In addition Mervyn Webb Court, a residential sheltered housing development catering for 36 people aged between 60 and 90 years of age was situated immediately opposite the premises in question.
- That residential properties both to the sides of the premises and opposite were currently experiencing noise related problems.
- The vicinity already had two public houses, a club as well as smaller outlets for the supply of alcohol.
- The application was likely to lead to public nuisance late at night; especially given that custom was likely to be drawn from outside the immediate area.
- Public safety would also be impacted as late night drinkers would be drawn to the area.
- Gorsehill already had an issue with crime and disorder and a late night licence could only increase these problems at a time where a visible policing presence was diminishing.
- That Wilshire Police statistics on crime and disorder in the vicinity were understated.
- That music emanated from the premises up to 05:00 hours on occasions.
- The management of the premises had not engaged with local residents to deal with problems arising from the operation of the business.
- Glass bottles from the premises were being broken in the alleyway of the premises.
- Late night noise from the premises had been occurring regularly since October 2017.

Responses to questions to objectors can be broadly summarised as follows:

- The rear of the building had been used as a barbecue area.
- Music at the venue was currently provided by a small stereo player with speakers.

The case for the grant of a Premises Licence by the applicant can be broadly summarised as follows:

- That the applicant was content to remove music from the application.
- That it was intended to move the restaurant and bar to the Ferndale Club and use 37 Cricklade Road for retail purposes.
- That the applicant was content to amend the requested hours of operation for Late Night Refreshments and Sale of Alcohol to Monday to Thursday 10:00

until 23:30 hours and Friday to Sunday 10:00 to 00:00 midnight.

- The revised hours of operation requested were intended to address the concerns of local residents.

Responses to questions to objectors can be broadly summarised as follows:

- The premises were currently a restaurant and bar 11:00 until 23:00 hours and Temporary Event Notices had for a period of time permitted later hours.
- Customers currently brought their own alcohol to consume with their food.
- The current clientele was predominately African.
- The premises held six tables in the front of the building with a pool table in the rear room.
- The hours requested for Bank Holidays was intended to provide the business with flexibility should it so require it.
- The premises operated a challenge 25 policy and kept a refusals book.
- That there was not CCTV in operation but staff were vigilant.
- Children were occasionally on the premises if brought by patrons.
- The manager of the premises had management experience in operating two public houses.
- The management would endeavour to prevent noise nuisance emanating from the premises and when patrons left it.
- That the premises had experienced some racist graffiti due to its clientele.

Resolved – That after considering: -

1. The application for a premises licence as varied by the applicant at the hearing; and
2. Representations and material put forward on behalf of the Objectors;

And taking into account: -

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

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

- i. The prevention of crime and disorder;
- ii. The prevention of public nuisance
- iii. Public Safety

The Panel has determined the following: -

1. The permitted hours for the sale of alcohol be:
Monday to Thursday 10:00 until 23:00.
Friday to Sunday 10:00 am until 00:00am (midnight).
2. The permitted hours for regulated entertainment be:
Monday to Thursday 10:00 until 23:30.
Friday to Sunday 10:00 am until 00:00am (midnight).
3. The permitted hours for the Late Night Refreshments be:
Monday to Thursday 10:00 until 23:30.
Friday to Sunday 10:00 am until 00:00am (midnight).

4. The hours for non-standard timings that the premises shall be open shall be 10:00 to 02:00 on the following day for Christmas Day, Christmas Eve, Boxing Day, New Year's Eve and New Year's Day.

That in addition to the standard licensing conditions on the Premises Licence the following additional condition should be applied to the licence:

"That further to condition 2 above, a noise limiter shall be in operation during any amplified or unamplified music after 23:00 the level of which shall be set by the Licensing Authority".

Reasons

1. The Panel determined that the revised application, reducing the requested hours of operation, together with the imposition of the additional condition requiring a noise limiter should be sufficient to protect the amenity of local residents.
2. The Panel heard evidence from local residents and the Ward Councillor regarding noise nuisance emanating from the premises. However the Panel noted that such instances had not be substantiated by the Council's Environmental Health team.
3. There was evidence from the Ward Councillor in respect of crime and disorder in the immediate locality however no representation was received from the police linking the premises to such activity.
4. The Panel noted that no objection had been received from any Statutory Authority.

The Chair reminded both parties that they had a right of appeal to the Magistrates' Court against the determination of the panel and that any such an appeal, must be commenced within 21 days of this determination.

LICENSING PANEL

FRIDAY, 1 JUNE 2018

PRESENT:- Councillors Alan Bishop (Chair), Steph Exell and Caryl Sydney-Smith

1. Appointment of Chair

Resolved – That Councillor Alan Bishop Chair this meeting of the Panel.
(Councillor Bishop took the Chair.)

2. Minutes

Resolved – That the minutes of the meetings held on 9th March and 14th April, 2018 be confirmed and signed.

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. Application for the grant of a Premises Licence, Chicken Cottage, 116 Victoria Road, Swindon

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application for a Premises Licence for Chicken Cottage, 116 Victoria Road, Swindon, (b) Oral submissions in support of the application by applicant's solicitor to the applicant, (c) written representations from local businesses and Ward Councillors opposing the grant of a Premises Licence, (d) oral representations opposing the application from Councillor Paul Dixon and Jane Milner-Barry (Ward Councillors) and the Chair of the Swindon Museum and Art Gallery, (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:

- That there is currently a Premises Licence in force at the premises but the licensee was not living in the Country and his status was unknown.
- That a new Premises Licence could be issued if Members were minded to approve the application.
- That the licensee was currently operating at the premises until 11:00pm daily which did not require a Late Night Refreshment Licence in accordance with the appropriate regulations.
- The hours requested within the application were set out within paragraph 3.5 of the report.
- Wiltshire Police had initially made comments regarding door supervisors but no Statutory Authority had made a formal representation.
- Three local businesses and Ward Councillors had made representations opposing the grant of a Premises Licence.
- That Members should have particular regard to Policy PN1 of the Council's

Statement of Licensing Policy (Protecting Local Amenity).

- That the current status of the Planning Permission in force at the premises was not a material consideration.
- Other premises in the vicinity with current Late Night Refreshment Licences.
- The options available to the Panel in reaching its decision.

The comments of Councillors Paul Dixon and Jane Milner-Barry and Mr Richard Hobden (Objector) in opposing the application can be broadly summarised as:

- That there had been a recent increase in anti-social behaviour arising from patrons leaving public houses and clubs in the area.
- That increasing the hours that take-away premises were open in the area would worsen the current situation and lead to an increase in Crime and Disorder by encouraging people to stay in the area for longer during the early hours of the morning.
- Local businesses were so concerned at the rise in anti-social behaviour that some were installing shutters and CCTV to protect their property.
- The premises was not ideally situated with double yellow lines and a zebra crossing on the highway outside.
- The concerns of local businesses and Ward Councillors who supported responsible businesses would not oppose the application if the hours requested were modified.
- That hours in line with other take-away premises in the vicinity would be more appropriate as the premises in question were on the edge of a Conservation Area.
- That there was a litter problem in the area and that the hours requested, including Bank Holidays, would likely lead to a worsening of this situation.
- The Museum and Art Gallery already experienced a considerable littering and issues which could be directly related to take-aways and the application as framed would be likely to increase this Public Nuisance.
- Additional Public Nuisance and anti-social behaviour in the vicinity included people urinating in doorways after they left late night entertainment venues.
- That the hours requested would be likely to increase the number of intoxicated people loitering on the streets in the vicinity.
- Insufficient thought had gone into the application in dealing with litter.

Responses to questions asked to Objectors can be broadly summarised as:

- A combination of a condition dealing with litter and reduced hours would allay many of the concerns of local people.
- There was currently one litter bin in the immediate vicinity of the applicant's premises.

The applicants' case in support of the application can be broadly summarised as:

- That under Section 182 of the Secretary of State's Guidance the primary advisor, and expert in the field of Crime and Disorder, was Wiltshire Police who was also responsible for the Late Night Economy and who had made no representations in respect of the application.

- That the lack of a submission from Wiltshire Police could be considered them being content with the grant of the application. Comments made outside of the formal response process were not relevant to the application.
- That Policy PN1 in the Council's Statement of Licensing Principles should be reflected upon as the application to strengthen the Night Time Economy and paragraph 1.4 confirmed that the Applicant was only responsible to issues relating to the immediate vicinity of his premises and could not be held to account for general Crime and Disorder and Public Nuisance that might occur in the wider vicinity.
- Crime and Disorder and Public Nuisance not directly related to the premises were the responsibility of the individuals concerned.
- The hours of operation and/or location of other take-away premises in the locality was not a matter for consideration for the Panel.
- The premises had cover for 20 places in the premises.
- Toilet facilities at the premises had disabled access and were open during the hours of operation. People urinating in doorways in the vicinity had no connection to the applicant and was irrelevant.
- All packaging material for the applicants refreshments were branded and therefore would be easily identifiable; comments relating to littering had been generic and not specific to the applicants' premises.
- That catering from late night refreshment premises could be deemed to help prevent anti-social behaviour.
- No representations had been received from any of the statutory consultees, including the Licensing Authority.
- Management at Chicken Cottage currently undertook a voluntary litter pick and maintained records of when these were undertaken. The applicant would be willing to have such an arrangement formalised through the imposition of condition on the premises licence if granted.
- The applicant had previously been manager of a busy late night refreshment premises for two years.

Answers to questions from Councillors and objectors can be broadly summarised as:

- That the anticipated level of clientele could not be accurately gauged at this time.
- That the toilet facilities on the premises would remain open for the duration of the trading period.
- That the last litter pick would be undertaken after the 30 minute consumption time following closing and would be undertaken by a minimum of two members of staff.
- That local crime statistics outlined by objectors were not relevant as there had been no formal police representation and that they had not been linked to the premises.
- Meetings had taken place with Wiltshire Police in respect of the application.
- That the ability to buy food would help the dispersal of people in the area as they would not congregate in areas such as taxi ranks.
- That the opening hours for other franchise premises were not relevant as the Panel would be required to consider the application on its own merit.

Resolved – That after considering: -

1. The application for grant of a Premises Licence and supporting evidence made by the Applicant and his Solicitor; and
2. Representations and material put forward on behalf of the Objectors;

And taking into account: -

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

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

- i. The Prevention of Public Nuisance
- ii. The Prevention of Crime and Disorder

The Panel has determined that the application, as submitted to the Licensing Authority be agreed, subject to the following conditions which shall be in addition to the Licensing Authorities Standard conditions and those set out in the application:

1. That the licensee shall undertake a minimum of two litter patrols a day outside the premises and outside the Swindon Museum and Art Gallery. One of the patrols shall be conducted at the close of business.
2. That the licensee shall maintain a record, including times, of all litter patrols undertaken, and that this record shall be available for inspection by statutory authorities.

Reasons

1. Notwithstanding submissions from objectors the Panel noted that no representations had been received from Responsible Authorities.
2. The Panel considered the case law of R (on application of Daniel Thwaites plc) v Wirral Magistrates' Court and Others determined that any issues arising from the grant of a Premises Licence could be reasonably overcome by the imposition of conditions.
3. The Panel considered the imposition of a condition requiring management of the premises to undertake at least two litter picks per day and to maintain a record of such activities to be both reasonable and proportionate and noted that such a condition had been volunteered by the applicant's solicitor.
4. In granting a second Premises Licence for the property the Panel was mindful that the Licensing Act 2003 did not prevent this and that the judgement in Extreme Oyster, Star Oyster Ltd v Guildford Borough Council 2013 confirmed that multiple licences can have effect for the same premises.
5. That in giving consideration to the submissions of objectors, both written and oral, the Panel did not hear evidence directly linking Crime and Disorder or Public

Nuisance to the Premises.

6. Whilst sympathetic to the submissions of the objectors the Panel determined that the main issues relating to Public Nuisance, namely litter, could be addressed through the attachment of a condition to the Premises Licence.

The Chair reminded both parties that they had the right of appeal to the Magistrates' Court against the determination of the panel and that any such an appeal, must be commenced within 21 days of the receipt of the determination including reasons.

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APPEALS COMMITTEE

FRIDAY, 18 MAY 2018

PRESENT:- Councillors Brian Mattock (Chair), Junab Ali, Steve Allsopp, Abdul Amin, John Ballman, Alan Bishop, Claire Crilly, Malcolm Davies, Stephanie Exell, Mary Friend, John Haines, Nick Martin, Brian Mattock, Teresa Page, Kevin Parry, Maureen Penny, Carol Shelley, Roger Smith, Rahul Tarar, Vera Tomlinson, Nadine Watts, Peter Watts, Steve Weisinger and Bob Wright.

Apologies for absence were received from Councillor Andy Spry and Councillor Caryl Sydney-Smith

1. Declarations of Interest

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

2. Minutes

Resolved – That the minutes of the meeting held on 19th May 2017 be confirmed and signed.

3. Public Question Time

No public questions were received during the meeting.

4. Local Government Act 1989 - Section 15: Review of Political Balance Arrangements

Resolved – That, further to Minute 12(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989, this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees and Panels

Resolved – (1) That an Ad Hoc Appeals Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2018/19” and comprising John Ballman, Alan Bishop, Claire Crilly, Steph Exell, Nick Martin, Rahul Tarar and Vera Tomlinson.

(Deputies: All remaining Members of their respective Political Groups.)

(2) That an Education Transport Appeals Sub-Committee be appointed, having the functions set out in the document “Swindon Council Constitution 2018/19” and comprising 3 Councillors to be drawn from Councillors serving on this Committee.

(Deputies: All remaining Members of their respective Political Groups.)

(3) That a Housing Tenancy Panel, having the functions set out in the document “Swindon Council Constitution 2017/18” be appointed to consider

Tenancy Appeals and comprising 3 Councillors to be drawn from Councillors serving on this Committee.

(Deputies: All remaining Members of their respective Political Groups.)

(4) That a Social Services Review Panel be appointed, having the functions set out in the document "Swindon Council Constitution 2018/19" and comprising 3 Councillors to be drawn from Councillors serving on this Committee.

(Deputies: All remaining Members of their respective Political Groups.)

(6) That a Staff Appeals Sub-Committee be appointed, having the functions set out in the document "Swindon Council Constitution 2018/19" and comprising Councillors Steve Allsopp, Malcolm Davies, Maureen Penny, Rahul Tarar, Nadine Watts, Peter Watts and Steve Weisinger.

(Deputies: All remaining Members of their respective Political Groups.)

EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

TUESDAY, 19 JUNE 2018

PRESENT:- Councillors Brian Mattock, Peter Watts and Julie Wright.

1. Appointment of Chair

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

2. Declarations of Interest

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

3. Minutes

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

4. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred 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 4 refers.)

5. 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 2018/49 and 2017/409 be upheld, and that bus passes be provided until the end of the next academic year.

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APPOINTMENTS COMMITTEE

FRIDAY, 18 MAY 2018

PRESENT:- Councillors David Renard (Chair), Steve Allsopp, Ray Ballman, Emma Bushell, Oliver Donachie, Toby Elliott, Emma Faramarzi, Fionuala Foley, Brian Ford, Jim Grant, Russell Holland, Mary Martin, Cathy Martyn, Jane Milner-Barry, Des Moffatt, Stan Pajak, Barbara Parry, Garry Perkins, James Robbins, Carol Shelley, Kevin Small, Gary Sumner, Chris Watts and Keith Williams.

1. Declarations of Interest

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

2. Minutes

Resolved – That the minutes of the meeting held on 19th May 2017, be confirmed and signed as a correct record.

3. Public Question Time

No public questions were received during the meeting.

4. Local Government Act 1989 - Section 15: Political Balance Arrangements

Resolved – That, further to Minute 12(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989, this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees

Resolved – (1) That a Chief Officer Appointments Sub-Committee be appointed having the functions set out in the document “Swindon Borough Council Constitution, 2018/19” and comprising Councillors Steve Allsopp, Oliver Donachie, Fionuala Foley, Jim Grant, Russell Holland, David Renard and Kevin Small.

(Deputies: All remaining Members of their respective Groups.)

(2) That a Deputy Chief Officer Appointments Sub-Committee be appointed having the functions set out in the document “Swindon Borough Council Constitution, 2018/19” and comprising Councillors Steve Allsopp, Fionuala Foley, Jim Grant, Cathy Martyn, David Renard, Kevin Small and Gary Sumner.

(Deputies: All remaining Members of their respective Groups.)

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

TUESDAY, 20 MARCH 2018

School Members: Rhian Cockwell, Primary Headteacher
Ray Williams, Primary Governor
Jackie Smith, Special Schools Headteacher
Charles Law, Special Governor

Non-School Members: Jo Morris, Early Years
Emma Lindsay, Diocese of Bristol

Officers: Anne MacKay (Finance Manager, Education)
Peter Nathan (Head of Education)

Also in attendance: Councillor Fionuala Foley.

Apologies for absence were received from Mark Edwards (Governor - Secondary), Janet Urban (Chair - Primary Headteacher), Ben Slater (Pupil Referral Unit Headteacher), Alison Lowe (Primary Headteacher) and Nick Capstick (Special Academy).

25. Minutes of Previous Meeting

Resolved – That the minutes of the meeting held on 17th January 2018 be confirmed and signed as a correct record.

26. 2017-18 Dedicated Schools Grant Budget Position

The Finance Manager, Education, presented a report updating the Forum on the latest 2018/19 Dedicated Schools Grant (DSG) retained budget position, including (a) the year end position against the 2017-18 retained budgets on information available in January 2018, and (b) the ring-fencing of any DSG balance (positive or negative).

Following introduction of the report, the Finance Manager, Education, responded to members' questions and comments in respect of:

- Monitoring of the DSG in accordance with the Council's standard budgetary control procedures.
- Monitoring of the DSG position by the Education Leadership Team, Cabinet, People's Leadership team and Education Leadership Team.
- The centrally retained DSG budget of £33.346 million which included £1.351 million of 30 Hours Implementation funding.
- Additional funding and support to schools following banding adjustments in both special and mainstream settings and an increase in the number of pupils supported by High Needs Top Ups.
- The anticipated budget overspend of £127,000 which would reduce the existing unallocated DSG balance to an estimated balance of £419,000.

Resolved – (1) That the latest projection on the 2017/18 retained budget of an overspend of £127,000 be noted.

(2) That, further to (1) above, it be noted that the projected outturn position of the unallocated DSG budget will decrease to £419,000.

27. 2018-19 Dedicated Schools Grant Budget

The Finance Manager, Education, presented a report updating the Forum on the latest 2018/19 Dedicated Schools Grant (DSG) settlement and Budget and issues arising including; (a) the Alternative Provision and Learning Review, (b) a High Needs Update, (c) and update on Early Years and Childcare Sufficiency, (d) an update on the Oakfield Project, and (e) The SRP Supplementary Funding 2018/19.

Following introduction of the report, the Finance Manager, Education, responded to members' questions and comments in respect of:

- The creation of a town wide inclusion protocol as part of the Alternative Provision review.
- Demand levels for Alternative Provision in both primary and secondary schools and the need to develop inclusive SEMH practice and expertise in mainstream schools and reduce the need for a reduction in demand for Alternative Provision.
- The transfer of £659,000 from the Schools block to the high needs block to address sufficiency for high needs provision.
- Work by the SEND Strategic Board to develop a broad programme of activity to address sufficiency and quality for the local offer for Special Educational Needs And Disability in Swindon.
- The implementation of the high needs review report which will need to address banding methodology and moderation, and the application of guidance regarding decision making at the point where an EHC assessment is being considered.
- The review of the high needs review implementation by the Headteachers Focus Group on 19th April 2018.
- The allocation of £338,333 grants to create an additional 1,277 Early Years places as identified in the Childcare Sufficiency Assessment report.
- The historical and current position of the Oakfield Project and in particular the financial implications arising from the projected £60,000 deficit.
- Current work and staffing to ensure the Oakfield Project remained viable.
- Interest from outside the Borough for 30 places in the Oakfield Project and a commitment that Swindon based pupils would receive priority of placements.
- Moves to gradual increase placement costs for the Oakfield project to remove future overspend (£150,000 had been allocated for the 2018/19 Financial Year).
- Current subsidies for pupil places at the Oakfield project.
- The creation of a new supplement of £57,000 for pupils in Special Resource Provision that do not receive the average £4,000 mainstream funding as calculated the Authority Pro-forma Tool.

Resolved – (1) That the significance and continuation of the Alternative Provision Review as detailed in Paragraphs 3.2 - 3.4 of the report be noted.
(2) That the update on the intended actions in 2018-19 to address the issues around sufficiency for high needs provision within the future envelope of the high needs budget allocation be noted.
(3) That the update on bid applications for the Early Years and Childcare Sufficiency Grant, set out in paragraphs 3.12 to 3.16 be noted.

- (4) That the update on the Oakfield Project as set out in Paragraphs. 3.17 to 3.25 of the report be noted.
- (5) That it be noted the projected in year project deficit of £60,000 for the Oakfield Project is expected to be lower than previously reported to this Forum.
- (6) That it be agreed that the project's year-end balance which will include the current in year balance already agreed Oakfield Project and the historic financial deficit be funded by the DSG.
- (7) That it be agreed that commissioned places at the Oakfield Project from September 2018 be charged to Swindon schools and academies at £12,000 per place for the academic 2018/19 year.
- (8) That the Local Authority proposal in relation to the new SRP supplement funding be noted.
- (9) That the calculation of funding due to schools and academies as set out in Appendix A of the report together with the anticipated payment dates to schools be noted.

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

MONDAY, 26 MARCH 2018

PRESENT:-

Group A: Mr David Burbidge (Baptist Church), Reverend Christian Denominations and David Howell (Swindon Evangelical Alliance), Mr Other Religions or Religious M S Khan (Muslim Community) and Mr Dinesh Denominations Patel (Hindu Community)

Group B: Reverend Clive Deverell and Reverend Norma Church of England McKemey

Group C: Mrs Tracy Mason and Mrs Emma McCarthy Teacher Organisations

Group D: Councillors Fionuala Foley, Fay Howard and Councillors Gary Sumner

Also in attendance: Jo Garton representing Humanists group

Apologies for absence were received from Councillors Barbara Parry and Matthew Courtliff and from Jo Backus, Fidelma Meehan, Peter Nathan, Mr Gurchoran Singh Lyal, Janet French, Tony McAteer and Michelle Howard.

22. Brief talk from Gateway representative

Councillor Fay Howard welcomed the SACRE to the Gateway Church.

Councillor Howard advised that she had been attending the Gateway Church for the past eight years and the Church welcomed a large congregation at services every Sunday. It was noted that the Church had another premises at Dorcan.

In response to a question regarding the premises, Councillor Howard confirmed that the Gateway Church was located on the old Bible Society site which now also included a food bank and the Gateway Furniture warehouse, where the community was able to purchase furniture at a reduced price. The SACRE noted that customers were able to buy furniture which is stored in a warehouse but could be viewed from photographs on line and from a shop in the town centre.

23. Brief remembrance of Steph Muddin

The SACRE took time at the start of the meeting to remember Steph Muddin, who had served as a member of the SACRE since June 2006 and who died on 19th February 2018. Katy Staples, SACRE Advisor, led the tributes to Steph and referred to the well-attended funeral service held for her. A candle of remembrance was lit and members of the SACRE also paid tribute to Steph for her passion and work with children that included doing craft activities about themes studied in religious education. The SACRE heard that children at St Francis Church of England School

would greatly miss her commitment to their well-being. Steph was welcoming and generous to people, and with a strength of character, authenticity and commitment to the SACRE. The SACRE then observed a few moments of silence in remembrance.

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. No declarations were made.

25. Public Question Time

No public questions were asked or submitted for this meeting.

26. Election of Vice-Chair

The SACRE discussed group membership and agreed it should be more inclusive of other faiths and religions. The Committee was advised that prior to any group expansion, a review of its Constitution would be required to ensure compliance with all required regulations.

Resolved – That the Clerk of the SACRE liaise with Katy Staples, SACRE Advisor, regarding the need for any amendment of the SACRE Constitution for submission to Full Council on 17th May 2018.

27. Chair's Announcements

The Chair confirmed that a card of remembrance for Steph Mordin would be circulated. The Chair further advised that a card for Stuart Figini would be circulated as he has left Swindon Borough Council and was now working at Wiltshire Council.

28. Minutes

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

Matters Arising

- (1) Commission on Religious Education – Draft Response – Minute 8/17

The Chair confirmed that she had received a response from local MPs and this would be circulated prior to the next meeting.

Resolved – The Chair to circulate the letter to the SACRE members.

- (2) SACRE representatives

Resolved – That the Clerk contact Church of England and Clifton Dioceses regarding future Committee representation, following the passing of Steph Mordin and retirement of Tony McAteer.

29.

Annual report

The SACRE received its draft Annual Report covering the period September 2016 to August 2017.

The Annual Report covered the following points:

- SACRE's funding and administration issues.
- Agreed syllabus for RE in Swindon.
- Support for schools through advising, training teachers and governors in RE.
- Launch of the agreed RE syllabus.
- Best Practice Forum.
- Learn, Teach, Lead RE.
- Monitoring of RE Provision in Swindon.
- Public examination results.
- Statutory Matters.
- Attendance by SACRE members at outside events.
- Membership.

In response to a question regarding the GCSE results, the SACRE noted that Key Stage 4 data included in the report did not include the UTC Swindon, Dorcan, Lawn Manor, Swindon Academy and the special schools as they had no entries for RE examinations. The SACRE voiced its concerns on the contact time and subject content pupils had for RE education at Key Stages 3 and 4 and agreed to contact the relevant schools regarding this issue. Members further noted that not all schools indicated on their website that RE was included in the curriculum.

The SACRE Advisor confirmed that Governor training was undertaken in February 2018 and was focused on the governor's responsibility to monitor the statutory requirement for collective worship in their schools.

The SACRE was informed the Annual Report, once finalised, would be submitted to the National Association of SACREs with a copy to all schools and academies.

Resolved – (1) That the SACRE Advisor be requested to write to Headteachers and Chair of Trustees of the schools not included in the Key Stage 4 data of the report to enquire how they were complying with pupil's entitlement to studying RE.

(2) That the draft SACRE Annual Report be approved, subject to typographical amendments identified at the meeting or that might be identified in proof checking and that the SACRE Advisor be authorised to finalise the report and submit it to the National Association of SACREs (NASACRE).

(3) That the draft Annual Report be forwarded to all schools and academies in Swindon to heighten the awareness of the Swindon SACRE work within the borough.

(4) That the SACRE Advisor be thanked for her work in the preparation of the Annual Report.

30.

Feedback from the Collective Worship working party

The SACRE considered a report from the Collective Worship working party. The SACRE commented on the structure of the report and welcomed the revised

format, particularly "Time to Breathe" as it captured the essence of the information provided.

The SACRE welcomed the training on collective worship already provided by the SACRE Advisor to teachers and the Committee discussed how best to circulate the Collective Worship working party feedback to schools.

In response to a question regarding pupils' non-attendance at collective worship sessions, it was noted that this differed between schools and also needed to reflect parents' wishes.

Resolved – (1) That the SACRE Advisor liaise with Sarah Foulkes, Commissioner of Education, regarding Collective Worship working party feedback to schools and their Chair of Governors.

(2) That the SACRE Advisor be requested to offer schools the opportunity to train teachers in undertaking collective worship classes in school.

(3) That the SACRE Advisor be requested to circulate the Collective Worship working party feedback to appropriate venues, including the Hub.

31. Website compliance checking - a proposal.

The SACRE considered the SACRE Advisor's report regarding a schools' legal requirement to teach RE and publish the curriculum on their website. Katy Staples, SACRE Advisor, referred to a form utilised by Bath and North East Somerset Council highlighting the availability of information regarding RE on schools' websites. She requested the SACRE members browse relevant schools' websites and complete the forms to be circulated to members.

Resolved – That the Adviser offer members a "top sheet of instructions" and SACRE members return their completed forms to the SACRE Advisor by 15th May 2018.

32. Feedback from the Religious Education hub meetings

The SACRE received an update from Emma McCarthy, Hub Leader, about the recent RE Hub meetings. The Hub Leader explained that two meetings had been held since the last SACRE meeting. On the 25th January 2018, Rabbi Spiel attended Orchid Vale School where he displayed religious artefacts and spoke about Jewish faith and festivals. In early February, a meeting was held at the Al-Habib Islamic Centre in Gorse Hill. Atiff Ghafar, a representative from the Centre, gave members a tour of the premises and a talk about the Islamic faith. The Hub Leader explained that both primary and secondary school teachers attended both meetings.

The SACRE noted that a meeting would be held on the 18th April 2018 at Orchid Vale School where the new agreed RE syllabus would be discussed. Another meeting was scheduled to be undertaken during the summer term and it was noted that the subject was yet to be agreed.

Jo Garton advised the SACRE that on the 5th March 2018, she attended a conference for South West SACRE members where Stephen Pett gave a talk entitled "Examining the 'Nones': Handling diversity of unbelief in the RE classroom" where the teaching of a secular world view was discussed.

The SACRE Advisor updated the Committee on RE presentations given at the January Teachers conference in Bristol. The SACRE noted that a large number of Swindon teachers attended the conference. Members were advised that another conference organised by the LTLRE programme was scheduled in Bath during the summer term and they had the opportunity to take advantage of discounted accommodation if an overnight stay was required.

The Chair and the SACRE Advisor, on behalf of the Swindon SACRE, thanked Emma McCarthy for organising regular meetings to support and further develop RE teachers in Swindon.

The SACRE noted that Fidelma Meehan had previously been involved in the provision of tranquillity zones at primary school and further promotion of this concept was to be sought in schools.

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

(2) That Jo Garton, SACRE member, set up a meeting with Emma McCarthy, Hub Leader, to discuss preparing resources to help RE co-ordinators teach on a secular world view.

(3) That Emma McCarthy, Hub Leader, be requested to:

- a) Circulate further information on upcoming conferences.
- b) Liaise with Fidelma Meehan regarding her attendance at a future Hub meeting.
- c) Liaise with Fidelma Meehan regarding the promotion of tranquillity zones in schools.

33. Date and Time of the Next Meeting

The dates for the meetings of the SACRE in 2018/19 have yet to be finalised. The SACRE will be advised of the proposed dates after these have been confirmed at Full Council on 18th May 2018.

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

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 22 MARCH 2018 AT WESSEX ROOM - THE CORN EXCHANGE, MARKET PLACE, DEVIZES, SN10 1HS.

Present:

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

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kier Pritchard - Acting Chief Constable
Kieran Kilgallen – OPCC
Naji Darwish – OPCC
Ryan Hartley - OPCC
Carolyn Filmore – OPCC

Emily Higson – Wiltshire Council
Kevin Fielding – Wiltshire Council

18 Apologies for Absence

Apologies were received from Cllr Peter Hutton and Mr Chris Henwood.

19 Minutes and matters arising

Decision:

- The minutes of the meeting held on Thursday 1 February 2018 were agreed as a correct record and signed by the Chairman.

It was noted that Cllr Anna Cuthbert had asked whether, at the time of his appointment, the Temporary Chief Constable was the subject of any investigations by the IOPC as to his conduct. The Chief Executive had replied that no such investigations were outstanding.

20 Declarations of interest

There were no declarations of interest.

21 Chairman's Announcements

There were no Chairman's Announcements.

22 Public Participation

There was no public participation.

23 Introduction to new Acting Chief Constable - Kier Pritchard

Kier Pritchard was Introduced to the PCP as the new Acting Chief Constable of Wiltshire Police.

Points made included:

- Was looking to build on the strong foundations of Wiltshire Police.
- Would be listening to both staff and the public to find out what was good, and what could be better.
- New threats to deal with as well as the more traditional areas of crime.
- That demands were rising all the time, and that Wiltshire Police had finite resources to deal with these demands.
- That Wiltshire Police needed to raise the level of awareness of the challenges that it faced.
- The Acting Chief Constable paid tribute to the hard work and professionalism of Wiltshire Police and the other forces that were working on the Salisbury incident.
- That compensation from Central Government would be paid to Wiltshire Police re Salisbury and its cost to the county of Wiltshire.
- That it was business as usual for Wiltshire Police.

Both the Chairman and the Commissioner paid tribute to the Acting Chief Constable and the staff of Wiltshire Police for their excellent professionalism in the wake of Salisbury.

The Chairman thanked Kier Pritchard for attending the meeting.

24 Quarterly data (Q3)- Risk / Performance / Finance / Complaints

The Commissioner outlined a report setting out his quarterly performance data – Quarter Three 2017-18 (1 October to 31 December 2017) contained in the agenda pack.

Points made included:

- The recorded crime rate per 1,000 population for Wiltshire in the year to December 2017 is 62.4 crimes. This was lower than most similar group (MSG) peers average of 67.9 crimes per 1000 population.
- That the Force continued to prioritise the increasing crime trend for residential burglary and the ability to provide the victim with a positive outcome. In doing so, an improvement plan was commissioned during quarter one and burglary was made a new force priority alongside the control strategy.

PCP members were concerned to hear that previous reports would have been written using information from iQuanta and ForceSight (a Microsoft Excel analytical product that compares forces on a regional and national scale).

ForceSight data had been produced by a member of staff in Lancashire Police Force. Since the publication of the last report, that individual had left their role and this information was no longer available. Because of this, no national or regional comparisons were able to be made using ForceSight.

PCP members requested that they would like to view the Wiltshire Police – Burglary Improvement Plan. The Commissioner advised that an extract of the plan would be made available to PCP members at the next meeting.

Concerns were raised re the lack of confidence in Wiltshire Police from the Asian and Turkish communities re dwelling burglaries in Swindon. It was agreed that a written response to these concerns would be provided by the OPCC.

The Chairman requested that a report re Wiltshire Police stress related absences was put on the forward work plan for the September 2018 meeting.

Deep Dive – Priority 3: Putting the victim at the heart of everything we do
The report was noted.

Risk Register – 2017-2021
The report was noted.

The Chairman thanked the Commissioner for his reports.

25 Analysis of current CPT structure, establishment and staffing

Kieran Kilgallen – OPPC outlined the report which gave an update on the impact of the 7% policing precept increase by CPT, and current deployability and resourcing levels in CPT. It was noted that a full report would be submitted for the June 2018 meeting.

Points made included:

- Under the implemented 2018/19 policing precept proposal of 7% (£12 for Band D property), the PCC committed to protecting frontline CPT officers and staff.
- That the PCC would be working with the Chief Constable to ensure this was delivered as a central part of his Police and Crime Plan. The PCC proposed that information in this area was added to the PCP performance report.

The Chairman thanked the OPCC for the report and looked forward to seeing the full report in June 2018.

It was agreed that Cllr Richard Britton and Naji Darwish – OPC would meet to discuss how the PCP could be involved in shaping the content of the final version of the report.

26 Member questions

The current outstanding member questions were noted.

27 Forward Work Plan

The Forward Work Plan was noted.

28 Future meeting dates

The next meeting of the Police and Crime Panel will be on Thursday 14 June 2018 at the Corn Exchange, Devizes.

Future meeting dates were:

- 27 September – County Hall, Trowbridge
- 6 December 2018 – Civic Offices, Swindon

(Duration of meeting: 10.30 am - 1.20 pm)

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

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 9 MAY 2018 AT COUNCIL CHAMBER, COUNTY HALL, TROWBRIDGE.

Present:

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

Also Present:

Carolyn Filmore – OPCC

Emily Higson – Wiltshire Council
Kevin Fielding – Wiltshire Council

29 Apologies for Absence

Apologies were received from Mr Chris Henwood and Cllr Jonathon Seed

30 Declarations of interest

There were no declarations of interest

31 Chairman's Announcements

There were no Chairman's Announcements

32 Public Participation

There was no public participation

33 Monitoring Public Confidence in Wiltshire's Police Force

At the meeting of the Police and Crime Panel on 22nd March the OPCC invited the Panel to contribute to work of designing a methodology for assessing the extent of public confidence in Wiltshire Police.

Accordingly this single agenda item meeting was convened to take this forward.

The wide-ranging discussion covered: police visibility; confidence vs satisfaction; the problems of making a survey truly representative; the need to understand the public's level of confidence in the force etc.

Decisions:

- **That Emily Higson would research existing work on confidence surveys.**
- **That Cllr Richard Britton would document the three levels of research identified.**
- **That Cllr Richard Britton would produce draft generic questions.**

(Duration of meeting: 10.00 - 11.40 am)

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

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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Item 18/23

**DRAFT Minutes of the
Dorset & Wiltshire Fire and Rescue Authority held
at 10:00 hours on Friday 9 February 2018 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

These are draft minutes prepared by officers to be approved by the Fire and Rescue Authority at their next meeting.

Members present: Cllr Spencer Flower (Chairman); Cllr Garry Perkins (Vice Chairman); Cllr Steve Allsopp; Cllr Abdul Amin; Cllr Mark Anderson; Cllr Kevin Brookes; Cllr Les Burden; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Andrew Davis; Cllr Matthew Dean; Cllr Brian Dalton; Cllr Peter Hutton; Cllr Susan Jefferies; Cllr Bob Jones; Cllr Nick Martin; Cllr Christopher Newbury; Cllr Byron Quayle; Cllr Pip Ridout; Cllr Christopher Rochester; Cllr Vikki Slade; Cllr Ann Stribley; Cllr Robert Yuill

Officer attendance: Chief Fire Officer & Chief Executive, Mr Ben Ansell; Clerk & Monitoring Officer, Mr Jonathan Mair;; Director of Finance & Treasurer, Mr Phil Chow; Deputy Chief Fire Officer, Mr Derek James; Director of Service Support, Mr John Aldridge; Director of People Services, Ms Jenny Long; Director of Service Improvement, Mr Mick Stead; Head of Democratic Services and Corporate Assurance, Mrs Jill McCrae; Head of Financial Services, Mr Ian Cotter; Head of Information Management and Communications, Mrs Vikki Shearing

Guest: Project Manager and Partner, Ridge - Mr Scott Tacchi, (part)

Minute taker: Democratic Services Officer, Mrs Marianne Taylor

18/1 Welcome

18/1.1 The Chairman opened the meeting and welcomed attendees

18/1.2 The Chairman advised Members that there was a Service photographer present who would be taking photos to add to our photo library.

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18/2 Apologies

18/2.1 Apologies were received from Cllr Richard Biggs; Cllr Steve Butler; Cllr Beverley Dunlop; Cllr Colin Jamieson; Cllr Rebecca Knox; Cllr Colin Lovell; Cllr Paul Oatway; and ACFO Jim Mahoney, (Director of Community Safety).

18/3 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

18/3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures.

18/4 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 5 December 2017

18/4.1 The Chairman asked Members to review and approve the minutes from the last meeting.

18/4.2 **RESOLVED: that the minutes be confirmed without amendment, and signed by the Chairman as a correct record.**

18/5 Budget 2018-19

18/5.1 The Director of Finance & Treasurer, Mr Phil Chow, took Members through the report highlighting that the final finance settlement had since been announced on 6 February, and had not changed from the provisional settlement published on 19 December, on which the report was based. Mr Chow advised that the report outlined the position on the revenue and capital budget requirements for 2018-19 and considered three options for the fire precept Band D for 2018-19.

18/5.2 Mr Chow also highlighted that with increasing cost pressures (e.g. increasing pension costs, and pay awards pending), current inflation levels and the Government's fiscal policy, pressures on future budgets will remain for a number of years. He therefore endorsed and recommended that Members approve Option 1. Noting that this option amounted to an increase of only £2.11 for the year or 4p per week, resulting in a fire precept Band D of £72.70.

18/5.3 **RESOLVED: Members approved the revenue and capital budgets for 2018-19.**

18/5.4 **RESOLVED: Members approved the basic amount of fire precept Band D for the Dorset & Wiltshire Fire and Rescue Authority as set out in Appendix B, i.e. an increase of £2.11 (4p per week), resulting in a fire precept Band D of £72.70.**

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- 18/5.5 **RESOLVED: Members provided authorisation for the Treasurer to issue precept notices on the Dorset and Wiltshire collecting authorities accordingly.**
- 18/6 Treasury Management 2018-19**
- 18/6.1 The Head of Financial Services, Mr Ian Cotter, took Members through the report which incorporated the Treasury Management Strategy, Prudential Indicators and the Minimum Revenue Provision Policy for 2018-19. Mr Cotter added that under the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management (TM) Code of Practice, the Authority is required to publish a Treasury Management Strategy each year. He also confirmed the strategy supported the provision of all services and functions by the management of the Authority's cash flow, debt and investments operations, and effectively controlled the associated risks, and the pursuit of optimum performance consistent with those risks.
- 18/6.2 Mr Cotter provided confirmation that the report and appendices reflected the requirements of the new CIPFA Code of Practice.
- 18/6.3 Mr Cotter advised Members that the annual Minimum Revenue Provision Policy Statement was aligned to the capital programme and the Treasury Management Strategy. This was the Authority's policy on setting aside revenue funds each year as provision for the repayment of debt. Section 3 of the report included the statement for 2018/19.
- 18/6.4 **RESOLVED: Members approved the Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy) 2018/19 as outlined in Appendix A.**
- 18/6.5 **RESOLVED: Members approved the Capital and Treasury Management Prudential Indicators 2018/19 as outlined in Appendix B.**
- 18/6.6 **RESOLVED: Members approved the Capital Strategy 2018/19 as outlined in Appendix C.**
- 18/6.7 **RESOLVED: Members approved the Minimum Revenue Provision Policy Statement as defined in paragraph 3.11 of the report.**
- 18/7 Draft Fire and Rescue National Framework for England 2018**
- 18/7.1 The Deputy Chief Fire Officer (DCFO), Mr Derek James, presented a report which summarised the key elements of the draft Fire and Rescue Service National Framework for England 2018 and proposed a consultation response from the Authority, which is required by the 14 February.

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- 18/7.2 DCFO James advised that it was anticipated that the final version of the National Framework would be published in April 2018 and be subject to amendments following the outcome of the Grenfell inquiry and review. Once a final version was issued a gap analysis of the expectations and requirements would be undertaken, however at the time of this meeting Officers are confident that no significant issues arose from the consultation document
- 18/7.3 Members discussed the National Framework consultation questions and asked for an amendment to the response aligned to 'Governance' from "*broadly supportive of*" to "*accepted*" in Appendix A of the report.
- 18/7.4 **RESOLVED: Members approved the consultation response set up within Appendix A, as amended in 18/7.4 above.**
- 18/7.5 **ACTION: The Deputy Chief Fire Officer to change the emphasis from "broadly supportive of" (Governance changes) to "accepted" in Appendix A of the report before the consultation is submitted.**
- 18/8 Future Governance arrangements**
- 18/8.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, presented the paper reminding Members of their decisions in September 2017, for the formal request to be made to reduce the Dorset & Wiltshire Fire and Rescue Authority from 30 to 18. Mr Mair noted the Committee's prior approval for the future governance arrangements to be developed and initially considered by the Finance, Governance & Audit Committee and confirmed that this took place at the December 2017 meeting.
- 18/8.2 Mr Mair advised that this paper provided Members with an update on the current position of the combination order and the future governance change recommendations from Finance, Governance and Audit.
- 18/8.3 Mr Mair confirmed to Members that the amended order had completed its transition through Parliament and legislation was now in place for a Membership of 18.
- 18/8.4 Mr Mair added that the Local Performance and Scrutiny Committee (LPS) terms of reference had been strengthened and he outlined the addendum that had been circulated all Members on Monday 4 February.
- 18/8.5 Members discussed the proposed changes to the future governance arrangements and the roles. Members asked for reassurance that the new arrangements had considered the potential political changes within the constituent councils.
- 18/8.6 Mr Mair confirmed that the long-term view had been taken and that, as far as he is able, he has future proofed the governance arrangements and the links to constituent councils

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- 18/8.7 Members requested a review of the new governance arrangements at the earliest opportunity, allowing for any likely changes under the local government reform taking place in the Bournemouth, Dorset and Poole constituent authorities, to be considered. Mr Mair outlined the expected timeframe of any review.
- 18/8.8 The Chairman of the Finance, Governance and Audit Committee (FG&A), Cllr Bob Jones, commended the governance changes to Members, which was further supported by Vice Chairman of this Authority, Cllr Garry Perkins.
- 18/8.9 Cllr Perkins highlighted that consideration would be given to amending meetings dates of smaller Local Performance and Scrutiny (LPS) committee meetings where it may not be possible to reach quorate numbers
- 18/8.10 The Chief Fire Officer confirmed that the LPSs were a very positive mechanism for Members to ensure local services are delivered, tailored to local need and that other fire and rescue authorities were interested in their success
- 18/8.11 Mr Mair outlined the consequential changes in relation to standing orders. He asked for delegated authority, in conversation with Chairman, to make changes relating to standing order group and committee numbers.
- 18/8.12 The Chief Fire Officer highlighted to Members the alignment that will take place between LPS and the Authority. Adding that the LPS Committee Chairs would have an opportunity twice a year to discuss matters arising from LPS at Authority meetings, allowing any concerns to be raised.
- 18/8.13 Members discussed the impact of the new governance arrangements and agreed to add the addition of '*and to make any recommendations to the Authority*' to paragraph 7 of the LPS standing orders.
- 18/8.14 **RESOLVED: Members approved the proposals to establish revised governance arrangements as set out in the report.**
- 18/8.15 **RESOLVED: Members approved the revised Standing Orders; Financial Regulations and Scheme of Delegations as appended to this report.**
- 18/8.16 **RESOLVED: Members agreed that, after 12 months of operation, an Independent Remuneration Panel will be convened by the Clerk and Monitoring Officer to review Member allowances.**
- 18/8.17 **RESOLVED: Members agreed that revisions to the Authority's governance arrangements are subject to review after 12 months of operation.**

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- 18/8.18 **RESOLVED: Clerk and Monitoring Officer to reflect the wording on page 12 of his report, thereby providing confirmation that the revised arrangements would take affect at the annual general meeting, when advising Members of the changes.**
- 18/8.19 **RESOLVED: Members approved the delegation of authority to the Clerk & Monitoring Officer regarding consequential number alignment in standing orders, in consultation with the Authority Chairman.**
- 18/8.20 **ACTION: Clerk & Monitoring Officer to add the wording “*and to make any recommendations to the Authority*” (see 18/8.4 above).**
- 18/8.21 **ACTION: Clerk & Monitoring Officer to discuss and amend, in conjunction with the Chairman, standing order numbering (see Resolve 18/8.19 above).**
- 18/8.22 **ACTION: Clerk & Monitoring Officer to update the Appeals Committee terms of reference as outlined within the report.**
- 18/8.23 **ACTION: Clerk & Monitoring Officer to advise Members of committee details at the time the revised Membership is announced.**
- 18/9 Fire & Rescue Service inspection update presentation**
- 18/9.1 The Director of Service Improvement, ACFO Mick Stead, provided Members with a presentation, which provided an update on the work of Her Majesty’s Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS), who now have responsibility for inspection of the Fire and Rescue Service.
- 18/9.2 ACFO Stead took Members through the presentation which had been provided by the HMICFRS, highlighting the inspection timetable and the information currently available regarding the inspection areas.
- 18/9.3 The ACFO confirmed that the Head of Democratic Services and Business Assurance, Mrs Jill McCrae, would be the Service Liaison Officer.
- 18/9.4 Members discussed the presentation and queried the benchmarking criteria. ACFO Stead confirmed that at present this was not available, noting that HMICFRS had confirmed this would be available shortly.
- 18/10 Members’ Podcast**
- 18/10.1 The Chief Fire Officer, Ben Ansell, introduced the podcast to Members. The podcast covered Christmas events, visits to local housing estates, the visit from an MP, Mr Michael Tomlinson to Wimborne fire station (during which time crews responded to an incident); and recruitment application success following the #BeOneOfUs positive action campaign, which resulted in over 200 people passing the fitness test.

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- 18/10.2 The podcast also covered the Chairman of the Authority and the CFO signing the TUC 'Dying to Work' pledge in support terminally ill workers, the BBC Country File programme covering farm fire safety and rural on-call firefighter recruitment initiatives. It concluded with details of some of our operational incidents, community safety work and training events with partners.
- 18/10.3 Members thanked the Head of Information Management and Communication, Mrs Vikki Shearing, and her team for the work undertaken to produce the podcast.
- 18/11 Draft Pay Policy Statement 2018-2019**
- 18/11.1 The Director of People Services, Ms Jenny Long, introduced the paper. Ms Long advised Members that the Localism Act 2011 placed an annual requirement on authorities to produce and publicise a statement setting out their policies on the remuneration of their chief officers and lowest paid employees.
- 18/11.2 **RESOLVED: Members Approved the Pay Policy Statement for the financial year 2018-19.**
- 18/12 Gender Pay Gap report**
- 18/12.1 The Director of People Services, Ms Jenny Long, introduced the Gender Pay report advising that the Service had clear pay structure arrangements which provides for equal pay for both men and women across the roles throughout the organisation.
- 18/12.2 Ms Long highlighted that, like all fire and rescue services, the Service has an imbalance of male and female staff in some of the different occupational staff groups and at different levels/ranks. Ms Long advised that the Service has plans to support the bridging of this gender imbalance.
- 18/12.3 **RESOLVED: Members approved and endorsed the Gender Pay Gap report.**
- 18/13 Enhanced Redundancy – Review of Multiplier**
- 18/13.1 The Director of People Services, Ms Jenny Long, advised Members that the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 permit an authority to make redundancy payments at an enhanced rate. Commonly referred to as the 'redundancy multiplier', this discretion enabled authorities to multiply the number of weeks' statutory pay by a multiplier. Ms Long added that it

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was necessary for Members to review the redundancy multiplier and that the paper recommended maintaining the current position.

- 18/13.2 **RESOLVED: Members agreed the existing redundancy multiplier be maintained at 1.75.**
- 18/13.3 **RESOLVED: Members supported the recommendation that the same level of multiplier be applied for compulsory and voluntary redundancy.**
- 18/13.4 **RESOLVED: Members retained the policy position that redundancy payments should be calculated on the basis of ‘actual’ salary.**
- 18/13.5 **RESOLVED: Members agreed to review the redundancy multiplier every two years.**

18/14 To consider passing the following resolution:

- 18/14.1 In accordance with Section 100A (2 & 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 Paragraphs 2 & 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.
- 18/14.2 **RESOLVED: that the meeting be closed to the press and public.**

18/15 Date of Next Meeting

- 18/15.1 The Chairman confirmed the date of the next DWFR meeting as Wednesday 6 June 2018 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.

Part 2

18/16 Safety Centre Options Paper

- 18/16.1 The Chairman welcomed Ridge & Partners LLP Project Manager and Partner, Mr Scott Tacchi to the meeting.
- 18/16.2 The Director of Service Support, ACFO John Aldridge, provided Members with the background to this report
- 18/16.3 ACFO Aldridge provided a presentation to Members in support of the Safety Centre Options paper.

Initials _____

- 18/16.4 Members requested amendments to the wording of the recommendations of the report to '*noting*' recommendation 1, and '*supporting*' recommendation 2.
- 18/16.5 The Clerk and Monitoring Officer, Mr Jonathan Mair, reminded those present of the confidentiality involved with the entirety of this discussion.
- 18/16.6 **RESOLVED: Members approved and agreed all three recommendations provided with the amendments outlined above, see 18/16.4.**
- 18/16.7 **ACTION: The Director of Service Support to amend recommendations as described in 18/16.4 above.**
- 18/17 Exemption extension from the Procurement and Contract Procedures for technical rescue training**
- 18/17.1 The Director of People Services, Ms Jenny Long, provided Members with the background of the paper and took Members through the report.
- 18/17.2 **RESOLVED: Members approved recommendation 1 within the paper.**

Signed: _____

Initials _____

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TOWN TWINNING NETWORK

WEDNESDAY, 25 APRIL 2018

PRESENT:- Councillor Kevin Small (Chair), Councillor Mary Martin.

Cristina Bennett (Swindon Ocotal Link), Councillor Mary Martin (Shaw), Hassan Nur (Salahley, Somalialand), Cecilia Olley (Swindon Ocotal Link), Nazma Ramruttun (Swindon Mauritius Friendship Twinning) and Councillor Kevin Small

Apologies for absence were received from Councillor Junab Ali and Councillor Derique Montaut

16. Declarations of Interest

The Chair reminded members of the Town Twinning Network to declare any known interests in any of the matters to be discussed.

No such declarations were made.

17. Public Question Time

There were no public questions.

18. Minutes

Resolved- That the minutes of the meeting held on 13th December 2017 be accepted as a correct record.

19. Derique Montaut

The Network noted that Derique Montaut was not standing as a Councillor in the forthcoming elections and wished to record its thanks to him for all his work on behalf on the Network.

20. Reports from Town Twinning Associations and Links

The Network received a report of the Director of Law and Democratic Services inviting the representatives of the Town Twinning Associations and Links present at the meeting to provide updates on twinning activities undertaken since the last meeting.

Swindon Ocotal Link Association

Christina Bennett advised that Swindon Ocotal Link Association (SOLA) was now meeting every ¼ year with the next meeting in June. She commented that since the Association had changed from a charity to a friendship interest in the Association had increased.

Ms Bennett referred to a mural currently being displayed in the languages area of Lydiard Park Academy which SOLA intended to tour around various sites in

Swindon

Cecilia Olley advised that the remaining SOL budget was going to be distributed as educational bursaries over the next three years by the Links contact within Ocotal.

Ms Olley referred to the International Day of Friendship to be held on the 30th July 2018, SOLA would like to bring together the friendship links in Bath and Bristol and their respective twinned cities.

Mrs Bennett explained that relationships with friends in Ocotal remained strong and the Link found that this had been enhanced by using WhatsApp to communicate between the groups.

Salahley Somalialand

Hassan Nur recounted his experiences during a recent visit to Salahley, which had recently suffered a severe drought.

Swindon Mauritius Friendship Twinning

Nazma Ramruttun queried whether the Council still wanted to continue establishing friendship links with different towns. She felt that the City of Sanctuary project might be a future model for twinning and friendship links.

Salzgitter

The Chair advised that there would be a formal visit from Salzgitter between the 20th - 25th July with an informal visit on the 27th May 2018.

The Director of Law and Democratic Services advised the Network that the Chair had recently been awarded a gold medal from Salzgitter for all the work he has undertaken on behalf of the friendship link.

The Network considered ways in which it could be modernised and also the future development of a statement about the role and benefits of a friendship link. Suggestions included linking to the Swindon City of Sanctuary and developing informal friendship links with the numerous communities in Swindon.

Resolved: (1) That the Council considers developing a friendship link with Mauritius.

(2) That the Senior Facilities Management Co-ordinator, liaise with members of the Swindon Ocotal Link Association to explore the possibility of exhibiting a mural by an artist from Ocotal on the Civic campus and at other buildings managed by the Council.

(3) That the Network, at its next meeting, consider a report concerning the future role of the Town Twinning Network, and whether the Council intends to continue to establish friendship links including the development of a statement about the role and benefits of a friendship link.

(4) That a special meeting be held on or around the 30th July 2018, to tie in with the

International Day of Friendship and representatives from the Swindon City of Sanctuary be invited to give a presentation to explain how the organisation promote a culture of welcome, inclusion and support for everyone in Swindon.

(5) That the Network, at its next scheduled meeting on the 6th June 2018, consider a series of questions that can be put to representatives of the Swindon City of Sanctuary at the special meeting about its role in the community.

(6) That local cultural and community groups with an interest in developing friendship links with Swindon be invited to attend the special meeting and to give a brief 5-10 minute presentation concerning the work they undertake in Swindon.

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TOWN TWINNING NETWORK

WEDNESDAY, 6 JUNE 2018

PRESENT:- Councillor Kevin Small, Councillor Junab Ali and Councillor Kevin Parry

Apologies for absence were received from Cristina Bennett (Swindon Ocotal Link Association)

1. Appointment of Chair

Resolved – That Councillor Kevin Small be appointed Chair of the Town Twinning Network for the Municipal Year 2018/19.

(Councillor Small hereupon took the Chair)

2. Appointment of Vice-Chair

Resolved – That Cristina Bennett be appointed Vice-Chair of the Town Twinning Network for the Municipal Year 2018//19.

3. 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.

4. Public Question Time

There were no public questions.

5. Minutes

Resolved – That the minutes of the meeting held on 25th April 2018 be accepted as a correct record.

6. Future of Town Twinning

The Director of Law and Democratic Services submitted a report concerning the future role of the Town Twinning Network and whether the Council intends to continue to develop friendship links including the development of a statement about the role and benefits of a friendship link.

Resolved – That the Town Twinning Network:

- (1) Notes the report
- (2) Confirms there are values in maintaining support for friendship link
- (3) Continues to support town twinning activities, such as promotional and marketing activities, through the use of existing Council resources, and with engagement with young people.
- (4) Take no further steps with regard to the friendship link with Chattanooga USA
- (5) Seeks clarification from Cabinet if a friendship link with Mauritius should be pursued.

7.

Swindon City of Sanctuary Meeting

The Director of Law and Democratic Services submitted a report concerning what questions to pose and who to invite to the special meeting to be held in July with the Swindon City of Sanctuary.

Resolved – (1) That the special meeting with the City of Sanctuary be held on the 31st July 2018.

(2) That the 3 political groups be asked what questions to ask and who to invite to the special meeting of the Network to be held on the 31st July 2018.

8.

Reports from Town Twinning Associations and Links

The Network received a report of the Director of Law and Democratic Services inviting the representatives of the Town Twinning Associations and Links present at the meeting to provide updates on twinning activities undertaken since the last meeting.

The Chair advised that representatives from Salzgitter were visiting the Borough between the 20-25th July 2018.