



SWINDON BOROUGH COUNCIL

Municipal Year 2018/19

Meeting of Council on Thursday, 20 September 2018

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Monday, 2 July 2018 of Standards Committee (Pages 5 - 8)
2. Minutes of meeting Monday, 23 July 2018 of Audit Committee (Pages 9 - 12)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

3. Minutes of meeting Monday, 16 July 2018 of Scrutiny (Pages 15 - 20)
4. Minutes of meeting Monday, 13 August 2018 of Scrutiny (Pages 21 - 24)
5. Minutes of meeting Thursday, 21 June 2018 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 25 - 30)
6. Minutes of meeting Wednesday, 4 July 2018 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 31 - 36)
7. Minutes of meeting Wednesday 27 June of Communities and Place Overview and Scrutiny Committee (Pages 37 - 38)
8. Minutes of meeting Wednesday 20 June of Growing the Economy Overview and Scrutiny Committee (Pages 39 - 42)

SECTION 3 - REGULATORY COMMITTEES

9. Minutes of meeting Tuesday, 10 July 2018 of Planning Committee (Pages 45 - 48)
10. Minutes of meeting Tuesday, 14 August 2018 of Planning Committee (Pages 49 - 52)
11. Minutes of meeting Thursday, 2 August 2018 of Licensing Panel (Pages 53 - 56)
12. Minutes of meeting Thursday, 16 August 2018 of Education Transport Appeals Sub-Committee (Pages 57 - 58)

SECTION 4 - CHILDREN SERVICES BODIES

13. Minutes of meeting Tuesday, 26 June 2018 of Standing Advisory Council on Religious Education (Pages 61 - 64)
14. Minutes of meeting Wednesday, 18 July 2018 of Schools Forum (Pages 65 - 68)

SECTION 5 - POLICE AND FIRE AUTHORITIES

15. Minutes of the meeting Wednesday 1 August of the Wiltshire Police and Crime Panel (Pages 71 - 74)
16. Minutes of the meeting Wednesday 6 June of the Dorset and Wiltshire Fire Authority (Pages 75 - 88)

Section 1

Special, Audit and Standards Committee Minutes

This page is intentionally left blank

STANDARDS COMMITTEE

MONDAY, 2 JULY 2018

PRESENT:- Councillor Teresa Page (Chair), Councillors Janine Howarth, Jane Milner-Barry, Stan Pajak, Kevin Parry, Maureen Penny, Caryl Sydney-Smith (Deputy), and Vera Tomlinson and Mr Trevor Davies, Mr Mick Compton and Mr Richard Hailstone.

Apologies for absence were received from Councillors Stephanie Exell and Steve Weisinger, and Mr David Dawson, Mr Paul Morris and Mr Keith Strickland.

1. Appointment of Vice-Chair

Resolved - That Councillor Vera Tomlinson be Vice-Chair of the Standards Committee for the Municipal Year 2018/19.

2. Declarations of Interest

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

3. Minutes

Resolved – That the minutes of the meeting held on 27th March 2018 be confirmed and signed as a correct record.

4. Public Question Time

There were no public questions.

5. Exempt Items - Exclusion of Press and Public

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

<u>Item No.</u>	<u>Paragraph Nos.</u>	<u>Minute No.</u>
7	1 and 2	9

6. Standards Committee Annual Report

The Committee was asked to consider its Draft Annual Report for 2017/18 which provided a record of the work of the Standards Committee for the period 1st June 2017 to 31st May 2018.

In response to a question by Councillor Maureen Penny, it was noted that the Council's Members' Code of Conduct was reviewed annually by the Standards Committee before being submitted to the Annual Council meeting to be accepted. It was agreed that, where the Code of Conduct is referenced in the Annual report, the date of the last review of the Code be included.

Members commented on the significant rise in the number of Code of Conduct complaints received in 2017/18. The Director of Law and Democratic Services explained that this was due, almost entirely, to a high number of complaints that had been submitted in respect of the same incident, citing the conduct of several Parish Councillors in the Parish Council's determination of a matter.

Councillor Haworth noted an apparent disparity in the information in Annual Report and the Ethical Update report regarding the period of dispensations granted to members to allow them to speak and vote on the subject matter of Council Tax. The Director of Law and Democratic Services confirmed that the information in the Annual report was correct.

Resolved – (1) That the Draft Standards Committee Annual Report 2016/17, attached at Appendix 1 to the report, be agreed.

(2) That the Director of Law and Democratic Services be authorised to finalise the Annual report for publication on the Council's website.

7. Annual Work Programme

The Committee considered a report of the Director of Law and Democratic Services inviting the Committee to agree its Work Programme for the 2017/2018 Municipal Year.

Resolved – (1) That the Committee's draft Work Programme for 2017/2018, as attached at Appendix 1 to the report, be agreed.

(2) That it be noted that the proposed work programme was sufficiently flexible to accommodate any unforeseen matters that might arise in relation to the Council's Ethical Framework.

8. Ethical Framework Update

The Committee received a report from the Director of Law and Democratic Services providing an update on matters relating to the Ethical Framework, including:

- Dispensations
- Membership of the Standards Committee – Parish Representatives
- The Independent Persons
- Draft Annual Governance Statement
- Membership of the Independent Remuneration Panel
- Summary of Code of Conduct Complaints
- Member Training
- Register of Interests
- Committee on Standards in Public Life

Resolved – (1) That the Ethical Framework Update report be noted.

(2) That the draft Annual Governance Statement, attached at Appendix 1 to the

report, be approved to be signed off by the Leader and Chief Executive.

(3) That the appointment of Ms Michelle Howard as a representative of the Voluntary and Community Sector on the Independent Remuneration Panel on Councillors' Allowances for a period of four years, ending in July 2022, be endorsed.

9. Ethical Compliance Report

The Committee considered a report of the Director of Law and Democratic Services regarding the outcome of various ethical compliance matters, including the details of any Whistleblowing cases, breaches of the Member / Officer Protocol, and Code of Conduct complaints received since the last Committee, and the outcome of any completed investigations in relation to these.

Resolved – That the Ethical Compliance report be noted.

This page is intentionally left blank

AUDIT COMMITTEE

MONDAY, 23 JULY 2018

PRESENT:- Councillors Steve Weisinger (Chair), Des Moffatt, Roger Smith and Rahul Tarar

Apologies for absence were received from Councillor Nick Martin.

13. Declarations of Interest

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

Councillor Roger Smith declared a personal and non-prejudicial interest in respect of Item No. 6 'Corporate Risk Management Update' as he worked for a Company that was involved with Forward Swindon.

14. Public Question Time

There were no public questions

15. Minutes

Resolved - That the minutes of the meeting held on 5th June 2018, be confirmed and signed.

16. Internal Audit Review - Premises Management

In accordance with its established practice of considering at least one individual audit report at each meeting, the Committee received a report on the outcome and key findings of the Internal Audit Review of Premises Management. It was noted that this audit emerged from a follow up review of Corporate Buildings Statutory Compliance and related to the management and performance of fire safety and legionella water quality risk assessments, including any follow-up actions required following assessments.

The Head of Internal Audit introduced the report, providing a current position statement in relation to the implementation of the internal audit recommendations and also responded to members' questions on issues raised regarding identified risk areas, the management response to the audit conclusions and key recommendations. He advised that a lack of assurance on the status of fire and legionella risk assessment actions for corporate buildings has resulted in an overall level of audit opinion being determined as 'fundamental weaknesses identified' resulting in a potential 'significant risk' to the Council.

Richard Kemp, Health and Safety Lead, gave a brief presentation on progress in implementing the action plan.

The Health and Safety Lead, the Head of Property Assets and the Head of Property Maintenance answered questions and responded to matters raised by the Chair and

Councillors Moffatt and Smith relating to the following issues:

- Assurance on legionella assessments
- The transfer of assets to Parishes
- The risk of legionella at Pembroke Gardens
- The frequency of inspections

Resolved – (1) That the report, and the management response to the audit review recommendations, be noted.

(2) That a follow-up audit on premises management be carried out in 9-12 months' time.

17. Corporate Risk Management Update

The Committee received a summary report of risk management activity within the Council, including the most recently updated and reformatted Corporate Risk Register. It was noted that it was a function of the Audit Committee to provide independent assurance to the Council of the effectiveness of the Council's risk management, internal control and its overall assurance framework and that this report summarised the areas that the Committee might wish to consider in gathering this assurance.

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

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

The Chief Executive and the Corporate Planning Lead, Resources answered questions and responded to matters raised by the Chair and Councillor Tarar in relation to the following issues:

- The amount of housing and economic development taking place within the Borough in the next 2-3 years
- Open source software solutions to various IT issues

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

18. Annual Governance statement

Further to Minute 10, the Committee received the Annual Governance Statement (AGS) 2017/18 for approval. The AGS is the formal statement that recognises, records and publishes an authority's governance arrangements. It was noted that the draft Statement had been approved by the Committee at its meeting on 5th June 2018 and that no additional items for inclusion in the statement had been identified at that meeting or subsequently.

Resolved – That the Annual Governance Statement, appended to the report, be approved for signing by the Leader of the Council and the Chief Executive.

19. Statement of Accounts

The Committee received a report introducing the Council's Annual Statement of Accounts for 2017/18 (attached to the report at Appendix 1). The Director of Finance, with the Finance Manager, Technical, presented the report and the key points on the Final Accounts, summarising the main items impacting on the financial statements for 2017/18 and highlighting the material audit adjustments that had been made.

Following their presentation of the report, the Director of Finance and the Finance Manager responded to members' specific queries and observations regarding the accounts. Members also confirmed that the letter of representation could be signed and provided to Grant Thornton.

Resolved – (1) That the report and the Annual Statement of Accounts 2017/18 (attached at Appendix 1 to the report), be approved.

(2) That the Director of Finance and the Council's Finance Manager, Technical, and his team, be thanked for their hard work and diligence in compiling the Annual Statement of Accounts.

20. External Audit - Audit Findings

The Committee received a report of the Council's External Auditors, Grant Thornton, highlighting the significant findings arising from their audit of the Council's financial statements for the year ended 31 March 2018.

Barrie Morris, (Grant Thornton), introduced the report, taking the Committee through the key findings and responses in respect of matters and risks identified at the planning stage of the audit, additional matters that arose during the course of the work, and findings in respect of internal controls, whilst Anna McWilliam (Grant Thornton) presented the adjustments to the financial statements arising from the audit work.

In particular, Mr Morris drew the Committee's attention to key messages arising from the value for money review which was that the Council's arrangements for planning finances effectively to support the sustainable delivery of strategic priorities and maintain statutory functions were satisfactory.

Mr Morris concluded the presentation by guiding members through the recommendations and proposed management responses set out in the Action Plan (attached to the report at Appendix A).

Resolved – (1) That the report be noted.

(2) That the External Auditors' opinion that for the year ended 31 March 2017 that the Council's financial statements:

(a) present a true and fair view of the financial position of the Authority and Group as at 31st March 2018 and of the Authority's and Group's expenditure and income for the year then ended; and

(b) have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 7 and applicable law, be welcomed.

21.

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 June 2018, progress made against the Annual Internal Audit Plan 2018/19 and Internal Audit staffing and resource issues.

Resolved – That the report be noted.

Section 2

Overview and Scrutiny Committee Minutes

This page is intentionally left blank

SCRUTINY

MONDAY, 16 JULY 2018

PRESENT:- Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Steve Allsopp, Emma Bushell, Brian Mattock, Jane Milner-Barry, Barbara Parry, Maureen Penny, James Robbins, Tim Swinyard 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 Cathy Martyn (Cabinet Member for Housing and Public Safety), Councillor Garry Perkins (Cabinet Member for Town Centre) and Councillor Gary Sumner (Cabinet Member for Strategic Planning).

Apologies for absence were received from Councillors Des Moffatt, Vera Tomlinson and Chris Watts.

8. Declarations of Interest

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

Councillor Brian Mattock made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Cabinet Member Question and Answer Session – Cabinet Member for the Town Centre) as the Council's representative on the Board of the Swindon Museum and Art Gallery Trust.

9. Public Question Time

There were no public questions.

10. Minutes

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

11. Consideration of Cabinet Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 11th July 2018.

18. Budget Management 2018/2019

Resolved – That Minute 18 of the Cabinet be noted.

19. Housing Revenue Account Medium Term Financial Plan

Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety) responded to questions put by Councillors Emma Bushell, Brian Mattock and the Chair on the following matters:

- The number of social rent houses forecast to be sold under the Right to Buy scheme, and the number of social rent houses that will be lost under the redevelopment plans for Queens Drive.
- The reasons behind the projected under investment on capital (£116m spend compared to the £199m previously identified) and the projects likely to be affected by this under investment.
- The measures in place to ensure that income generated from Right to Buy sales is utilised by the Council rather than being returned to central government.
- The length of time projected to resolve issues with void management in the social rent stock within the 30 year plan.
- The plans for temporary accommodation for the residents of the David Murray John building when works begin.

Resolved – That Minute 19 of the Cabinet be noted.

20. Debt Management

Resolved – That Minute 20 of the Cabinet be noted.

21. Temporary Winter Housing Provision

Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety) and Councillor Brian Ford (Cabinet Member for Adults) responded to questions put by Councillors Emma Bushell, Jane Milner-Barry and the Chair on the following matters:

- Why the Housing First model is not being used as part of the temporary winter housing provision proposals for 2018/19.
- How the development of the Rough Sleeper Strategy is fitting in with the strategy for the Housing First model.
- The budget proposed for the Housing First model, and the anticipated number of people who will receive assistance.
- The use of a triage model to assist rough sleepers within Swindon, rather than the Housing First model.
- The potential venue for the 2018/19 provision, the number of individuals the project will target, and the expected level of needs that those individuals will have.
- The level of support provided by partners to the 2017/18 project, how partner engagement may be improved for the 2018/19 project, and other available options for support such as the Salvation Army.
- The anticipated start date for the project.
- The service that will continue to be provided to the rough sleepers who do not join this project.

Resolved – (1) That Minute 21 of the Cabinet be noted.

(2) That the Cabinet Member for Housing and Public Safety notes the concerns raised by this Committee on how the Housing First model is being used in the plans for the temporary winter housing provision proposals for 2018/19.

22. Council Communications Strategy and 2018-20 Campaign Plan

Councillor David Renard (Leader of the Council) responded to questions put by Councillors Steve Allsopp, Emma Faramarzi, Jane Milner-Barry, Maureen Penny, Jim Robbins and the Chair on the following matters:

- The metrics for measuring delivery of a campaign to determine its success, and the measuring and recording of whether those campaigns are obtaining value for money and achieving the goals of the Swindon Programme.
- How the resident survey indicated that residents are dissatisfied with the way the Council runs services, and how those concerns can be addressed.
- The complaints about the Council's website not being user friendly and the length of time taken for Customer Services to answer telephone calls, and what can be done to address those complaints.
- Those residents with no digital access, and the plans to cater for them.
- The ongoing problems with the telephone lines and staff not being trained / retained, and the need for a timetable for resolution to be within any report going to Cabinet on this issue.
- How the Council's website is primarily transactional rather than a source of information, and the plans to review and update it.
- The issues being experienced by residents trying to organise a bulky waste removal or to sign up for green waste bins, and what is being done to address those problems.

Resolved – That Minute 22 of the Cabinet be noted.

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

Councillor David Renard (Leader of the Council) responded to questions put by Councillor Brian Mattock and the Chair on the following matters:

- The potential for capital / revenue funding to be drawn to Swindon as a result of the Council's membership of this Forum.
- Whether negative air quality and environmental issues are discussed and addressed by the Forum.

Resolved – (1) That Minute 23 of the Cabinet be noted.

24. Kimmerfields Update

Councillor Garry Perkins (Cabinet Member for the Town Centre) responded to questions put by Councillors Steve Allsopp, Maureen Penny, Jim Robbins, Tim Swinyard and the Chair on the following matters:

- The proposals within the Town Centre Movement Strategy to draw more businesses to the town centre and improve footfall.
- Consideration of the potential impact on traffic flow of the Fleming Way bus boulevard proposal.
- The number of bus bays proposed, and whether the number is enough to effectively manage the turnaround of services.
- The cost for producing the Kimmerfields plans, how much public money has been spent on the project so far, and how much private money has been attracted to the project.
- The potential location of parking spaces for out of town buses.
- The blocking of roads by buses, and plans to address this problem within the plans.

- Concerns over access to the rear of the Parade for the larger shops and how buses will be brought back on to Fleet Street.

Resolved – (1) That Minute 24 of the Cabinet be noted.

In response to a query raised by Councillor Jim Robbins, Councillor Fionuala Foley, Cabinet Member for Highways and the Environment, confirmed that consideration of the petition to take action to resolve the traffic issues in the Rodbourne area has now been added to the Cabinet Forward Plan.

12. Cabinet Member Question and Answer Session - Cabinet Member for Town Centre

Councillor Garry Perkins (Cabinet Member for the Town Centre), 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:

- Provide the political leadership for:
 - the continued economic and cultural development and well-being of the Town Centre; and
 - key partners, e.g. InSwindon, Old Town Business Association.
- Ensure that the Council's agreed priorities within the portfolio are delivered.

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

- 3. Demolish the obsolete Carlton Street and Wyvern car parks and use the space for regeneration.
- 5. Replace the current Health Centre in the town centre with a new and improved facility.
- 6. Establish effective and appealing pedestrian links from the Town Centre to North Star and enhance Wellington Street as a prime thoroughfare for the town.
- 10. As part of the town's regeneration:
 - Re-develop the former Aspen House site / Granville Street area, to extend on the successful Regent Circus development.
 - Make Havelock Square an attractive, safe open space to complement local shops.
- 11. Replace the current bus station with a new and modern facility.
- 12. Improve the town centre road network to pave the way for the Kimmerfields development.
- 21. Secure a new Museum and Art Gallery that can showcase the high quality art and exhibits that we possess.
- 22. Support the development of the new regional leisure destination at North Star.
- 23. Long term to:
 - Secure a sustainable future for the Mechanics Institute; and
 - Support the redevelopment of the Corn Exchange.

Councillor Perkins responded to the observations and questions put by Councillors Emma Famarzi, Brian Mattock, Jane Milner-Barry, Maureen Penny, Jim Robbins, Tim Swinyard, Steve Weisinger and the Chair on the following matters:

- The potential use of 'Swindon Works' as a strapline for the Council.

- Whether the returns predicted by Forward Swindon in terms of attracting new custom in to the Carriage Works has been realised.
- The attractiveness of the rents at the Carriage Works compared to Reading or Bristol, and if new clients have been attracted as a result.
- Improving the signage around the Carriage Works area to indicate where to park and where the main entrance is.
- Cranfield University being a potential client for the Carriage Works.
- The plans to improve the tracts of unused land across the Borough to make the sites look more attractive.
- The proposal from a private company to temporarily use the Kimmerfields site which would have generated income for the Council, and the reasons why this proposal was turned down.
- The potential temporary uses of the museum site which could generate income for the Council, which the Cabinet Member agreed to pursue subsequent to the meeting.
- If advertising for Steam will increase with the aim of increasing footfall.
- Why the last private company to have title for the Mechanic Institute now appears to be active again.
- The latest position with regards to the commercial interest in the hotel plot on the Kimmerfields site.
- Potential sites for the new museum building, including the former Wilkinson's building and the House of Fraser building.
- Whether the Health Hydro will fall within the boundaries of the Heritage Action Zone. The Cabinet Member undertook to pursue this further with planning officers subsequent to the meeting.
- The plans for improving the environmental offer for the residents of the proposed 2000 units of residential housing that will be built in the town centre.
- The number of shops expected to be lost from the town centre.
- The expected length of time it will take to seek recompense for the expenditure on the Mechanics Institute that the Council had to spend during the time the company was not operating, and its potential use as the new museum.

Resolved – (1) That Councillor Perkins 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.

13. 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 as agreed by the Committee at its meeting on 18th June 2018.

The Chair referred to the attendance of the relevant Police Inspector at a future meeting of this Committee, and advised that the invitation had been declined. The Committee noted that the Leader of the Council will be following up on this matter.

The Committee noted that the Chair had met with the new Chief Executive to discuss the update report on the outsourcing and delivery of services, and that it is on track to be discussed by this Committee during the current Municipal Year. The Averages Task Group should also be convening again shortly.

Resolved – That the Work Programme for 2018/2019 be noted.

14. 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.

It was queried and confirmed that UK Broadband has not yet provided a heatmap of its consumers as requested by this Committee at its meeting on 18th June 2018, and that it will be circulated to members of this Committee once available.

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

SCRUTINY

MONDAY, 13 AUGUST 2018

PRESENT:- Councillors Robert Wright (Chair), Steve Allsopp, Dale Heenan, Brian Mattock, Jane Milner-Barry, Des Moffatt, Maureen Penny, James Robbins, Timothy Swinyard, Caryl Sydney-Smith and Vera Tomlinson

Apologies for absence were received from Councillors Emma Faramarzi (Vice-Chair), Emma Bushell, Barbara Parry, Chris Watts and Steve Weisinger

15. 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.

16. Minutes

Resolved – That the minutes of the meeting held on 16th July 2018 be confirmed and signed.

17. Public Question Time

There were no public questions.

18. Cabinet Member Question and Answer Session - Cabinet Member for Adults

Councillor Ford (Cabinet Member for Adult Health and Social Care), 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:

- Adult Services (older people, people with a learning disability, physical disability and mental health)
- Adult Voluntary Sector Contracts
- Implementation of Care Act 2014
- Adult Local Safeguarding Board
- Public Health – including health promotion, prevention and health and wellbeing services
- Supported Housing
- Learning Disability Partnership Board
- Maintaining links between the Council and partner organisations in the Health Services
- Oversight of Better Care Fund and joint Commissioning of Adult Social Care and Clinical Commissioning Group.
- Mental Health Champion – the Local Authority Mental Health Challenge
- Swindon Borough Council representative on the Sustainable Transformation Partnership Sponsoring Board and Integrated Care Alliance Board Swindon

In overseeing these areas, the Cabinet Member for Adult Health and Social Care is responsible for delivering Priority Four and Pledges 26, 27 and 30 of Swindon's

vision for 2016-2020. Priority Four focuses on supporting vulnerable adults to live as independently as possible and enjoy safe and fulfilling lives. The three pledges committed to delivering against this priority include:

- Work with the Clinical Commissioning Group and GP surgeries to help people with long term health and social care needs to manage their health effectively with support from community groups and multidisciplinary teams.
- Ensure that more people and their carers are supported to live as independently as possible and reducing the length of time people need to spend in residential care.
- Reduce smoking prevalence to less than England average

Councillor Ford responded to the observations and questions put by Councillors Steve Allsopp, Dale Heenan, Brian Mattock, Jane Milner-Barry, Des Moffatt, Maureen Penny, Jim Robbins, Tim Swinyard, Vera Tomlinson, and the Chair on the following matters:

- The amount of resources spent on learning disabilities out of area placements.
- Working with Parish Councils with regard to Dementia.
- How personal budgets for Adult Social Care are assessed.
- Supported housing provided by Swindon Borough Council and Housing Associations.
- The amount of input the Council had concerning the design of the Hawthorns supported housing units.
- Community Centres being nominated as Places of Safety.
- The stability of care staff in the social care sector and the possibility of difficulties in the future in recruiting staff.
- Public spaces being made smoke free areas.
- A digital approach to sexual health.
- Public Health funding in Swindon compared to other local authorities.
- Whether the Council's head count in social care is reducing.
- The low take-up of information by the public in respect of type 2 Diabetes.
- The outcome of the Green Paper relating to integration between health and social care.
- The Council's relationship with the Clinical Commissioning Group.
- The need for additional visits by Healthwatch in North Swindon.
- Representation to the Government to properly fund Adult Social Care.
- The amount of the Council's total budget being spent on Adult Social Care.
- The recognition of family members who provide care.
- The length of time people have to wait for autistic spectrum disorder diagnoses.
- The possibility that air pollution is related to Dementia.

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

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

The Committee considered a report of the Director of Law and Democratic Services setting out the topics for inclusion in the 2018/2019 Scrutiny Work Programme, as agreed by the Committee at its meeting on 18th June 2018, and updated during the course of the Municipal Year.

The Chair commented that the Police do not wish to engage with the Overview and Scrutiny process. He mentioned his thanks to the Leader of the Council for his help concerning this issue and that the Council would need to use its Police Committee representatives to ask questions of the Police on behalf of the Council.

It was noted that this Committee would receive a report concerning services no longer provided by the Council but by other organisations by the end of the Calendar Year.

20. 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.

This page is intentionally left blank

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

THURSDAY, 21 JUNE 2018

PRESENT:- Councillors Maureen Penny (Chair), Claire Crilly, Malcolm Davies, Steph Exell, Mary Friend, Caryl Sydney-Smith, Julie Wright and Robert Wright.

Rosemary Curtis (Homeless Organisations Standing Together in Swindon), Michelle Howard (Equalities Advisory Forum) and Carol Willis (Healthwatch).

Apologies for absence were received from Councillors Nick Martin and Kate Moore (Tenant Scrutiny Panel).

1. Appointment of Vice Chair

Resolved – That Councillor Caryl Sydney-Smith be Vice-Chair of this Committee for the Municipal Year 2018/19.

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. Public Question

In accordance with Standing Order 28, Ms Samantha Wathen, Chair of “Keep our NHS Public Swindon”, submitted a written question requesting assurances that the Avon and Wiltshire Partnership (AWP) would not be using the Accident and Emergency Department at Great Western Hospital as a place of safety during the closure of Sandalwood Court Place of Safety for a trial period.

In Ms Wathen’s absence, the Chair advised the Committee that due to the late submission of the question, a response will be circulated after the meeting.

4. Minutes

Resolved -That the minutes of the meeting held on 28th March 2018 be confirmed and signed as a correct record.

5. Appointment of Co-optees

The Committee considered a report by the Director Law and Democratic Services regarding the appointment of Co-optees to the Adults’ Health, Adults’ Care and Housing Overview and Scrutiny Committee for the Municipal Year 2018/19.

Resolved - That the appointment of the following non-voting representatives be confirmed:

- Michelle Howard (Equalities Advisory Forum).
- Kate Moore (Tenant Scrutiny Panel)
- Carol Willis (Healthwatch)

- Rosemary Curtis (Homeless Organisations Standing Together in Swindon - HOSTS).

6. Clinical Commissioning Group Update

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), presented a report providing the Committee with a performance update and a summary of key issues in relation to the planning and provision of health and social care services within the Borough. These included the Health Based Place of Safety in Swindon and the procurement of Swindon Extended Primary Care Access and GP Out of Hours Service.

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

- The need to undertake a cross services recruitment drive that would include the CCG, GWH and AWP, in order to attract key workers to Swindon.
- The work being undertaken by the Housing Department to ensure housing was provided for new healthcare staff.
- The number of Swindon patients accessing the Devizes place of safety over the past three months.
- The ways used to engage staff and stakeholders in the procurement process to commission Primary Care Extended Access and GP out of hour's services.

Resolved – (1) That the report be noted

(2) That the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), be requested to include feedback at the next meeting of the Committee on the 360 Stakeholder Survey for 2018, conducted in April 2018.

(3) That a report regarding key worker recruitment be submitted by the Executive Nurse (CCG), Director of Strategy (GWH) and Managing Director (AWP) at a future meeting of the Committee.

7. Avon and Wiltshire Partnership NHS Trust Update

The Committee received a report by the Clinical Lead, Avon and Wiltshire NHS Partnership Trust (AWP), that highlighted the achievements of the organisation and provided a summary of the challenges it was facing. Mr Newlands Anning, Managing Director, Avon and Wiltshire NHS Partnership Trust (AWP), presented the report and drew the following key issues to member's attention:

- The AWP Transformational Programme, which entailed a review of the current models of care and development of new initiatives.
- The temporary closure of the Swindon Health based Place of Safety.
- The challenges faced by the service, including financial pressures, recruitment and retention, engaging and supporting staff and bed availability.
- The achievements accomplished by the service, including the establishment of the Acute Community Unit, the Adult Resource Centre, the reduction of out of area placements and the establishment of the Swindon Town FC sports group for service users.

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

- The need to modernise Canal House for the benefit of the residents and the nearby community.

- The programmes for Mental Health patients to ensure their physical needs were also met.
- The work being undertaken to support patients during the three month pilot of the Acute Community Unit.
- The challenges for AWP as a Trust within a large geographical area to address financial, recruitment, retention and bed management issues.

Resolved – (1) That the report be noted.

(2) That, the Managing Director, Avon and Wiltshire NHS Partnership Trust (AWP), be requested to include updates in his next report on (a) the programmes used to ensure the physical needs of mental patients were met, and (b) the Acute Community Unit.

8. 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:

- The Care Quality Commission inspection in 2017 with nearly two thirds of services now rated as good or outstanding.
- The increase in demand for services within the Emergency Department.
- The impact of Swindon's increase in population and its effect on the hospital's capacity.
- The referral to treatment indicators, which were positive compared to national targets but had dipped during the winter months.
- The hospital's achievement of most of its cancer indicators, including the 31 day waits for diagnosis to first treatment, the 31 day wait for second treatment, the 62 day wait for first treatment from a referral from the NHS cancer screening services.
- The financial pressures on the hospital and the work being undertaken to reduce the deficit which will make the hospital eligible for some national Sustainability and Transformation funding.
- The work with other Trusts to submit a bid for capital funds to support the expansion of the emergency department and other parts of the estate due to lack of capacity at the hospital.
- The appointment of Julie Marshman as new Chief Nurse.
- The infection control regime, which saw no hospital acquired cases of MRSA blood stream infections in 2017/18.
- The excellent team work from hospital and Carillion staff during a major incident at the hospital.
- GP referrals and the fact that the majority were now being done electronically (digitally, maybe?).
- The new e-observations system enabling staff to manage patient observations electronically will be rolled out across the Trust this summer.
- The hospital's full accreditation again from UNICEF's Baby Friendly Initiative after a recent assessment.
- The success of the #EndPJParalysis campaign that sees patients up and moving out of their hospital bed. This helps them to get home quicker.

Following his introduction of the report, Mr McNamara, together with Councillor Brian Ford, the Cabinet Member for Adults, and the Director of Public

Health responded to members' questions and comments on the following issues:

- GWH's preparation for A&E pressures during the winter months.
- The breakdown of data provided for scrutiny by the Committee
- The national shortage of nurses and how GWH was addressing this.
- The distribution of medication in hospital wards on patient discharge.
- The waiting list for ophthalmology services.
- The bid for funding submitted to the National Executive to help deal with the population growth in Swindon.
- The need to attract developer's funding from the Section 106 Agreements and the Community Infrastructure Levy to address the population growth in Swindon.
- The myriad ways various health services were promoting preventative care on obesity and diabetes within the community.

Resolved – (1) That the report be noted.

(2) That the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), circulate a range of key indicators to the Committee to assist them in selecting topics for scrutiny.

(3) Further to (2) above, a meeting be set up by the Committee Officer to discuss the key indicators and determine the way forward.

(4) Further to (3) above, the targeted indicators be submitted to the Director of Strategy for inclusion in future reports.

(5) That the Director of Strategy and the Executive Nurse at NHS CCG be requested to include an update on ophthalmology services in Swindon in their reports to be submitted at the next meeting of this Committee.

(6) That the Director of Strategy, Great Western Hospital (GWH) NHS Foundation Trust be requested to (a) include information regarding staffing levels at GWH in his report to the next meeting of this Committee and (b) circulate to members a copy of the presentation, "Rightsizing hospital capacity – planning for the future" that he had presented to the Committee in February 2018.

9. Performance for Adult Social Care Commissioning

Councillor Brian Ford, the Cabinet Member for Adults, presented a report that provided an update on performance and key issues relating to Adult Social Care commissioning. He drew attention to the financial pressures on the department and thanked officers for their hard work that had resulted in an under-spend of £612k in 2017/18 by Social Services. The Director of Health 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 ongoing work to reduce spend on Learning Disability services as spend per service user in Swindon remained high compared to other authorities.
- The identification of improvements to safeguarding services around adult services to better understand Domestic Abuse the impact of coercive and controlling behaviour (especially on older people); application of Mental Capacity when there are safeguarding concerns; quality assurance processes; and personalisation in safeguarding.
- The action plan set up for a care home to address concerns by the Care Quality Commission.
- The range of initiatives underway in Swindon to tackle obesity and promote physical activity include Football Fans in Training, Health

Walks, Park runs, and weight management programmes.

- The improvement in the Delayed Transfer of Care performance.
- The work with external partners and services across the council to identify opportunities to improve resilience and prevent long term conditions by promoting health and wellbeing amongst Swindon residents.
- The reduction in the number of older people being admitted into permanent care. This was due to timelier assessments, the effectiveness of the reablement service and the improved management oversight at first point of contact.
- The “Illegal Tobacco Community” Engagement events held to inform the public of the harms of illegal tobacco.
- The support provided by various areas of the community including carers and the Voluntary Sector.

Following the introduction of the report, the Cabinet Member for Adults, with the Director of Health, responded to members’ questions and comments on the following issues:

- The promotion of healthy living within the community, with a particular focus on diabetes and obesity.
- Partnership working between health providers to help those wanting a lifestyle change, particularly to prevent obesity and diabetes.
- The work undertaken by officers, resulting in the Social Services under-spend.
- The facilities provided for people with learning disabilities in Swindon.
- The procedure for assessing care homes and the agencies involved in this process.
- The Council’s recruitment of community volunteers and how the Council engages with them.

Resolved – (1) That the report be noted.

(2) That the Corporate Director Adult Social Services and Health be requested to include information on the areas savings had been made on within her report to the next meeting of the Committee.

(3) That the Corporate Director Adult Social Services and Health be requested to circulate the Adult’s Annual Complaints & Compliments Report before the next meeting of this Committee.

(4) That the Director of Health arrange the attendance of a representative from the voluntary sector at the next meeting of the Committee in order for them to discuss their joint working with the Council.

10. Green Paper - Rough Sleeping Strategy

The Head of Housing submitted a report setting out the key challenges facing the Council and its success in responding to recent increases in rough sleeping. Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, presented the report and explained that the Committee’s views were sought on the emerging priorities for the Rough Sleeper Strategy and the related bid to the Ministry of Housing Communities and Local Government for additional resources to support those sleeping rough. She explained that the Rough Sleepers Strategy correlated to the Homeless Strategy. The Committee was advised that the report also summarised the key priorities for the Rough Sleeping Strategy, which were:

- Working in partnership to prevent people sleeping rough in the first place – No One Arrives on the Street
- Rapid joined up multi-agency response when people do end up on the streets.
- Provide an Outreach Service for those with complex or multiple needs.
- In partnership, once housing solutions have been identified for individuals, then a range of services are to be made available to support them.
- Develop a range of accommodation and support solutions tailored to individual needs
- The need to tackle anti-social behaviour and crime as this encourages those sleeping rough to engage. This keeps Swindon safe and clean for all users.

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

- The involvement of the voluntary sector when drafting the Rough Sleepers' strategy.
- The discussions to be undertaken on the development of the Green Paper: Rough Sleepers Strategy, with the Housing Cabinet Member Advisory Group to obtain their contribution.
- The multi-agency support being provided to the rough sleepers in Swindon.
- The number of houses that been approved to assist rough sleepers.

The Head of Housing responded to questions submitted by Councillor Crilly and it was agreed that the questions and responses be circulated to members.

Resolved - (1) That the report be noted.

(2) That the Committee Officer be requested to circulate the Head of Housing's response to Councillor Crilly's questions regarding the Green Paper: Rough Sleeper's Strategy.

(3) That the Head of Housing be requested to include information on the number and location of the houses bought by the Council to support rough sleepers in Swindon.

11. Work Programme 2018-19

The Committee considered a report by the Director of Law and Democratic Services on the results of the work programme consultation and the suggested priorities for the work for the Municipal Year, 2018/19. It was agreed that a Domestic Abuse Task Group be established and that members be requested to contact the Director of Health if they wished to sit on this group.

Resolved – (1) That the report be noted.

(2) That the Committee thanks all the contributors who had suggested topics for inclusion in the Committee's Work Programme for the Municipal Year, 2018/19.

(3) That the Wiltshire Police Force be requested to report to the Committee detailing their work relating to health issues.

4) That Members be requested to advise the Committee Officer if they wish to volunteer for the Domestic Abuse Task Group.

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

WEDNESDAY, 4 JULY 2018

PRESENT:- Councillors Barbara Parry (Chair), Fay Howard, Nick Martin, Carol Shelley, Tim Swinyard, Nadine Watts, Steve Weisinger and Robert Wright.

Spencer Allen (Swindon Association of Primary Headteachers), Caroline Devlin (Swindon SEND Families Voice) and Alison Paul (Association of Swindon Special Schools Headteachers).

Apologies for absence were received from Councillors Matthew Courtliff, Roger Smith and Caryl Sydney-Smith and Steve Colledge (Swindon Association of Secondary Headteachers), Elaine Poulter (Parent Governor), Liz Townsend (Church of England Diocese) and Carol Willis (Healthwatch).

Also present: Councillor Mary Martin, Cabinet Member for Children and School Attainment.

1. Appointment of Vice Chair

Resolved – That Councillor Caryl Sydney-Smith be Vice-Chair of this Committee for the Municipal Year 2018/19.

2. Declarations of Interest

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

Councillor Fay Howard made a non-prejudicial personal declaration of interest in respect of Agenda item 7 (Children's Performance Summary) on the grounds of her employment by Virgin Care.

Councillor Barbara Parry made a non-prejudicial personal declaration of interest in respect of Agenda item 7 (Children's Performance Summary) on the grounds of her employment by the Ridgeway School.

Councillor Carol Shelley made a personal, non-prejudicial declaration of interest to Agenda item 7 (Children's Performance Summary) in her capacity as governor of Swindon Academy.

3. Public Question Time

No public questions were asked or submitted for this meeting.

4. Minutes

Resolved -That the minutes of the meeting held on 21st March 2018 be confirmed as a correct record.

5.

SEND Local Area Inspection

The Head of Education submitted a report updating the Committee on progress made in preparation for the new joint local area SEND (Special Educational Needs and Disability) inspection and gave a presentation (attached to minutes) regarding the progress being made transferring statements of special educational needs into Education, Health & Care Plans (EHCPs). The Head of Education explained that the Children & Families Act 2014 introduced significant changes to the approach in meeting the needs of children and young people with special educational needs and/or disabilities, giving families and children/young people a stronger voice in the process of assessing and determining their needs, at individual and strategic level. He elaborated on the areas to be inspected by Ofsted and together with the Commissioner, Education, gave details on the work being undertaken for each area.

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

- The importance of joint working between schools within a climate of reduced funding.
- The need for a conversation between schools and health partners regarding timely diagnoses of patients.
- The recording and accountability of EHCPs for the benefit of the student.
- The need for a debate on funding for students on EHCPs.
- The involvement of the Parent Carer Forum in supporting the work by the Local Authority (LA) and the Swindon Clinical Commissioning Group (CCG) by helping parents achieve the best for their child.
- Joint working by the LA with the Swindon Clinical Commissioning Group to ensure better outcomes for students on EHCPs.
- The outcomes of the recent self-evaluation exercise and the resource implications of items identified as needing to be addressed.
- The provision being provided for 20 to 25 year olds needing Special Educational Needs support by the LA.

Resolved – (1) That the report be noted.

(2) That the Head of Education be requested to submit an update to a future meeting of the Committee.

6.

Appointment of co-opted members

The Committee considered a report of the Director of Law and Democratic Services regarding the appointment of co-optees to the Children's Health, Social Care and Education Overview and Scrutiny Committee for the Municipal Year 2018/19.

Resolved - (1) That this Committee confirms the appointment of the following voting co-opted representatives:

- (a) Liz Townsend as the Church of England Diocese representative.
- (b) Elaine Poulter as a Parent Governor Representative.

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

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

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

- (b) Dan Clarke (Swindon Association of Primary Headteachers).
- (c) Steve Colledge (Swindon Association of Secondary Headteachers).
- (d) Steve Henderson (Equalities Advisory Forum).
- (e) Jacqui Watt (Swindon SEND Families Voice).
- (f) Carol Willis (Healthwatch).

7. Children's Performance Summary 17/18 Outturn Position

The Performance Lead, Children Services, submitted a report providing an update on the performance within all services commissioned for 2017/18. The report indicated that some measures would alter slightly when the final dataset would be validated and submitted at the end of July 18 and that comparator data for 2017/18 will be available nationally in autumn 2018.

The Committee noted that details for the performance overview were attached as Appendix 1 and the report captured the key headlines from the appendix. The data from the children's social care benchmarking group included the following areas:

- a) The number of social care referrals to date,
- b) The number of children in need (Section 17),
- c) The number of children on Child Protection Plans,
- d) Children Looked After,
- e) The number of Troubled Families Claims,
- f) The Placements of Children Looked After,
- g) The rate of care leavers in education, employment or training,
- h) The re-offending rates from the Youth Offending Teams,
- i) The percentage of pupils with Special Education Statements or Educational Health Care Plan,
- j) The percentage of pupils who were not in education, employment or training,
- k) The number of fixed term exclusions and
- l) The number of pupils educated at home.

Following the Performance Leads' introduction of the report, the Head of Education together with the Performance Lead, the Principal Officer – Health and Wellbeing & Interim Service and the Service Manager - Multi-Agency Safeguarding Hub (MASH) responded to the members' questions and comments in respect of the following matters:

- The reasons behind the increase in demand for early help and social care services in Swindon.
- The number of social care contacts by parents that progressed into referrals compared to other LAs.
- The support being provided to parents and young people where referrals did not meet the LA's criteria.
- The range of initiatives being undertaken by schools, in discussions with the LA, to continue reducing the number of permanent exclusions.
- The assessments undertaken by the LA of home educated students.
- The placement of children looked after within the LA's in-houses and with foster carers.
- The recruitment and training of foster carers.
- Guidance for school where a student does not meet the threshold for support following a MASH assessment.

Resolved – (1) That the report be noted.

(2) That the Head of Education be requested to circulate information on the number of permanent exclusions to members of the Committee.

8. MASH Referrals, Assessment and Threshold

The Service Manager, Multi-agency Safeguarding Hub (MASH) and the Assessment and Child protection Team, submitted a joint report updating the Committee on the MASH and Threshold's process in determining which children receive statutory services and at what level. The report introduced the findings and recommendations of the Focussed OFSTED visit in April and provided a brief outline of the improvements that were required in order to support children and families at the right levels. The Service Manager explained that MASH was able to demonstrate improvements in the key areas identified by OFSTED. This was achieved through the Improvement Plan generated following the visit and areas of improvement covered included:

- Timeliness: MASH was progressing all work within 24 hours.
- Thresholds: All staff are using the 'Threshold Document' (Continuum of Need Framework),
- Management oversight and scrutiny: The introduction of a new MASH Model has ensured that Management oversight and scrutiny is applied at the screening and signing off points.
- Early Help pathway: The Early Help Hub is now established and early help pathways were being considered at Level 2.
- The quality and timeliness of case recording and planning for children: The introduction of a Contact Analysis Grid to gather initial information on cases that go into MASH.
- The poor quality of information from partners: Referrals from partners that were received which do not provide sufficient detail and accurate information to enable the presenting concerns to be understood.
- Embedded practice development consultants within MASH & Assessment Team: Working together alongside managers, learning inputs and audits to validate decision making and integrate a life learning model.
- Increased staffing expertise and capacity.
- Increased the capacity of the Designated Officer role and its business support. There was now a full-time LADO available at all times and an improvement plan was in place to ensure improved management oversight, effectiveness of the arrangements, quality assurance and audit activity.

Following the Service Manager's introduction of the report, the Head of Education together with the Service Manager - Multi-Agency Safeguarding Hub (MASH) responded to the members' questions and comments in respect of the following matters:

- The importance of having active and timely communication flows between the Local Safeguarding Children's Board, MASH and schools.
- The work undertaken between MASH and the Early Year Hub.
- Staffing of MASH.

Resolved – (1) That the report be noted.

(2) That the Service Manager, Multi-agency Safeguarding Hub (MASH) be requested to organise a training session for Committee members on the work of MASH.

9. Early Help Hub, Troubled Families and Early Help Offer

The Principal Officer, Health and Wellbeing & Interim Service Manager for Early Help, submitted a joint report updating the Committee on the Troubled Families and Early Help programmes of work that encompassed information on improvements, performance and future work planned by the department. The report had been structured to provide information on the Troubled Families Programme and the Early Help Offer and Early Help Hub, and also highlighted the partner agencies work with families with complex needs to ensure more effective, early intervention leading to better, sustainable outcomes for the families.

Following her introduction of the report, the Principal Officer, Health and Wellbeing & Interim Service Manager for Early Help, responded to members' questions and comments on the following issues:

- The Troubled Families task force supported all troubled family members, resulting in a multi-agency approach.
- The “team around the school” model being piloted by the Swindon Academy that supports students and their families.
- The support to be provided to schools regarding troubled families.

Resolved – (1) That the report be noted.

(2) That the Principal Officer, Health and Wellbeing be requested to re-circulate guidance regarding troubled families to schools.

10. Work Programme

The Committee considered a report by the Director of Law and Democratic Services on the results of the work programme consultation and the suggested priorities for the work for the Municipal Year, 2018/19.

Resolved – (1) That the report be noted.

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

(3) That the Committee thanks all the contributors who had suggested topics for inclusion in the Committee's Work Programme for the Municipal Year, 2018/19.

This page is intentionally left blank

COMMUNITIES AND PLACE OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 27 JUNE 2018

PRESENT:- Councillors Claire Ellis (Chair), John Ballman, Claire Ellis, Dale Heenan, Janine Howarth, Kevin Parry and Roger Smith.

Apologies for absence were received from Councillors Steve Allsopp, Matthew Courtliff and Vera Tomlinson.

1. Appointment of Vice-Chair for the Municipal Year 2018/19

Resolved – That Councillor Vera Tomlinson be appointed Vice-Chair of the Committee for the Municipal Year, 2018/19.

2. Minutes

Resolved – That the minutes of the meeting held on 28th February 2018, be confirmed and signed as a correct record.

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. Councillor Roger Smith made a non prejudicial declaration of interest in respect of Agenda Item No. 6 as an employee of Savills.

4. Public Question Time

No Public Questions were asked.

5. Presentation - Update on Major Road Schemes within the Borough

Mr Jason Humm, Head of Highways and Transport made a presentation to the Committee updating Members on major road schemes within the Borough. During his presentation the Head of Highways and Transport highlighted:

- The M4 Junction 16 improvement works, including drone footage of traffic following completion of the upgrade.
- The infrastructure, layout and groundwork of the redesigned Junction 16.
- Safety and sustainable transport work within the Sustainable Transport package over the last three years, including crossing facilities and cycleways on Queens Drive, improvements to the town centre, completion of the eastern and southern flyers.
- Forthcoming work to improve access to Spring Gardens from the Magic Roundabout.
- On-going work in respect of the Quality Bus Corridor under a three phase programme to Regent Circus, the Witchelstowe bus route and Mannington funded by Local Economic Partnership monies.
- Design work for the Southern Access via a tunnel under the M4, the new Eastern Villages, including the White Hart junction, and the Gable Cross Roundabout.

- An update on the road resurfacing programme approved by Cabinet in March 2018.
- The delivery programme for schemes approved under the Capital Programme under the Council's maintenance settlement as agreed by Cabinet in March 2018.
- Funding priority for the maintenance of major carriage ways.
- Minor road and footway maintenance and funding streams available for this work.

The Head of Highways and Transport responded to questions and comments in respect of:

- The monitoring of accident statistics and officer reviews of the Greenbridge roundabout scheme and possible improvements including potential changes to advance road markings, pedestrian crossings, the continued use of 24 hours traffic signals and road signage.
- Domestic waste collections on major roads should these be closed for maintenance or other work.

Resolved – (1) That the Head of Highways and Transport be thanked for his informative and useful presentation.

(2) That following the officer review of the advance road markings, the continued use of 24 hours traffic signals and road signage at Greenbridge Roundabout a report be submitted to this Committee setting out any proposed modifications.

(3) That the Interim Head of Streetsmart be requested to submit an update to this Committee setting out the Council's communications policy in respect of waste and recycling collections in residential where these are disrupted by road closures or major roadworks.

(Councillor Roger Smith made a non prejudicial declaration of interest in respect of this item as an employee of Savills.)

6. Work Programme 2018/19

The Committee considered (a) a report by the Director of Law and Democratic Services on the results of the work programme consultation and the suggested priorities for the work for the Municipal Year, 2018/19, (b) a written update on the status of decisions made by the Committee during the Municipal Year 2017/18, and (c) an oral update by the Head of Highways and Transport in respect of highway related decisions under the 2017/18 work programme.

Resolved – (1) That the Committee thanks all the contributors who had suggested topics for inclusion in the Committee's Work Programme for the Municipal Year, 2018/19.

(2) That the September meeting of the Committee be dedicated to the consideration of the Council's Waste Programme.

(3) That the proposed items set out in Appendix 1 of the report be approved for inclusion in the Committee's 2018/19 Work Programme.

(4) That the Chair of this Committee be authorised to schedule the consideration of items approved under the Work Programme.

GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 20 JUNE 2018

PRESENT:- Councillors Emma Faramarzi (Chair), John Haines, Dale Heenan, Imtiyaz Shaikh, Roger Smith, Caryl Sydney-Smith and Chris Watts

Apologies for absence were received from Councillors Mark Dempsey and Paul Dixon.

Also in attendance: Councillor Oliver Donachie

18. Appointment of Vice-Chair

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

19. Declarations of Interest

The Chair reminded Councillors to declare any known interests in any matters to be discussed.

Councillor Roger Smith declared a non-prejudicial interest in any discussion concerning the Town Centre regeneration.

20. Public Question Time

There were no public questions.

21. Minutes

Resolved – That the minutes of the meeting held on 31st January 2018 be confirmed and signed.

22. Work Programme 2018/19

The Committee considered its work programme for 2018/19

Resolved – That the following items be included in this Committees Work Programme for 2018/19:

26th September 2018

- New Visions, Priorities and Pledges
- Digital Billboards

7th November 2018

- Digital Portfolio including Broadband
- National Industrial Strategy

30th January 2019

- Higher Education Provision including Apprenticeships

27th March 2019

- Switch on to Swindon
- Regeneration of the Town Centre

23. Inward Investment and Business Retention and Expansion

The Cabinet Member for Economic Prosperity submitted a report summarising the activity required to achieve the Inward Investment and Business Retention and Expansion objectives linked to Swindon Borough Council's Economic Strategy to 2026.

Julia Stuckey, Inward Investment Manager, advised that Swindon's Inward Investment strategic aims are to raise Swindon's profile as an investable destination and attract long-term inward investment from growing companies in priority sub-sectors, creating high value jobs and increased business rates.

She commented that Inward investment is the activity intended to target and attract external companies to an area, which have a propensity to invest, relocate and grow. This may originate from foreign direct investment (FDI) or domestic direct investment (DDI). DDI (UK generated Inward Investment) is much more prevalent than FDI, yet it is rarely measured, supported or promoted. Swindon's successful Switch on to Swindon programme offers an attractive Place Marketing opportunity for this area.

Councillor Oliver Donachie, the Cabinet Member for Economic Prosperity, Julia Stuckey, Inward Investment Manager and Philippa Venables, Project Manager, Economy & Skills responded to the observations and questions put by the Chair and Councillors Heenan, Watts on the following matters:

- How can the Council demonstrate Inward Investment
- 100% retention of business rates
- Providing support for smaller sized businesses through the Swindon and Wiltshire Local Economic Partnership (SWLEP)
- Strengthening relationships with strategically important companies
- Securing low interest business loans through the SWLEP
- Working with larger companies on their supply chains
- The Corporate Dashboard and Business Intelligence Tool
- The Developers Forum
- Switch on to Swindon ambassadors

Resolved – (1) That the report be noted

(2) That Officers forward to members of the Committee:

- (a) data on the number of smaller sized companies in Swindon and Wiltshire together with regional comparisons and
- (b) a link to the Council's Corporate Dashboard

This page is intentionally left blank

Section 3

Regulatory Committee Minutes

This page is intentionally left blank

PLANNING COMMITTEE

TUESDAY, 10 JULY 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 and Vera Tomlinson.

Apologies for absence were received from Councillor Peter Watts.

5. 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 made a declaration of interest in respect of application numbered S/17/1744. As the interest was personal but not prejudicial the Councillor remained in the room during the discussion and voting on the application.

6. Minutes

Resolved – That, subject to the omission of the words “legal agreement” in respect of Minute 4(1) concerning application numbered S/17/1771, the minutes of the meeting held on 13th June 2018, be confirmed and signed.

7. Public Question Time

There were no public questions

8. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments of Councillors Weisinger and Penny in respect of application numbered S/17/1744
- (e) The comments of Councillors Perkins and Williams in respect of application numbered S/17/2077
- (f) The comments of Councillor Dixon in respect of application numbered S/HOU/18/394
- (g) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/18/721	John Dearlove	Governor
S/18/312	Cllr S Davies	Hannington Parish Council

S/17/1744	Howard Walters Paul Makin	Agent Hampton Cottage
S/17/2077	Stephanie Brooks Ellen Heavens	Agent West Swindon Parish Council
S/HOU/18/394	Christian Kociuba Nick Sendell	Belle Vue Road 32B Hunt Street

Resolved – (1) That it be noted that application numbered S/17/1777 had been withdrawn from the agenda by the Head of Planning, Regulatory Services and Heritage.

(2) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of applications numbered S/18/721 and S/17/1744 subject to conditions that are necessary and appropriate.

(3) That permission be granted in respect of application numbered S/18/312 subject to the conditions listed in the Committee report.

(4) That consideration of application numbered S/17/2077 be deferred for further negotiations with the applicant and ward Councillors.

(5) That the Head of Planning, Regulatory services and Heritage be authorised to grant planning permission in respect of application numbered S/HOU/18/394 subject to seeking the omission of the roof lights in front elevation (North elevation) of the extended garage if the applicant is willing to revise the scheme. If the applicant is not willing to revise the scheme then the Head of Planning, Regulatory Services and Heritage be authorised to grant permission subject to the conditions listed in the agenda and a condition restricting the hours of construction works.

9. Relaunch of the Pre-application Advice Service

The Head of Planning, Regulatory Services and Heritage submitted a report seeking the Planning Committee's endorsement to introduce a revised pre-application advice fee structure and guidance that is transparent, committing to a level of service that meets applicant's needs, provides certainty, improves efficiency in the overall planning service and meets total costs of the service.

Resolved – That this Committee:

- (1) Agrees to the introduction of the new Pre-application Advice Service in accordance with the Pre-application Guidance Note and Fee Structure as set out in Appendix 1 to the report.
- (2) Agrees the Pre-application Service Guidance Note and authorises the Head of Planning, Regulatory Services and Heritage to publish the protocol in the planning pages of the Councils Web site.
- (3) Authorises the Head of Planning, Regulatory Services and Heritage to make any minor or typographical changes as may be necessary.
- (4) Authorises the Head of Planning, Regulatory Services and Heritage to refresh the application forms required to operate the Pre-application Service in

accordance with the Council's online forms and amend the Pre-application Service Guidance Note to capture changes in process.

This page is intentionally left blank

PLANNING COMMITTEE

TUESDAY, 14 AUGUST 2018

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

Apologies for absence were received from Councillors Malcolm Davies and James Robbins.

10. Declarations of Interest

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

Councillors Ballman and Exell made personal and non-prejudicial interests in respect of agenda item no. 8: Draft Development Brief, Land at Moredon Recreation Ground as they were both members of North Swindon Parish Council

11. Minutes

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

12. Public Question Time

There were no public questions

13. Section 100B(4)(b) of the Local Government Act 1972 - Matter of Urgency

In accordance with Section 100B(4)(b) of the Local Government Act 1972, the Chair determined that an additional item concerning application numbered S/17/1771 (Erection of class A1 foodstore and associated access, parking and landscaping at Land North of Blackworth Industrial Estate, Highworth) be considered as a matter of urgency in order to advise the Committee of an application for permission to seek judicial review of an earlier Committee decision on the planning application and to ensure that the appropriate remedial action, proposed in the report, can be actioned in accordance with statutory timeframes. (Minute 17 refers.)

14. 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 the urgent item circulated following publication of the agenda on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 3 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 17 refers.)

15. 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 Dixon in respect of application numbered S/17/1777
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/17/1777	Patrick Graham	Agent
	Pat Herring	South Swindon Parish Council
	Kate Brailsford	19 Prospect Place
	Judith Potts	13 Prospect Place
	Stuart Hibberd	14 South Street
	Cristina Bennett	11a Prospect Place
	Mr Spooner	Prospect Place
	Michael Gray	22 Prospect Place

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to grant permission in respect of application numbered S/17/1777, subject to the applicant entering into a legal agreement to secure the affordable housing provision on site and securing an appropriate surface water drainage strategy and subject to the conditions listed in the Committee Report as well as any omitted, amended or additional conditions as required, including, if considered appropriate, a condition relating to the provision of electric vehicle charging points.

(2) That permission be granted in respect of application numbered S/17/2077 subject to the conditions listed in the Committee report as amended below:

Amended conditions:

Approved drawings

2. This approval shall be in respect of:

Drawing numbers 1161-201 rev 0, 1161-PA020, 1161-200A rev 0, 1161-104 rev 1, 1161-101 rev 1, 1161-102 rev 1, 1161-103 rev 1, 1161-PA010, 1161-300 rev 0, 1161-PA011, 1161-PA012 and Design and Access Statement received by the LPA on 5th January 2018

Drawing number OLD-MHT-2211/16 rev 1 received by the LPA on 8th March 2018
Tree Schedule received by the LPA on 26th March 2018

Drawing number 1161-100 rev A, 1161.110 and Two Tier Cycle Rack details received by the LPA on 9th April 2018

Drawing number 9641 TPP01 rev B received by the LPA on 11th May 2018

Revised drawing number 1161.002 rev D received by the LPA on 7th August 2018

Reason: To define the scope of the development hereby permitted, in accordance with section 72 of the Town and Country Planning Act 1990.

Parking

5. The development hereby permitted shall not be occupied until vehicular parking and turning facilities have been provided in accordance with details that shall have first been submitted to and approved in writing by the Local Planning Authority. Such facilities shall be maintained for those purposes thereafter.

Reason: To reduce potential highway impact by ensuring that adequate parking and manoeuvring facilities are available within the site.

Waste & Recycling Facilities

8 The development hereby permitted shall not be occupied until waste and recycling storage facilities have been provided in accordance with details that shall have first been submitted to and approved in writing by the Local Planning Authority. Such facilities shall be maintained for those purposes thereafter.

Reason: In the interests of amenity.

16. Draft Development Brief: Land at Moredon Recreation Ground, Swindon

On consideration of (a) a report of the Head of Planning, Regulatory Services and Heritage seeking the Committee's approval to launch a public consultation on the draft Development Brief for land at Moredon Recreation Ground, Cheney Manor Industrial Estate Road, Swindon and (b) the comments of Councillors Grant and Moffatt:

Resolved – This this Committee:

- (1) Approves the publication of the draft Development Brief for public consultation purposes.
- (2) Authorises the Head of Planning, Regulatory Services and Heritage to undertake public consultation with residents and other interested groups/parties, and to report back to this Committee on the representations received with a view to formally adopting the Development Brief, with any revisions as considered necessary, for Development Management purposes.
- (3) Authorises the Head of Planning, Regulatory Services and Heritage in consultation with the Chair of the Planning Committee, to make minor typographical and presentational changes to the content of the document if required.

17. S17/1771 - Erection of class A1 foodstore and associated access, parking and landscaping at Land North of Blackworth Industrial Estate, Highworth

On consideration of (a) a joint report of the Head of Planning, Regulatory Services and Heritage and the Head of Commercial, Contract and Property Law concerning application numbered S/17/1771 (Erection of class A1 foodstore and associated access, parking and landscaping at Land North of Blackworth Industrial Estate, Highworth) and (b) the comments of Councillor Weisinger:

Resolved – That this Committee endorses and notes the content of the joint report, including the grounds for the claimant's Judicial Review; the action to be taken by the Director of Law and Democratic Services under Article 14.03 of the Constitution, and the remedial action required, (as detailed in paragraph 2.9 of the report).

LICENSING PANEL

THURSDAY, 2 AUGUST 2018

PRESENT:- Councillors Vera Tomlinson (Chair) Steph Exell and Brian Mattock.

5. Appointment of Chair

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

(Councillor Tomlinson took the Chair.)

6. Minutes

Resolved - That the minutes of the meetings held on 23rd April and 1st June 2018 be confirmed and signed.

7. Declarations of Interest

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

8. Application to review the Premises Licence, Mike PL, 123 Cricklade Road, Gorsehill, Swindon, SN2 1AD

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application to review the Premises Licence for Mike PL, 123 Cricklade Road, Swindon, (b) written representations from Wiltshire Police in support of the review, (c) written representations from Swindon Borough Council's Trading Standards Team in support of the review, (d) Oral submissions in support of the application by Wiltshire Police and Swindon Borough Council's Trading Standards Team, (e) oral submission opposing the review received from Mr Michal Ryszard Cekus (Premises Licence Holder, (f) questions from Members to representatives of Wiltshire Police, Trading Standards Officers and Mr Cekus 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 Licensing Manager introduced the report noting:

- That the options available to Members in considering the review application in respect of Mike PL, 123 Cricklade Road, Swindon.
- The details of the current Premises Licence in operation at the premises.
- That the application for a review of the Premises Licence had been made by Wiltshire Police and supported by the Council's Trading Standards Team.
- That the current Premises Licence had been issued on 29th June 2017.
- The current conditions in operation under the current licence.
- That the application for review and supporting documentation was set out in appendices A to D of the agenda papers pack.
- The review process had been carried out in accordance with the appropriate regulations.

The case for the review by Wiltshire Police can be broadly summarised as:

- The review was brought under the Crime and Disorder Licensing Objective as the premises were being used for the sale and storage of smuggled and foreign cigarettes, tobacco and alcohol.
- In addition a number of conditions appended to the Premises Licence were not being complied with.
- On Friday 10th April 2018 Wiltshire Police and the Council's Trading Standards Team visited the premises and following a search of the premises found 109 packets of non-duty paid or counterfeit cigarettes, 27 packets (50g) of tobacco and 71 bottles of imported alcohol.
- The illegal tobacco and alcohol found at the premises had been hidden in a number of locations in the storage area and in a rucksack that was within easy reach of the shop counter.
- The majority of conditions relating to the Premises Licence were not complied with. Dummy cameras were also being used within the premises.
- The shop was staffed by Mr Ryszard Cekus, the father of the Premises Licence Holder who spoke very little English.
- In accordance with Paragraph 11.27 of the Secretary of State's revised guidance the Police considered that the revocation of the Premises Licence was appropriate.

The evidence of Mr Peter Morgan and Miss Natalie Hill (Trading Standards) in support of the application for a review can be broadly summarised as:

- There were public health concerns associated with illicit tobacco and alcohol.
- That Mr Ryszard Cekus claimed that the tobacco and alcohol had been bought from the driver of a white van. Mr Ryszard Cekus said he could not provide details of the driver's name or vehicle registration.
- Mr Ryszard Cekus also claimed that the goods were for personal use.
- That intelligence in relation to the sale of illicit items at the shop had been received in March 2018.

Responses to Questions to the Police and Trading Standards Officers can be broadly summarised as:

- The quantity of goods found at the premises suggested that they were not for personal use but for sale.
- Whilst no test purchase had been attempted the Police had received intelligence regarding the sale of illicit tobacco at the premises. Furthermore intelligence had indicated that sales of illicit tobacco were to people known to staff.
- In relation to his letter dated 24th May 2018, and set out on page 91 of the agenda papers, Mr Morgan indicated Trading Standards had not taken action due to the licensing review of the premises and the referral to Her Majesty's Customs and Excise about the illicit alcohol and tobacco. Furthermore the costs and the difficulties associated with proving the case against the licensee to the criminal standard in this case made it inappropriate for Trading Standards to prosecute the licensee.
- Her Majesty's Customs and Excise were seeking payment of outstanding duties in respect of the illicit goods seized which would be destroyed.
- During the search Mr Ryszard Cekus continually claimed that there were no

further cigarettes or alcohol although, as the search continued, additional illicit goods were found concealed in several places in the storage area.

- The reason given by Mr Ryszard Cekus for the illicit goods being at the premises changed on several occasions.
- The tobacco seized was a combination of counterfeit and non-duty paid.
- Mr Ryszard Cekus claimed not to know who owned the rucksack behind the counter before asking for personal items in it at a later time.
- Two bottles of imported alcohol were on display for sale on shelves at the store and Mr Ryszard Cekus indicated that these had been bought from the driver of a white van.
- Mr Ryszard Cekus was sober when the Police and Trading Standards Team visited the premises.
- The fact that cartons of 200 cigarettes had been opened with individual packets missing suggested that individual packets were being sold.

The case against the review and responses to questions asked can be summarised as:

- The illicit tobacco and alcohol found on the premises were stored there at the request of a driver of a white van.
- His father could not have bought the goods as all takings from the store was in his possession at the end of each day.
- The illicit alcohol and cigarettes were not for sale and that 8 litres of spirits could be legally brought into the country.
- The illicit alcohol and cigarettes were left at the premises around eater by a van driver who was returning to Poland and would be collected by him the following week. His father, who was an alcoholic, had agreed to the storage in return for alcohol for his personal consumption.
- That his father did not drink at work.
- In respect of breaking conditions of the Premises Licence Mr Michal Cekus explained that he didn't know a paper copy of records of training needed to be kept for family members; that his father couldn't operate the camera system and that there were problems with displaying the licence.
- His father was looking after the shop during the hearing as there was no-one who could do this.
- He was considering selling the shop.

That 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

And having listened to and carefully considered all of the evidence and submissions put forward by the police, the Trading Standards Manager and the management of Mike PL the Panel has reached the following conclusions:

The Police and Trading Standards have provided evidence of breaches of the Prevention of Crime and Disorder Licensing Objective. There was evidence of the following, the storage of significant quantities of counterfeit and non-duty paid

tobacco and the display for sale and storage of non-duty paid alcohol. There was also evidence of poor management relating to the premises.

Having considered the evidence given regarding breaches of the conditions of the Premises Licence and the storage and display of non-duty paid goods and poor management of the premises, the Panel was not satisfied that any compelling evidence was put forward that breaches of the licensing objectives would not continue at the level currently experienced nor was the Panel given a satisfactory explanation for the storage/sale of non-duty paid and counterfeit goods that this would not happen again.

The Panel conscious of its duty to ensure that the licensing objectives are met determined that the appropriate decision was to revoke the premises licence.

Reasons

1. The Panel heard evidence that a large quantity of both non-duty paid and counterfeit tobacco had been found stored on the premises.
2. The Panel heard evidence that non-duty paid alcohol was both stored at the premises and was on display for sale on shelves within the shop.
3. The Panel was mindful of the potential health risks associated with counterfeit tobacco.
4. The Panel was not convinced by the evidence of Mr Michal Cekus that the illicit goods stored on the premises were left by a van driver around April 2018. The Panel noted that Police intelligence regarding the sale of illicit goods was received in March 2018 and that the explanations offered by the Premises Licence Holder and his father changed on a number of occasions and contradicted each other.
5. The Panel noted that whilst no tobacco products were found in the shop itself a quantity of illicit tobacco was found in a rucksack “within easy reach” of Mr Ryszard Cekus when officer entered the Premises. Given that Mr Ryszard Cekus had personal items in the rucksack the Panel was satisfied that it was in his possession.
6. The Panel was mindful that under paragraph 11.27 of the Secretary of State’s Revised Guidance that the storage of illegal goods was sufficient to consider, in the first instance, revocation of the Premises Licence.
7. The Panel heard no evidence to suggest that the Licensing Conditions attached to the premises Licence would be upheld in the future by Mr Michal Cekus.

The Chair reminded both parties that they had the right of appeal to the Magistrates Court and that an application for any such appeal should be made within 21 days.

EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

THURSDAY, 16 AUGUST 2018

PRESENT:- Councillors Vera Tomlinson (Chair), John Ballman and Alan Bishop.

6. Appointment of Chair

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

(Councillor Tomlinson took the Chair.)

7. Declarations of Interest

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

8. Minutes

Resolved – That the minutes of the meeting held on 19th June 2018 be confirmed and signed.

9. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 10 refers.)

10. Home to School Transport Appeals

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

Resolved – That, due to the exceptional circumstances set out in the appeal, appeal number TA/SEN/18/01 be upheld and a contribution of the the standard daily taxi fare (currently £15 per day) towards transport costs be granted.

This page is intentionally left blank

Section 4

Children Services Bodies Minutes

This page is intentionally left blank

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 26 JUNE 2018

Group A:
Christian Denominations and
Other Religions or Religious
Denominations

David Burbidge (Baptist Church)
Clare-Marie Burchall

Group B:
Church of England

Ruth Williams and Janet French

Group C:
Teacher Organisations

Tracy Mason and Emma McCarthy

Group D:
Councillors

Councillors Fay Howard, Barbara Parry and
Roger Smith

Also in attendance:

Jo Garton representing Humanists Group

Apologies for absence were received from Councillors Matthew Courtliff and Nick Martin and from Malkit Babbra, Jo Backus, Atiff Ghafar, Michelle Howard, The Reverends David Howell and Norma McKemey, Lottie O'Brien and Dinesh Patel.

1. Appointment of Chair

Resolved – That Councillor Fay Howard be Chair of the Standing Advisory Council on Religious Education for the Municipal Year 2018/19.

2. Appointment of Vice-Chair

Resolved – That the appointment of Vice-Chair be deferred to the next meeting.

3. Declarations of Interest

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

Councillor Barbara Parry made a personal, non-prejudicial declaration of interest in respect of all Agenda items on the grounds of her employment by Ridgeway School.

4. Public Question Time

There were no public questions.

5. Chair's Announcements

The SACRE discussed membership of the Committee and agreed that the Committee's cohort was full.

Resolved – That the SACRE Advisor contacts Mandy Sandleton to enquire if she would like to continue representing National Association of Schoolmasters Union of Women Teachers (NASUWT) on SACRE.

6. Welcome to new members

The Chair welcomed Malkit Babbra (Sikh Community), Clare-Marie Burchall (Roman Catholic Community) and Atiff Ghafar (Muslim Community) to the committee.

7. Brief talk from the Mosque representative

Mr Waseem Shahzad (Al-Babib Trustee), welcomed SACRE members to the Al-Habib Islamic Centre. He remarked there were currently 250 members who attended the Centre during various festivities and that the Centre was also used as a community hub for children and young people where they were able to undertake Islamic religious education. It also gave them the opportunity to play games, including football. Mr Shahzad referred to the links with the Harbour Project in Swindon and elaborated on the work undertaken by the Centre to support Muslims within the community. The SACRE members noted that the centre was also available for hire by the wider community.

The Chair thanked Mr Shahzad for the use of the facility and for his very warm and hospitable welcome.

Resolved - That the Committee officer be requested to circulate Mr Shahzad's e-mail address to the SACRE members so that they could promote the availability of the Centre.

8. Minutes

Resolved – That the minutes of the meeting held on 26th March 2018, be confirmed and signed as a correct record.

9. Matters Arising

Feedback from the Annual report

Ms Katy Staples, SACRE Advisor, reported that she had received exam data regarding Religions Education from the Council and that this would be incorporated in the SACRE annual report being sent to the National Association Standing Advisory Council on Religious Education (NASACRE). She explained that this information was gathered nationally by other SACREs and would provide a picture on Religious Education in schools within England and Wales.

Resolved – That the SACRE advisor circulate a copy of the final report to members.

Feedback regarding the Collective Worshiping support

Ms Katy Staples, SACRE Advisor, confirmed that a training session regarding collective worship in schools will be organised for Headteachers in the

autumn. The aim of the session, entitled “Time to Breathe”, was to inspire, inform and provide resources for Headteachers, enabling them to lead assemblies that will leave children and young people with a greater sense of calm, meaning and engagement to make the world a better place.

Resolved – That the Head of Education be requested to set up a breakfast meeting with the Chairs of the Swindon Association of Primary Headteachers, the Swindon Association of Secondary Headteachers and Association of Swindon Special Schools Headteachers to discuss collective worshiping support for schools. This will be undertaken by May 2019.

10. Vice Chair legal developments - election of a vice chair

Ms Katy Staples, SACRE Advisor, explained that Ms Jo Garton was a co-opted member of SACRE and in that capacity, did not have voting rights.

Ms Staples reported that on 3rd May, the Welsh Assembly agreed that Humanist would be included in Group A. As this was a Welsh decision, it did not have any legal status in England. She explained that NASACRE was lobbying to ensure equality between the Welsh and English systems by allowing Humanists to become part of Group A.

Jo Garton addressed the SACRE and explained the reasons why she volunteered to be vice-chair. She advised that she appreciated the predicament the SACRE was in, given the ruling referred to above regarding the inclusion of Humanists in Group A and agreed to defer pursuing the matter to a later date. She explained at her next course of action was to lobby Mr Robert Buckland, QC, MP until this matter was resolved.

Resolved – That Emma McCarthy be appointed Vice Chair for the remainder of the Municipal Year 2018/19

11. Feedback from the Religious Education hub meetings and forthcoming LTLRE conference

The SACRE received an update from Emma McCarthy, Hub Leader, about the RE Hub meetings. The Hub Leader explained that there were no meetings held since the last SACRE meeting but circulated information on the three previous meetings that were held at Commonweal School, Orchid Vale School and the Al-Habib Islamic Centre at Gorse Hill. The Hub Leader also reported that a) Jo Garton would be attending primary and secondary schools in September to inform staff on Humanism, b) a Facebook page was being set up in Swindon for RE teachers, with the aim of creating a supportive network and c) that the Learn, Teach, Lead RE conference was being held on the 28th June 2018 in Bath.

12. Local Radio coverage about RE and SACRE

The SACRE listened to a voice recording of students from Peatmoor School debating with their teaching assistant, Sarah Williams on the reasons for learning about religion and the various mediums used in the school. Jo Garton referred to the discussions she had with the children and advised that whilst Peatmoor was a Community school, the students had a strong ethical and religious outlook.

The SACRE also discussed ways of promoting the “Diversity and Religion

Belief: A guidance and resources pack for primary schools in England and Wales” and agreed that it would be beneficial if this resource was promoted through the Hub meetings.

13. Website compliance checking

Ms Katy Staples, SACRE Advisor, thanked members for their contribution in gathering data on the schools’ compliance to publish data on the provision of religious education on their website. She confirmed that Ofsted had confirmed that information should be made available on schools’ website.

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

14. Date and Time of the Next Meeting

It was noted that the next meeting of the SACRE would be held on 4th December 2018 commencing at 6.00 p.m. at Crowdy’s Hill School, Jefferies Avenue, Swindon SN2 7HJ.

SCHOOLS FORUM

WEDNESDAY, 18 JULY 2018

PRESENT: -

School Members: Fiona Godfrey, Mainstream Academy
James Povoas, Mainstream Academy
Karen Pyman, Mainstream Academy
Ben Slater, Pupil Referral Unit Headteacher
Jackie Smith, Special Schools Headteacher
Ray Williams, Primary Governor

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

Officers: Peter Nathan, Head of Education
Anne Mackay, Finance Manager Education

Also Present: Councillor Mary Martin, Cabinet Member for Education and School Attainment

Apologies for absence were received from Bob Linnegar (Mainstream Academy), Emma Leigh-Bennett (Mainstream Academy), Mark Edwards (Governor - Secondary), Clive Zimmerman (Mainstream Academy) and Emma Lindsay (Diocese of Bristol).

1. Appointment of Chair

Resolved – That Jackie Smith be Chair of the Schools Forum for the Municipal Year 2018/19.

2. Appointment of Vice-Chair

Resolved – That James Povoas be Vice Chair of the Schools Forum for the Municipal Year 2018/19.

3. Minutes of Previous Meeting

Resolved: That the minutes of the meeting held on 20th March 2018 be confirmed and signed as a correct record.

4. Public Question Time

No public questions were asked or submitted for this meeting.

5. 2017-18 Dedicated Schools Grant Budget Outturn Position

The Finance Manager, Education, presented a report regarding the final position of the 2017/18 retained Dedicated Schools Grant (DSG) budget following closure of the Local Authorities 2017/18 final accounts. The report provided

information on the final spend against the 2017/18 centrally retained budget including commentaries on those areas of the budget where forecast figures proved to be inaccurate. The Finance Manager advised that the retained DSG was monitored in accordance with standard Council budgetary control procedures and submitted monthly to the Education Leadership Team and periodically submitted to the Corporate Management Team and Cabinet.

The Finance Manager referred to the latest outturn position and explained that, as reported to Schools Forum on 17th January 2017, the overall value of the 2017-18 centrally retained DSG budget was £33.346m. This included £1.351m of 30 Hours Implementation Funding, which was included in the 3&4 year old budget. She referred to the financial movement over the year which was favourable at £0.472m when compared to the previous position reported to the Forum in March which was £0.127m above budget.

The Finance Manager advised that the main changes were due to an increase in High Needs Top ups following banding adjustments in both special and mainstream settings, an increase in the number of pupils supported by High Needs Top ups, and costs related to support provided to a school in financial difficulties. These additional costs were offset by a reduction in Post 16 places taken up, a recoupment adjustment for pupil growth confirmed by the Educations and Skills Funding Agency and increased take up of Early Years 30 Hours provision, resulting in a favourable net movement.

In response to a question regarding the balance, the Finance Manager confirmed that this will offset any in-year pressure.

Resolved - That it be noted that:

(a) The final outturn position (subject to external audit) on the 2017-18 will be £0.345m below the budget estimate.

(b) The Early Years expenditure £0.350m to create additional places was carried forward and will be paid to providers during 2018/19.

6. 2018-19 Dedicated Schools Grant Budget Position

The Finance Manager, Education, submitted a report on the latest projected 2018/19 Dedicated Schools Grant (DSG) retained budget position. It was noted that the latest projection on the 2018/19 retained budget was an out-turn position that would be £0.333m above budget with the projected out-turn position for the unallocated DSG balance would decrease to £0.230m. It was noted that Appendix A gave a detailed breakdown of figures and that this information was submitted to the Education Leadership Team at the end of May 2018.

The Schools Forum noted the main budgetary pressure was an increase in take up of 30 hour places by eligible 3 & 4 year olds, which also increased the DSG funding expected. The High Needs Top ups forecast has been increased due to additional places in Post 16 special provision and projections for pupils expected to be in provisions in September and costs related to the provision of educational and leadership support provided to a school. These additional costs are offset by a reduction in costs as fewer places have been taken up by 2 year olds, leading to a reduction of the DSG. In response to a question regarding the low take-up for 2 year olds places, the Finance Manager confirmed that this may have been due to the increase of places allocated for the 3 year olds.

Resolved - That it be noted that:

(a) The final outturn position (subject to external audit) on the 2018-19 retained budget was £0.333m above the budget estimate.

(b) Following the projected out-turn position, the unallocated DSG balance will decrease to £0.230m.

7. 2018-19 Dedicated Schools Grant Update

The Finance Manager, Education, submitted an update on the 2018/19 Dedicated Schools Grant (DSG). She confirmed that a similar report was submitted at the Forum's meeting on the 17th January 2018 and members agreed that an update on various issues would be submitted at this meeting. She advised that the report addressed the following topics:

1. The Oakfield Project
2. High Needs update including the impact of September 2018 increase in places and an update on Special Free School Place funding
3. Advisory Teaching Services (previously referred to as Commissioned Services)
4. Post 16 budget update
5. Early Years Funding
6. Notional SEN
7. Termination of employment costs
8. SEND Capital
9. Basic Need Funding
10. Free Schools
11. Consultation on 2019/20 Local Funding Formula for Schools and Academies

Following the introduction of the report, the Finance Manager, with the Head of Education, responded to members' questions and comments on the following issues:

- The growth in child population in Swindon affecting the High Needs budget.
- Social care funding boosting the DSG.
- Funding residential provision.
- Undirected funding available for the DSG.
- The LA's review of the special Educational Needs and Disability Assessment and Commissioning Team (SENDACT).
- How a deficit in the DSG may affect the High Needs Funding Block.
- Post-16 top-up funding.

Resolved – (1) That it be noted that:

a) The Oakfield project will transfer as an entity to EOTAS and this will take place by the end of the 2018/19 academic year (July 2019).

b) The report included an update on the intended actions in 2018-19 For High Needs.

c) The report included details on the 2019/20 full year impact of the increased places in September 2018.

d) There will be change in responsibility for funding places in Special Free Schools from April 2019.

e) A full review of the Advisory Teaching Services will be reported to Schools Forum in October.

f) the LA's latest estimate was that a total of 353 FTE post (excluding sixth form) high needs students will need to be financed during the 2018/19

academic year.

g) the report included information on the annual allocations for categories of providers, the overall financial year and academic year budget position as shown in Table 3.

h) a contingency budget of £0.230m for 88 identified high needs students with no confirmed destination in the financial year (Table 3) will be implemented.

i) the current budgeted figures would result in an underspend of £380k, and that the banding values / contingency will be reviewed as part of the October Schools Forum report (Table 3).

j) the indicative banding values will be reviewed if there was significant variance in actual take up of places.

k) the outcome of a consultation to be carried out in autumn 2018 will be reported to January's Schools Forum meeting for implementation prior to the commencement of the summer term 2019.

l) a further consultation will take place on options for the 2018/19 Notional SEN formula.

m) The report included an update on SEND Capital.

n) The report included an update on Basic Need Funding

o) The report included an update on Free Schools

p) The LA will arrange a consultation event for all schools and Academies in November regarding schools' budgets.

q) An Extraordinary Schools Forum meeting may be required in December 2018 to agree on principles of the new formula for 2019/20.

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

a) To set up a High Needs Sub Group.

b) The 2018/19 indicative banding values be as shown in Table 4.

c) A stakeholder consultation by the Early Years team be undertaken to assess the impact of reducing the number of Tasks per term, and to increase the funding paid up front for 3 and 4 year olds from 50% to 75% and also to assess demand for monthly payments.

d) A stakeholder consultation be undertaken assessing the impact of amending the middle rate funding criteria for 3 and 4 year old funding.

e) That further to (d) above, the Finance Manager, Education, submit an update at a future meeting of this Forum.

f) That the LA can offset any termination of employment costs against the savings made in each DSG service area, where the termination of employment costs are less than the savings incurred.

g) That further to (f) above, the Finance Manager, Education, liaises with those schools that were to be affected.

h) That the LA will apply to the Secretary of State for a Disapplication of the Finance Regulations in autumn 2018.

(3) That Finance Manager be requested to circulate information regarding the decrease in new statutory plans and the SEN support being provided.

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

This page is intentionally left blank

WILTSHIRE POLICE AND CRIME PANEL

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

Present:

Cllr Richard Britton, Cllr Sue Evans (Substitute), Cllr Ross Henning, Cllr Peter Hutton,
Cllr Brian Mathew and Cllr Jonathon Seed

Also Present:

Angus Macpherson – Police & Crime Commissioner (part)
Kieran Kilgallen – OPCC (part)
Jerry Herbert – Deputy Police & Crime Commissioner

49 Apologies for Absence

Apologies were received from Cllr Abdul Amin – SBC, Cllr Alan Bishop – SBC,
Cllr Caryl Sidney-Smith – SBC, Cllr Tom Rounds – Wiltshire Council and Cllr
John Smale – Wiltshire Council (Substitute Cllr Sue Evans)

50 Declarations of interest

Cllr Jonathon Seed – had made an application for the position.

51 Chairman's Announcements

The Chairman advised that both he and the other panel members were disappointed that the OPCC had failed to provide them with biographical information on the successful candidate. The PCP were also disappointed that they had had no input in the recruitment process.

A motion was proposed to defer the meeting until biographical information on the successful candidate could be provided by the OPCC. This motion was defeated, with the Chairman having the casting vote to continue the meeting.

It was then proposed by the OPPC to adjourn for 15 minutes whilst they obtained biographical information for the panel members to read.

The meeting reconvened after the panel had read the biographical information.

52 Public Participation

There was no public participation.

53 Selection Process

The Chairman welcomed Jerry Herbert to the meeting and requested that he gave the panel an overview of his career and the relevance of it to the post of Deputy Police and Crime Commissioner.

Points made by Jerry Herbert included:

- That he had worked at a fairly high political level during his career.
- That he had had a long interest in political life.
- The importance of “holding to account”.
- An interest in policing matters.

The panel were then given the opportunity to question Jerry Herbert.

Points raised during the question and answer session included:

- The importance of understanding diversity particularly in Swindon.
- The need for more partnership working with the other blue light services.
- The need for clarity of the role and good public and community engagement.

54 Exclusion of the Press and Public

55 Review the proposed appointment

The panel then discussed in closed session their impressions of the preferred candidate.

56 **Decision**

- **That the Wiltshire Police and Crime Panel endorses the appointment of Jerry Herbert as the Deputy Police and Crime Commissioner.**
- **The panel did have some reservations and it was agreed that the panel Chairman would write to the Police and Crime Commissioner to outline these.**

Note: Cllr Jonathon Seed abstained from the vote.

(Duration of meeting: 10.30 am - 12.20 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

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

This page is intentionally left blank



**DRAFT Minutes of the
Dorset & Wiltshire Fire and Rescue Authority held
at 10:00 hours on Wednesday 6 June 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 Abdul Amin; Cllr Richard Biggs; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Beverley Dunlop; Cllr Peter Hutton; Cllr Bob Jones; Cllr Rebecca Knox; Cllr Nick Martin; Cllr Christopher Newbury; Cllr Paul Oatway; Cllr Byron Quayle; Cllr Vikki Slade; Cllr Ann Stribley

Officer attendance: Chief Fire Officer, Ben Ansell; Director of Finance and Treasurer; Mr Phil Chow; Clerk & Monitoring Officer, Mr Jonathan Mair; Deputy Chief Fire Officer, Derek James; Deputy Chief Fire Officer, Assistant Chief Fire Officer (ACFO) John Aldridge; Director of Community Safety, ACFO Jim Mahoney; Director of People Services, Ms Jenny Long; Head of Financial Services, Mr Ian Cotter; Head of Democratic Services & Corporate Assurance, Mrs Jill McCrae; Head of Information and Communications, Mrs Vikki Shearing; Head of Prevention, AM Seth Why; Administrator, Communities Programme, Ms Pascale Wells (Part 2 only); Safety Centre Education Officer, Ms Deborah Lowe (Part 2 only).

Guests: Cllr Les Burden and Cllr Susan Jefferies.

18/18 Welcome

- 18/18.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, opened the meeting and welcomed attendees including outgoing Members Cllr Les Burden and Cllr Susan Jefferies.

Initials _____

18/19 Election of Chairman

18/19.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, asked for nominations for the role of Chairman of the Authority. Cllr Flower was nominated, seconded and unanimously agreed. The Chairman, Cllr Spencer Flower, thanked Members for their continued confidence in him.

18/19.2 **RESOLVED: Cllr Flower as Chairman of the Authority for the Year 2018-19.**

18/20 Election of Vice Chairman

18/20.1 The Clerk & Monitoring Officer, Mr Mair asked for nominations for the role of Vice Chairman for the Authority. Cllr Perkins was nominated, seconded and agreed.

18/20.2 **RESOLVED: Cllr Garry Perkins be confirmed as Vice Chairman of the Authority for the year 2018-19.**

Cllr Ernie Clark arrived

18/20.3 The Chairman presented a certificate of service to Cllr Les Burden, Cllr Jefferies having received hers at an earlier date.

18/20.4 The Chairman advised Members that his experience at the awards evening left him with a feeling of great pride in the Service. The event was a positive experience and a worthwhile event.

18/20.5 Chief Fire Officer (CFO) Ben Ansell, advised Members that he had received positive feedback about the awards evening from partner agencies, families and those receiving their awards. CFO Ansell thanked Members who attended the event.

18/20.6 The Chairman advised Members that he and CFO Ansell attended a meeting in London with Her Majesty's Inspector of Constabulary and Fire and Rescue Services (HMICFRS), to receive feedback on the trial inspections and confirmed the approach moving forward, which was informative and useful.

18//20.7 CFO Ansell provided Members with context and additional information about the forthcoming inspection, confirming that further details would be provided during the Members' seminar.

18/21 Apologies

18/21.1 Apologies were received from Cllr Kevin Brookes; Cllr Pip Ridout; and the Director of Service Improvement, ACFO Mick Stead;

Initials _____

- 18/22 Code of Conduct, Declarations of Interest and Notifications of Any Other Business**
- 18/22.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures.
- 18/23 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 9 February 2018.**
- 18/23.1 The Chairman asked Members to review and approve the minutes from the last meeting.
- 18/23.2 CFO Ansell, confirmed to Members that the Fire & Rescue National Framework for England (May 2018) was now published and was available to download:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705060/National_Framework_-_final_for_web.pdf
- 18/23.3 **RESOLVED that the minutes be confirmed and signed by the Chairman as a correct record without amendment.**
- 18/24 Minutes of the Finance, Governance & Audit meeting on 8 March 2018.**
- 18/24.1 The Chairman asked Members to review the minutes from the Finance, Governance and Audit meeting.
- 18/24.2 Cllr Bob Jones (Chairman of Finance, Governance and Audit Committee) advised the meeting that there were changes to the Audit Programme for 2017/18.
- 18/24.3 **RESOLVED that Members noted the Finance, Governance and Audit minutes.**
- 18/25 Minutes of the Policy & Resources Committee meeting on 19 October 2017.**
- 18/25.1 The Chairman asked Members to review and approve the minutes from the final Policy & Resources Committee meeting which took place on 19 October 2018.
- 18/25.2 **RESOLVED that the minutes be received and signed off by the Chairman as a correct record.**
- 18/26 DWFRA Appointments 2018 - 19**

Initials _____

- 18/26.1 Clerk & Monitoring Officer, Mr Jonathan Mair, introduced the paper and reminded Members of the content of the Dorset & Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015, which set out the entitlement of the five constituent councils to places on the Dorset & Wiltshire Fire and Rescue Authority (the Authority).
- 18/26.2 Mr Mair advised Members that this report provided confirmation of the 18 appointed Members along with details of the committees, boards, groups and other bodies requiring the appointment of Members during 2018-19.
- 18/26.3 Members were advised that prior to this meeting Group Leaders were asked to confirm nominations for these appointments with the Head of Democratic Services & Corporate Assurance, Mrs Jill McCrae.
- 18/26.4 Mr Mair took members through each proposed nomination and received Members endorsement. A full list would be appended to these minutes
- 18/26.5 **RESOLVED: Members approved the appointed Members to serve on the Finance & Governance committee for 2018-19.**
- 18/26.6 **RESOLVED: Members Elected the Chairman of Finance & Governance committee as Cllr Bob Jones and the Vice Chairman as Cllr Byron Quayle.**
- 18/26.7 **RESOLVED: Members approved the appointed Members to all boards, groups and other bodies for 2018-19, and any named substitutes detailed within the report.**
- 18/26.8 **RESOLVED: Members appointed a Member Champion to each of the Service's five priorities for the year 2018-19.**
- 18/26.9 **RESOLVED: Members noted that Member Buddies will be discussed and assigned as part of the Members' seminar following the meeting.**
- 18/26.10 **RESOLVED: To delegate Buddy Member selection action to the Chairman & Chief Fire Officer for the Seminar following this meeting.**
- 18/26.11 **ACTION: Democratic Services to append an Addendum to these minutes recording the final details of the resolutions at 18/26.5 to 18/26.9 above.**
- 18/27 Treasury Management Annual Report 2017 - 18**
- 18/27.1 The Head of Financial Services, Mr Ian Cotter, reminded Members that at the meeting of the Authority on 9 February 2018 Members received and approved the Treasury Management Strategy Statement and Prudential Indicators for 2017-18.

Initials _____

- 18/27.2 Mr Cotter advised Members that this report updated them on the actual Treasury Management performance for 2017-18, and follows on from the six-monthly report presented in December 2017.
- 18/27.3 Mr Cotter advised Members that no risk issues had arisen directly from this report.
- 18/27.4 Mr Cotter took Members through the remainder of the report adding that when taking account of repayments made during the year, and that no new borrowing had been undertaken, the Authority's total amount of outstanding long-term debt had reduced to £10.758m as at 31 March 2018.
- 18/27.5 Mr Cotter further advised Members that net investments of surplus funds decreased by £3.008m during the year, bringing the total invested at 31 March 2018 to £9.541m, compared to £12.549m at the beginning of the financial year. Investment returns totalled £58k compared to an original budget target of £80k.
- 18/27.6 Members discussed the potential for refinancing. The Director of Finance and Treasurer, Mr Phil Chow, explained that current loans were taken out through a Government borrowing facility, the Public Works Loans Board, and that options were regularly reviewed, adding that refinancing would have penalties and costs attached.
- 18/27.7 **RESOLVED: Members noted the report.**
- 18/28 Community Safety Plan**
- 18/28.1 The Deputy Chief Fire Officer (DCFO), Derek James, introduced the report advising Members that the Community Safety Plan 2018-22 was written in non-technical language for the public to gain a broader appreciation of the strategic intent and work of the Dorset & Wiltshire Fire and Rescue Authority and Dorset & Wiltshire Fire and Rescue Service
- 18/28.2 In support of the paper, DCFO James delivered a presentation providing Members with further oversight and assurance on the Service's approach and delivery of the Community Safety Plan.
- Cllr Newbury arrived.
- 18/28.3 DCFO James added that if approved, the plan would be made available on the website, with a limited number of paper copies provided to main libraries and Council offices.
- 18/28.4 DCFO James provided assurance that the Community Safety Plan; its associated Service Delivery Plan and the performance management reporting system provided a sound performance management framework.

Initials ____

- 18/28.5 DCFO James confirmed that this framework is broadly aligned to the emerging inspection and would help enable the Authority and Service to provide clear evidence of how we meet our statutory responsibilities.
- 18/28.7 Members discussed and acknowledged the importance of the clear and concise plan which would support community and partner understanding. Officers were complimented on the approach being taken.
- 18/28.8 **RESOLVED: Members approved the Community Safety Plan 2018-22.**
- 18/29 Policy Review**
- 18/29.1 The Deputy Chief Fire Officer (DCFO), Derek James, advised Members that there were 13 high level policies in place which had been adopted on the inception of the new Authority in April 2016.
- 18/29.2 DCFO James, added that with the review of the Community Safety Plan and the associated Service Delivery Plan, the potential to rationalise the number of policies by embedding some of the current content within these documents had arisen.
- 18/29.3 DCFO James advised Members that this will both simplify and better define the Authority's policy position.
- 18/29.4 DCFO James confirmed that the revised policies would also act as a vehicle for nominated directors to provide annual assurance to the Authority via the Statement of Assurance and enable clear assurance through performance management and governance arrangements
- 18/29.5 Members discussed and considered the proposal and agreed that connections with safeguarding boards should be identified within the policy.
- 18/29.6 **RESOLVED: Members agreed the draft policies, subject to the amendment at 18/29.6.**
- 18/29.7 **ACTION: the DCFO to amend the wording to safeguarding policy to clearly stated that the Authority is complies with our statutory duties under our safeguarding responsibilities.**
- 18/30 Annual Performance Review**
- 18/30.1 The Chief Fire Officer (CFO) Ben Ansell introduced the report and provided a presentation on the Service's performance confirming that scrutiny of Service performance was carried out quarterly with corporate summaries provided to the Authority every six months.
- 18/30.2 CFO Ansell reminded Members that Priorities 1, 2 and 3 were scrutinised quarterly by the four Local Performance and Scrutiny (LPS) Committees,

Initials _____

and Priorities 4 and 5 were scrutinised by the Finance, Governance and Audit Committee.

- 18/30.3 CFO Ansell advised Members that this report provided the annual summary of performance at a Service level for 2017-18 against the Community Safety Plan and its associated Service Delivery Plan.
- 18/30.4 Members were interested in understanding the national average times for attendance at fire and rescue incidents at their LPS meetings and ACFO Jim Mahoney advised Members that he would ensure Members had the information at the next round of LPS meetings in August.
- 18/30.5 Cllr Stribley left the room
- 18/30.6 Members asked to be updated about the Grenfell fire inquiry outcomes and the Hackitt Review. CFO Ansell advised that outcomes from the inquiry and updates for other ongoing inquiries would be provided at the Members Seminar in September.
- 18/30.7 CFO Ansell outlined the three significant events which took place during March and brought to Members attention the impact this had and how all agencies had worked together to provide the best Service possible to their communities.
- Cllr Stribley returned
- 18/30.8 CFO Ansell provided information regarding sickness and absenteeism reminding Members this was covered under Priority 5 at Finance and Governance Committee. The Chairman of the Finance & Governance (F&G) Committee, Cllr Bob Jones asked that benchmarking statistics be available for contextualisation at the next F&G Committee meeting.
- 18/30.9 CFO Ansell was pleased to advise Members that the Rt Hon Lord Justice Fulford wrote to the Service to advise that there were 'no risks' under Regulation of Investigative Powers Act 2000 (RIPA) for the Authority.
- 18/30.10 CFO Ansell was also pleased to report that the collaborative work being undertaken with the Royal National Lifeboat Institution (RNLI) on leadership development was going well and that there had been an exchange of high level ideas and work practices.
- 18/30.11 Members discussed the report noting with interest a number of items, including the use of Police Community Fire Safety Officers (PCFSO) in collaboration with the Police Service.
- 18/30.12 Cllr Stribley complimented the Strategic Leaders and their teams for the hard work since combination in 2016 and the drive for continued improvement.

Initials ____

- 18/30.13 The Chairman congratulated the CFO on his presentation and the way it reflected good practice and provided a good overview of the Service
- 18/30.14 **RESOLVED: Members noted the Annual Service Performance Review 2017-2018**
- 18/30.15 **ACTION: Director of Community Safety to provide benchmarking figures for attendance times at fire and rescue incidents at the August round of LPS Committee meetings.**
- 18/30.16 **ACTION: Director of People Services to provide context for absences against national average at the F&G Committee in July.**
- 18/30.17 **ACTION: Director of Community Safety to ensure communication with Wessex Water, about working together in the community, takes place.**
- 18/31 Charter for Families Bereaved Through Public Tragedy**
- 18/31.1 The Chief Fire Officer (CFO) Ben Ansell advised Members that, following the Manchester arena bombings in 2017, the Kerslake Arena Review was set up at the request of Andy Burnham, Mayor of Greater Manchester.
- 18/31.2 CFO Ansell advised Members that on the 12 January 2018, a progress report on the work of the independent panel was published. A recommendation was made in this report that the leaders of public bodies in Greater Manchester and the rest of the North West, supported the proposal contained in the Hillsborough report by signing up to a 'Charter for Families Bereaved through Public Tragedy'.
- 18/31.3 CFO Ansell advised that at a recent meeting of the National Fire Chiefs' Council (NFCC) the Chief Fire Officers suggested that the NFCC and Fire and Rescue Authorities signed up to the charter.
- 18/31.4 CFO Ansell advised that signing up to the Charter for Families Bereaved through Public Tragedy will provide additional assurance to our communities should an event happen within the Dorset & Wiltshire Fire and Rescue Service area.
- 18/31.5 Members discussed the report and agreed its signing and supported its introduction across all relevant partner agencies.
- 18/31.6 **RESOLVED: Members unanimously agreed that the Authority sign up to the Charter for Families Bereaved through Public Tragedy included in Appendix A of the report.**
- 18/32 Member Development**

Initials _____

- 18/32.1 The Chairman, introduced the report reminding Members of the background and their discussion on 9 March 2017. The Chairman added that the Member Development Programme was designed to support individual Members and allows the Authority to demonstrate effective Governance arrangements.
- 18/32.2 The Chairman advised that the programme would be available for all Members and would provide a personalised opportunity to increase Members' understanding of the complexity of the Service with an opportunity to attend a development meeting.
- 18/32.3 The Chairman added that, following his recent visit to HMICFRS, he understood that governance might well fall within the remit of HMICFRS to inspect.
- 18/32.4 Members debated the requirement for Members to attend a biennial development review meeting and requested that the wording in the programme be updated from "...mandatory..." to "...should attend ...".
- 18/32.5 Following the appointments to committees the Head of Democratic Services and Corporate Assurance provided a presentation in support of the Member Buddy programme.
- 18/32.6 **RESOLVED: Members approved the Member development plan subject to the amendment in 18/32.4**
- 18/32.7 **RESOLVED: Members agreed the Member Buddy programme.**

8/33 Member Podcast

- 18/33.1 The Head of Information and Communications, Mrs Vikki Shearing, introduced the Member podcast.
- 18/33.2 The Chief Fire Officer thanked Mrs Shearing and her team, adding that he had received a letter from the Prime Minister praising the Service and the Services personnel who were involved in the aftermath of the Salisbury nerve agent attack and which is now framed and on display.

Initials _____

18/34 To consider passing the following resolution:

18/34.1 In accordance with Section 100A (3) of the Local Government Act 1972, to exclude the press and public for the business specified below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 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.

18/34.2 **RESOLVED: To close the meeting to the press and public.**

18/35 Date of Next Meeting

18/35.1 The Chairman confirmed the date of the next DWFRA meeting as Friday 28 September 2018 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 10am.

18/36 Safety Centre

18/36.1 The Director of Service Support, ACFO John Aldridge, introduced this report which discussed options for the Swindon Safety Centre.

18/36.2 The Chairman clarified that delegated authority would be given to the Chief Fire Officer, in conjunction with the Members Safety Centre Working Group, to use funds to work up a business case.

18/36.3 ACFO John Aldridge confirmed that day to day management of the Swindon safety centre would be with SafeWise.

18/36.4 Members discussed options, budget requirements and risks, and thanked all those involved in the Safety Centre Working Group on the work carried out so far in the provision of a safety centre in Wiltshire.

18/36.5 **RESOLVED: Members approved proceeding with Recommendation 1 as outlined in the report.**

18/36.6 **RESOLVED: Members approved proceeding with Recommendation 2 as outlined in the report.**

18/36.7 **RESOLVED: Members approved proceeding with Recommendation 3 as outlined in the report.**

18/36.8 **ACTION: Members requested a note of thanks be sent to Wiltshire Council for their support with the safety centre project.**

Initials _____

18/37 Tisbury Fire Station – Business Continuity

18/37.1 The Director of Service Support, ACFO John Aldridge introduced the report and presentation to Members. The ACFO advised there were budget implications and that Members should consider the report and presentation.

Cllr Knox left the meeting.

18/37.2 ACFO Aldridge provided detail to underpin the options provided to Members.

18/37.3 CFO Ansell took Members through the risks and associated budget requirements which Members discussed.

18/37.4 **RESOLVED: Members approved Recommendation 2 as outlined in the report.**

Meeting closed at 1:10pm

Signed: _____

Initials _____

ADDENDUM (6 June 2018)

Fire & Rescue Authority and Finance & Governance Committee	
Chairman and Vice Chairman of Fire & Rescue Authority	Chairman – Cllr Spencer Flower Vice Chairman – Cllr Garry Perkins
Finance & Governance Committee <i>Political Proportionality Applies</i>	Chairman – Cllr Bob Jones Vice Chairman – Cllr Byron Quayle
	Members: 6 Conservative Members <ul style="list-style-type: none"> • Cllr Byron Quayle • Cllr Malcolm Davies • Cllr Nick Martin • Cllr Peter Hutton • Cllr Ann Stribley • Cllr Pip Ridout 2 Liberal Democrat Members <ul style="list-style-type: none"> • Cllr Bob Jones • Cllr Richard Biggs
	Membership – 8 (Quorum 3)
Appointments to other related groups and committees	
Group Leaders	Conservatives – Cllr Spencer Flower Liberal Democrats – Cllr Bob Jones
Local Pension Board	Members: Cllr Pip Ridout; Cllr Peter Hutton (in reserve - Cllr Richard Biggs)
	Other members: Karen Gibson Dorset CC; Craig Payne Wilts Council; Cyril Moseley
	Membership – 2
	Overall Membership – 6 (Quorum 3)
Local Government Association (LGA)	Cllr Spencer Flower, Cllr Christopher Newbury, Cllr Bob Jones
	Membership - 3

Initials _____

LGA Fire Commission	Cllr Spencer Flower, Cllr Rebecca Knox (Deputy: Cllr Garry Perkins)
	Membership - 2 plus deputy
South West Councils	Cllr Spencer Flower
	Membership – 1
South West Councils Employers’ Panel	Cllr Garry Perkins
	Membership - 1
Wiltshire Assembly	Cllr Spencer Flower, CFO Ansell
	Membership – 1 plus CFO
Wiltshire Public Service Board	Cllr Spencer Flower, CFO Ansell
	Membership – 1 plus CFO
Appointment to constituent authority Community Safety Partnerships (One Member per committee)	
Bournemouth	Cllr Malcolm Davies
Dorset	Cllr Kevin Brookes
Poole	Cllr Ann Stribley
Swindon	Cllr Garry Perkins
Wiltshire	Cllr Peter Hutton
Member Champions - (One Member per Priority)	
Priority One Help you to make safer and healthier choices	Cllr Rebecca Knox
Priority Two Protect you and the environment from harm	Cllr Byron Quayle
Priority Three Be there when you need us	Cllr Christopher Newbury
Priority Four	

Initials _____

Make every penny count	Cllr Bob Jones
Priority Five Supporting and Developing our people	Cllr Paul Oatway

Initials _____