



SWINDON BOROUGH COUNCIL

Municipal Year 2018/19

Meeting of Council on Thursday, 8 November 2018

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Tuesday, 25 September 2018 of Audit Committee (Pages 5 - 10)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

2. Minutes of meeting Monday, 10 September 2018 of Scrutiny (Pages 13 - 18)
3. Minutes of meeting Wednesday, 12 September 2018 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 19 - 24)
4. Minutes of meeting Wednesday, 19 September 2018 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 25 - 28)
5. Minutes of meeting Tuesday, 4 September 2018 of Communities and Place Overview and Scrutiny Committee (Pages 29 - 30)
6. Minutes of meeting Wednesday, 26 September 2018 of Growing the Economy Overview and Scrutiny Committee (Pages 31 - 34)

SECTION 3 - REGULATORY COMMITTEES

7. Minutes of meeting Tuesday, 11 September 2018 of Planning Committee (Pages 37 - 40)

8. Minutes of meeting Thursday, 27 September 2018 of Licensing Committee (Pages 41 - 42)
9. Minutes of meeting Thursday, 2 August 2018 of Licensing Panel (Pages 43 - 46)
10. Minutes of meeting Thursday, 16 August 2018 of Education Transport Appeals Sub-Committee (Pages 47 - 48)
11. Minutes of meeting Thursday, 13 September 2018 of Education Transport Appeals Sub-Committee (Pages 49 - 50)

SECTION 4 - CHILDREN SERVICES BODIES

12. Minutes of meeting Tuesday, 2 October 2018 of Schools Forum (Pages 53 - 56)

Section 1

Special, Audit and Standards Committee Minutes

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AUDIT COMMITTEE

TUESDAY, 25 SEPTEMBER 2018

PRESENT:- Councillors Steve Weisinger (Chair), Nick Martin (Vice-Chair), Des Moffatt, Roger Smith and Vera Tomlinson.

Apologies for absence were received from Councillors Kevin Small and Rahul Tarar.

22. Declarations of Interest

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

23. Public Question Time

No public questions were received during the meeting.

24. Minutes

Resolved - That the minutes of the meeting held on 23rd July 2018, be confirmed and signed.

25. Audit Committee: Terms of Reference and Revised Work Plan

The Committee received a report of the Head of Internal Audit on the Audit Committee's terms of reference and details of the Committee's draft work programme for 2018/19.

The Head of Internal Audit introduced the report noting:

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

Members considered the report and discussed:

- The role of independent Audit Committee members in other Local Authorities and whether there was best practice in determining whether such an appointment should be made.
- The role of any independent member, should one be appointed by the

Council, and whether such an appointment would bring sufficient experience and knowledge to produce value for money.

- The experience of other Local Authorities in finding appropriately skilled individuals for appointment as an independent member on Audit Committees.

In relation to questions set out within the CIPFA Self-Assessment Members noted the following:

Question 16 (Has the Membership of the Committee been assessed against the core knowledge and skills?).

The Committee noted that its Members drew their experience and range of skills from a variety of sources, including professional auditing qualifications, employment experience and experience over a number of years as Councillors. The Committee was responsible to the Council and its electorate.

Question 23 (Has the Committee evaluated whether and how it is adding value to the organisation?)

The Committee noted a number of ways Internal Audit brought real value to the Council in including the identification of good practice, the identification of weaknesses in management and operational processes, the identification of wasted resources and fraud. Members of the Council were kept up-to-date with regular reports conducted by the Internal Audit team together with reports on the progress action to address report findings.

Resolved – (1) That the amended Terms of Reference for this Committee be approved.

(2) That subject to the inclusion of reference to Members comments about the various issues raised in the CIPFA self-assessment document guidance, the responses to the CIPFA checklist of good practice be approved for submission.

(3) That the Head of Internal Audit be requested to submit a report to the next meeting of this Committee setting out best practice from other Local Authorities in respect of the process for the appointment of Independent Members, together with the advantages and disadvantages, including financial, to this Council of appointing and independent Member.

26. External Audit - Annual Audit Letter for Year Ending 31 March 2018

Mr Steven Johnson (Grant Thornton) presented the Council's Annual Audit Letter for the Year ending 31st March 2018 received from the Council's External Auditors, Grant Thornton.

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

- That the Council's external auditors were required to present their findings to the Council on an annual basis.
- The letter of the External Auditor's provided a commentary on the work carried out by Grant Thornton during the Financial Year ending 31st March 2018 and highlighted issues the auditors wished to draw to the attention of the public.

- That the letter was prepared in accordance with the National Audit Office Code of Audit Practice Note (AGN) 07 – “Auditing Report”.
- The letter also provided the auditors opinion in respect of the Council’s financial statement and that it assessed the Council’s arrangements for securing economy, efficiency, and effectiveness in its use of resources.
- That a determination of materiality had been provided in respect of the Council’s accounts.
- The auditors had previously provided an unqualified opinion on the Council’s financial statements on 26th July 2018.
- Work on the Council’s consolidation return had been completed following guidance issued by the National Auditors Office.
- No issues had been identified on any matters requiring the exercise of the auditor’s additional statutory powers.
- The Council’s Value for Money arrangements were satisfactory.
- Three out of four Certification of Grants had been submitted for testing and certification by Government and it was hoped this would be reported to the Audit Committee in November 2018.
- Swindon Borough Council’s accounts were in accordance with the Code of Audit Practice.
- The certification of the pooling of capital receipts should be straightforward although the Government required additional assurance nationally in respect of this area.

In considering the presentation Members discussed the following issues:

- The process for the valuation of property, plant and equipment and the effect this had on the book value of assets such as academies and community facilities which was dependent on the type of lease and value to the Council.
- New regulations covering the value of assets related to leases would be introduced in 2019/20.
- The type and nature of leases investigated by the auditors in preparing their accounts.

Resolved – (1) That the External Annual Audit Letter prepared by Grant Thornton for the Year ending 31st March 2018 be received and noted.
 (2) That Mr Steven Johnson be thanked for his useful and interesting presentation.
 (3) That the Head of Internal Audit be requested to check the book valuation to Swindon Borough Council of assets transferred under the GLL Leisure contract and of community facilities owned by the Council such as sports pitches and playing fields.

27. External Audit - Planned Audit Fee for 2018/19

Mr Steven Johnson (Grant Thornton) presented a letter sent to the Council’s Director of Finance dated 25th March 2018 setting out the External Audit Planned Audit Fees for 2018/19.

Mr Johnson introduced the letter and commented on:

- The submission of the fees to the Committee which had been delayed as the result of an administrative issue.

- The scale of fees which were set by Public Sector Audit Appointments Limited.
- The fees that had been set out as part of the tendering process and that these had reduced by 23% over those paid last year.
- Work to be undertaken by the External Auditors under the contract, the timetable for this work and billing schedule.

Resolved – (1) That the External Audit Planned Audit Fee for 2018/19 be noted.
(2) That Mr Steven Johnson be thanked for his presentation.

28. External Audit - Audit Progress Report and Sector Update

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

Mr Johnson presented the report and highlighted:

- That the Council's certificate of closure for their audited accounts, including the external auditor's value for money conclusions, had been issued on 26th July 2018.
- The only outstanding work for the 2017/18 accounts were related to grant work which was progressing.
- Planning the work required for the external audit of the current financial year would be commencing in the near future and this would be reported to the Audit Committee in January 2019.
- The approach of the external auditors in identifying risk and their general approach to the audit was set out within the report tabled.
- Swindon Borough Council officers had been invited to a Commercialisation Seminar to be held on 2nd October 2018.
- The current status and timetable for audit deliverables for the 2018/19 external audit.
- The current financial status of Local Authorities nationally against the backdrop of continuing pressure and demand for statutory services.
- That Swindon was well placed against other local authorities nationally in the range of headings within the Chartered Institute of Public Finance and Accountancy Financial Resilience Index.
- National consultations on the Social Housing Green Paper.
- The national pilots for retaining the growth in business rates and the criteria for local authority participation in these pilots.
- The Institute of Fiscal Studies "Impact of Fair Funding Review" aimed at identifying a new system for allocating funding between Local Authorities.
- The National Audit Office Health and Social Care interface which was aimed at improving Local Authority and Health Service joint working.
- Examples of financial measures other Local Authorities had undertaken to balance their annual budgets.

In their consideration of the report and presentation members discussed:

- The use of £2.3 million of Council reserves in meeting the 2017/18 Budget and that Grant Thornton had noted this use of reserves which they

considered an appropriate use contingency budgets for meeting in year financial pressures.

- The use of reserves by other local authorities, many of whom were using a higher level of reserves to balance their annual budgets.
- The use of reserves within the Council's medium term financial plans.
- Swindon Borough Council's current financial position in identifying £30million of savings in the next 30 months.
- How information within the Chartered Institute of Public Finance and Accountancy Financial Resilience Index could be challenged and used to assist Swindon in its forward planning.

Resolved – (1) That the report be noted.

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

29. Internal Audit Charter

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

In presenting the report the Head of Internal Audit noted that the Internal Audit Charter had been approved in September 2017 and was before members for its annual review.

Members noted the report and in particular the changes to authority, reporting structures, accountability and responsibility of officers in relation to Internal Audit.

Resolved – That, subject to references to "Director of Finance" being amended to read "Director of Finance (Section 151 Officer)" the Internal Audit Charter be approved.

30. Head of Internal Audit Update

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in July 2018, progress made against the Annual Internal Audit Plan 2018/19 and Internal Audit staffing and resource issues.

In presenting the report the Head of Internal Audit noted:

- That as at the end of August 2018, 37% of audits in the audit plan had been completed against a target of 40%.
- Progress over the first five months of the Municipal Year against the Internal Audit Plan was set out in Appendix 2 to the report.
- That work by the audit team had identified £137,000 additional Council Tax to be billed through the identification of Single Person Discount Fraud.
- A further £16,000 to be billed had been identified under the Council Tax Reduction Scheme.
- That housing related fraud totalling £202,000 had been identified.

- That total savings arising from the teams work during the current Financial Year was approximately £467,000.

Members considered the report and discussed:

- The loss of Council Tax arising from empty homes and the social impact of empty homes on the local environment, and the identification of empty homes within the Borough.
- Measures, including financial, that might be available to the Council to tackle the problem of properties left unoccupied over a long period of time.

Resolved – (1) That the report be noted.

(2) That the Head of Audit be requested to submit a report to this Committee identifying cost effective measures within current legislation to enable empty homes to be brought back into use.

Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY

MONDAY, 10 SEPTEMBER 2018

PRESENT:- Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Emma Bushell, Brian Mattock, Jane Milner-Barry, Des Moffatt, Barbara Parry, Maureen Penny, James Robbins, Tim Swinyard, Caryl Sydney-Smith, Chris Watts and Steve Weisinger.

Also in attendance were: Councillor David Renard (Leader of the Council), 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 Mary Martin (Cabinet Member for Children and School Attainment), Councillor Gary Sumner (Cabinet Member for Strategic Planning), Councillor Keith Williams (Cabinet Member for Corporate and Customer Services) and Councillor Imtiyaz Shaikh. Imtiyaz Shaikh

An apology for absence was received from Councillor Vera Tomlinson.

21. Declarations of Interest

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

Councillor Jim Robbins made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Consideration of Cabinet Decisions) as he is a foster carer.

Councillor Tim Swinyard made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Cabinet Member Question and Answer Session – Cabinet Member for Economic Prosperity) as he works for Nationwide.

22. Minutes

Resolved – That the minutes of the meeting held on 13th August 2018 be confirmed and signed as a correct record.

23. Public Question Time

There were no public questions.

24. Consideration of Cabinet Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 5th September 2018.

30. Budget Management 2018/19

Councillor David Renard (Leader of the Council) and Councillor Brian Ford (Cabinet Member for Adults) responded to questions put by Councillors Emma Bushell, Brian Mattock, Des Moffatt, Jim Robbins and the Chair on the following matters:

- The numbers of agency social workers employed by the Council, and plans to reduce this number.

- The potential impact on children's services of the high turnover of support agency staff.
- The allocation of £1.626m of corporately held inflation budgets, and how this does not form part of the £2m contingency funds.
- The forecast £111k overspend on current void levels within the Housing Revenue Account, and progress towards achieving an improved turnaround of council properties.
- The steps being taken to ensure a balanced budget, given any potential increases to the budget for children's services that may be required.
- The anticipated date for when the council's housing company will generate profit.

Resolved – (1) That Minute 30 of the Cabinet be noted.

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

31. Customer Access Strategy

Councillor Keith Williams (Cabinet Member for Corporate and Customer Services) responded to comments and questions put by Councillors Emma Bushell, Emma Faramarzi, Brian Mattock, Des Moffatt, and the Chair on the following matters:

- Operational improvements which may arise from assigning officers to directly receive telephone calls in departments such as housing, as opposed to operating a call centre approach.
- The anticipated timeframe within which the levels of staff turnover in customer services will stabilise, and response times improve.
- The potential impact on intelligence gathering when a large lag in response time results in residents ending calls, along with the impact this might have on those members of society who are unable to utilise alternative electronic methods of contact.
- Improvement plans being considered for the Wat Tyler Reception area.
- The shift towards online communication across society as a whole, and acknowledgement that the Council will still have a responsibility to represent those groups less able to utilise this communication method.
- How increasing the number of online transactions is expected to free up telephone lines, which will benefit those less able to communicate electronically.
- How any redesign of communication methods within a service should take in to account the views and experience of frontline staff.

Resolved – That Minute 31 of the Cabinet be noted.

32. Vision, Priorities and Pledges

Councillor David Renard (Leader of the Council), Councillor Oliver Donachie (Cabinet Member for Economy Prosperity), Councillor Fionuala Foley (Cabinet Member for Highways and the Environment) and Councillor Gary Sumner (Cabinet Member for Strategic Planning) responded to questions put by Councillors Emma Bushell, Jane Milner-Barry, Des Moffatt, Tim Swinyard, Chris Watts and the Chair on the following matters:

- The management of assets and investments by Parish Councils.

- The economic viability of constructing solar noise barriers within Swindon, and possible alternatives for delivering sound barriers.
- The potential for the St John's Street car park site to be used for new housing development by the council.
- Alternative options for delivering the Thamesdown Drive extension if funding cannot be externally sourced.
- Central government not yet having clarified the expected aid for social housing and the impact of this on the pledges.
- The location of out of town buses under the proposals for the bus boulevard on Fleming Way, and the lack of clarity on the future use of the current bus station car park.
- Opportunities for building new roads in Swindon.
- Plans for improving the higher education offer in Swindon.
- The ownership of the Mechanics Institute and options for its future development.
- The possibilities of opening up bus lanes to cars during certain periods, and the benefits this may provide in some areas of Swindon.
- The reasoning behind the addition of a pledge solely dedicated to preventing homelessness.
- Development on the plans for relocating the art gallery with a commitment to making the best of the collections, and how the safety of the collections is ensured during this transition period.

Resolved – That Minute 32 of the Cabinet be noted.

33. Annual Review of Local Ombudsman Complaints

Resolved – That Minute 33 of the Cabinet be noted.

34. Rodbourne Traffic Issues

Councillor David Renard (Leader of the Council), Councillor Oliver Donachie (Cabinet Member for Economy Prosperity), Councillor Fionuala Foley (Cabinet Member for Highways and the Environment) and Councillor Keith Williams (Cabinet Member for Corporate and Customer Services) responded to questions put by Councillors Jane Milner-Barry, Des Moffatt, Jim Robbins, Chris Watts and the Chair on the following matters:

- The numbers of drivers who are fined for using the bus gate on Thamesdown Drive to access the Outlet Centre, and what the Council can do to assist in reducing this number.
- The suggestion that it is Rodbourne residents' view that the proposals outlined within the report will not improve the traffic situation, and that they are dissatisfied with the steps taken by the Council to resolve this issue.
- The forthcoming meetings involving ward councillors, relevant Cabinet Members and officers to discuss the traffic issues, which will be followed by consultation meetings with residents.
- The difficulties for the Council in addressing the traffic issues without the co-operation of the McArthur Glen Outlet Centre, and the deliverable options available to it.
- Whether opportunities had been missed to impose traffic-improving conditions as part of planning proposals approved on the centre in the past.

- How the management team at the centre have employed a consultant to review the traffic issues, and it is hoped that improvement plans will be forthcoming as a result.
- How the Council is addressing the traffic issues in the Rodbourne area that do not relate to the Outlet Centre.

Resolved – (1) That Minute 34 of the Cabinet be noted.

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

25. Cabinet Member Question and Answer Session - Cabinet Member for Economic Prosperity

Councillor Oliver Donachie (Cabinet Member for Economic Prosperity), 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:

- Set the strategic vision to allow the economy to prosper.
- Provide the overarching direction to enable the Borough to have the range of vocational and higher education opportunities necessary to meet employers' needs for skills.
- Provide the political leadership for business growth in all areas including town centre, investment, R&D, Switch on to Swindon, and tourism.
- Provide the strategic vision for the next generation of digital cities.
- Ensure that the Council's agreed priorities within the portfolio are delivered.

To deliver these, Councillor Donachie has been allocated the following specific responsibilities:

- Represent the Council on the Local Enterprise Partnership.
- Adult Learning.
- Higher/Tertiary Education.
- Skills.
- Country Parks (securing sustainable uses).
- Strategic Parking assets.
- Parking Services / Bus gate locations and creation, charges, and enforcement.
- Apprentices.
- Renewable energy.
- Client for PPS.

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

- Pledge 1: Deliver the Government standard Superfast Broadband coverage to all commercial and domestic premises in the Borough by 2017.
- Pledge 16: Improve the reputation and image of Swindon to attract inward investment.
- Pledge 18: Increase the number of businesses employing young people as an apprentice from 15% to 20% (an additional 280).
- Pledge 19: Secure a range of options to access Higher Education in Swindon.

Councillor Donachie responded to the observations and questions put by Councillors Emma Faramarzi, Brian Mattock, Maureen Penny, Jim Robbins, Chris Watts and the Chair on the following matters:

- The revenue lost from visitors parking at the Outlet Centre and walking in to town centre as a result of the prices having been raised in the car parks in the centre.
- The possibility of having digital boards on the two Swindon roundabouts on the M4, and the advertising and income generation opportunities this could provide.
- Measuring the visits to the 'Visit Swindon' website to determine what pages are generating the most interest to maximise advertising potential.
- The latest position with regards to the 'Switch on to Swindon' project.
- The projected impact of Brexit on the Swindon economy. It was agreed that this would be added to the Scrutiny Work Programme, to be discussed once officers have completed the required research.
- 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 length of time the parking meters at Coate Water and Lydiard Park had been out of action, and the revenue lost during that time.
- The potential temporary uses of the museum site which could generate income for the Council.
- Rural areas within Swindon being highlighted in more detail on the 'Visit Swindon' website.
- How small businesses in rural areas are suffering from a lack of good broadband speeds, and the plans in place to address this.
- The number of cameras on bus gates, and future plans to increase the numbers in operation.
- Proposals to improve the life for residents in the more deprived wards within in Swindon.
- What the council has been doing to improve the apprenticeship offer in Swindon.

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

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

(3) To agree the addition of an item providing an update on the impact of Brexit in Swindon to the 2018/2019 Work Programme.

26. 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 2018/2019 Scrutiny Work Programme, as agreed by the Committee at its meeting on 18th June 2018, and updated during the course of the Municipal Year.

Resolved – That the Work Programme for 2018/2019 be noted, subject to the addition of the item on the impact of Brexit in Swindon.

27. Status of Requests for Action and / or Information

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

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

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

WEDNESDAY, 12 SEPTEMBER 2018

PRESENT:- Councillors Maureen Penny (Chair), Claire Crilly, Steph Exell, Brian Ford, Nick Martin, Cathy Martyn, Caryl Sydney-Smith, Rahul Tarar, Julie Wright and Robert Wright.

Apologies for absence were received from Councillors Malcolm Davies and Mary Friend and Rosemary Curtis (Big Breakfast Plus), Kate Moore (Tenant Scrutiny Panel) and Steve Henderson (Equalities Advisory Forum).

12. Declarations of Interest

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

13. Public Question Time

In accordance with Standing Order 28, Ms Samantha Wathen, Chair of “Keep our NHS Public Swindon”, submitted a written question regarding the place of safety in Swindon and its staffing shortages.

The Chair thanked Ms Wathen for her question and advised the Committee that a written response to Ms Wathen’s question would be circulated after the meeting.

Ms Wathen was in attendance and asked supplementary questions regarding the place of safety in Swindon for those in the community with mental health issues. Mr Newlands Anning Operations Manager, Avon and Wiltshire Partnership NHS Trust (AWP), responded at the meeting.

Ms Kate Linnegar, Prospective Parliamentary Candidate for North Swindon, asked a question regarding the engagement with service users on the closure of the 136 facility (place of safety) at Sandalwood Court and asked if she would be able to submit a petition for consideration.

The Chair thanked her for her question and Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), agreed to accept the petition from Ms Linnegar.

14. Minutes

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

15. Update on Fire Safety to Residential Blocks of Flats

The Cabinet Member for Housing and Public Safety submitted a report updating the Committee on the management and fire safety improvement works being undertaken on the Council’s residential block of flats. Councillor Cathy

Martyn, Cabinet Member for Housing and Public Safety, presented the report and explained that a range of consultation exercises with residents were being undertaken over the next two months and these included consultation on the proposed replacement of fire doors at David Murray John (DMJ) building, the installation of a fire suppression system at George Hall Court and emergency escape lighting in the Council's medium rise blocks of flats.

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

- The quality and type of fire safety doors being installed at DMJ.
- Procedures being implemented when replacing the fire safety doors at DMJ.
- The processes used to ensure tenants are engaged with where English is not their first language.
- Specialist health and safety training being given to caretakers at the relevant properties.
- Awareness raising work undertaken to ensure all occupants were made aware of evacuation procedures, particularly relating to the use of passenger lifts.
- Safety testing of white goods in Council properties and need to ensure that electrical installation is to current standards so that this is not required.

Resolved - That the report be noted.

16. Performance for Adult Social Care Commissioning

The Director of Adult Social Services submitted a report that provided an update on performance and key issues relating to Adult Social Care commissioning. Councillor Brian Ford, the Cabinet Member for Adults, referred to the Decision Note Paper on the Calming Café in Swindon being submitted for his sign-off. He advised that Section 136 (mental health) provision was important for both commissioners and providers in ensuring that through their collaborative work, patient's range of needs are met.

The Director of Adult Social Services 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 budget surplus in light of the challenges faced by the department.
- The reduction in the delayed transfer of care cases.
- Redesigning the learning disability services, focusing on aligning spend with similar funding allocated by similar authorities.
- Addressing the adult safeguarding challenges identified by the safeguarding service audit and performance management exercise recently undertaken.
- Supporting providers of care homes to drive up provision quality.
- The successful reduction of smoking in Swindon that was achieved through a range of strategies.
- The work of the "Front Door" services that prolong people's independence through improving first point of contact /front door services.

- The Reablement Service and Fessey House programme commended in the HSJ (Health Service Journal) 2018 Value Awards for supporting people living independently at home following an episode of care.
- The effective management of admission to residential and nursing care.

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

- The commissioning of mental health services from the AWP and voluntary sector providers.
- The number of disabled people seeking employment.
- Expenditure across learning disability services, particularly for out of borough placements.
- The protocols in place to safeguard individuals.
- Actions undertaken to improve the quality of services provided in care homes.
- Monitoring individuals' quality of life when living independently.
- The reduction in the number of referrals received by the safeguarding team.
- Addressing obesity and how the "Beat the Street" initiative helps the whole community by promoting walking, cycling and running for the entire family.
- Data on smoking provided by Public Health England.

Resolved – (1) That the report be noted.

(2) That the Corporate Director Adult Social Services and Health be requested to circulate information to the Committee regarding the national Quality of Life survey, before the next meeting of the Committee.

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

(5) That the Executive Nurse of Swindon CCG be requested to include information on the "Calming Café" in her next performance report to the Committee.

17. 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. Issues reported on by Mr McNamara included:

- Maintaining consistently good performance against the rising demand for services in the Emergency Department.
- Quarter 1 waiting target achieved for all cancers.
- The use of an independent provider to reduce the waiting list backlog for the Ophthalmology Department.
- Radiology and endoscopy diagnostic tests completed within timescales.

- Performance and procedures for stroke patients.
- Discharge medicine from the Pharmacy now has a reduced turnaround time.
- The work being undertaken by Neonatal Consultant, Dr Sarah Bates, on Maternity and neo-natal safety.
- The appointment of a new Deputy Chief Nurse for the Trust.
- The Staff Excellence Awards held at the Swindon's Steam Museum in tribute to all staff who go above and beyond every day for patients' needs.

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:

- Correlation between the reduction in primary care provision and the increase in number of patients attending the Emergency Department.
- Measuring turnaround time for ambulances after they discharge patients at the Emergency Department.
- The turnaround time for patients waiting in the Emergency Department and the targets set by the Trust.
- The cost of using external providers for the Ophthalmology Department.
- The measures being undertaken to combat sepsis and how information is rolled out to the primary care.

Resolved – (1) That the report be noted.

2) That the Director of Strategy, Great Western Hospital (GWH) NHS Foundation Trust be requested to provide updates in his next report regarding:

- a) sepsis
- b) staffing levels at GWH.

18. 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 implementation of the trust wide financial improvement plan.
- The recruitment drive being undertaken for Band 5/6 nurses.
- The reduction in the number of delayed transfer of care cases.
- The initial feedback received from the Care Quality Commission inspection undertaken in September 2018.
- Results of the staff survey.
- The Acute Community Unit who were helping patients to receive home treatment and facilitate an early discharge from acute wards.
- The establishment of the Adult Resource Centre where educational/ learning groups and activities were operational.
- How the Local Acute Care Pathway had minimised out of borough placements for Swindon residents.
- The work of the Swindon Recovery Team being positively identified for its high levels of quality service by the Royal College of Psychiatrists' Combined Committee.

- The success of the Swindon LIFT Psychology team which offers a wide range of support, from psycho-educational courses to one-to-one intervention, depending on individual needs.

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

- Placement of patients out of borough if it was imperative for their care.
- Staffing levels in Sandalwood Court, Devizes.
- Housing made available for key workers at Sandalwood Court.
- Description of the types of facilities available for mental health patients.
- Target times for assessing Section 136 patients.

Resolved – (1) That the report be noted.

(2) That the Managing Director, Avon and Wiltshire NHS Partnership Trust (AWP) and the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) be requested to submit a joint report on mental health services in Swindon at the next meeting of the Committee.

(3) That the Managing Director, Avon and Wiltshire NHS Partnership Trust (AWP) be requested to circulate information on the number and location of the out of borough placements before the next meeting of the Committee.

(4) That the Managing Director, Avon and Wiltshire NHS Partnership Trust (AWP) be requested to submit an evaluation of the Acute Community Unit Service at the Committees' meeting in January 2019.

19. 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. Ms Ruth Atkins, Head of Communications & Engagement at NHS Swindon Clinical Commissioning Group (CCG), updated the Committee on the results of the CCG's 360 Stakeholder Survey stating that there were a few areas where the CCG did not perform as well as previous years. Ms May and Ms Atkins also drew the following key issues to member's attention:

- The need to improve engagement with hard to reach groups.
- NHS England's authorisation of the temporary consolidation of two of three HBPos Suites in Swindon and Salisbury to a third site in Devizes in Wiltshire for 12 months to provide an opportunity to address the CQC improvement requirements particularly around assessment times and to meet the requirements of The Policing and Crime Act 2017.
- The launch of a 12 week consultation process across the BANES, Swindon and Wiltshire areas regarding the Maternity Transformation Plan.
- The merger of Eldene Health Centre with Victoria Cross Surgery and the closure of Nythe Branch Surgery.

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 issues raised by the Sub Group of Adult Health and Adult Social

Care and Housing Overview & Scrutiny regarding scrutinising of SCCG Governing Body Performance Report submitted to the Committee's meeting May 2018 (attached to minutes at Appendix 1).

- Doctors working within the NHS, under an Independent Management Group, to support practices in Swindon.
- The process of requesting an appointment to see a doctor at the surgery.
- The range of bodies scrutinising the work of the CCG and the Great Western Hospital Trust.

Resolved – (1) That the report be noted.

(2) That the , Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), be requested to circulate to the Committee a response to the points raised by the Sub Group of Adult Health and Adult Social Care and Housing Overview and Scrutiny before the next meeting of the Committee.

20.

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. The Committee reviewed the work programme for the current Municipal year and requested that the Work programmer for the Municipal year 2019/20 include reports identifying the causes of self-harming and male suicides and recommendations on how these issues can be tackled.

Resolved – (1) That the report be noted.

(2) That the Chair to liaise with the Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), regarding the Healthwatch Swindon's inspection visit of the new NHS town centre facility, to see if the two Practices can liaise with the facilities management of the building.

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

WEDNESDAY, 19 SEPTEMBER 2018

PRESENT:- Councillors Barbara Parry (Chair), Alan Bishop, Matthew Courtliff, Mary Martin, Barbara Parry (Chair), Paul, Carol Shelley, Roger Smith, Timothy Swinyard, Caryl Sydney-Smith and Nadine Watts.

Alison Paul (Association of Swindon Special Schools Headteachers), Jacquie Watt (Swindon SEND Families Voice).

Apologies for absence were received from Councillors Fay Howard and Nick Martin 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.

11. Declarations of Interest

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

Councillor Barbara Parry made a non-prejudicial personal declaration of interest in respect of Agenda item 6 (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 6 (Children's Performance Summary) in her capacity as governor of Swindon Academy.

12. Public Question Time

No public questions were asked or submitted for this meeting.

13. Minutes

Resolved -That the minutes of the meeting held on 4th July 2018 be confirmed as a correct record.

14. Multi-agency scrutiny on Swindon's response to Child Exploitation, Missing, Vulnerable Children and on-line Internet safety

The Child Exploitation and Missing Children Manager submitted a report providing an overview of current work being done in Swindon to address the issues of Child Exploitation, Female Genital Mutilation and Missing Children. The report included the local response to these issues and provided up to date information on the numbers of children/young people at risk and what work was being carried out to address these issue within Swindon.

The Child Exploitation and Missing Children Manager together with the Head of Public Protection and the Children and Young People ICT Manager gave a presentation at the meeting highlighting the definitions of criminal exploitation, female genital mutilation, missing children, national and international trafficking, cyber bullying and online internet safety.

Following the introduction of the report, the Child Exploitation and Missing Children Manager together with the Head of Public Protection, Deb Smith, Detective Superintendent, Wiltshire Police and the Children and Young People ICT Manager, responded to the members' questions and comments in respect of the following matters:

- The recent recruitment of a missing child co-ordinator and confirmation that she has been undertaking preventative work and liaising with the Multi-Agency Safeguarding Hub (MASH) team to support missing children.
- Demographics of missing children.
- County Lines violence, exploitation and drug trafficking.
- The work of the OPAL team to help and support traumatised children.
- The collaboration between the Local Authority, schools and the external agencies to raise awareness about the dangers of cyber bullying and sexual exploitation.
- The promotion of this work through the Local Safeguarding Children's Board (<https://www.swindonlscb.org.uk/Pages/Home.aspx>)
- The range of Councillor's engagement to support this work.
- The need to raise awareness through a social media campaign targeting young people.

Resolved – (1) That the report be noted.

(2) That the Child Exploitation and Missing Children Manager be requested to circulate the presentation given at the meeting. (Please see Appendix 1)

(3) That the Committee requests the Cabinet Member to:

- a. Raise Awareness in schools to highlight and help to tackle the problem.
- b. Commit to adequate funding to be and to continue to be allocated to the Early Help Team, OPAL team and MASH to provide the right support to tackle the problem
- c. Call for cross-party support for the County Lines Agenda
- d. Call for Members from all parties to support the Police and the OPAL team in their County Lines strategic work
- e. Call for Members to raise the profile within their communities and encourage other community leaders to do the same
- f. Call for up to date County Lines compulsory training sessions for all Members, providing various dates to make this possible.

15. Children's Performance Summary 18/19 - Quarter 1 Year to Date Position

The Performance Lead, Children Services, submitted a report providing an update on the performance within all services based on the provisional 2017/18 annual outturn. The report captured the key headlines from the appendix and provided additional service contexts and aspects of performance information which should be considered when reflecting on the overall direction of travel for Quarter 1 of 2018/19. The data from the children's social care benchmarking group included

the following areas:

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

Following the introduction of the report, the Performance Lead, Children Services, together with the Interim Assistant Director, Social Work and the Head of Education responded to the members' questions and comments in respect of the following matters:

- Future work to be conducted to assist pre-schools in completing Early Help records in preparation for children progressing into schools.
- The number of EHCP referrals from Reception and Year 1 class children.
- The number of health visitor vacancies.
- The process of electively home educated children in accessing an Early Help Record.
- Reasons for the increase in the number of children who self-harm and actions being undertaken to address this.
- The quality of training for social workers impacting on their retention.
- A general update on the Children's Services self-assessment exercise undertaken with external agencies including Ofsted.
- The number of children on Child Protection Plans and actions taken to support these children.
- The rise of Key Stage 4 children being home educated.
- The increase in the number of children screened by the Multi-Agency Safeguarding Hub (MASH) and the recruitment of staff to deal with this increase.

Resolved – (1) That the report be noted.

(2) That the Performance Lead, Children Services, be requested to circulate the following information to members of the Committee before the next meeting:

- a) The number of EHCP referrals from Reception and Year 1 children.
- b) The number of successful EHCP referrals and the number of appeals received.
- c) The number of health visitor vacancies.
- d) The number of new mothers who received the 6 to 8 week review and actions undertaken for those who did not access a review.
- (e) The number of re-referrals to MASH.

16. Technology to Support Social Care Delivery and Quality of Practice

The Performance Lead, Children Services, submitted a report setting out the progress and plans in relation to the ICT Pillar as outlined in the Children's Social

Care Strategic Improvement Plan. The report identified the key work streams and actions underway within Children's and the Central IT teams to improve the technology platform and devices the workforce can utilise to equip them with the right tools to effectively assist in the delivery of social care and early help service provision.

The Committee was advised that efficient technology was crucial in improving the data held and accessed in relation to children and families and the role this played in supporting and informing social workers in service delivery. The Performance Lead, Children Services referred to the improvements in the Councils IT infrastructure following the replacement of the Social Care system and implementation of a new Document Management system. The Committee was advised that training and support was available for the workforce and that this would help them achieve better outcomes for children in Swindon.

Following the introduction of the report, the Performance Lead, Children Services, together with the Interim Assistant Director, Social Work responded to the members' questions regarding the input of social workers in the implementation of the new system and how a parallel system would be in place whilst the new system was being embedded.

Resolved – That the report be noted.

17.

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.

COMMUNITIES AND PLACE OVERVIEW AND SCRUTINY COMMITTEE

TUESDAY, 4 SEPTEMBER 2018

PRESENT:- Councillors Claire Ellis (Chair), Matthew Courtliff, Dale Heenan, Janine Howarth, Kevin Parry, Roger Smith and Vera Tomlinson

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 27th June 2018, be confirmed and signed as a correct record.

9. Public Question Time

There were no public questions.

10. Waste Strategy Questionnaire and Short Term Proposals

The Committee received a presentation by Ian James, Interim Head of Streetsmart and the Cabinet Members for Highways and the Environment, in relation to the forthcoming consultation of the Council's Waste Strategy.

Following the presentation the Interim Head of Streetsmart and the Cabinet Members for Highways and the Environment responded to members' questions and observations on the issues raised including:

- Reasons for the fall in recycling rates within the Borough despite an increase in the number of recycling boxes issued.
- The forthcoming communications campaign in relation to recycling which would include the promotion of items that can be recycled and the consistent enforcement of the Council's existing waste collection and recycling policy.
- The use of targeted education in areas with below average recycling rates.
- Potential short term proposals and annual action plans within the ten year Waste Strategy to increase recycling. These included but were not limited to, reserving the right not to collect black bins containing excess recyclable materials, ceasing the recycling of plastic, and charges for replacement recycling boxes.
- The inclusion of plastic waste within the material turned into fuel for industry as this would improve the quality of the fuel and ensure that Swindon plastic did not end up in foreign landfill whilst producing a cost saving to the Council.
- Whether existing black bins would be large enough for household waste if plastic materials were no longer collected and formed part of general waste.
- The frequency of general household waste collections and whether there were plans for consultation on changing the current fortnightly cycle.
- The current green waste collection service and the need to advertise this could be purchased on a pro-rata basis during the financial year.

- The system for the issue of additional or broken recycling boxes, potential charges and the potential for such charges to affect the recycling rate within the Borough.
- Plans for public engagement in respect of the survey which would run between 10th September and 19th September 2018, including the use of Parish and community facilities in addition to being available on-line.
- The timescales for the public consultation and agreement of the Council's updated Waste Strategy.
- The clearance of litter left in streets following refuse and recycling collections.
- The advantages and disadvantages of the introduction of a recycling collection for electrical goods.
- Responses to questions contained in the questionnaire and the need to reduce the length of its introduction and number of questions to increase the likelihood of the public participating.

Resolved – (1) That the Cabinet Member for Highways and the Environment and Officers be thanked for their presentation.

(2) That subject to the removal of questions 12 and 13 the Waste Strategy Public Questionnaire be supported.

(3) That the Interim Head of Streetsmart be requested to submit an update report to this Committee setting out (a) the results of the Waste Strategy Questionnaire, (b) ways the Council can work with local and national businesses to reduce packaging, and (c) the possible role of waste wardens in educating the public in respect of the Council's Waste and Recycling Strategies together with their enforcement.

11. Work Programme, 2018/19

The Committee considered a report by the Director of Law and Democratic Services setting out the Committee's Work Programme, agreed at its meeting on 27th June 2018.

Resolved – (1) That the report be noted.

(2) That further to Minute 5(3) an update report to this Committee setting out (a) the results of the Waste Strategy Questionnaire, (b) ways the Council can work with local and national businesses to reduce packaging, and (c) the possible role of waste wardens in educating the public in respect of the Council's Waste and Recycling Strategies together with their enforcement be added to the Committee's Work Programme.

GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 26 SEPTEMBER 2018

PRESENT:- Councillors Emma Famarzi (Chair), Paul Dixon, Janine Howarth, Nick Martin, Roger Smith, Caryl Sydney-Smith and Chris Watts.

Also in attendance: Councillor Oliver Donachie (Cabinet Member for Economic Prosperity).

Apologies for absence were received from Councillors Mark Dempsey, Imtiyaz Shaikh and Garry Perkins.

24. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. Councillor Roger Smith made a non prejudicial declaration of interest in respect of Agenda Item No. 6 as his employer worked with Forward Swindon in respect on the Kimmerfields Development.

25. Public Question Time

No public questions were received during the meeting.

26. Minutes

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

27. Swindon and Wiltshire LEP Industrial Strategy - Update

The Head of Strategic Growth and Place and Cabinet Member for Economic Prosperity made a presentation to the Committee in respect of the Council's approach to Industrial Strategy noting:

- The five foundations of productivity set out in the Industrial Strategy White Paper Overview namely, Ideas, People, Infrastructure, Business Environment and Places.
- The Grand Challenges and Missions of the Industrial Strategy identified by Government, namely, Artificial Intelligence and the Data Economy, the Future of Mobility, Clean Growth, an Ageing Society and Industrial 4.0 Overachieving (key in the delivery) and how these aligned to Swindon's strengths and policies.
- Key areas to build on in Swindon including the automotive sector (low or zero carbon vehicles) and health and life sciences and prevention and treatment of chronic illnesses.
- Clean growth through increasing productivity whilst maintaining emission targets and design of new buildings.
- The delivery of targets through LEPs and officer involvement in the LEP Working Group defining areas of work, engaging with partners and presentations to Government.
- That the Challenges and Missions identified by Government were not related

to any available money or grant funding although the shared prosperity fund was being introduced in 2019.

- The work of the Wiltshire and Swindon LEP in examining evidence base in relation to its Strategic Economic Plan identifying key sectors for the region, and regeneration and growth zones.
- The incorporation of the National Industrial Strategy White Paper (BEIS), Local Industrial Strategies (Local Enterprise Partnerships), South West Local Enterprise Working Group and Local Authorities, business and partners within the creation of a Swindon Industrial Strategy.
- The LEP approach of creating strategies through the development of an evidence base and refreshing Strategic Economic Plans.
- The South West Local Enterprises Partnership's "Big Ideas" including a business led multi campus university, electronic vehicles and battery storage, hydrogen as an alternative source of clean energy, cyber resilience and the use of big data, immunology development and medi tech, defence and aerospace supply chain development and land and air autonomous vehicles.
- Swindon's key sectors including advanced manufacturing (automatic focus), life sciences and health, digital technology to advance manufacturing, and financial and professionals services and work with local businesses to encourage growth and withstand Brexit.
- Swindon's productivity challenges such as the availability of key sector skilled workers, research and Development opportunities in key areas, the timely availability of suitable employment land and the local supply chain.
- Possible solutions to challenges facing Swindon including building Research and development space, innovative models to meet employee training and employer needs, recruitment campaigns with industry, regional partnerships, supply chain zoning and digi-tech cluster development.
- Work to encourage new business creation and relocation and engagement with existing employers to support them.
- The Grant Thornton report findings and measures to address the fall in Swindon health related metrics and the challenges in this area, which was in contrast to the positive results in other measurements which showed Swindon in the 90th percentile and that Swindon was in the top quartile across all categories.
- Increased uses of automotive systems in manufacturing and how this might affect future employment within the town.
- The need to identify future employment skill sets, to maximise the employment opportunities this offered Swindon and to ensure that these could be provided locally through innovative upskilling by retraining and training for young people.
- The need to widen training budgets from traditional silo methods to allow people to continue developing skills throughout their lives in conjunction with employers.
- Ensuring all employers had access to the upskilling training programmes available within the Borough.
- The need for the Council to identify wider levels of work to complement the LEPs High Level strategies.
- Future opportunities in cyber defence and translating and transferring data into systems and how stem skills being developed in Swindon.
- The work of Switch Onto Swindon Group in attracting workers with skillsets for vacancies that cannot currently be filled locally.

- Potential funding streams from Central Government to drive local training programmes.

Resolved – That the report be noted.

28. The Council's Refreshed Vision, Priorities and Pledges - Update

The Head of Strategic Growth and Place and Cabinet Member for Economic Prosperity made a presentation to the Committee in respect of the Council's visions and pledges relating to the remit of the Committee and responded to Members' comments and questions in respect of the following issues:

- Pledge 1 which set the ambition for Swindon to compete at the forefront of digital innovation with a commitment to using technology for positive change.
- Pledge 2 which related to Swindon's reputation as a sustainable energy exemplar, by exploring technology that converts energy from waste, facilitating the move to electrified transport, and developing opportunities to invest in renewable energy to reduce the carbon footprint.
- That Swindon produced 51.2% of its energy requirements through green energy during peak production.
- The current Council led consultation on recycling and the future recycling within the town.
- Pledge 3 – refreshing and implementing the Master Plan for Swindon's Town Centre and supporting the Council's vision of a vibrant modern place and working to promote Swindon effectively through improving the town's reputation.
- Pledge 4 – Supporting business by working in partnership to create condition to promote business growth and success.
- Pledge 9 – to increase the number of people starting an apprenticeship in line with the targets in the Apprenticeship Strategy.
- Pledge 10 – to secure a range of options to access Higher Education in Swindon and to drive up pupil attainment.
- Pledge 11- to work with partners to increase the level of skills of Swindon's workforce to support all residents, including the most vulnerable, to access employment.
- Pledge 16 – the delivery of a programme to ensure that residents, visitors and businesses feel that Swindon's town centre is a safe place to live, work, visit and do business.
- The role of Park and Ride in carbon emission reduction.
- Inward investment within the Borough and how this was affected by economic and political issues around the world.

Resolved – (1) That the report be noted.

(2) That officers be requested to submit an update report on Park and Ride within the Borough be considered to the January meeting of this Committee.

(Councillor Roger Smith made a non prejudicial declaration of interest in respect of this item as his employer worked with Forward Swindon on the Kimmerfields Development.)

29. Work Programme 2018/2019

The Committee considered a report by the Director of Law and Democratic

Services setting out the Committee's Work Programme, agreed at its meeting on 20th June 2018.

Resolved – (1) That the report be noted.

(2) That officers be requested to submit an update report on Park and Ride within the Borough be considered to the March meeting of this Committee.

(3) That the report on "Switch onto Swindon" report be considered at the meeting of this Committee in January 2019.

(4) That a report on apprenticeships be submitted to the January meeting of this Committee.

Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 11 SEPTEMBER 2018

PRESENT: - Councillors Timothy Swinyard (Chair), John Ballman, Alan Bishop, Malcolm Davies, Steph Exell, Nick Martin, Jane Milner-Barry, Stan Pajak, Maureen Penny, James Robbins and Peter Watts.

Apologies for absence were received from Councillors Toby Elliott and Vera Tomlinson.

18. Declarations of Interest

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

19. Minutes

Resolved – That the minutes of the meeting held on 14th August 2018, be confirmed and signed.

20. Public Question Time

There were no public questions

21. S/18/0545/IH Demolition of car park and storage buildings and erection of 14no. dwellings (comprising 3no. two-bed town houses and 11no. one and two-bed apartments) and associated works. Warehouse, Albert Street, Old Town

In respect of application numbered S/18/0545/IH (Demolition of car park and storage buildings and erection of 14 no. dwellings (comprising 3 no. two-bed town houses and 11 no. one and two-bed apartments) and associated works. Warehouse, Albert Street, Old Town), the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Brian Mullin	Agent
Councillor Paul Dixon	Parish Councillor

Resolved – That consideration of application S/18/0545 be deferred in order to enable the design of the scheme and parking/cycle provision to be reviewed.

22. S/OUT/18/0942/TB Outline application for the erection of 5no. dwellings following demolition of existing equestrian buildings and dwelling. Longfield , Kingsdown Lane, Blunsdon

In respect of application numbered S/OUT/18/0942/TB (Outline application for the erection of 5no. dwellings following demolition of existing equestrian buildings and dwelling). Longfield , Kingsdown Lane, Blunsdon) the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Andrew Miles	Agent
Councillor Ian Jankinson	Parish Councillor

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to grant planning permission in respect of application numbered S/OUT/18/0942 subject to the conditions set out in the report of the Head of Planning, Regulatory Service and Heritage together with any amended, omitted or additional conditions and the completion of a Section 106 agreement to secure the necessary mitigation. In the event that the applicant fails to agree an extension of time to allow sufficient time for the Local Planning Authority to deal with these matters then the Head of Planning, Regulatory Services and Heritage be authorised to refuse planning permission.

(2) That, further to (1) above, Condition 12 be amended to require details of Surface and Foul Drainage associated with the development be submitted for approval by the Local Planning Authority prior to the commencement of works.

23. S/18/0738/TB Erection of replacement shop (class A1) with ancillary office accommodation and associated works. 3-5 , Lagos Street, Swindon

In respect of application numbered S/18/0738/TB (Erection of replacement shop (class A1) with ancillary office accommodation and associated works), 3-5, Lagos Street, Swindon, the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Paul Oakley	Agent
Syed Ali	6 Lagos Street, Swindon

Resolved – (1) That, subject to (2) below, application S/18/0738/TB be granted in accordance with the recommendations and conditions set out in the report of the Head of Planning, Regulatory Service and Heritage.

(2) That, further to (1) above, Condition 7 (Delivery Management Plan) be discharged in Consultation with Central Ward Councillors.

24. S/HOU/18/0855/CHHO Erection of a detached garage, two storey side and rear extensions and creation of vehicular access via Back Lane Down Elms House, Back Lane, Blunsdon

In respect of application numbered S/HOU/18/0855/CHHO Erection of a detached garage, two storey side and rear extensions and creation of vehicular access via Back Lane Down Elms House, Back Lane, Blunsdon the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Councillor Ian Jankinson	Parish Councillor
David Hambling	Oakwood, Lower Village, Blunsdon

Resolved – That application S/HOU/18/0855/CHHO be granted in accordance with the recommendations and conditions set out in the report of the Head of Planning, Regulatory Service and Heritage.

25. S/HOU/18/0764/IH Erection of a two storey side extension 41 Rycote Close, Grange Park, Swindon

In respect of application numbered S/HOU/18/0764/IH Erection of a two storey side extension 41 Rycote Close, Grange Park, Swindon the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Hassan Khalaghi	On behalf of the Agent

Resolved – That application S/HOU/18/0764 be granted in accordance with the recommendations and conditions set out in the report of the Head of Planning, Regulatory Service and Heritage.

LICENSING COMMITTEE

THURSDAY, 27 SEPTEMBER 2018

PRESENT:- Councillors Alan Bishop, Malcolm Davies, Paul Dixon, Steph Exell, Fionuala Foley, Nick Martin, Brian Mattock, Caryl Sydney-Smith, Vera Tomlinson, Nadine Watts and Peter Watts.

Apologies for absence were received from Councillors Abdul Amin, John Ballman, Imtiyaz Shaikh and Rahul Tarar.

10. 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.

11. Minutes

Resolved – That the minutes of the meeting held on 14th June 2018, be confirmed and signed as a correct record.

12. Public Question Time

No public questions were received during the meeting.

13. Consultation for the introduction of a Tattoo Hygiene Rating System

With the agreement of the Committee this item was withdrawn.

14. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

The Council's Licensing Manager submitted a report setting out an overview of the new legislation in respect of (i) the licensing of the sale of animals as pets, (ii) the boarding of dogs and cats, (iii) the hiring of horses, (iv) the breeding of dogs, and (v) the keeping or training of animals for exhibition.

Resolved - (1) That the report be noted.

(2) That officers arrange training on the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 for Members of this Committee.

15. Request for Deviation from The Council's Street Trading Policy

The Committee considered (a) a report of the Council's Licensing Manager setting out an application to trade in Swindon Town Centre over a five week period in contravention of the existing Street Trading Policy, (b) the comments of InSwindon in respect of the organisation of a Christmas Market and support for the application received, (c) the comments of Mr Steven Hill (applicant) in support of the application, and (d) answers to Members' questions in respect of the application and current Street Trading Policy.

Resolved – That the application for a five week Street Trading Permit, by Mr Steven Hill, commencing at the end of November 2018 for a location in the town centre identified by InSwindon be approved.

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.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

THURSDAY, 13 SEPTEMBER 2018

PRESENT:- Councillors Mary Friend, Caryl Sydney-Smith and Peter Watts.

11. Appointment of Chair

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

(Councillor Watts took the Chair.)

12. Declarations of Interest

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

13. Minutes

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

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 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 15 refers.)

15. Home to School Transport Appeal

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/2018/97 be upheld and a contribution towards transport costs be granted.

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

TUESDAY, 2 OCTOBER 2018

School Members: Rhian Cockwell, Primary Headteacher
Fiona Godfrey, Mainstream Academy
Emma Leigh-Bennett, Mainstream Academy
Bob Linnegar, Mainstream Academy
Alison Lowe, Primary Headteacher
Karen Pyman, Primary Headteacher
Jackie Smith, Special Schools Headteacher
Clive Zimmerman, Mainstream Academy

Non-School Members: Peter Smith, Trade Unions

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

Apologies for absence were received from Councillor Mary Martin and Emma Lindsay (Diocese of Bristol), Jo Morris (Early Years), James Povoas (Mainstream Academy), Ben Slater (Pupil Referral Unit Headteacher), Steve Wain (16-19 Partnership), and Ray Williams (Primary Governor).

8. Minutes of Previous Meeting

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

9. Election of Chair

The Head of Education advised that Uplands Special School had become an Academy and as such, the make-up of the Committee had to be reviewed. Jackie Smith stepped down as Chair and in the absence of a Vice Chair (James Povoas), Rhian Cockwell took the Chair for Agenda Item 2. Following discussions of Agenda item 2 (please note Minute 11 below), Rhian Cockwell agreed to step down as Chair and Jackie Smith re-took the Chairmanship.

10. Public Question Time

There were no public questions.

11. Schools Forum Membership

The Head of Education and the Finance manager (Education) updated the Forum on Membership matters. They advised that a short review of current membership had been undertaken to ensure that the current membership was appropriate in the light of the evolving balance of schools in Swindon.

Resolved – (1) That School Forum agrees that:

(a) The number of Maintained School Mainstream members be reduced from

five to four due to there no longer being the need for a secondary maintained school representative.

(b) The Academy Special school representation was increased to two representatives with the maintained special school representation being one representative following the conversion to academy status of three maintained special schools.

(2) That it be noted that there was a vacancy for a Black and Minority Ethnic ("BME") representative and nominations were being sought through Swindon Borough Council's Change Lead for Equality and Diversity.

12. 2018-19 High Needs Review Group Terms of Reference

The Finance Manager, Education submitted a report regarding the High Needs Review Group Terms of Reference for 2018/20. She explained that at the Schools Forum meeting on 18th July 2018, members approved the establishment of a High Needs subgroup for a period of two years. She explained that the remit of the group included acting in the best interests of children and young people with special educational needs and disability and children and young people requiring alternative provision. The Schools Forum noted that meetings will be held weekly during term times and updates from these meetings will be presented periodically at Schools Forum.

Resolved – (1) That the establishment of the High Needs Sub-group, with the remit and arrangements outlined in the terms of reference, be approved.

(2) That the Chair of the Group submit updates as and when required to School Forum to ensure members be given the opportunity to debate topics raised at the High Needs Review Group.

(3) That the Parent Carer Group be represented on the High Needs Review Group.

13. 2018-19 Dedicated Schools Grant Budget Position

The Finance Manager, Education, submitted a report advising the Forum on the latest projected 2018/19 Dedicated Schools Grant (DSG) retained budget position and on the projected year end position against the 2018/ 19 retained budgets based upon available information at the end of August 2018. She introduced the report, commenting on the changes that had taken place since the last report, and advised that, to the end of August, the projected out-turn position was forecast to be £0.662m above the overall budget. This deficit was the result of adverse movement of £0.329 when compared to the previous position in July 2018 of £0.333m and this value of unallocated DSG balance will need to be mitigated. The increase in take-up of 30 hour places by 3 and 4 year olds also increased DSG funding. Additionally, the High needs Top-ups forecast had increased due to the additional demand, complexity of needs of some pupils and the decision to allocate personal budgets for two pupils instead of funding external placements.

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

- The use of the High Needs Contingency Budget to mitigate the DSG budget.
- The allocation of surplus funding following the return of two pupils from out of borough placements.

- The pressure on the High Needs Budget, particularly relating to out of borough placements, at other Local Authorities.
- Funding received by Swindon Local Authority for out of borough placements requested by other local authorities.

Resolved - That it be noted that:

(a) The latest projection on the 2018/19 retained budget was £0.662m above budget.

(b) Following the projected out-turn position, the unallocated Dedicated School Grant balance will be a pressure of £0.003m that has to be mitigated.

14. 2018/19 Dedicated Schools Grant October update

The Forum considered a report by the Finance Manager, Education providing an update on the latest position of the 2018/19 Dedicated Schools Grant (DSG) settlements and budget. She explained that the report included updates on (a) the Special Educational Needs and Disabilities Information Advice and Support Service (SENDIASS), (b) the Special Educational Needs and Disability (SEND) Capital, (c) Primary Alternative Provision, (d) Primary Pupil Growth Policy 2018, (e) Advisory Services and Options Appraisal, (f) Notional SEN, (g) 2019/20 Provisional DSG allocations, and (h) the consultation on the 2019/20 Local Funding Formula for Schools and Academies.

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

- The premium pupil growth policy 2018 and how future funding support for new and growing schools would be allocated.
- Swindon's Free School set up and funding.
- Recognising that the growth of Swindon was creating additional need for SEN places at schools and that this was affecting primary schools.
- How a new Special Educational Needs school could be funded.
- The expansion of Swindon's Eastern Villages and the need for new schools in that area.
- The various options for the 2019/20 Local Funding Formula for schools and academies and how financial pressures will adversely effect Swindon schools.
- How post 16 and early years were funded and confirmation that the High Needs budget did not fund these services.
- How statutory advisory services would be funded directly from the High Needs Budget and non-statutory services could be covered by the Schools Block DSG and requested through traded services as and when needed.
- The pros and cons of the various options relating to the advisory services funding.

Resolved – (1) That the following updates be noted:

(a) The SENDIASS service.

(b) The Primary Alternative provision.

(2) That the following be noted:

(a) A consultation on phase 2 of the SEND Capital Investment Fund will be launched on 5th November.

(b) The ESFA guidance on the treatment for new and growing schools.

(c) The proposal to continue to fund the Advisory Services at the same rate

from April 2019.

(d) The provisional 2019/20 DSG allocations.

(e) That the Local Authority will arrange a consultation event for all schools and academies on 20th November.

(f) That an Extraordinary Schools Forum meeting will be held on Wednesday 5th December to agree the principles of the new formula for 2019/20.

(g) Note that the indicative autumn census numbers will be requested in early October.

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

(a) the review of LA expansion situations will be conducted annually and managed through potential changes to admission numbers or one off allocation of trigger funding depending on the circumstances of the school

(b) further to (a) above, information would be divided into staffing and infrastructure.

(c) That additional funds would be made available for 1 form of entry school with a large cohort.

(d) that Option 2 of the 2019/20 Local Funding Formula for schools and academies be taken to the High Needs Sub Group for them to discuss and take forward for April 2020

(e) Further to (d) above, the Chair of the High Needs Sub Group be requested to coming back with plans to the July and October 2019 School Forum meetings.

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