



SWINDON BOROUGH COUNCIL

Municipal Year 2018/19

Meeting of Council on Thursday, 24 January 2019

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Thursday, 25 October 2018 of Special Committee (Pages 5 - 6)
2. Minutes of meeting Tuesday, 27 November 2018 of Audit Committee (Pages 7 - 10)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

3. Minutes of meeting Monday, 22 October 2018 of Scrutiny (Pages 13 - 20)
4. Minutes of meeting Monday, 19 November 2018 of Scrutiny (Pages 21 - 26)
5. Minutes of meeting Monday, 10 December 2018 of Scrutiny (Pages 27 - 34)
6. Minutes of meeting Tuesday, 6 November 2018 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 35 - 44)
7. Minutes of meeting Wednesday, 28 November 2018 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 45 - 52)
8. Minutes of meeting Wednesday, 12 December 2018 of Communities and Place Overview and Scrutiny Committee (Pages 53 - 56)

9. Minutes of meeting Wednesday, 7 November 2018 of Growing the Economy Overview and Scrutiny Committee (Pages 57 - 60)
10. Minutes of meeting Monday, 29 October 2018 of Resources and Corporate Overview and Scrutiny Committee (Pages 61 - 64)
11. Minutes of meeting Monday, 26 November 2018 of Resources and Corporate Overview and Scrutiny Committee (Pages 65 - 70)

SECTION 3 - REGULATORY COMMITTEES

12. Minutes of meeting Tuesday, 13 November 2018 of Planning Committee (Pages 73 - 84)
13. Minutes of meeting Tuesday, 27 November 2018 of Planning Committee (Pages 85 - 88)
14. Minutes of meeting Tuesday, 11 December 2018 of Planning Committee (Pages 89 - 96)
15. Minutes of meeting Thursday, 22 November 2018 of Licensing Committee (Pages 97 - 98)
16. Minutes of meeting Monday, 17 December 2018 of Licensing Committee (Pages 99 - 100)
17. Minutes of meeting Tuesday, 16 October 2018 of Licensing Panel (Pages 101 - 106)
18. Minutes of meeting Monday, 29 October 2018 of Licensing Panel (Pages 107 - 108)
19. Minutes of meeting Friday, 30 November 2018 of Licensing Panel (Pages 109 - 110)

SECTION 4 - CHILDREN SERVICES BODIES

20. Minutes of meeting Wednesday, 5 December 2018 of Schools Forum (Pages 113 - 116)
21. Minutes of meeting Tuesday, 4 December 2018 of Standing Advisory Council on Religious Education (Pages 117 - 122)

SECTION 5 - POLICE AND FIRE AUTHORITIES

22. Minutes of meeting Wednesday, 3 October 2018 of Town Twinning Network (Pages 125 - 126)
23. Minutes of the meeting Thursday, 27 September 2018 of the Wiltshire Police and Crime Panel (Pages 127 - 132)
24. Minutes of the meeting Friday 28 September 2018 of Dorset and Wiltshire & Swindon Fire Authority (Pages 133 - 140)

Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

THURSDAY, 25 OCTOBER 2018

PRESENT:- Councillors David Renard (Chair), Steve Allsopp, Oliver Donachie, Jim Grant, Russell Holland (Vice-Chair), Cathy Martyn, Des Moffatt, Maureen Penny, Kevin Small and Keith Williams.

Apologies for absence were received from Councillors Brian Ford and Stan Pajak.

1. Declarations of Interest

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

2. Minutes

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

3. Public Question Time

There were no public questions.

4. Exempt Items - Exclusion of Press and Public

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

Item No.	Paragraph No.	Minute No.
6	1 and 2	5

5. Amendments to Chief Executive Structure

The Chief Executive submitted a report seeking Special Committee's endorsement to making the post of Director of Law and Democratic Services redundant from the organisational structure with effect from 31st October 2018.

The Committee noted that, at its meeting of 5th November 2013, it had agreed a matrix to be applied to determine the level of severance payment given to Chief Officers in a redundancy situation and that final agreement for individual payments would be endorsed by the Special Committee. With regard to this previous agreement, the report also sought the Committee's endorsement to the application of the Chief Officer Severance Matrix in relation to the current postholder whose role will be made redundant, and invited the Committee to consider the removal of the Matrix, following appropriate consultation, from application to determine the level of severance payment given to Chief Officers in future redundancy situations.

Resolved – (1) That the post of Director of Law and Democratic Services be made redundant, with effect from 31st October 2018.

(2) That it be agreed that the application of the Chief Officer Severance Matrix, previously approved by the Committee, be applied to the current postholder, as set out in appendix 1 and 2 to the report, and that the Chief Executive be authorised to finalise the terms, in accordance with the matrix.

(3) That the members of the Committee be advised of the severance costs applied to this redundant post, once these have been finalised.

(4) That the Chief Executive be authorised to remove the Chief Officer Severance Matrix, following appropriate consultation, from application in future to determine the level of severance payment given to Chief Officers in future redundancy situations.

AUDIT COMMITTEE

TUESDAY, 27 NOVEMBER 2018

PRESENT:- Councillors Steve Weisinger (Chair), Kevin Small, Roger Smith, Rahul Tarar and Brian Mattock

Apologies for absence were received from Councillors John Ballman, Nick Martin (Vice-Chair) and Des Moffatt.

31. Declarations of Interest

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

32. Public Question Time

No public questions were received during the meeting.

33. Minutes

Resolved - That the minutes of the meeting held on 25th September 2018 be confirmed and signed.

34. Corporate Risk Register: IT Governance and Security

In furtherance of its specific function in relation to the review of the Council's risk management, the Committee considered a presentation by the Council's Director of Digital Services and Corporate Programmes on the current issues/risks within the areas of IT Governance and Security, and on progress in respect of mitigating actions being taken to address these.

The Director, in his presentation, placed the Council's current IT Governance and Security arrangements in the context of the reasons behind the Council's decision, in 2015, to withdraw from its, then, outsourced provision and bring the service in-house, the Council's determination of the principles that should support its information governance expectations and aspirations going forward, and the particular organisational, technical and practical measures that were being taken, and were proposed to be taken, to ensure the support service is both fit for purpose and sustainable.

Copies of the slides that accompanied the Director's presentation are published alongside the agenda on the Council's website.

Following his presentation, the Director responded to questions put by members regarding the following matters:

- The prioritisation and action programme for the resolution of outstanding IT Governance issues. (SW)
- Applicable timeframes for the storage of different data sources and available options for the reduction of volumes of archived material. (RS)

- Corporate document records management solutions, including possible digital scanning solutions. (RT)
- Cyber security warning systems. (KS)
- Call response times for the IT support service and communications around system failures. (KS)
- Savings achieved by the Council in relation to its mobile phone usage. (KS)
- Capital investment in IT services. (KS)
- The auditing arrangements in respect of the Council's IT Governance and Security. (BM)

Resolved – That the Director of Digital Services and Corporate Programmes be thanked for his attendance at this evening's meeting and for his comprehensive and informative report on the current issues/risks within the areas of IT Governance and Security, and on the Council's progress in respect of mitigating actions being taken to address these.

35. Mid-Year Treasury Performance 2018/19

The Director of Finance submitted a report setting out the Council's mid-year Treasury Management performance for 2018/19. The Committee noted that the CIPFA Treasury Code of Practice recommends that Treasury Management performance is reported to members at least twice a year.

Resolved – That the mid-year Treasury Management performance be noted.

36. Internal Audit report - Treasury Management

The Head of Internal Audit submitted a report on the key findings of the Annual Internal Audit of the Council's Treasury Management process. It was noted that the audit had found the internal control arrangements to be of a high standard resulting in only a moderate risk to the Council.

Resolved – That the report be noted.

37. External Audit - Audit Progress Report and Sector Update

Mr Steven Johnson (Audit Manager Grant Thornton) presented an Audit Progress Report from the Council's External Auditors for the Council for the Year ending 31st March 2019, to the period ending 12th November 2018. The report also included a sector update, providing a summary of emerging national issues and developments relevant to local authorities.

The Committee noted that whilst the 2018/19 financial audit was still in the planning stage, it was anticipated that the audit plan, summarising the intended approach to the key risks in the plan, would be presented to the meeting of the Audit Committee on 5th February 2019 and that any findings from the interim audit would be reported to the 20th March 2019 meeting.

Mr Johnson also provided the Committee with a brief summary of issues around the status of audit deliverables

Resolved – That the report be noted.

38.

Audit Committee: Independent Members

Further to Minute 25, and the Committee's decision to adopt a revised set of terms of reference to reflect new guidance and best practice, the Head of Internal Audit submitted a report responding to members' request for additional information regarding the benefits and possible drawbacks of appointing an independent member. The report also responded to members' request for additional information regarding what other councils were doing in relation to the appointment of independent members to Audit Committees.

Resolved – That no action be taken to appoint Independent members to the Council's Audit Committee but that this position be reviewed annually by the Committee.

39.

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

Resolved – (1) That this Committee commends the excellent work being carried out by the Corporate Fraud Team in respect of its work identifying instances of Council Tax Single Person Discount Fraud, Housing Related Fraud and Housing Benefit Fraud and notes that the total nominal and actual savings to date identified by the Team amounts to £664,049.66.

(2) That the Head of Audit be requested to submit a report to the next meeting on the outcomes of the Internal Audit Review in respect of absence management.

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Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY

MONDAY, 22 OCTOBER 2018

PRESENT:- Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Emma Bushell, Fionuala Foley, Brian Mattock, Jane Milner-Barry, Des Moffatt, James Robbins, Timothy Swinyard, Chris Watts, Steve Weisinger, Mary Friend and Caryl Sydney-Smith

Councillor Stan Pajak was also in attendance.

Apologies for absence were received from Councillors Barbara Parry and Vera Tomlinson.

28. Declarations of Interest

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

Councillor Tim Swinyard made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Consideration of Cabinet Minutes) as he worked for the company named in the report in respect of Cabinet Minute 43 (Kimmerfields Purchase Opportunity).

Councillors Jim Robbins and Caryl Sydney Smith made a personal, non-prejudicial declarations of interest in respect of agenda item 7 (Cabinet Member Questions and Answer Session – Cabinet Member for Children’s Services and School Attainment) as they were School Governors.

Councillor Jim Robbins made a personal, non-prejudicial declaration of interest in respect of agenda item 7 (Cabinet Member Questions and Answer Session – Cabinet Member for Children’s Services and School Attainment) as he was a Foster Carer.

Councillors Brian Mattock and Steve Weisinger made personal, non-prejudicial declarations of interest in respect of agenda item 10 (Call-in Request: Cabinet Member Decision) as they were Council appointment representatives serving on the Swindon Housing Board.

29. Minutes

Resolved – That the minutes of the meeting held on 10th September 2018 be confirmed and signed as a correct record.

30. Public Question Time

There were no public questions.

31. Exempt Items - Exclusion of Press and Public

That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in Items 6 (Cabinet Minutes 43 and 44) and 10 of the Notice of the Meeting on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 (of Part 1 of Schedule 12A to the Act. (Minutes 32 and 36 refer.)

32. Consideration of Cabinet Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 17th October 2018.

40. Budget Management Update

The Leader of the Council and Councillor Russell Holland, Deputy Leader of the Council and Cabinet Member for Finance, responded to questions put by Councillors Jane Milner-Barry, Des Moffatt, Jim Robbins and the Chair on the following matters:

- The impact on the current homelessness figures and Council budget arising from the previous Housing Property Voids Contract signed with an external contractor.
- The use of emergency accommodation and in particular Membury Service Station to house homeless families with children.
- The level to which Council's Investment Strategy could be considered ethical and the whether the Council could divestment its investment funds from fossil fuels.
- The direct receipt of Dedicated Schools Grant by schools and the effect this would have on Council services provided to schools.
- The Housing Revenue Account overlap with the Housing General Fund Budget.
- The cost of Special Case Reviews involving children.
- The Council's projected financial outlook to 2020 in the light of Local Government funding from Central Government issued by the Local Government Association.
- The retention of monies arising from the growth of Business Rates collected within the Borough.
- Meetings of the Commercial Investment Strategy Board and its oversight of officer decisions.

Resolved – (1) That Minute 40 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.

41. Polling District and Places Review (Minute for Confirmation)

Councillor David Renard, the Leader of the Council, responded to questions put by Councillors Emma Faramarzi and Jim Robbins, on the following matter:

- The diversity Impact Study undertaken during the process of choosing a Public House as a Polling Station.

Resolved – That Minute 41 of the Cabinet be noted.

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

Resolved – That Minute 42 of the Cabinet be noted.

43. Kimmerfields – Purchase Opportunity

Councillor Russell Holland, Deputy Leader of the Council and Cabinet Member for Finance, responded to questions put by Councillors Des Moffatt, Jim Robbins and the Chair on the following matters:

- Swindon Borough Council and private sector costs to date in respect of the Kimmerfields Development.
- The costs associated with the proposed purchase set out within the report together with the financial modelling undertaken in respect of the proposal.
- Infrastructure proposals should the development referred to be undertaken.

Resolved – That Minute 43 of the Cabinet be noted.

44. Wichelstowe Parcels Proposed Phase 0

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

- The land comprising the Phase 0 development.
- The elements of development forming Phase 0.
- The work of the Joint Development Board.
- The delay in a Cabinet Member response to questions previously put by Councillor Robbins.

Resolved – That Minute 44 of the Cabinet be noted.

(Cabinet Minutes 43 and 44 were considered without the press or public in attendance.)

(Councillor Tim Swinyard made a personal, non-prejudicial declaration of interest in respect of this item as he worked for the company named in the report in respect of Cabinet Minute 43 (Kimmerfields Purchase Opportunity.)

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

Councillor Mary Martin (Cabinet Member for Children and School Attainment), was in attendance and presented to the Committee a report summarising progress and performance in respect of each of the following service areas within her portfolio of responsibility:

- Provide strategic leadership and be the statutory lead Member for Children's Services.
- Provide the political leadership for the improvement plan.
- Through the senior officers, ensure Children are Safeguarded.
- Provide political leadership for the contract/compliance/procurement workstream of the Swindon Programme.
- Provide the political leadership for the strategic provision of:

- a) Corporate Parenting
- b) Early Help
- c) Youth Justice
- Promote Children's Health and Wellbeing.
- Provide political leadership through the Swindon Challenge Board in raising school attainment.
- Ensure that the Council's agreed priorities within the portfolio are delivered.
- To work with the Cabinet Member for Highways and the Environment to provide political leadership for the Demand Management workstream of the Swindon Programme.

To deliver these Councillor Mary Martin has been allocated the following specific responsibilities:

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

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

- 15 In addition to the two new free secondary schools, build one secondary and 12 primary schools to meet the needs of our increasing population.
- 17 Improve educational attainment, in particular at ages 16-19 so we are above the average in England within five years.
- 28 Increase the number of foster carers in Swindon so that every 'child looked after' who should be, is placed in their home borough.
- 29 Work with all of the 1270 families in Swindon who are in most need of support by 2020 in phase 2 of the Troubled Families Programme

Councillor Martin responded to the observations and questions put by Councillors Emma Faramarzi, Fionuala Foley, Mary Friend, Brian Mattock, Jane Milner-Barry, Des Moffatt, Stan Pajak, Jim Robbins, Tim Swinyard, Chris Watts and the Chair on the following matters:

- The proposed composition and role, including independent scrutiny and chairing, of the Council's new Local Safeguarding Children's Board following the Wood Review and changes to the 2018 Act.
- Examination of the outcomes of pathfinder Local Authorities in respect of their establishment of new models for Local Safeguarding Children's Boards together with future funding options.
- The outcomes of the recent campaign to encourage members of the public to report concerns and issues involving children's health and wellbeing within the Borough.
- The response times for public reporting the Multi Agency Safeguarding Team as part of the recent campaign.
- The effective on service delivery arising from the use of agency Social Workers within the Borough and in particular arising from placement changes, changes to Social Workers working with Children Looked After and placement breakdowns and improvements both in place and planned for service delivery.
- Examination results for Children Looked After.
- Work to increase the permanency of Social Workers employed by the Council and measures to retain agency staff where permanent staff cannot be recruited to ensure stability within the department.
- The benefits of re-establishing Memorandum of Understanding with other Local Authorities in the South West to prevent the poaching of Social Worker staff through increased terms and conditions and market factor supplements.
- National and region comparisons with Swindon of Special Educational Needs and Disability Statements and the reasons for Swindon having a higher statistical level than its neighbouring authorities.
- The commissioning of an outreach worker at Butterflies Family Centre and additional funding to provide this service by South Swindon Parish and Central Swindon North Parish Councils.
- An explanation of the percentage figures within progress against the service's top five improvement priorities and preventative work to reduce future demand for services.
- Children's Services Serious Case Reviews undertaken over the previous twelve months, the reporting process involved in such reviews and the process for learning lessons from Serious Case Reviews.
- The Cabinet Members priorities within the Strategic Plan's improvement pillars.
- The monitoring process for Social Workers home visits to Children Looked After and the impact on the child arising from such visits.
- The split within the school budget for work relating to prevention, intervention and work with those pupils at risk from moving past the intervention stage.
- The number of individuals and families that used Sure Start Centres and how outreach work and public participation was currently undertaken.
- Progress on improving Secondary School examination results and the reasons for such improvement.
- Pressures on parents and their children when pupils are forced to take English Baccalaureate courses instead of other subjects where they may excel and how this may impact the overall school results.
- The focus on staff training and leadership to ensure progress in teaching quality and examination results are sustainable.

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

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

(Councillors Jim Robbins and Caryl Sydney Smith made personal, non-prejudicial declarations of interest in respect of this item as they were School Governors.)

(Councillor Jim Robbins made a personal, non-prejudicial declaration of interest in respect of this item as he was a Foster Carer.)

34. 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 2018/19 be noted.

35. 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.

36. Call-in Request: Cabinet Member Decision

The Committee considered a report of the Director of Law and Democratic Services regarding a call-in request in respect of a decision made by Councillor Russell Holland, Cabinet Member for Finance concerning the transfer of five sites to the Swindon Housing Company.

The Interim Director of Law advised members that, in accordance with the Council's call-in procedure, the Committee was invited to consider the evidence provided by the four councillors as to why the decision failed to meet the requirements of the Council's principles of decision making, as set out in Article 13 (Decision Making) of the Council's Constitution, with particular regard to the carrying out of due process in reaching the decision and/or failing to fully appreciate the implications of the decision, and determine whether the matter should be referred back for further consideration.

Councillors Jim Grant, Des Moffatt and Stan Pajak, three of the four members who submitted the call-in request, expanded on their reasons for making the request and, in particular, sought clarification around the reasons for the proposed transfer of land and financial impact on the Council. The Leader of the Council and Councillors

Emma Faramarzi, Brian Mattock, Jane Milner- Barry, Jim Robbins and the Chair put questions regarding the decision

Councillor Russell Holland, Cabinet Member for Finance, responded on the issues raised, particularly in relation to the consultation undertaken in respect of the proposal. He advised the meeting that opposition spokespersons and ward members along with appropriate officers within the Council had been consulted during the consultation exercise.

Resolved - That the Committee does not support the case put forward in the notice of call-in and therefore does not refer the matter back to the Cabinet Member for further consideration.

(Councillors Brian Mattock, David Renard and Steve Weisinger made a personal, non-prejudicial declarations of interest in respect of this item as they were Council appointment representatives serving on the Swindon Housing Board.)

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SCRUTINY

MONDAY, 19 NOVEMBER 2018

PRESENT:- Councillors Robert Wright (Chair), Emma Bushell, Fionuala Foley, Brian Mattock, Jane Milner-Barry, Des Moffatt, Barbara Parry, James Robbins, Vera Tomlinson, Chris Watts, Steve Weisinger and Caryl Sydney-Smith

Also in attendance were: Councillor David Renard (Leader of the Council), Councillor Mary Martin (Cabinet Member for Children and School Attainment), Councillor Maureen Penny (Cabinet Member for Highways and the Environment) and Councillor Gary Sumner (Cabinet Member for Strategic Planning).

An apology for absence was received from Councillor Tim Swinyard.

37. Declarations of Interest

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

Councillor Barbara Parry made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Consideration of Decisions of the Cabinet Panel on School Organisation) as her place of employment is Ridgeway School.

38. Minutes

Resolved – That the minutes of the meeting held on 22nd October 2018 be confirmed and signed as a correct record.

39. Exempt Items - Exclusion of Press and Public

Resolved: That, in accordance with Section 100A(4) of the Local Government Act 1972, the public and press be excluded during the discussion of the matters referred to in item 10, on the grounds that they involve the likely disclosure of exempt information, as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information (Minute 45 refers).

40. Public Question Time

Mr Roy Worman asked questions, as a resident of Haydon Wick, regarding the Council's proposals for housing, specifically:

- a) The total number of houses the Council aims to build as part of its local plan up to 2026.
- b) The present total number of houses built.
- c) Whether the Council undertakes rolling reviews of its plans for housing, how often it is undertaken, and where it is published.

Mr Richard Bell, Head of Planning, Regulatory Services and Heritage, responded to Mr Worman's questions at the meeting.

Mr Worman asked questions, as the Chairman of Haydon View Community Association, regarding the Council's plans for flood risk management, specifically:

- a) Whether the Council will be inviting submissions from stakeholders during the flood risk review being undertaken in 2019, and if those stakeholders will receive responses.
- b) The maintenance undertaken by the Council on its ditches, brooks and rivulets during the previous five years.
- c) The likelihood of Parish Councils undertaking the maintenance of ditches, brooks and rivulets in the future.

The Chair advised that a written answer would be provided to question a) in accordance with the Public Question Time protocol. Councillor Gary Sumner, Cabinet Member for Strategic Planning and Mr Steve Jorden, Corporate Director for Communities and Housing, responded to Mr Worman's other questions at the meeting.

41. Consideration of Decisions of the Cabinet Panel on School Organisation

The Committee considered a report introducing decisions arising from the Cabinet Panel on School Organisation held on 14th November 2018.

Minute 15. Proposal to lower the age range of Bridlewood Primary School to include nursery provision for 2, 3 and 4 year olds and Minute 16. Proposal to lower the age range of Nythe Primary School to include nursery provision for 2, 3 and 4 year olds

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

- Details of the membership of this Cabinet Panel on School Organisation, the strict legal process it conformed to, and how membership information can be presented in the future.
- The projected population numbers of children in the profile areas for both Bridlewood Primary School and Nythe Primary School to seek reassurance that these decisions will not place the future capacity of non-nursery places at these schools at risk.
- How forthcoming cuts to the Dedicated School Grant may affect the viability of the proposals.
- Detail concerning the opposition put forward in response to the proposals.

Resolved – (1) That Minutes 15 and 16 of the Cabinet Panel on School Organisation 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.

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

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

- Have overview of the Strategic Spatial Planning and Development Planning Framework.
- Provide political leadership for the New Eastern Villages programme.
- Promote Sustainability.
- Have overview of the Wichelstowe Joint Venture.
- Set the direction for future strategic infrastructure programmes to support economic growth.
- Ensure that the Council's agreed priorities within the portfolio are delivered.

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

- Construct solar arrays on Council-owned land at Common Farm, Chapel Farm and a solar noise barrier along roads including the M4 at Wichelstowe.
- Make the case to Government to invest in a Thamesdown Drive extension and surrounding road improvements.
- Develop Council-owned brownfield sites at Oakfield, and other sites as they become available, for housing.
- Improve highway linkages to the Eastern Villages, particularly around the White Hart roundabout.
- With Barratt Homes we will build up to 3,500 homes in Wichelstowe including the development of a district centre.
- Deliver a borough-wide approach to increase the impact of volunteering, enabling more people to be active citizens in their communities.

The Cabinet Member for Strategic Planning also has responsibility for the following delegated responsibilities:

- Neighbourhood Planning and Sustainability
- Building Control and Local Land Charges
- Housing Strategy
- Design-based consultancy
- Wichelstowe (Commercialisation)
- Strategic flood and water management
- Street Naming

Councillor Sumner responded to the observations and questions put by Councillors Emma Bushell, Fionuala Foley, Brian Mattock, Jane Milner-Barry, Des Moffatt, Jim Robbins, Vera Tomlinson, Chris Watts, Steve Weisinger and the Chair on the following matters:

- The projected route of the canal through the New Eastern Village proposals, with particular reference to those land promoters who are requesting its redirection, and the possible reasoning for this given the typical revenue enhancing value of a canal.
- The potential need for aqueducts and bridge features along the projected route of the canal, noting that the majority of the canal is being delivered across the flood plain.
- The proposals for the Kingsdown site not yet containing agreements on all the land for possible inclusion, potentially leading to transport and education issues.
- The range and complexity of the other factors involved when moving forward with large, strategic development sites such as Kingsdown.

- The level of influence the Council has upon the building of new houses by private developers, and the impact this causes on the achievability of 1,625 being built per annum.
- Confirmation of the viability of the former playground in Bergman Close for housing development, in liaison with St Andrew's Parish Council which supports this idea.
- The increased number of houses expected to be built per year given the lag in numbers built during the first year of the Local Plan, noting that there is no specific calculation as to how the lag should be added. A review of the Local Plan would reset the requisite housing figures.
- How any review of the Local Plan would also remove the current stipulation of an extra 200 – 250 new homes a year, imposed by central government, as a penalty for not meeting the requisite number of houses.
- The consideration of objections to particular parcels of land being on the Strategic Housing and Economic Land Availability Assessment (SHELAA) site list - based on the social value of the land to residents rather than material planning aspects – during final determination of the sites.
- How the Council has factored in the requirements of the Social Care Act 2012 - to account for the social value of its activities and services to residents - as part of the process of determining SHELAA sites.
- The number of houses built by the private sector during the previous two years, confirmation of the number within that figure that were designated as 'affordable housing', and the projections of these figures in terms of consents going forward.
- Details of the changes being enacted to the enforcement of Building Regulations, by the Building Control Team, which were recommended following the Hackett Review.
- Confirmation of the standards of insulation, with particular reference to fire resistance, in Council-owned properties.
- How the Council is anticipating that revisions to the National Planning Policy Framework and review of the Local Plan will help regain control of the housing land supply by the middle of 2020 since housing need and build requirements will be clarified.
- The potential for the Council to build requirements in to planning permissions, promoting immediate building on sites and avoiding 'land-banking'.
- Whether financial constraints affecting the Planning Department are resulting in statutory obligations not being fulfilled. It was noted that any restructure of the team will ensure resources are directed appropriately and performance statistics are not expected to decrease.
- The provision of 150 houses between Highworth and Hannington, and the subsequent effect on Hannington's Neighbourhood Plan which had not accounted for these proposals. It was confirmed that Neighbourhood Plans relate to guiding infrastructure and development which deliver benefits to the community, and are not a tool to try and prevent potential housing sites coming forward.
- Confirmation on the number of officers working in the Planning Department currently as compared to five years ago.
- In terms of planning inspectors assessing the values and merits of proposals and granting appeals, whether the Council has a greater opportunity to defend against promoted sites as opposed to sites with building plans (which have been rejected by Planning Committee).

- The estimated schedule of completion for the remaining phases of development in the Wichelstowe area.
- The liaison with Wiltshire Council regarding strategic planning matters, how a joint approach to planning on cross-border matters is ensured, and any future developments planned on the border with Wiltshire.
- Assistance the Council could provide to rural Parish Councils to help manage and maintain village identities.
- The consequences of granting applications in rural villages that has other available land in the vicinity, and the precedent it sets for other developers to have applications granted.
- Expansion upon the 'buzz' around the centre of the town, and how it bodes well for delivering regeneration of the centre, as referred to in the report.
- The reasoning behind the recent decision to build a car park on the site of the demolished Wyvern Street multi-storey car park, and it being a temporary proposal to facilitate the Fleming Way proposals.
- The protection and maintenance of the green infrastructure corridors in Swindon, and the policy developed through supplementary planning documents to support future green infrastructure wedges.

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

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

43. Work Programme 2018/2019

The Committee considered a report of the Interim Director of Law (Interim Monitoring Officer) 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 2018/19 be noted.

44. 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.

45. A Review of Outsourcing / Business Transfers

The Committee considered a report setting out details of the Council's significant business transfers and service outsourcing transactions that have taken place since 2005. The Committee noted that the appendix to the report distilled the relevant details from the projects and noted the advantages and disadvantages, including the lessons learned from the transactions, with the ambition of improving commissioning capability and practice across the Council.

Councillors Fionuala Foley, Jane Milner-Barry, Des Moffatt, Caryl Sydney-Smith, Vera Tomlinson, Chris Watts, Steve Weisinger and the Chair made observations on, and asked questions regarding, the following outsourced services and business transfers:

- Community Centres.
- Leisure Centres.
- Broome Manor and Highworth Golf Courses.
- Swindon Dance, Community Dance.
- Highworth Recreation Centre.
- Various Housing, Construction, Highways, Waste and Street Smart services.
- Power Solutions and Waste Solutions.
- Grass cutting (including graffiti, street cleaning etc).
- Aspire Contract.
- Revenue and Benefits.
- Sure Start replacement services.
- Libraries.
- Regional Adoption Agency.
- The Art Centre.
- Regeneration and Economic Development.

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

(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) That the relevant officers be requested to contact St Andrew's Parish Council regarding its potential funding contribution towards the local library.

(4) That the Corporate Director of Children's Services be invited to liaise with the Chair of the Regional Adoption Agency regarding the current time and location of meetings which is proving unsuitable for Swindon representatives.

(5) That the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee be requested to add consideration of the outsourced Adult Community Healthcare Services to its Work Programme.

SCRUTINY

MONDAY, 10 DECEMBER 2018

PRESENT: Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Emma Bushell, Fionuala Foley, Nick Martin, Brian Mattock, Jane Milner-Barry, Des Moffatt, Barbara Parry, James Robbins, Timothy Swinyard, Chris Watts and Steve Weisinger.

Also in attendance were: Councillor David Renard (Leader of the Council), Councillor Russell Holland (Deputy Leader of the Council and Cabinet Member for Finance), Councillor Oliver Donachie (Cabinet Member for Economic Prosperity), Councillor Brian Ford (Cabinet Member for Adults), Councillor Dale Heenan (Cabinet Member for the Town Centre), Councillor Maureen Penny (Cabinet Member for Highways and the Environment), Councillor Gary Sumner (Cabinet Member for Strategic Planning) and Councillor Stan Pajak.

An apology for absence was received from Councillor Vera Tomlinson.

46. 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 James Robbins made a personal, non-prejudicial declaration of interest in respect of agenda item 7 (Possible effects of leaving the EU) as he works for a Member of the European Parliament.

47. Minutes

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

48. Public Question Time

Mr Roy Worman, Haydon Wick, asked several questions regarding the Council's draft Waste Strategy for 2019-2029 and the Council's proposals for updating streetlights in the Borough, specifically:

- a) The reasoning behind the introduction of a £5 charge to residents for replacing waste boxes.
- b) How the stated figure of 51% of the survey respondents indicating a charge of £5 or more per box was reasonable was calculated, given that 44.83% had indicated a preference of £3, and only 29.12% had indicated a preference of £5, according to the chart in the report.
- c) The zero cost to homeowners for providing waste bins at newly built houses.
- d) Funding for the resultant additional costs in terms of the extra equipment and staff required if food waste was to be collected on a weekly basis.
- e) Why 'various service changes and lack of communication to residents in recent years' are being cited as the possible cause for the decline in recycling rates by almost 10%.
- f) Whether the £72m proposed for the updating of streetlights across the Borough will include improving visibility at pedestrian crossings.

The Chair advised that a written answer would be provided to b) in accordance with the Public Question Time Protocol. Councillor Maureen Penny, Cabinet Member for Highways and the Environment, responded to Mr Worman's other questions at the meeting.

49. Consideration of Cabinet Decisions

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

Item 48. Budget Update

Councillor David Renard (Leader of the Council), Councillor Russell Holland (Deputy Leader of the Council and Cabinet Member for Finance), Councillor Oliver Donachie (Cabinet Member for Economic Prosperity), Councillor Brian Ford (Cabinet Member for Adults), Councillor Dale Heenan (Cabinet Member for the Town Centre), and Councillor Maureen Penny (Cabinet Member for Highways and the Environment) responded to questions put by Councillors Fionuala Foley, Jane Milner-Barry, Des Moffatt, Jim Robbins, Tim Swinyard, Chris Watts and the Chair on the following matters:

- When the financial settlement for local government is expected to be announced, given the current issues with the vote on Brexit.
- What the highest expected charge will be, once all charges and fees have been uplifted by 5% or a rounded price.
- The proposals for the splash park, and the creation of other leisure facilities.
- The Council's ability to contest de-registration of properties given that some are left empty and become derelict.
- The potential for parish councils to receive a portion of the surplus on the council tax element of the Collection Fund.
- How the relief for council tax reduction is calculated, which can lead to those areas with the highest ratio of benefit claimants receiving the least amount of funds.
- The process for residents to register when the waste collection team have damaged a waste bin, and to get a new bin issued.
- How the current planning assumption of basic council tax increasing by 2.99% for 2019/20, along with an additional adult social care precept of 1%, will be applied as 3.99%.
- How the £2.29m changes proposed for 2019/20, due to the increase in demand for Supported Living Placements, will include sheltered homes.
- The additional £84m of Children's Services funding over five years, and which twenty councils this will be allocated to.
- The reasons for the additional election costs which have been incurred this year.
- The change in management responsibility for cost centres which has resulted in services for travellers being transferred internally from Housing to Public Health.
- The Council's intent towards the building of a Solid Recovered Fuel (SRF) waste plant.
- The research and development being undertaken by Public Power Solutions in to the treatment and processing of waste.

- How caps for the LED lights proposed for street lighting across the Borough have been included in the business case to reduce the impact of light brightness in residential areas.
- The halving of funding for long standing grants to cultural groups, and the subsequent risk this may cause in losing match funding from the Arts Council.
- The ability of the Swindon Museum and Art Gallery to fund itself given the shortening of opening hours and the reduction in staff numbers.

Resolved – (1) That Minute 48 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.

Item 49. Capital Monitoring Quarter 2 2018-19

Councillor Des Moffatt made an observation regarding the increased revenue that should be generated as a result of removing the swimming pool at Lydiard House.

Resolved – That Minute 49 of the Cabinet be noted.

Item 50. Mid-Year Treasury Performance 2018/2019

Councillor Russell Holland (Deputy Leader of the Council and Cabinet Member for Finance) and the Director of Finance (Section 151 Officer), responded to a question put by Councillor Des Moffatt regarding the effect of prudential borrowing rules on the Housing Revenue Account, whereby any borrowing has to be able to be revenue funded.

Resolved – That Minute 50 of the Cabinet be noted.

Item 51. References from Other Council Bodies – Corporate Parenting Advisory Board and Health and Wellbeing Board

Councillor Brian Ford (Cabinet Member for Adults) made an observation on how those with Learning Disabilities in employment are not included within the figures calculated for the Supported Employment Strategy, leading to artificially low numbers.

Resolved – That Minute 51 of the Cabinet be noted.

Item 52. Draft Waste Strategy 2019-2029

Councillor Maureen Penny (Cabinet Member for Highways and the Environment), responded to questions put by Councillors Emma Faramarzi, Jane Milner-Barry and the Chair on the following matters:

- The expected publication date of the draft waste strategy by central government.
- Whether the successful work undertaken in South Oxfordshire to increase its recycling rates has been referenced, given the Councils target of increasing its own recycling rate to 60% by 2029.
- How surplus heat from the SRF process can assist in the processing of food waste.

- The expected markets for the outcome from the SRF process which includes anaerobic digestion, remedial work for soil, bio gas, and possibly the fuelling of vehicles.
- The potential problem for residents from the odour of food waste bins left out for collection, particularly in the summer months.

Resolved – That Minute 52 of the Cabinet be noted.

50. Leader of the Council: Six Month Update

Further to Minute 5/2018, and in accordance with the Council's Constitution, Councillor David Renard, Leader of the Council, was in attendance to report to the Committee on the Authority's performance in the first half of the 2018/19 Municipal Year in progressing the Council's priorities and targets, as outlined in his Annual presentation to the Committee at its June meeting. As in previous years, as requested by the Committee, the report outlined particular examples of where the Council had performed well, and also advised on the challenges facing the Council.

The Leader confirmed that, since the adoption of the Council's Vision, Priorities and Pledges in 2015, some of the Pledges had been delivered and new issues and opportunities had emerged. As such, it had been necessary to update the Pledges this year to reflect these changes. The Leader highlighted some of the achievements against the Pledges during 2018/19, which included:

- Pledge 3a Kimmerfields: Zurich having reaffirmed its commitment to the town, confirming that it hopes to build new purpose-built offices on the Kimmerfields site, next door to its current home in the Tri-Centre.
- Pledge 3d Carriage Works: The unique and historic buildings have been regenerated and reimagined and are now home to a vibrant hub for learning, creative and digital industries in an emerging tech hotspot.
- Pledge 3f North Star: The Council recently granted planning permission on the North Star development and swift progress is expected on site, with SevenCapital signalling its intention to begin work in the next few months.
- Pledge 6b Wichelstowe Development: As the Joint Venture at Wichelstowe has been established, work has gone into the drafting and negotiation of the s106 planning agreement to secure the necessary infrastructure to support the development. The District Centre phase continues with the construction of the Deanery Secondary School, due to open in September 2019. The Hall and Woodhouse project is nearing completion and is due to open early in the New Year. In addition, the unique footbridge, commissioned from Sebastien Boyesen, is under construction. The canal restoration and public square are clearly visible on site and on target for completion. Housing delivery within the District Centre is expected to commence in spring 2019.

The Leader, in his report, also highlighted future challenges which included:

- The impact of Brexit.
- The uncertainty surrounding local government funding from April 2020 onwards.
- The increase of demand-led social care pressures on Children's and Adult's Services.
- The quality of the broadband infrastructure that is available to businesses and customers, and its impact on the competition between Swindon and other places for investment as the internet-based economy continues to develop.

- Making use of successful partnerships and membership of organisations such as the England's Economic Heartland Strategic Transport Forum.

Councillor Renard and Councillor Oliver Donachie (Cabinet Member for Economic Prosperity) responded to questions and observations put by Councillors Emma Faramarzi, Nick Martin, Brian Mattock, Jane Milner-Barry, Des Moffatt, Barbara Parry, Jim Robbins, Tim Swinyard, Chris Watts and the Chair on the following matters:

- The progress of implementing the Vision, Priorities and Pledges by officers.
- How the Planning Committee balances competing demands when considering proposals such as the North Star Village for example, where the proposed Snowdome building will not be 'zero carbon' but will grow Swindon's economy.
- How the proposed developments at the North Star Village will attract visitors from large distances, but will have a resultant increase in traffic and travel emissions within the town which may not be of benefit to Swindon residents or its environment.
- How Ward councillors can liaise with planning officers in ensuring that any planning conditions imposed on the North Star development are met.
- The interrelationship between the capital spend and revenue savings planned at Coate Water, and what is being done to ensure that this investment is not wasted and that the right support is in place for this asset.
- The significant development that has taken place so far at Kimmersfields and expectations of when the project will be finished, given that Homes England is a key partner and owns 40% of the remaining site to be developed.
- How Zurich are the 'anchor tenant' in Kimmersfields, and the plans for the Tricentre 1 building that they will be vacating.
- The creation of a Town Centre Movement Strategy to evaluate traffic movement in and around the town centre, which would take in to account the implications of consented and planned new development whilst providing evidence to assist with the prudent and responsible management of the network, as discussed by Cabinet at its meeting on 11th July 2018.
- The slippage on delivering the southern access routes in to the Wichelstowe development, and the changes that have been made to the design. The Committee noted that the Local Enterprise Partnership funding for this project has to be used by March 2021, and that there will be knock on effects to the rest of the development if the southern access routes have not been completed by then.
- Proposals for the park and ride facilities at Junction 15 and Junction 16 of the M4, plans for re-opening a park and ride facility in North Swindon, and whether a budget has been set to improve the traffic situation in Rodbourne.
- How to make connectivity work across the Borough, ensuring a joined-up approach to delivering proposals.
- How the Business Engagement Officer can assist businesses in Rodbourne with their concerns such as the lack of street signage and the travel times within the area potentially putting off visitors. It is anticipated that the introduction of tariff matching in the Bristol Street car park in March 2019 should help alleviate some of the traffic problems in the Rodbourne area.
- Complaints received regarding the new fee systems on the car parks in the town centre, and that business owners in the town centre would like free parking introduced to compete with out of town areas.

- Recognising the importance of having a strong parking enforcement regime across the Borough, and the current recruitment campaign for four Enforcement Officer vacancies.
- The excellent career development choices provided for young people by apprenticeships, and the Council's Strategy on this matter. The Committee noted that the Growing the Economy Overview and Scrutiny Committee had an item on its agenda for 30th January 2019 to review how the Council encourages companies to provide meaningful apprenticeships resulting in jobs.
- The possibility of Parish Councils becoming involved in the provision of vehicular charging points across the Borough.
- The shortage of social workers nationally and the problems this causes the Council in driving forward its agenda of improvements and ensuring that children develop meaningful relationships with staff.
- Resolving the issues between the salaries and employment offer for permanent and agency social worker staff.
- The reasoning behind the early finish of Swindon Challenge now that there is a more collaborative approach across schools in Swindon, and more rigorous and detailed plans are in place. The Committee noted that organisations such as the Swindon Secondary Schools Attendance Network and the Swindon Association of Secondary Heads are helping to shape best practice and introduce action plans, which will be a positive step forward in improvements and attainment.

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

51. Possible effects of leaving the EU

The Committee considered a report setting out the issues identified so far for the Council in light of the departure of the United Kingdom from the European Union ("Brexit") on 29th March 2019. The report also addressed the Council's response to Brexit through both its inward investment and business retention and expansion programmes. The report was submitted following this Committee's request for an update at its meeting on 10th September 2018 (Minute 26 refers) along with a subsequent Council resolution on 20th September 2018 (Minute 41 refers).

Councillor David Renard, Leader of the Council, and Councillor Oliver Donachie (Cabinet Member for Economic Prosperity) responded to questions and observations put by Councillors Des Moffatt, Stan Pajak, Jim Robbins, Chris Watts and the Chair on the following matters:

- The potential effects on the Council if there is a 'no deal' situation, particularly regarding issues such as the benefits currently gained from European funding.
- The contingencies in place should civil unrest result from the Brexit issue.
- How the Council, through the Local Resilience Forum and with support from the Business Retention, Expansion and Inward Investment Team, can assist businesses with considering eventualities and creating plans for Brexit.
- How smaller businesses can access support through organisations such as the Chamber of Commerce and The Federation of Small Businesses. The Swindon and Wiltshire Local Enterprise Partnership, through the Growth Hub, has also published information to help businesses prepare for Brexit.

- The consideration given to meta-economic circumstances (such as larger businesses dominating demand and supply, impacting on the ability of smaller businesses to compete) and how the Council can react to issues in, and support the needs of, key sectors not directly under its control.
- Concerns regarding the impact of Brexit on the trade of exports to the European Union (EU).
- The effect of the referendum result on the number of EU workers in Swindon, and the number of staff who might be EU citizens affected by the need to apply for Settled or Pre-Settled status.
- The potential impact on children's social care services if those EU citizens currently employed within the service decide to leave, and whether the Council will look outside the EU for recruitment in the future.

Resolved – (1) That the report be noted.

(2) That the Chair and Cabinet Member for Economic Prosperity be asked to report the outcomes from this discussion to the Growing the Economy Overview and Scrutiny Committee and Council.

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

52. Work Programme 2018/2019

The Committee noted the report of the Interim Director of Law 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.

53. Status of Requests for Action and / or Information

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

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

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

TUESDAY, 6 NOVEMBER 2018

PRESENT:- Councillors Fionuala Foley (Chair), Claire Crilly, Malcolm Davies, Steph Exell, Mary Friend, Nick Martin, Caryl Sydney-Smith and Robert Wright and Rosemary Curtis (Big Breakfast Plus) and Carol Willis (Healthwatch).

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

Councillor Oliver Donachie attended the meeting in respect of Minute No 24.
Councillor Cathy Martyn attended the meeting in respect of Minute No 28.
Councillor Brian Ford attended the meeting in respect of Minute No 30.

21. Declarations of Interest

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

22. Public Question Time

In accordance with Standing Order 28, Councillor Emma Faramarzi asked a number of questions covering a) the merger of five surgeries in North Swindon, b) how they were operating, c) the affect this had on patient's access to their doctors, d) whose responsibility was it for monitoring the new service and e) actions being undertaken to improve services.

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), responded at the meeting.

Councillor Dale Heenan, Cabinet Member for the Town Centre submitted to the Committee questions from local residents regarding the recent merger of surgeries in North Swindon under International Medical Holdings (IMH) Services and the impact this had on patients registered in the Liden and Eldene area.

The Chair thanked Councillor Heenan and advised that a response would be circulated after the meeting.

Councillor Heenan asked supplementary questions on behalf of Councillors Kevin and Barbara Parry and Mr Zachary Hawson, Parish Councillor for Eldene in their absence regarding a) the communication methods used to inform patients of the changes being implemented b) the methods to be used for future changes and c) how the Local Authority would be able to assist the CCG in relation to communicating relevant information to patients.

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), responded at the meeting and agreed to invite Committee Members and Councillor Dale Heenan to Moredon Medical Practice (the Hub) to review the work being undertaken.

Resolved – That the Executive Nurse at NHS Swindon Clinical Commissioning Group extend an invitation to Councillors to view Moredon Medical Practice.

Ms Kate Linnegar, Prospective Parliamentary Candidate for North Swindon, submitted a question regarding the role of IMH in running the following surgeries in Swindon: Taw Hill, Eldene, Abbey Meads, Phoenix, and Moredon.

The Chair thanked Ms Linnegar for her question and advised that a response was tabled at the meeting.

Ms Linnegar was in attendance and asked a supplementary question regarding actions to be undertaken if IMH Group did not meet the required standards.

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

Mr Alan Rothwell of Toothill, submitted questions regarding the staffing and financial contributions made by the Local Authority to implement Health initiatives in Swindon and what actions were being taken to address the rise in the number of fast foods outlets in the town.

The Chair thanked Mr Rothwell and advised that a response was tabled at the meeting.

Mr Rothwell was in attendance and asked supplementary questions regarding the training provided for volunteers helping the Local Authority implement Health initiatives in the town.

The Director of Public Health responded at the meeting.

Ms Samantha Wathen, Chair of “Keep our NHS Public Swindon”, submitted a written question regarding the progress made in exploring PS Mike Hughes ideas around a safe assessment area as a viable alternative to the place of safety by both Swindon CCG and AWP and how would this be promoted.

The Chair thanked Ms Wathen for her question and advised that a response was tabled at 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 Paul Vater, Chief Operating Officer, NHS Swindon CCG and Mr Paddy McKee, Clinical Lead - Wiltshire Locality, Avon and Wiltshire NHS Partnership Trust (AWP), responded at the meeting.

Councillor Oliver Donachie, Cabinet Member for Economy Prosperity asked questions regarding the historical, current and future actions that would ensure a smoother transition and acceptance of the new services provided by IMH or similar companies.

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), responded at the meeting.

Ms Helena Bowie (Swindon resident) asked questions regarding a) the reasonable adjustments being made to ensure all those with a disability were able to access the IMH services, b) the location and physical access to the Hub at Moredon, c) the time spent with a doctor during visits, d) continuity of care to ensure a good rapport was built with one doctor, e) access to personal medical records when a patient visits the walk-in centre.

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), and Kevin McNamara, Director of Strategy, Great Western Hospital (GWH) NHS Foundation Trust, responded at the meeting.

23. Minutes

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

24. Supported Employment

Councillor Oliver Donachie, Cabinet Member for Economy Prosperity submitted a report updating the Committee on how the Council was helping people with health and care needs and in receipt of social care to find and maintain employment. Councillor Donachie presented the report and explained how national studies indicated a link between paid employment and better physical and mental health and that with the right support, employment was an achievable goal and increased independence, improved mental health, and the ability to learn and develop.

The Cabinet Member for Economy Prosperity drew the following key issues to members' attention:

- The Council's Supported Employment Strategy was approved by the Health and Wellbeing Board on 10 October 2018.
- The work of the Supported Employment Officer to develop an action plan to deliver the five objectives outlined in the strategy.
- The range of internal and external stakeholders who were consulted with and who noted that a change of mind-set to deliver the strategy would be a challenge.
- The key activities that had taken place over the past six months to deliver the strategy.
- The activities to be undertaken over the next six months.

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

- The tendency of volunteers to remain in situ over progressing to paid full time employment.
- The project being promoted locally by the Routes to Employment Commissioner.
- Measuring Swindon's Employment Supported Strategy implementation against other local authorities.

- Comparison between the current strategy and the previous Youth Training Schemes and the lessons learnt.
- The Employment Supported Scheme's impact on the Enterprise Works.
- Designing training to ensure employers' needs were met.
- Provision of targeted career's advice for people with learning disabilities.
- The resources being provided by the Local Authority to the Voluntary Sector.

Resolved – (1) That the report be noted.

(2) That the Commissioner, Routes to Employment, be requested to circulate information on Swindon's Employment Supported Strategy implementation against other local authority's performance.

(3) That the Commissioner, Routes to Employment, be requested to provide information on the quality and quantity of careers advice available for people with learning disabilities.

25. Clinical Commissioning Group Update

Ms Gill May, Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG), introduced Ms Lucy Baker, Interim Associate Director at Wiltshire CCG to update the Committee on how Bath and North East Somerset, with Swindon and Wiltshire CCGs were improving Maternity Services by providing more choice of maternity services to prospective mothers. She advised that a consultation exercise with external stakeholders was currently being undertaken and would end on the 24th February 2019.

Ms Baker responded to questions regarding the following matters:

- Choices available to prospective parents were not determined by demographics or individual financial constraints.
- The medical needs of some prospective mothers determine the location of a child's birth to ensure clinical safety.
- Engagement with prospective mothers who opt to stay in full time employment until the baby's due date.

Ms Gill May then 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 May drew the following key issues to member's attention:

- The improvement in the call times for the Prescription Ordering Direct (POD) Service following the recruitment of more staff.
- The replacement of the IT system which would help monitor patient flow.
- The achievement of national standards for cancer referrals from doctors.
- Waiting list for the provision of acute healthcare had improved against targets set by NHS England.
- The consultation with patients, carers and the local community on the changes proposed when prescribing gluten free products.
- The implementation of the Swindon and Shrivenham General Practice Forward View Delivery Plan.

- Monitoring of the Swindon/GWH system Accident and Emergency Sustainability Plan for 2018/19 against key indicators.
- The consultation of the Maternity Transformation Plan would commence in mid-November.

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:

- Dealing with the increased volume of patient contacting the North Swindon surgeries during the week and how this was addressed by IMH Group.
- The new technology being used by IMH Group and how the increased demand during some days of the week affected the volume of telephone calls.
- The consultation being undertaken to review the number of prescriptions being written for gluten free products.
- Doctors' training now included a focus on nutrition to help patients adopt a better lifestyle.

Resolved – (1) That the report be noted.

(2) That the Interim Associate Director at Wiltshire CCG be requested to attend the Committee's meeting on the 29th January 2019 with an update on the Maternity Consultation exercise.

26. 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:

- Progress made in stabilising and improving Adult Community Health Services with the aim of creating a single integrated community and acute service.
- The Home First Initiative pilot that saw patients discharged from hospital more quickly.
- The Older Patients Pathway Pilot that focused on ensuring patients who arrived at the Emergency Department were assessed, treated and discharged with as little time spent in hospital as appropriate.
- The Trust's positive progress against the "Sign Up To Safety" Initiative that helps ensure the NHS is the safest healthcare system in the world.
- Progress made to recruit staff into the Trust.
- Financial pressures faced by the Trust.

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:

- The work of the Trust in implementing the Older Patient's Pathway Initiative.
- Recruitment of students who were on placements at GWH.
- The use of technology (Skype) to recruit staff from overseas.

- The recruitment campaign that promoted Swindon as a central location to live and work at.
- The support of the Asian community in Swindon when new people move into the area.
- The support given to homeless people on discharge from the Emergency Department.
- The Trust's duty to refer homeless people to the appropriate services to enable them to get support.
- Planning financial budgets to ensure there was no adverse impact on current and future programmes.
- The work of the Primary Care in reducing diseases by promoting the benefits of healthy eating and lifestyle.

Resolved – (1) That the report be noted.

(2) That the Director of Strategy, Great Western Hospital (GWH) be requested to circulate to the Committee an update on the Older Patients Pathway before the next meeting of the Committee.

27. 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 Paddy McKee, Clinical Lead - Wiltshire Locality, Avon and Wiltshire NHS Partnership Trust (AWP), presented the report and drew the following key issues to member's attention:

- Following the implementation of the Trust Transformation Programme, changes to some models of care, which include Primary Care Liaison Service (PCLS) and the Acute Community Unit (ACU) were undertaken.
- The development of a Trust wide programme to address recruitment and retention.
- The improvements within the bed management process that aided patient flow across the various STPs (sustainability and transformation partnerships).
- Care Quality Commission report and findings pending following their inspection in September 2018.
- As part of the Trust's "Listening in Action Programme", a staff survey was underway with results influencing future projects.
- The Acute Community Unit pilot project was extended to January 2019.
- The minimal delays in discharging patients from Applewood Court and offering alternatives to hospital admission.
- The reduction of out of borough placements.
- The recruitment to the substance misuse liaison posts.
- The range of support provided by Swindon LIFT Psychology.

Following the introduction of the report, Mr McKee, together with Councillor Brian Ford, the Cabinet Member for Adults and Paul Vater, Chief Operating Officer, NHS Swindon CCG, responded to members' questions and comments on the following issues:

- The support provided by Swindon MIND on recruitment and service provision made available at Swindon's "Calming Café".

- The preliminary comments by the CQC on the provision of internal and external break-out spaces for patients.
- The implementation of the Listening Action Programme and how this benefits patients.

Councillor Brian Ford, the Cabinet Member for Adults informed the Committee that he was in discussion with the Planning Department regarding the infrastructure of the “Calming Café”.

Resolved – (1) That the report be noted

(2) That Executive Nurse at NHS Swindon Clinical Commissioning Group (CCG) be requested to include information regarding the environment for Section 136 patients at the next meeting of the Committee.

28. Winter Homelessness Provision

The Cabinet Member for Housing and Public Safety submitted a report updating the Committee on the arrangements being implemented to support those at risk of sleeping rough during the forthcoming winter months. The Head of Housing detailed some of the reasons for becoming homeless and sleeping rough and confirmed that the Rough Sleeper Reduction Strategy, which was developed in consultation with the Homelessness Organisations Stand Together in Swindon (HOSTS), was submitted to the Health and Wellbeing Board on 10th October 2018 for their approval. He also referred to the funding received from the Government’s Rough Sleeping initiative and elaborated on how the funding was to be used. The Head of Housing advised that the Council voluntarily supports the Severe Weather Emergency Protocol (SWEP) and instigates the service when the temperature drops to 0 degrees or less for 3 consecutive nights.

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

- The details of the Rough Sleeper Reduction Strategy which were now available on-line.
- The opening of the Day Centre referred in 3.3 of the report and the arrangements being made to implement the Rough Sleeping initiative.
- Importance of communication between commissioners and providers to ensure the Day Centre was a success.
- Training staff and volunteers at the Day Centre.

Resolved - (1) That the report be noted.

(2) That the Head of Housing be requested to circulate an update regarding training staff at the Day Centre.

29. Population Projections in Swindon

The Director of Adult Social Services submitted a report that provided an overview of population change and ageing in Swindon and some of the implications for the economy, public services, society and the individual. Councillor Brian Ford, Cabinet Member for Adults stated that this report provided positive news and that the community of Swindon would be able to benefit from the programmes being implemented. Director of Adult Social Services advised that the data was collated in collaboration with the Public Health department and referred to the ageing population and changing structure of the population in Swindon that would bring

both opportunities and challenges for the economy, services and society at national and local levels.

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 impact on the community due to the declining levels of home ownership.
- The need for the Planning Department to consider population growth in Swindon when reviewing the Local Plan.
- The infrastructure put in place when new developments were given planning permission to ensure people did not feel isolated.

Resolved – That the report be noted.

30. 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. She 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 Learning Disability Services offering support service to enable those with disabilities to actively contribute to society.
- The timely identification of adults at risk and robust compliance with adult safeguarding processes to ensure their safety.
- A higher proportion of Swindon Care Homes judged as good or outstanding by Care Quality Commission.
- Timely assessments and reviews for carers were being undertaken following the implementation of a new system.
- The promotion of achieving a healthy weight and an active lifestyle has resulted in the reduction of excess weight prevalence in Swindon.
- The approach being taken to reduce the number of people who smoke in Swindon.
- The improvement in the delayed transfer of care provision.

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

- The success of the "Beat the Street" exercise initiative and the plan to repeat this exercise next summer.
- Ferndale School's crowing as winners of the "Beat the Street" exercise initiative.
- Robert Buckland MP's campaign with the Swindon Seniors Forum, the police, the NHS, the Local Authority and the Third Sector to tackle the issue of loneliness.

Resolved – (1) That the report be noted.

(2) That the Director of Adult Services be requested to include opportunities promoted by the University of the Third Age in the Councillor's Bulletin.

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 programme for the Municipal year 2018/19 be updated to reflect actions contained in this report.

Resolved – That the report be noted.

(2) That the Work Programme be updated to include the following two items to the Committee's meeting on 29th January:

- Joint report from the CCG and AWP on mental health.
- An update on Maternity services.

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

WEDNESDAY, 28 NOVEMBER 2018

PRESENT:- Councillors Barbara Parry (Chair), Alan Bishop, Matthew Courtliff, Fay Howard, Nick Martin, Carol Shelley, Roger Smith, Caryl Sydney-Smith and Nadine Watts.

Spencer Allen (Swindon Association of Primary Headteachers), Steve Colledge (Swindon Association of Secondary Headteachers), Alison Paul (Association of Swindon Special Schools Headteachers), Jacquie Watt (Swindon SEND Families Voice), Carol Willis (Healthwatch).

Apologies for absence were received from Elaine Poulter (Parent Governor) and Liz Townsend (Church of England Diocese).

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

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.

Councillor Barbara Parry made a non-prejudicial personal declaration of interest in respect of Agenda item 21 (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 21 (Children's Performance Summary) in her capacity as governor of Swindon Academy.

19. Public Question Time

No public questions were asked or submitted for this meeting.

20. Minutes

Resolved -That the minutes of the meeting held on 19th September 2018 be confirmed as a correct record.

Councillor Mary Martin reminded members of the purpose of the Committee and commented that she expected the minutes to demonstrate and record the challenge and scrutiny that the Committee provided.

21. Children's Summary of Performance 2018/19 Quarter 2 Year to Date Position

The Performance Lead, Children Services, submitted a report providing an update on the performance of Swindon Children's Early Help and Social Care services based on the provisional year to date position at the end of September 18.

The report captured the key headlines from the most recent performance dataset and provided additional service contexts and aspects of performance information which should be considered when reflecting on the overall direction of travel for Quarter 2 of 2018/19. The report also contained information on the Local Childrens Safeguarding position on Serious Case Reviews (SCR's), Education Health and Care Plans (EHCP's), Electively Home Educated Children and Children Missing Education.

In response to challenge and questions by Members, information was provided:

- a) That the Early Help Hub effectively screened 90% (476) of families within 2 working days. The Committee scrutinised the reasons for the delay in supporting the remaining 10% (21) families and it was agreed that a briefing note would be circulated after the meeting.
- b) Members challenged the reduced number of contacts into the MASH. It was confirmed that a change in the Pathway resulted in open cases going directly to the social worker involved with the child and family rather than being re-triaged at MASH. This ensured support was provided more quickly and efficiently. The Committee heard that there were audits and checks and balances in place to ensure the process was working as expected. As this was a new system, scrutiny was in place via the department's monthly Performance Board. The Committee was further advised that there was a process in place to identify any performance variance and if this occurred, a management response was required and corrective action taken.
- c) That due to the high number of social care re-referrals, the department had commissioned a detailed audit to take place in November. This exercise would enable the department to review individual cases and determine reasons for the re-referral; action would then be taken as necessary.
- d) That decisions on 84% of MASH cases during September were reached within 24 hours. The Committee heard that the remainder of the cases had undergone risk assessments and exception reports are provided to the service management team and monthly Performance Board.
- e) That in respect of the Healthy Child Programme, the 2.6% (12) young children who would have missed the initial assessment are being followed up by Health Visitors to ensure these assessments are undertaken.
- f) That after monitoring a range of criteria as part of the Troubled Families Programme, 650 troubled families had attained successful outcomes since the beginning of the programme. This was due to effective partnership working with a range of internal and external stakeholders and the timely processing of information for the benefit of the Troubled Families programme. The Committee heard that on a recent visit to the Local Authority, senior officers from the Department of Communities and Local Government reviewed outcomes for families and dip sampled cases from the Troubled Families Programme. Initial feedback received was very positive and claims were approved.

- g) The range of positive activities in place to support looked after children. These included reviewing high priority external placements (including residential) on a case by case basis to ensure the best outcome for the child. The Committee heard that the work programme relating to this work included recruitment and retention of foster carers, discussions between the Placement Team and local providers to help children and young people remain in Borough and to commission agencies to develop “Local Homes for Local Children” initiative. The Committee was advised that actions within the work plan were aimed at reducing the number of placement moves looked after children undertake and improving placement stability.
- h) That the Fostering Team had undertaken a successful campaign to recruit local foster parents and the initial response had been positive. A more targeted campaign was being undertaken to recruit foster carers from various under represented backgrounds to help match children and families, for example from a similar ethnic background.
- i) That all statutory assessments had been completed.
- j) Elected Members challenged on the conversion of Statement of Special Educational Needs and Education, Health and Care Plans (EHCP’s). It was noted that 7 statements had not been converted and remedial action is in place to get them converted urgently.
- k) That Swindon compared reasonably with national statistics regarding Care Leavers who were in education, employment or training, although it was noted that there is a downward trend and action is in place to reshape this.
- l) That whilst the number of Serious Case Reviews of children who had died or received a life-threatening injury due to abuse or neglect was not gathered nationally, the Committee accepted (and endorsed) that research could be conducted with other Local Authorities to get an overview of the numbers. The Committee were positive that the Local Safeguarding Board would be gathering this information and asked for information in the March 2019 report.

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:

- The time it took for the remaining 3% of parents to receive support from the Early Help Hub.
- A copy of the exception report for the remainder of the 16% of MASH cases that were not determined within 24 hours.
- Reasons why 2.6% (12) young children would have missed the initial assessment undertaken by Swindon Health Visitors.
- A breakdown on the number of EHCP referrals and tribunal appeals upheld.
- The location of care leavers who were not in education, employment or training.

(3) That the local Children’s Services Board (LSCB) Manager requested to undertake research with other Local Authorities regarding the number of serious

case reviews undertaken where a child has died or received a life-threatening injury due to abuse or neglect.

(4) That a Sub-Committee be set up to review the Children's Services Action Plan and report back to the Committee at a future meeting.

22. Specialist Resource Provisions and Provision for Deaf and Hearing Impaired Pupils

The Head of Education with the Special Educational Needs Commissioner submitted a report providing information on the specialist resource provisions (SRPs) which are based in Swindon schools to meet the needs of children and young people with special education needs and disabilities. At the request of Councillor Parry, Chair of the Committee, representatives from Red Oaks Primary School and the Hearing Support Service attended the meeting and informed the Committee on the range of facilities and provision available for children at the Resource Centre and on the work undertaken at the school. Tamara Turchet, Senior Advisory Teacher Hearing Support Team, Zoe Norman, Manager at the Special Resource Provision (SRP) at Red Oaks Primary School and Rachel Surch, Headteacher of the school, gave a presentation (attached to Minutes) on the services and support provision available for deaf and hearing impaired pupils in Swindon, particularly at Red Oaks Primary School.

Following the presentation of the report, the officer responded to members' questions and observations on the issues raised. The Committee noted:

- a) That the SRP takes children from the point of diagnoses during the Early Years and primary school stages.
- b) That the number of children using the services varied across Key Stages and that children in Key Stage 1 sometimes recovered following medical intervention and then returned to full time mainstream education.
- c) That support regarding financial, emotional and practical issues was provided to parents.
- d) That regular meetings were held with neighbouring Local Authorities to share good practice.
- e) That visual phonics was developed over time at Red Oaks Primary School and this linked BSL (British Sign Language) to the children's overall education. All children at the school use BSL.
- f) That recruitment of staff with a BSL Level 3 qualification was difficult and this affected pupils being admitted into the school. On further challenge the Committee heard that discussions were being held between the three families affected by this situation and local schools on the best way to ensure the children attended mainstream education and receive the support they needed.
- g) That factors such as the family environment, language use, levels of reading and writing and the ability to combine this with learning BSL affected the attainment and outcomes of hearing impaired children.

- h) That a benchmarking exercise with other Local Authorities regarding the education attainment of deaf children was conducted by the school.
- i) That due to parental preferences where they requested their child attended a local school, the number of schools providing special resource provision supporting pupils with various Special Educational Needs had grown in Swindon.

Resolved – (1) That the report be accepted with Members of the Committee appreciating the high quality of provision that is accessible to Swindon children and families.

(2) That the Head of Education be requested to circulate information regarding the benchmarking exercise conducted by the school regarding the educational attainment of the deaf children attending the school so that Members can review the impact and outcomes of the quality of provisions on children's educational attainment.

23. Education Other Than at School

The Head of Education with the Special Educational Needs Commissioner submitted a report providing information on the Education Other Than at School (EOTAS) service which included four separate services that supported a range of vulnerable children and young people. These include the Pupil Referral Unit, a Centre for Vulnerable and Anxious pupils, the Hospital School and an Adolescent Unit based at Marlborough House (NHS facility).

The Head of Education with the Head of the Pupil Referral Unit referred to the routine work to ensure there was challenge and scrutiny of the effectiveness of the support being provided within EOTAS and that the pupils were made to feel valued. This helped students engage with the service resulting in better outcomes for them.

Following the presentation of the report, the officers responded to members' questions and observations on the issues raised. The Committee noted:

- a) That the students welcomed the provision of education tailor made for them at the new Fernbrook Centre. The new accommodation has made a significant difference.
- b) That following the relocation to new premises, the Centres were able to support a higher number of vulnerable students.
- c) That positive feedback was received from Ofsted last year for the provision of full time education of vulnerable and anxious students attending Clapham Hobbs Centre, Fernbrook Centre and the Adolescent Unit based at Marlborough House.
- d) That pupils transitioning to the new premises were supported by various teams in Children's Services including Swindon Tuition Service.
- e) That discussions were being conducted with the three Swindon Associations of Headteachers to produce a graduated response to exclusions by delivering effective strategies. These would help support vulnerable pupils and enable them to remain in mainstream education.

- f) That the outcomes for the pupils attending the Centres were monitored and tracked and the results for the past year had indicated that pupils had positive Risk of Need Indicator outcomes. This was due to the implementation of individual programmes and guidance, resulting in 93% of students remaining in post 16 education. The Committee heard that the other 7% (4 students) were being supported by youth engagement workers.

Resolved – That the report be noted.

24.

Exclusions from Schools

The Head of Education with the Special Educational Needs Commissioner submitted a report providing information on the number of fixed term and permanent exclusions from schools, the reasons for those exclusions and the actions being taken.

The Head of Education with the Additional Provision and Reintegration Manager confirmed that the report linked closely to the previous report on Education Other Than At School (EOTAS), particularly relating to young people who attend the Borough's Pupil Referral Unit (Fernbrook). The Committee was advised that the overall number of permanent exclusions had decreased slightly from the previous year. The Head of Education referred to the exclusions data and explained that whilst there were only 2 permanent exclusions in the primary setting, this year saw some schools reporting an increase in behaviour management issues.

The Head of Education explained that due to this, discussions were being undertaken with Nylands School to increase provision and provide tailored support for pupils. He further referred to the discussions held with Secondary schools. Through the support of the Alternative Provision Working Party and the Fair Access Panel, pupils at risk of exclusions were able to transfer into another school where they would undertake a fresh start.

Following the introduction of the report, the Head of Education, together with the Additional Provision and Reintegration Manager, responded to the members' questions and comments. Members noted that:

- a) The Department had commissioned an external review across a number of Swindon secondary schools to identify good practice in order to reduce the number of exclusions. This was then cascaded to all schools.
- b) Pupils at risk of exclusion who were on Early Help Records were supported by the Early Help Hub and cases graduated to the Fair Access Panels if needed.
- c) There was no clear correlation between academic achievement and exclusions.
- d) The Fair Access Panel met every fortnight but had a limited remit. The Committee further heard that its aim was to support students moving to alternative schools and they worked closely with parents to ensure parental preference was considered when reviewing cases.
- e) Ethnicity profile of excluded students matched the profile of Swindon

students.

- f) There was no clear correlation between young people who were repeatedly excluded and mental health issues.

Resolved – (1) That the report be noted.

(2) That the Head of Education be requested to circulate information on the number of exclusion cases reviewed by the Fair Access Panel over the past year

25. Pupils Electively Home Educated

The Head of Education submitted a report providing information on the number of pupils who are Electively Home Educated (EHE), Children Missing Education (CME) and school attendance. He referred to two aspects of work where the Education Welfare Service was the lead service but was also supported by other internal and external partners which included the Elective Home Education (EHE) and Children Missing Education (CME) teams. The Head of Education further referred to the data and advised that a) the number of home educated pupils had increased nationally and this was reflected in Swindon; b) school attendance was better than the national average in primary schools, with secondary schools similar to the national average; c) schools were being supported by the Education Welfare Service (EWS) through the Traded Services agreement; d) support was being provided by the EWS to parents who opt for home schooling; and e) the process of identifying and monitoring children missing education was resulting in less children missing education.

Following the introduction of the report, the Head of Education, responded to the members' questions and comments. Members noted:

- a) That there were a number of reasons why parents decide to home educate their children and these included a breakdown of relationship with the school and opting for more vocational and creative studies.
- b) That in respect of missing children, the EWS liaise with the Police and the Multi Agency Safeguarding Hub and occasionally if necessary Interpol to ensure child safety by identifying the whereabouts of a child, particularly if it was believed that the child had been taken out of the country. Swindon operates a robust policy of not removing children from the CME list until their whereabouts are known or all possible avenues have been exploited.
- c) That data reflected students accessing pupil premium were more prone to miss education. This issue is challenged by the Local Authority with Headteachers.
- d) That the Professional Lead in the EWS was offering support and guidance to the Swindon Secondary Attendance network helping them further support those pupils who are persistently absent from school.
- e) That in respect of pupils on part time timetables, guidance to schools was issued last year by the Local Authority and whilst schools recorded this information, a new system was being implemented by the Local Authority to overall monitor this information. The Committee were advised that this

monitoring was the responsibility of all partners and not exclusive to the Local Authority.

Resolved – That the report be noted.

26.

Work Programme 2018-19

The Committee considered a report by the Director of Law and Democratic Services on the results of the work programme consultation and the suggested priorities of 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:

- a) The next Performance Report be submitted at the meeting on 20th March 2019.
- b) A joint CAMHS and TAMHS report be submitted by the Principal Office, Health & Wellbeing and the Executive Nurse CCG at the meeting on 23rd January 2019.

COMMUNITIES AND PLACE OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 12 DECEMBER 2018

PRESENT:- Councillors Claire Ellis (Chair), Matthew Courtliff, Kevin Parry and Garry Perkins.

Apologies for absence were received from Councillors Steve Allsopp, John Ballman, Janine Howarth, Roger Smith and Vera Tomlinson.

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 4th September 2018, be confirmed and signed as a correct record.

14. Public Question Time

Mr Jim Stempsey asked a question regarding the enforcement of parking restrictions particularly in relation to offences involving car parking on verges and pavements in the event of the introduction of a Borough-wide car parking scheme. The Chair responded at the meeting.

15. Presentation - Parking on Verges and Pavements within the Borough

The Service Manager Transport Planning and Traffic Management made a presentation to the Committee in respect of parking on verges and pavements within the Borough. During his presentation the officer referred to issues relating to the legal, logistical, enforcement and financial implications of the introduction of local of Borough-wide car parking restrictions.

Following his presentation the officer responded to Members' questions and comments in respect of the following matters:

- The absence of a general prohibition on pavement parking within the Borough.
- Current legislation available to be utilised by the Council in respect of parking on pavements.
- Police enforcement of the criminal offence of driving on pavements.
- Police responsibility for traffic enforcement action, including the removal of an offending vehicle, where a car, parked on a pavement, was causing an obstruction.
- The adoption by the Council of legislation to deal with vehicles and the role its enforcement officers in responding to situations where vehicles were obstructing dropped kerbs and driveways, including obstruction caused by vehicles parked on pavements.
- Parking on verges was only illegal within the Borough if there were parking

restrictions in place for the adjoining road. Such restrictions also applied to adjoin grass verges and pavements.

- Damage to kerbs and grass verges arising from cars parking on them.
- In the absence of the introduction of national legislation the Council would need to introduce a traffic regulation order to prevent pavement parking in any specific location or Borough-wide.
- The introduction of any Borough-wide Road Traffic Order would have significant implications.
- There had been discussions with ward councillors regarding the introduction of traffic regulation orders for parking but these had not been taken forward when the overall implications, including displacing parked cars into adjoining streets and areas and parking in narrow streets, had been considered.
- The consultation and legal process and costs associated with the introduction of Traffic Regulation Orders.
- The considerable time and resources used by Slough Council when introducing a Borough-wide ban on parking on verges and pavements.
- The Council's current review of parking standards for new housing developments.
- Current enforcement issues and those likely to arise should Traffic Regulation Orders be put in place around the Borough.
- The benefits of undertaking a cost/benefits analysis prior to the creation of any Traffic Regulation Orders.

Resolved – That officers be thanked for their interesting and useful presentation the presentation and their detailed responses to Members' questions.

16. Presentation - Pothole Repairs

The Service Manager Highway Asset Management and Project Delivery made a presentation to the Committee in respect of pothole repairs within the Borough.

The officer responded to Members' questions and comments in respect of the following issues arising from the presentation:

- The current Code of Practice which commenced in October 2018 and which contained 36 recommendations which set the framework for maintenance of the highway on a risk based approach for the management of the Council's Highway Infrastructure, including planned and unplanned maintenance based upon a local level of service, local accountability and local affordability.
- The portfolio of Highway assets which included carriageways, footpaths, bridges, street lighting, traffic signals and highway land.
- That gulley maintenance was undertaken on a risk based approach with three categories of maintenance level.
- That the estimated value of the Council's Highway Infrastructure was approximately £1.3 billion and covered approximately 863 km of carriageway.
- The Council's main responsibilities and duties under the Highways Act 1980 and Traffic Management Act 2004.
- The inspection process for all highways, footpaths and cycleways within the Borough which provided a detailed inspection at least once or twice a year.
- Routine highways maintenance to potholes, patching, kerbs, paving, road signs, street nameplates and road linings.

- The process for inspections of potholes on highways, footpaths and cycleways and how these were categorised for repairs and patching.
- Programmed maintenance to larger footways and carriageway projects identified by the Highway Asset Team.
- Techniques and technology used for pothole patching within the Borough and the investigation of alternative materials for pothole repairs.
- The number of potholes identified within the Borough and length of time the backlog of repairs would take if funding were available.
- The defect management plan operated by the Council to prioritise and repair potholes once they have been reported.
- The level of insurance claims made against the Council in relation to damage caused by potholes.
- How the standard of repairs to the highway and footpaths undertaken by utility companies is monitored and where necessary enforced.
- The co-ordination of works by utility companies to limit inconvenience to highway users and to prevent highways and footpaths being needlessly disrupted.

Resolved - That officers be thanked for their interesting and useful presentation the presentation and their detailed responses to Members' questions.

17. Greenbridge Roundabout Update

The Service Manager Highway Asset Management and Project Delivery reported orally updating Members on issues relating to the Greenbridge Roundabout following improvement upgrades.

The officer responded to Members' questions and comments in respect of the following issues arising from his oral report:

- Work undertaken to traffic signals to reduce queueing on the approach to the roundabout and changes to lining on the road to better define lanes on the roundabout.
- The use of traffic lights to prioritise traffic from different locations depending on traffic levels.
- The benefits of putting in signage, identifying lanes to use, on the approach to the roundabout to ease traffic movement.
- The rationale for linking traffic lights to pedestrian crossings rather than installing part-time traffic lights.
- The traffic modelling predictions used in preparing the Greenbridge Roundabout improvements.
- How the development of the Greenbridge Roundabout will be used to inform future developments.
- The effect of the future Eastern Village developments on the ability of the Greenbridge Roundabout to cope with increased traffic volumes.

Resolved – That officers be thanked for their interesting and useful presentation the presentation and their detailed responses to Members' questions.

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GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 7 NOVEMBER 2018

PRESENT:- Councillors Emma Famarzi (Chair), Mark Dempsey, Paul Dixon, Imtiyaz Shaikh, Caryl Sydney-Smith and Chris Watts.

Apologies for absence were received from Councillors Garry Perkins and Roger Smith.

30. 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 Oliver Donachie made a non prejudicial declaration of interest in respect of Agenda Item No. 5 (Presentation - Digital Portfolio and Digital Billboards) in his capacity as a Council appointed representative serving on the Wiltshire and Swindon Local Enterprise Partnership.

31. Public Question Time

No public questions were received during the meeting.

32. Minutes

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

33. Presentation - Digital Portfolio and Digital Billboards

The Head of Strategic Growth and Place and the Cabinet Member for Economic Prosperity made a joint presentation to the Committee updating Members on issues relating to the Council's Digital Pledge, Digital Bill Boards, Smart Energy Technology and Digital Skills.

Following the presentation the Cabinet Member for Economic Prosperity and officers responded to Members' questions and comments in respect of the following issues arising:

- The diversity of the digital pledge which covered much of the work of the Economy and Skills Directorate.
- The role of the Business technology team in supporting digital technologies in Swindon through business retention and the expansion of inward investment.
- The Council's engagement with businesses including digital interventions and the identification of skills sets within the town to strengthen the town's business offer.
- The Council's strategic approach, based on research and market intelligence, which had identified digital technology as a strategically important sector for Swindon.
- Work to create a digital technology network in Swindon during the first quarter of the Municipal Year 2019/20.

- Support provided to digital technology businesses in Swindon which included funding bids to the European Structural Investment Fund and Wiltshire LEP to attract Small to Medium Enterprise (SME) businesses.
- Work to support Swindon based business through the roll-out of superfast broadband within the Borough, which included £6 million of contracts for hardware refreshes of broadband equipment (which could support 5G provision).
- Support to enable businesses to access Ultrafast Broadband by connecting industrial estates and linking future commercial developments.
- Work to further understand the benefits and impact of 5G in Swindon and how this will shape future working practices and investment across a number of industries.
- Meeting with the network providers and businesses regarding the potential roll-out of 5G in Swindon and the expansion of fibre provision in Swindon.
- The opportunity to attract high skill employers and employees to the Borough through an early roll-out of 5G in Swindon.
- Work to identify internal Council barriers that might prevent technological infrastructure investment.
- The identification of inward investment opportunities in the event of an early 5G roll-out.
- The use of digital billboards to welcome people to Swindon and to provide them with concise information.
- The risk and budget profile for digital billboards, including the identification a private sector partner to help provide infrastructure and expertise.
- Preparation and modelling undertaken in respect of the provision of digital billboards, including best practice of other Local Authorities.
- The identification of potential procurement partners through soft marketing.
- Work to identify suitable sites, including the M4 motorway and rail station, for the siting of digital billboards either through a single or multi-site model prior to seeking authorisation to go out to tender and procure a system.
- The role of digital billboards in bringing visitors and business into Swindon.
- The role of digital billboards in providing public realm messages and updating residents and visitors with up to the minute information.
- The current breakdown of businesses occupying the Carriage Works premises and its role in hosting a wide variety of events.
- The development of a smart energy system at Waterside and the success of the Council in championing and establishing green energy generation and infrastructure within the Borough.
- The promotion of digital skill courses through adult education and schools to prepare residents for current and future employment opportunities.
- Work with partner organisations to promote digital skills currently required within the town and also for projecting future digital skills required by Swindon's workforce.
- The role of adult community learning in increasing social inclusion through a lifelong learning approach.
- Work with the Local Enterprise Partnership and businesses to identify the high level digital skills needed by current and future employers in the Borough.
- Work on the Phase 2 bid for Institute of Technology and with national bodies such as the Institute of Coding.

Resolved – (1) That the officers and Cabinet Member for Economic Prosperity be

thanked for their interesting and useful presentation.

(2) That the Digital Billboard project team be requested to consider the siting of Digital Bill Boards on the M4 motorway approach to Swindon in any single or multi-site scheme.

(3) That the Head of Planning, Regulatory Services and Heritage be requested to consider the amendment of Planning Policy IN3 to require developers to install dark fibre infrastructure as part of all new developments.

(Councillor Oliver Donachie made a non prejudicial declaration of interest in respect of this item in his capacity as a Council appointed representative serving on the Wiltshire and Swindon Local Enterprise Partnership.)

34. Work Programme 2018/19

The Committee considered a report by the Interim Director of Law 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 the Learning Town Website to the March meeting of this Committee.

(3) That an update report on progress with the Wichelstowe development be added to this Committee's 2019/20 Work Programme.

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RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 29 OCTOBER 2018

PRESENT:- Councillors Brian Mattock (Chair), Steve Weisinger (Vice-Chair), Steve Allsopp, Claire Ellis, Des Moffatt and Timothy Swinyard

Apologies for absence were received from Councillors Mary Friend, Andy Spry and Robert Wright.

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 11th June 2018, be confirmed and signed as a correct record.

9. Public Question Time

Mr Roy Worman asked public questions in respect (i) the Council's Communications Policy and how this might be improved, (ii) the Council's call-in call-in process, and (iii) the rationale for issues being debated by the Council in private. The Chair responded at the meeting.

10. Update on Resources and Corporate Services Overview and Scrutiny Committee Work Programme 2017-2018

The Committee received a presentation setting out an update on the Committee's 2017/18 Work Programme and actions previously requested by the Committee.

Following a presentation by Sam Mowbray, Director Performance, Organisation Improvement and Communications the Committee discussed the following points raised in the presentation:

- Progress made in respect of the Swindon Programme.
- The delivery of Information Technology systems and the embedding of an improved culture within this delivery programme.
- The programme for developing the skills of managers and aspiring leaders as part of the Council's delivery programmes.
- Work being undertaken as part of organisational management and development to improve culture, service delivery and putting the customer and customer support at the forefront of the Council's work.
- The Council's communications strategy.
- The current status of the Wichelstowe development.
- Support provided to Credit Unions as part of the wider work in respect of debt management advice.

Resolved – That the report be noted.

11. Presentation - The Swindon Programme

The Committee received a presentation on the Swindon Programme.

Following a presentation by Glen Peach, Director of Digital Services and Corporate Programmes the Committee discussed the following points raised in the presentation:

- The current status of the four themes contained within the Swindon Programme and plans in place to ensure their timely delivery.
- The delivery of business case in respect of the loneliness and isolation and learning disability themes.
- Progress in the delivery of the Skype for business pilot, digital discovery work (the precursor to forthcoming digitalisation work) and the Council's career website and governance for the Swindon Programme.
- The current risk assessment in respect of work related to the delivery of the Swindon Programme.
- The current status of in-year savings and savings identified for future years as part of the Swindon Programme.
- The current progress in respect of the Organisational Excellence theme, Digital Services and in particular on-line forms.
- The continued modernisation of customer services and call centre.
- The procurement of major information technology systems and soft market testing prior to procurement.
- Workforce modernisation including pay and reward, employee value, absence management and specialist consolidation.
- Commissioning, procurement and commercialisation targets and savings.
- The resourcing of the Council's Call Centre, current demand, prioritisation for vulnerable residents, staff training and demand management in respect of this service.
- The need to clearly communicate with the problem where system problems are identified.
- Current trends in respect of volumes of telephone calls being handled by the call centre.

Resolved – (1) That the report be noted.

(2) That officers be requested to investigate methods for prioritising telephone calls from vulnerable residents and those organisations who assist vulnerable residents.

12. Digital Strategy Update

The Committee received a report of the Director of Digital Services and Corporate Programmes setting out an update on the Council's Digital Strategy.

Following a presentation of the report the Director of Digital Services and Corporate Programmes the Committee discussed the following points raised during his presentation:

- The strategy's role, in conjunction with the customer access strategy and supported by an IT Strategy and a cyber protection strategy in enabling the Council to function properly within a changing digital world.

- The challenges faced in modernising the Council's major IT systems.
- Engagement of residents who did not have access to digital services or who preferred to use alternative methods of communication.
- How the Council could learn from other Local Authorities who had trialled new IT technologies and systems.
- How the Council could achieve a better system of data sharing through agreements with its partners.
- The use of information technology to allow staff to be more flexible in working and to maximise the Council's use of resources, including building space.

Resolved – (1) That the Council's Digital Strategy be endorsed.

(2) That the work of the Director of Digital Services and Corporate Programmes and Cabinet Member for Corporate and Customer Services and the Corporate Management Team to develop the Council's Digital Strategy be supported.

(3) That the Director of Digital Services and Corporate Programmes be requested to forward to members of this Committee details of any problems regarding the sharing of data arising from the transfer of library services to alternative providers within the Borough.

13. Consultation / Engagement Strategy

The Committee received a presentation by Sam Mowbray, Director Performance, Organisation Improvement and Communications and Philip Avery, Head of Communications, Performance and Engagement setting out details of the Council's Consultation and Engagement Strategy.

Following a presentation by Sam Mowbray, Director Performance, Organisation Improvement and Communications and Phil Avery, Head of Communications, Performance and Engagement the Committee discussed the following points raised in the presentation:

- The Council's Consultation Policy which was due for renewal and how this policy assisted the engagement strategy.
- Anecdotal feedback from Council forums on the effectiveness of current engagement with local residents prior to decisions being made by the Council.
- Engagement with members prior to consultation with local residents and the creation of a new Council Engagement Strategy.
- The results of the Local Government Association Residents Survey undertaken in 2017 which showed that Swindon was broadly in line with the national average in a number of categories including satisfaction with the Council, Trust in the Council, the provision of Value for Money Services, the Council's level of engagement with residents and Residents feeling well informed.
- The suggestion from the Local Government Association Residents Survey that the Council needed to improve its engagement of local residents which to allow them to feel they have influence and to increase the level of trust.
- The methods by which local residents were currently obtaining information from the Council.
- Current forms of public engagement by the Council and how these might be improved.
- The need to keep Councillors fully informed regarding issues within their

wards.

- The need to talk to residents at an early stage prior to decisions being made, especially in the climate of scarcer resources being available to the Council, and for residents to see the results arising from any consultation.
- How the Council can engage a wider range of residents across a wide range of issues and maximise the expertise available within the Borough.
- The need for the Council to acknowledge mistakes it makes and for full engagement even on difficult issues in order to build trust.

Resolved – That the officers be thanked for their interesting and useful presentation.

14.

Work Programme 2018-2019

The Committee considered a report by the Interim Director of Law Services setting out the Committee's Work Programme, agreed at its meeting on 11th June 2018.

Resolved – (1) That the report be noted.

(2) That consideration of the Swindon Programme be deferred until the meeting of this Committee scheduled to be held on 16th January 2019.

(3) That an update on financial issues affecting this Council resulting from the Chancellor of the Exchequer's Budget be considered at the next meeting of this Committee.

RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 26 NOVEMBER 2018

PRESENT:- Councillors Brian Mattock (Chair), Steve Weisinger (Vice-Chair), Toby Elliott, Claire Ellis, Emma Faramarzi, Des Moffatt, Andy Spry and Robert Wright

Apologies for absence were received from Councillors Mary Friend and Timothy Swinyard.

15. Declarations of Interest

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

16. Minutes

Resolved – That the minutes of the meeting held on 29th October 2018 be confirmed and signed as a correct record.

Members noted that the methods for prioritising telephone calls from vulnerable residents and those organisations who assist vulnerable residents (Minute 11 refers), and the problems regarding the sharing of data arising from the transfer of library services to alternative providers within the Borough (Minute 12 refers), will be considered under the Swindon Programme item at the meeting of this Committee on 16th January 2019.

17. Public Question Time

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

- a) How much debt the Council has under a Lender Option Borrower Option (LOBO) loan, and what the interest rates are.
- b) Public involvement in the consideration of proposals through the Cabinet process which are worth more than £10m.
- c) The procedure for councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions, using quantitative indicators included in the Capital Strategy.

The Chair responded at the meeting.

18. Draft Capital Strategy

The Committee considered a report regarding the updated 2018 CIPFA Prudential Code which sets out the requirements for a Capital Strategy to be approved by Council before the end of the 2018/2019 financial year. The report included the draft document taken to Cabinet on 17th October 2018 as Appendix 3 to the Budget Management Update report, and also highlighted the key requirements of the Capital Strategy.

The Head of Finance (Deputy S151 Officer) introduced the report and confirmed that the draft Capital Strategy ties together all future capital investment requirements, along with borrowing requirements, and includes references to

processes and governance. The draft also allows for more scrutiny of the Council's commercial investment programme, and section 7 in particular sets out a framework around prioritising capital investment proposals which is not restrictive.

Following the presentation of the report, the Committee discussed the following points raised:

- The definition of 'commercial sensitivity' as used within the draft.
- The importance of considering wealth generation and future returns to help improve Swindon, alongside the four priorities set out in the Council Plan 2016-2020.
- How the concept of a 'digital city' has led to a reinterpretation of town centre regeneration in to town-wide regeneration, and the subsequent clarity required on how money is spent within particular budgets.
- How the Council adopting digital changes within its working practices will affect future capital investments and policy development.
- The sufficiency of using the Cabinet Member Decision Note process to approve investment proposals worth less than £10m.
- The lack of member-wide involvement in specialist Cabinet Member Advisory Groups.
- The process of determining members for newly created Boards on projects of significant size.
- The platform provided by the Council to attract external funding for investing in buildings such as the Health Hydro.
- Introducing a weighting on risk factors within the draft to highlight the importance that attracting external funding has in ensuring the survival of heritage buildings in Swindon.
- Whether Cabinet Member Advisory Groups are 'a relevant committee' when considering the effective scrutiny of proposed investments as part of the due diligence process.
- Whether the profit from capital works undertaken by Public Power Solutions are factored in to considerations of its benefit to the Council, the funding provided by the Council for the capital works compared to external funding sourced, and the revenue profit being made by the Council.
- When Whitehall will be imposing prudential borrowing rules in relation to any increase in borrowing for capacity for the housing rent account.
- The frequency of meetings, and the availability of minutes from the Commercial Investment Strategy Board, and the Cabinet Member Advisory Group which scrutinises the Board's decisions.
- The effectiveness of the Community Infrastructure Levy (CIL) from a financial perspective since its introduction, and the possibility of returning to negotiating Section 106 Agreements for all assets required within the Borough including community facilities.

Resolved – (1) To note the contents of the draft Capital Strategy, submitted for consideration by Cabinet at its meeting on 17th October 2018, and the approach taken to the capital investment criteria detailed in section 7 of the strategy.

(2) That officers be requested to investigate the frequency of meetings and the availability of minutes from the Commercial Investment Strategy Board, and the Cabinet Member Advisory Group which scrutinises the Board's decisions.

(3) That officers be requested to determine the effectiveness of CIL since its introduction.

19.**Presentation - Autumn Budget**

The Committee received a presentation from the Head of Finance (Deputy S151 Officer) highlighting the main Autumn Budget announcements that may affect the Council as follows:

- £45m of additional funding for Disabilities Facilities Grant in 2018/19 (the Council received £96k the previous year).
- £420m in 2018/19 to tackle pot holes and other minor road highways works (the Council received £1.241m the previous year).
- £400m of in-year capital funding allocations to schools in 2018/19 (the Council received £50k per secondary school and £10k per primary school the previous year).
- £650m of extra Social Care funding for English Local Authorities in 2019/20 (it has been confirmed the Council will receive £1.3m).
- An additional £84m of Children's Services funding over 5 years across 20 councils (there is currently no further information available regarding this).
- For two years up until the next Revaluation in 2021 all retail premises with an RV below £51,000 will have their bills reduced by one third. It is expected that Local Authorities will be to be compensated for this measure through s31 grant.
- £675m of co-funding will be provided through a new "High Streets Fund" to assist with rejuvenation of High Streets and, in particular, changing unused business and commercial property into residential accommodation.
- Additional funding for the Housing Infrastructure Fund of £500m will be provided.
- The government will abolish the future use of PFI and PF2, saying there is compelling evidence that it does not deliver value for taxpayers or genuinely transfer risk to the private sector.

Following the presentation, the Committee discussed the following points raised:

- The likelihood of the quoted figures remaining stable following the Brexit vote in December.
- The removal of National Non-Domestic Rates on public toilets, and the possible extension of this to public libraries which would assist with funding shortfalls.

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

(2) That the Head of Finance (Deputy S151 Officer) be thanked for their comprehensive and informative presentation.

20.**Workforce Modernisation Programme - Leadership and Culture**

The Committee considered a report outlining the Council's current programme of leadership development for staff and managers across the Council. The report highlighted how, in order to become a modern, efficient and effective organisation and deliver the ambitious Vision for Swindon set by members for delivery by 2030, the Council requires brave, resilient and connected leaders across all levels of the Council in order to drive the cultural change required.

The Director of Performance, Organisational Improvement and Communications introduced the report and confirmed that the Council had improved its leadership

and management development programmes since 2015, and invested significant officer time and resource in to the development of the following four programmes: Swindon Manager; Aspiring Leaders; Future Leaders, and; the Senior Leadership Programme. She referred to staff survey results which indicate a friendly but ineffective management approach across the Council, and advised that a work stream had been included in the Swindon Programme to address this perceived deficit in management competency. The Committee also noted that the programmes ensure staff are supported in updating their skillsets as the requirements of local authorities shift.

The Committee received a presentation from the Organisational Development and Learning Development Lead Officer on the Council's approach to making sure it has, and continues to develop, the skills set needed for modern, effective and efficient management and leadership. She highlighted the following points:

- That business research continues to reaffirm that the biggest driver of organisational performance and employee engagement is line management behaviour.
- That peer reviews and consultancy feedback have indicated that the Council needs to focus on performance, and equip leaders to rise to the challenge of delivering public services in a decreasing budget context.
- How the Swindon Manager programme assists managers to manage themselves, people, activities, and partnerships and relationships. Each has competencies specified within them, linked to the performance framework cycle.
- How the Aspiring Leaders programme runs for four months, and has two cohorts of 16 per year. The Committee noted that all employees are eligible for this programme, which is internally facilitated and has both theoretical and practical components set by one of the Swindon Programme Boards.
- How the Future Leaders programme runs for nine months, and has one cohort of 16 per year. The Committee noted that the programme is open to middle management level or above, is accredited, and has both academic and practical components set by the Corporate Management Team.
- How both the Future Leaders and Aspiring Leaders programmes have an application process, coaching and psychometrics, and real business challenges.
- How officers have worked closely with stakeholders to design the Senior Leadership Programme, in collaboration with Footdown.
- The robust evaluation of the programmes, including with Bath Spa University as an independent academic partner.

Following these presentations, the Committee discussed the following points raised:

- The criteria used to determine the appropriateness of an organisation, in terms of officers working with them on a temporary basis as a developmental opportunity.
- The competitive application process undertaken by those applying for the programmes.
- Ensuring trust in the programmes where there may be a negative perception amongst staff surrounding the unsuccessful completion of a course.
- How psychological and philosophical ideas differ amongst people, leading to multiple understandings of how to achieve results, and whether the most appropriate learning paths have been selected for the programmes as a consequence.

- The assessment of a person's capacity to undertake the demands of a given programme alongside daily workload pressures, and their self-discipline for completing learning tasks.
- The inclusion of specific training and development for social workers in children's and adults services, given the current problems of recruitment and retention in this area.
- How confidence is encouraged in those staff members undertaking the programmes to ensure they feel they have made the right choice.
- The efforts being made to resolve the issue of staff finding they are unable to put in place what they have learnt from the programme, and who could also be viewed as a threat to their own leadership.
- Plans for improving the training and developmental offer to councillors.
- The qualitative evaluation of changes to behaviour as a result of having completed a programme.
- The promotion of the training and developmental offer at the Council as part of the recruitment process.
- How the current four programmes on offer differ from previous programmes run by the Council, and how they will elevate the organisational level.
- The use of the 'intend to' model of leadership within the programmes.
- The processes in place to help staff members who have been pushed to become a manager, but wish to return to being non-managers, and how those in non-management positions can be recognised and rewarded for doing a good job.
- The need for cross party support to improve the training opportunities for councillors to help them undertake the roles and responsibilities of the post, recognising that Council officers may not be viewed as the most appropriate trainers.
- The effectiveness of circulating presentations, like the one delivered by the officer at this meeting, for discussion at political group meetings which may help raise awareness of topics and improve the natural demand for being 'kept up to speed'.

Resolved – (1) To note the planned rationale, content and delivery of the Council's leadership development programmes.

(2) That the Organisational Development and Learning Development Lead Officer be thanked for her comprehensive and informative presentation.

(3) That a report be submitted for consideration by this Committee in twelve months' time, providing an update on the improvements being achieved in relation to the amounts being spent on these programmes.

(4) That a report be submitted for consideration by this Committee at a future meeting, providing an update on the plans for improving member training and development.

21. Work Programme 2018-2019

The Committee considered a report of the Interim Director of Law (Interim Monitoring Officer) setting out the topics for inclusion in the Committee's 2018/2019 Work Programme, as agreed by the Committee at its meeting on 11th June 2018, and updated during the course of the Municipal Year.

Resolved – That the Work Programme for 2018/19 be noted.

Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 13 NOVEMBER 2018

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

An apology for absence was received from Councillor James Robbins.

26. Declarations of Interest

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

Councillor Toby Elliott made a declaration of interest in respect of applications numbered S/OUT/18/0461/RA and S/18/0460/RA and left the room during the discussion and voting on these applications.

27. Minutes

Resolved – That the minutes of the meeting held on 11th September 2018, be confirmed and signed.

28. Public Question Time

There were no public questions

29. S/OUT/18/0405/RA Outline application for the erection of up to 70no. dwellings, extension to cemetery, community shop/cafe with associated car parking and toilet facilities, open space, landscaping and associated works - Access not reserved

In respect of application numbered S/18/0405/RA (Outline application for the erection of up to 70no. dwellings, extension to cemetery, community shop/cafe with associated car parking and toilet facilities, open space, landscaping and associated works - Access not reserved - Land at Sams Lane, Blunsdon, Swindon), the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Peter Stacey	Agent
Councillor Steve Weisinger	Ward Councillor
Councillor Ian Jankinson	Parish Councillor

Councillors Alan Bishop, Toby Elliott, Fionuala Foley, Stan Pajak, Nick Martin, Tim Swinyard, Vera Tomlinson spoke in respect of this application.

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

- The implications of the recent decision of the Planning Inspectorate relating to a Swindon development at Hill Cottage Broad Blusdon meant that consideration of whether any potential harm arising from the development would demonstratively of benefits arising from the development.
- The development would provide significant social and community benefits.
- The development would help address the housing shortfall within the Borough and provide market and affordable housing.
- 21 of 70 dwellings would be affordable housing in line in Council policy.
- The site was well situated close to the schools and bus routes.
- In the Council's recently published Strategic Housing and Employment Land Availability Assessment the site is identified as suitable and available for residential development for circa 100 dwellings.
- The development proposed fewer dwellings and provided substantial open space on the northern part of the site setting a boundary for the conservation area which together with the landscape and visual impact assessment submitted with the application would mean there was no adverse impact on the Conservation Area.
- There are no technical, environmental or highway constraints to the development subject to the conditions set out in the report.
- The development provided a new shop/café facility with toilet and car parking facilities which would be taken on by the shop management committee with the freehold transferred to the Committee for £1. This would form a new community hub for the village.
- The development also safeguarded land for a cemetery extension transferred to the Parish Council at no cost to themselves.

Submission opposing the application can be broadly summarised as:

- The Parish Council and a large number of local residents opposed the application.
- There was a 254 petition opposing the development.
- That the development was adjacent to a conservation area and the Council's conservation officers had identified harm would arise from the development and opposed the application.
- That local services such as the local doctor's surgery was full and parking there was extremely difficult.
- Blunsdon was a small rural village the character of which would be altered by the proposed development.
- There would be limited access to the site with 160 cars using the access from Sam's Lane on a daily basis.
- There were 2,500 properties waiting to be built having been given planning permission.
- The Old Harbour/Ermin Street Junction was already very heavy.
- Blunsdon was putting together its Neighbourhood Plan and this site had been identified as unsuitable for development.
- Highways Officers and The Campaign for Rural opposed the application.

- There were 80 individual objections posted on the application website from a village of 603 houses and 103 people attended a public meeting most of whom opposed the application.
- That any development should be sustainable and improve the quality of life within an area.
- The development was unsustainable due to the lack of employment opportunities, the increased strain on highways, lack of public transport to the village, health facilities at capacity, available leisure facilities, inadequate broadband provision and with 204 of 210 school places occupied with years 1 – 4 at capacity.
- The harm caused by the benefit set out within the report.
- The only beneficiaries to the development were the landowner, developer and Swindon Borough Council.

Resolved - That the Head of Planning, Regulatory Services and Heritage be authorised to grant planning permission subject to the conditions set out in the report 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 LPA to deal with these matters then the Head of Planning, Regulatory Services and Heritage be authorised to Refuse planning permission.

30. S/18/0461/RA Erection of 14no. dwellings and associated works

In respect of application numbered S/18/0461/RA (Erection of 6no residential dwellings with associated soft and hard landscaping, and a new play area to the north of the site, as an extension of the existing play area - Pilgrim Close Play Area, Pilgrim Close, Ramlease), 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) A written representation received from Councillor Keith Williams;
- (e) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Tom Bell	Agent
Alan Mead	11 Angus Close
Councillor Nick Martin	Ward Councillor
Councillor Ian Jankinson	Parish Councillor

Councillors Fionuala Foley, Vera Tomlinson and Peter Watts spoke in respect of this application.

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

- The development supported care in the community provision benefiting individuals and the wider community as well as reducing the strain on Health Service provision.
- There was a need for more of this type of housing within the Borough.
- There was a surplus of designated open space land in Shaw.

- Car parking provision was in accordance with the Council's adopted Guidance and Standards.
- The site was ideal for the proposed use given its close proximity to local amenities.
- The application was in accordance with National and Local Planning Policies and Guidance.
- The application formalised and made safer the current informal parking provision in the locality which currently included parking on grass verges.
- The applicant, outside of the application, was in discussion with the Parish Council to provide additional parking bays in the locality.

Submissions opposing the application can be broadly summarised as:

- Parking provision in the area was inadequate especially around the Ridge Green Surgery and the development would add further strain to parking availability.
- The quality of parking provision in the area was of a poor quality.
- That the parking provision in Pilgrim close allow 16 spaces whilst after the development this would be reduced by 7 spaces.
- The road was narrow which further added to traffic issues arising from cars parking on or immediately adjacent to the highway.

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to grant planning permission subject to the conditions set out in the report and the additional conditions set out below, subject to the completion of a Section 106 agreement to secure the necessary mitigation and the resolution in (2) below. 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, the Cabinet Member Highways and the Environment and the Head of Planning, Heritage and Regulatory Services, in liaison with Ward Councillors, be authorised to use Section 106 monies contributed as part of this development for Highway works and Parking provision in this vicinity.

And subject to an additional condition:

Road Markings

The dwellings hereby permitted shall not be occupied until a plan detailing road markings, to prevent obstruction of dropped kerbs, pedestrian access and areas required by emergency service vehicles to access George Tweed Gardens, have been submitted to and approved in writing by the Local Planning Authority, the works shall then be carried out in accordance with the approved details.

Reason: In the interests of highway safety.

(Councillor Toby Elliott made a personal declaration of interest in respect of this application in his capacity as a Director of the Swindon Housing Company and left the room during the discussion of this item.)

(Councillor Tim Swinyard made a declaration of interest in respect of this application in his capacity as a West Swindon Parish Councillor. As the interest was personal but not prejudicial and that he took no part in the Parish Council consideration of this item he remained in the room during the discussion and voting on the application.)

31. S/18/0460/RA Erection of 6no residential dwellings with associated soft and hard landscaping, and a new play area to the north of the site, as an extension of the existing play area.

In respect of application numbered S/18/0460/RA (Erection of 6no residential dwellings with associated soft and hard landscaping, and a new play area to the north of the site, as an extension of the existing play area - Former Sparcells Community Centre, Sparcells Drive, Sparcells), 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>
Tom Bell	Agent
Councillor Nick Martin	Ward Councillor

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

- The development would bring back into use a derelict site and was suitable for the proposed development and was sustainable.
- The application is sustainable and in accordance with National and Local Policies and Guidance.
- A condition of the application provided play facilities within the locality.
- There were significant benefit arising from the development of the site.
- The application was in accordance with National and Local Planning Policies and Guidance.
- There was a shortage of housing provision within the Borough which the application would help to address.

There were no submissions opposing the application.

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

(Councillor Toby Elliott made a personal declaration of interest in respect of this application in his capacity as a Director of the Swindon Housing Company and left the room during the discussion of this item.)

32. S/18/1373/SASM 77-78 St Philips Road, Stratton St Margaret, Swindon

In respect of application numbered S/18/1373/SASM (Erection of 2no dwellings 77-78 St Philips Road, Stratton St Margaret, Swindon), the Committee considered: -

- (a) An application for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;

- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Gary Llewellyn	Agent
Councillor Claire Crilly	Ward Councillor
Ron Wade	35 Orchard Grove

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

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

- The site brought a derelict site back into use and protected two existing buildings which would be refurbished.
- The application is sustainable and in accordance with National and Local Planning Policies and Guidance.
- There was a shortage of housing provision within the Borough which the application would help to address.

Submissions opposing the application can be broadly summarised as:

- The developer had no right of way to access the site and the current landowner would not provide permission to use the current access.
- The width of the access to the site would not be suitable for construction vehicle.
- There were safety concerns relating to the access once construction commenced.
- That if granted the development would affect the privacy and security of adjoining properties.
- Insufficient wildlife studies had been undertaken.
- Should the application be granted there would be lighting issues in respect of the access lane which might impact on the amenity of local residents.

Resolved –That consideration of the application be deferred pending details of a construction methodology and statement demonstrating how vehicles associated with the construction will access the site.

33. S/18/0719/HC Demolition of existing workshop and erection of 2 semi-detached dwellings and associated works.

In respect of application numbered S/18/0719/RA (Demolition of existing workshop and erection of 2 semi-detached dwellings and associated works - Land To Rear of Copley House, Broad Bush, 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>
Andrew Pywell	Agent
Councillor Ian Jankinson	Parish Councillor
Carol Stevens	Local Resident
Teresa Robinson	Parish Councillor

Councillors Alan Bishop, Toby Elliott and Stan Pajak spoke in respect of this application.

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

- No objections had been received from experts in respect of the application, or officers subject to conditions.
- The development was within an existing residential area.
- The benefits of the development outweigh any drawbacks associated with it.
- The development was on land classified as a brownfield site and was in character with the wider setting.
- It would not impact on the locality or cause significant or demonstrable harm as it was replacing one building with another of approximately similar size.
- The application considered all relevant planning considerations and the development was in context and character of the locality and would not harm the amenity of local residents.
- The application met the national policy tests.

Submissions opposing the application can be broadly summarised as:

- The building was an agricultural shed not a workshop.
- The site was Greenfield and not brownfield and was outside the settlement boundary and would encourage similar applications for development.
- Adjoining properties would be directly overlooked should the development proceed.
- There would be a loss of amenity to local residents arising from the lighting associated with the development.
- The development was too large to fit within the original footprint and could affect local rights of way and did not enhance or protect the local landscape.
- The demolition of the property did not meet the local plan's requirements on reuse or conversion or meet the needs of a rural requirement.
- The development replaced a single storey building with a two storey development which would be visible from the road.
- The privacy of local dwellings would be compromised.
- Local wildlife and flora would be adversely affected by the development including rare species.
- Potential damage to local walls that were over 200 years old.
- The development cannot be considered as isolated.

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

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

In respect of application numbered S/18/0027/JABU (Reserved matters application (following outline planning permission S/07/1365) for the demolition of existing stadium and construction of a new stadium, racing building, training kennels, new stands, acoustic barrier, car parking and associated development including minor access works to western access and laying out of open space/linear park. (Modification to reserved matters approval reference S/RES/16/0036 - Abbey Stadium, Lady Lane, Swindon), the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Stephanie Poyntz	2 High Gardens
Barbara Cluett	Local Resident
Maggie Baptise	Galzebrook House Malmesbury
Peter Baptise	Galzebrook House Malmesbury
Adele Walker	36 Broome Manor
Vince Williams	Parish Councillor
Vera Tomlinson	Parish Councillor

Councillors Alan Bishop, Toby Elliott, Steph Exell and Vera Tomlinson spoke in respect of this application.

No submissions in support of the application were received.

Submissions opposing the application can be broadly summarised as:

- That the application included greyhound racing which was in decline nationally and was unsustainable and cruel to the dogs involved.
- Many countries and states in the United States of America had banned dog racing which was only legal in 8 countries.
- That the use for greyhound racing element of the application might hinder investment in the development and wider community.
- That the greyhound element of the application was not compatible with the Council's Public Health responsibilities and would expose children to alcohol and gambling.
- That the Parish Council had not been adequately consulted.
- No reference had been made in the application regarding the market previously held on the site.

- That housing development associated with the application had been on-going although no progress had been made with the stadium element.

Resolved – (1) That the Head of Planning, Heritage and Regulatory Services be authorised to approve the Reserved Matters, subject to the planning conditions set out in the report, together with the additional and amended conditions set out below and upon the completion of a Section 106 agreement in the terms set out in the report to mitigate the impact of the development and to ensure the satisfactory completion of the stadium development and the other strategic development including the open space and play areas and the construction of the necessary drainage infrastructure. The Head of Planning, Heritage and Regulatory Services be authorised to explore in conjunction with the Interim Director of Law and in consultation with the Cabinet Member and Chair of Planning details of an Escrow Account jointly controlled by the developer and Swindon Borough Council. In the event that the applicant fails to enter into an agreement under the above terms, the application should be brought back to the committee for re-consideration. In the event that the applicant fails to agree to an extension of time for the determination of the application to enable the Council as Local Planning Authority to deal with these matters, then the Head of Planning, Regulatory Services and Heritage be authorised to refuse the approval of reserved matters.

(2) That a report be brought back to a future meeting of the Committee in respect of breaches of the previously agreed Planning Permission and Section 106 Agreement.

(3) That Ward Councillors and the Parish Council be consulted on the travel plan associated with the application through a Section 106 agreement.

(4) That access for construction traffic to the site shall be from the North side of the site.

35. S/18/1394/TB Erection of new pavilion, installation of cycling closed road circuit, BMX track, full size 3G artificial grass pitch, improvements to access routes and car park, and refurbishment and enhancement of existing recreation ground.
Site Location: Moredon Recreation Ground, Cheney Manor Industrial Estate, Cheney Manor

In respect of application numbered S/18/1394/TB (erection of new pavilion, installation of cycling closed road circuit, BMX track, full size 3G artificial grass pitch, improvements to access routes and car park, and refurbishment and enhancement of existing recreation ground - Moredon Recreation Ground, Cheney Manor Industrial Estate, Cheney Manor), the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Councillor Des Moffatt	Ward Councillor

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

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

- That the development enhanced local sporting facilities.
- That the development should be amended to meet the requirements of the end users.
- The green space associated with the development was welcomed.

No submissions opposing the application were made.

Resolved – That the application be granted subject to the conditions set out in the report.

36. Development Brief: Land at Moredon Recreation Ground, Swindon

The Head of Planning, Regulatory Services and Heritage submitted a report seeking approval for the adoption of the Development Brief for land at Moredon Recreation Ground, Cheney manor Industrial Estate, Swindon.

Resolved – (1) That the Development Brief for land at Moredon Recreation Ground, Cheney Manor Industrial Estate, Swindon be approved for Development Control purposes.

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

37. The Management of Houses in Multiple Occupation

The Head of Planning, Regulatory Services and Heritage and Director of Public Health submitted a joint report updating the Committee in respect of measures being pursued to enhance the management of Houses in Multiple Occupation in Swindon

Resolved – (1) That the latest figures on the extent to which Houses in Multiple Occupation are proliferating in the Borough be noted.

(2) That changes to the Licensing Regulations that came into force on 1st October 2018 to bring more Houses in Multiple Occupation under the Licensing regime be noted.

(3) That the additional powers available to the Council through changes to the Licensing Regulations to enable waste to be stored and presented in line with Council guidelines be noted.

(4) That the additional controls available to the Council to ensure that landlords and managing agents are 'fit and proper' to manage Houses in Multiple Occupation be noted.

(5) That the Head of Housing Services be recommended to submit an Annual Report to the Council in respect of the Council's Housing Stock and Houses in Multiple Occupation within the Borough.

38. The Revised National Planning Policy Framework and compliance of Swindon Borough Development Plan Documents

The Head of Planning, Regulatory Services and Heritage submitted a report setting out the Revised National Planning Policy Framework and the extent to which the Swindon Borough Local Plan 2026 and associated Development Plan Documents comply with it.

Resolved – (1) That the provisions of the Revised National Planning Policy Framework be noted.

(2) That the assessment of compliance of the Swindon Borough Local Plan 2026 and associated Development Plan Documents as set out in this Report and its accompanying Appendices be endorsed.

(3) That Head of Planning, Regulatory Services and Heritage be given delegated authority to undertake necessary factual updates to the Affordable Housing Position Statement 2016 to reflect current standards, guidance and legislation and publish on the Council's website.

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PLANNING COMMITTEE

TUESDAY, 27 NOVEMBER 2018

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

39. Declarations of Interest

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

40. Public Question Time

Mr. John Radford asked a public question in respect of the Council's Planning Policies on global warming. The Chair responded at the meeting.

Mr Ben Bell asked a public question in respect of the effect on air pollution arising from Council Planning Policies and developments approved. The Chair responded at the meeting.

Mr Bill Janson asked a public question seeking clarification as to whether the Local Plan 2026 could be reviewed to take into account the latest evidence from Government and International bodies in respect of climate change. The Chair responded at the meeting.

Mr Bill Janson asked a supplementary question in respect of reviewing planning permissions granted for development for schemes not yet commenced, in order that these might be made more environmentally friendly. The Chair responded at the meeting.

Mrs Helen Harris asked a public question requesting clarification as to changes to future Council planning policies relating to leisure and economic development within the Borough to make them environmentally sustainable. The Chair responded at the meeting and indicated if Mrs Harris provided an email address to the Clerk further information would be provided.

Mrs Harris asked a supplementary question asking if the Council would take independent action to make its planning policies more environmentally friendly as changes to Government Guidance would likely take some time to be published. The Chair responded at the meeting and indicated if Mrs Harris provided an email address to the Clerk further information would be provided.

41. S/RES/18/0202/TB Erection of indoor ski, cinema, bowling and trampoline facilities (Class D2), shops, restaurants & cafes (Class A1 - A3), parking, landscaping, access and associated works - Reserved Matters from previous outline application S/OUT/15/0943. Land at North Star (Phase 1), North Star, Swindon (Ward: Rodbourne Cheney)

In respect of application numbered S/RES/18/0202/TB Erection of indoor ski, cinema, bowling and trampoline facilities (Class D2), shops, restaurants & cafes (Class A1 - A3), parking, landscaping, access and associated works - Reserved Matters from previous outline application S/OUT/15/0943. Land at North Star (Phase 1), North Star, Swindon, the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
John Watkins	Applicant
Councillor Des Moffatt	Ward Councillor
Councillor Jim Grant	Ward Councillor
Councillor Bob Wright	Swindon Borough Council
Councillor Gary Summer	Swindon Borough Council
Councillor Dale Heenan	Swindon Borough Council
James Yeowell	Parish Councillor
Rod Hacker	Wilts and Berks Canal Trust

Councillors John Ballman, Alan Bishop, Toby Elliott, Steph Exell, Nick Martin, Jane Milner-Barry, Stan Pajak, Jim Robbins, and Peter Watts spoke in respect of this application.

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

- Considerably resources had been devoted to the scheme and application over the previous two years to meet and surpass the development agreement between Severn Capital and Swindon Borough Council.
- The developers had been continually challenged to ensure the quality of design and credentials of the scheme by officers of Swindon Borough Council.
- The design brought forward a quality leisure facility that was contemporary and sympathetic to the environment in which it sits with attractive open areas included.
- It is intended that the scheme will provide the best and most inclusive snow dome facility in the United Kingdom for skiers, non-skiers and snowboarders.
- Great care had been taken to minimise the environmental impact of the facility with natural ventilation and natural light in the atrium courtyard and to feed into future development phases and would be the most energy efficient facility of its type in the United Kingdom using the latest specifications for heating and cooling which have developed greatly since the last ski slope was built in the country.
- Future phases could include alternative energy generation.
- The developer's had worked extensively with Swindon Borough Council in respect of traffic modelling and mitigation measures in respect of traffic created by the centre (this data had been updated in September to ensure its relevance and would be on-going in the event of additional phases).
- Alternative means of transport to the site had been considered including cycleways and footpaths, electric charging points had been included in the

development and there was a commitment to work with Swindon Borough Council in respect of Park and Ride facilities to reduce the carbon footprint by reducing car journeys.

- It will provide employment opportunities for local people who would have parking on site as well as cycle storages and public transport as options available to them.
- A number of agreements had been reached with other leisure providers and retailers to offer a rounded provision for customers and was a testimony to the quality of the scheme and Swindon as a location given the current financial headwinds.
- Subject to agreement on planning permission funding for the scheme had been agreed.
- That car parking on site would be sufficient to cater for the demands of the development and included a car park management plan.
- That officers fully supported a well-rounded application.
- A signage strategy for traffic had been included within the proposals in the application.
- Any further phase would be considered on its own merits.
- Peak hour traffic generation was not during work hours and that this would help to mitigate traffic congestion.
- The application landmark for Swindon and would help Swindon to become a regional destination.

Additional comments in respect of the application can be broadly summarised as:

- That the Council should seek an agreement with the management of the site in respect of the use of the car park in order to allow employees to park on site, without charge, rather than finding space to park their vehicles within adjoining residential areas which were already impacted by commuters parking and walking into the town centre.
- That vehicle number plate recognition technology should be incorporated to assist with speeding up egress from the site for customers who have paid to park in the car park.
- That land adjoining the site, but not included in the planning permission footprint, should either be included in the overall scheme or ceded to Swindon Borough Council in order for it to be properly and kept litter free.
- That the power plant identified within the plans should be shielded to prevent noise and other environmental pollution affecting the residential housing in close proximity, including but not restricted to Harcourt Road.
- That further traffic modelling in respect of Crickalde Road, Town Centre, Kings Hill Roundabout and Bruce Street Bridges Roundabout should be undertaken.
- That the development should be landscaped to prevent, as far as was possible, light pollution to residential properties in the vicinity.
- That local residents who had been canvassed by Ward Councillors were broadly in favour of the development although were concerned at the potential impact of the additional traffic on the local highway infrastructure.
- There is already bottlenecks in the areas leading to the site and roads were often at capacity.
- Great Western Way already had artificially created queues leading from it because it was unable to cope with current traffic levels.

- There would be an impact on the highway infrastructure from the north of the site arising from Swindon residents' using the facility and so further highway mitigation would be required for Phase 2 and that this should be made public.
- That town centre traffic mitigation schemes should have been designed in conjunction with this scheme as there was connectivity and a deferral would help facilitate this.
- That the route of the Wilts and Berks Canal needed to be protected and that this should include space to build the canal and its supporting infrastructure.

Submissions opposing the application can be broadly summarised as:

- The effect of traffic on residential areas in the town centre.
- That the Environmental Impact Assessment was the same as submitted with the previous application for a snow dome in 2013 and an updated assessment was needed to reflect the increase in traffic in the surrounding area over the last five years.
- That developments of this type were more environmentally friendly and energy efficient and that this development should meet the Breanne Standard and should be a zero carbon development.
- There has been no effort to provide green energy on-site for the development.

Resolved – (1) That the reserved matters be granted subject to conditions including a condition requiring details of lighting to be submitted for approval.

(2) That condition 21 of the outline permission reference S/OUT/15/0943 be partially discharged in so far it relates to Phase 1 of the development only.

PLANNING COMMITTEE

TUESDAY, 11 DECEMBER 2018

PRESENT: - Councillors Timothy Swinyard (Chair), Toby Elliott (Vice-Chair), Alan Bishop, Malcolm Davies, Fionuala Foley, Nick Martin, Stan Pajak, James Robbins and Peter Watts.

Apologies for absence were received from Councillors John Ballman, Steph Exell, Jane Milner-Barry and Vera Tomlinson.

42. Declarations of Interest

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

Councillor Toby Elliott made a declaration of interest in respect of applications numbered S/OUT/18/1750/RA in his capacity as a Director of the Swindon Housing Company and left the room during the discussion and voting on this application.

43. Minutes

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

44. Public Question Time

There were no public questions

45. S/18/1033/TB Erection of 18no. dwellings with associated access, parking and landscaping: Land at Langton Park, Wroughton, Swindon

In respect of application numbered S/18/1033/TB (Erection of 18no. dwellings with associated access, parking and landscaping – Land at Langton Park, Wroughton, Swindon), the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Jo Saaby	Agent
Councillor Cathy Martyn	Ward Councillor
Councillor Brian Ford	Ward Councillor
Brian Dickinson	Local Resident
Hannah Donsonjh	Wroughton Parish Council

Councillors Toby Elliott, Fionuala Foley, Stan Pajak, Jim Robbins and Peter Watts spoke in respect of this application.

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

- The development would help address the housing shortfall within the Borough and would provide market and 30% affordable housing and complemented the Council's Vision on sustainable development.
- The development had been designed following consultation with the Council's officers and following its design guidance and standards and which had been recommended by officers for approval.
- The site is a brown field site, which formally housed an electricity sub-station.
- At the request of the Council's Transport Team a study had been undertaken in respect of how the development might impact existing traffic volumes, traffic speed and visibility accessing and egressing the development site. Council Officers had determined that there would not be and an unacceptable impact on either highway safety or the local road network.
- The site was accessible by public transport with three bus services with a total of 19 weekday services that would accommodate workers with normal office hours.
- Additional screening is proposed to the south to minimise the impact on the ANOB area.
- There is a footpath to a local convenience store from the development site.
- The ex-MOD private road had benefited from extensive repair work and is currently used by a bus service.
- The development will benefit the local economy and provided a public open space and will tidy up an unattractive brownfield site.

Submissions opposing the application can be broadly summarised as:

- With the exception of a convenience store which would be approximately ½ mile away with limited shopping opportunities, all the local community facilities are located in the centre of Wroughton, approximately 1 ½ miles from the proposed development.
- The development was for 18 dwellings in excess of the number which could be refused under Section 172 of the NPPF in an Area of Outstanding Natural Beauty which would be adversely affected by the development.
- Building on this site would create an unwelcome precedent.
- The application could be refused under the NPPF as there was not a safe and suitable access and would result in an unacceptable impact on highway safety.
- Access from Prior's Hill was unsafe as it was a narrow unlit steep narrow road with no pavements for cyclists or pedestrians and had a 60mph speed limit. It also had a prohibition against Heavy Goods Vehicles and heavy loads.
- Access from the ex-MOD road was not guaranteed as much of it was privately owned and it was unknown if permission had been sought for its future use by the public or construction traffic.
- If permission had not been granted to use the ex-MOD road for construction vehicles there was a question regarding how the site could be developed given that Prior's Hill had a weight restriction.
- If the development was permitted it would put further strain on all of Wroughton's Services.

- There were foul water drainage issues associated with the site and these impacted on nearby properties and no remedy had been included in the application.
- Most local traffic used Priors Hill which would also be used by traffic created by the site.
- No contamination survey had been undertaken to identify whether there were substances left following its use by the Ministry of Defence.
- Previous applications in the surrounding area had been refused because of access and traffic concerns.
- The site was isolated from local facilities with a 20 minute walk to the nearest shop.
- The local bus service to the site could not be deemed as sustainable, especially for work, preschool or infant school and there was no Sunday service and therefore the development would be car dependent.
- None of the three routes to Wroughton were suitable to accommodate additional traffic.
- The type and mix of housing and especially affordable housing raised the question of whether families would have access to cars.

Resolved - That the application be deferred to a future meeting of the committee and that the Head of Planning Regulatory Services and Heritage contacts the developer to request that he considers revising the scheme to alter the mix of dwellings proposed to reduce the number of smaller (1 and 2 bed) units within the development.

46. S/OUT/18/1750/RA Outline application for the erection of 4 no. dwellings and associated works - Access not reserved: Land Between 11 And 13 Sparcells Drive, Sparcells, Swindon

In respect of application numbered S/OUT/18/1750/RA (Outline application for the erection of 4 no. dwellings and associated works - Access not reserved: Land between 11 and 13 Sparcells Drive, Sparcells, Swindon), the Committee considered:

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

<u>Name</u>	<u>Address/Organisation</u>
Councillor Keith Williams	Ward Councillor
Councillor Nick Martin	Ward Councillor

Councillors Alan Bishop, Fionuala Foley, Stan Pajak, Jim Robbins and Peter Watts spoke in respect of this application.

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

- The loss of 0.09 hectares would not adversely affect the amenity of the local area which had a surplus of open space area and recreation space in Shaw Ward.

- There was a shortage of housing provision within the Borough which the application would help to address.

Submissions opposing the application can be broadly summarised as:

- The loss of green space was contrary to planning policy NE3.
- The loss of mature trees would adversely affect nearby houses which were currently screened by them.
- Any replacement planting associated with the development would take a number of years to mature enough to offer similar levels of screening for nearby properties.
- The proposed development was almost twice the density of recent applications to develop within the ward and was an overdevelopment of the site.
- Policy TR2 on traffic safety is contravened by the proposed development the entrance onto Sparcells Drive has limited visibility due to dips on the road on either side of it.
- Parking onsite was situated in such a way as to potentially require a number of cars to manoeuvre to allow egress.
- The development was out of character with the local area and Policy H01 both because of the type of building and their siting on the edge of the boundary.
- The development if permitted would form a template that threatened open space in West Swindon.

Resolved – That Permission be refused for the following reason:

1. The proposal to erect 4 dwellings on this site, (informed by the indicative layout plan) served by a single point of access represents an overdevelopment of the site, that represents a poor and cramped form of development that is out of character with its surroundings and results in an unacceptable loss of trees and planting of value to the local community, to the detriment of the amenity of the area, contrary to Policies DE1 and HA1 of the adopted Swindon Local Plan 2016 (2015), the Adopted Swindon Residential Design Guide SPD (2016) and the NPPF.

(Councillor Toby Elliott made a personal declaration of interest in respect of this application as a Director of Swindon Housing Company and left the room during the discussion and voting on this application.)

47. S/OUT/18/1140 Outline planning application for the erection of up to 300 dwellings and public open space with associated works, including noise attenuation bunds, structural landscaping and drainage infrastructure: Phase 3, Badbury Park, Land at Commonhead, Swindon

In respect of application numbered S/OUT/18/1140 (Outline planning application for the erection of up to 300 dwellings and public open space with associated works, including noise attenuation bunds, structural landscaping and drainage infrastructure: Phase 3, Badbury Park, Land at Commonhead, Swindon), the Committee considered: -

- (a) An application for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services and

- Heritage;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Mr James Walker	Agent
Councillor Patrick Herring	Central Swindon South Parish Council
Councillor Adrian Moore	Liddington Parish Council
Mr Rod Hacker	Wiltshire and Berkshire Canal Trust

Councillors Alan Bishop, Fionuala Foley, Stan Pajak and Peter Watts spoke in respect of this application.

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

- The site which had previously been identified for commercial purposes had generated very limited interest from businesses and with little prospect of development.
- That there was a shortage of housing in the Borough and the site offered a sustainable location to help meet this need, including the provision of 90 affordable homes.
- Funding had been obtained to provide a larger primary school than originally planned for the area and which would cater for the anticipated increase in children should permission be granted.
- The application provided open space included children's play areas and a variety of generous playing pitches, a walk around the boundary of the site and a larger community centre.
- There had been positive engagement with Swindon Borough Council, Ward Councillors and local residents and the plans had been amended following this consultation.
- The design of the junction accessing the site would prevent rat-running.
- The development would continue to protect the 16 metre width allocated to the Wilts and Berks Canal route.
- The development would help secure a bus service for the whole of Badbury Park.
- The development would provide improved pedestrian crossing facilities for people crossing Day House Lane.
- That local residents preferred additional houses on the site rather than a business park.
- Estimated traffic movements resulting from the housing development would be less than that generated if the original business park was developed.
- The routing of the traffic to avoid Day House Lane.

Submissions opposing the application can be broadly summarised as:

- That the site had previously been identified as employment land and not enough work had been undertaken to secure this use. There was also concern that employment land was too often used for housing.

- The noise levels at the boundary of the site was 80 decibels and even with sound works planned the noise level would remain at approximately 65 decibels and further design work was necessary to reduce this level.
- The placement and design of the pedestrian crossings on Day House Lane needed further consideration as did measures to prevent the crossing of Day House Lane by pedestrians at other points.
- There were concerns with the suitability of the soil on the allotment plots to the eastern side of the development and the lack of soil studies in the application.
- There were concerns of the viability of the protection of the canal route which was of strategic importance to the town.
- The site was a hill and so the development would be prominent and visible from the motorway and there was some ANOB management concerns.
- Although approximately 800 properties had been occupied in Badbury Park none of the proposed facilities had been put in place.
- That the design of the Day House Lane junction must be maintained.
- The quality of air quality for the development should be considered as it was sited between two busy roads.
- The 16 metre corridor did not allow sufficient room for the construction of the canal or associated infrastructure especially since the protected route at this site included steep slopes and heavy clay and also the need for a bridge.
- The need to ensure planning policy was robust enough to protect the integrity of the canal route.

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

- (a) Completion of a legal agreement to secure the planning obligations that are material to the decision (as set out in paragraph 81 of the report); and
- (b) The planning conditions set out in the report, with the Head of Planning, Regulatory Services and Heritage being given delegated authority to make reasonable amendments, additions or omissions to those conditions before issuing formal consent as may be necessary.

48. S/OUT/18/1093 Outline application for the erection of up to 70 dwellings and associated works - Vehicular access from Marlborough Road not reserved: Land at Marlborough Road, Coate, Swindon

In respect of application numbered S/OUT/18/1093 (Outline application for the erection of up to 70 dwellings and associated works - Vehicular access from Marlborough Road not reserved: Land at Marlborough Road, Coate, Swindon), the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Mr Mike Robinson	Agent

Councillors Fionuala Foley and Peter Watts spoke in respect of this application.

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

- The Council's Planning Guidance accepted that residential development was acceptable on this sustainable brown field site with leisure retail and opportunities as well as bus services within close proximity.
- The design would ensure that the development was appropriate for the site and its general location and respect local houses and amenities.
- The development responded to local housing need and provided a variety of types and sizes of housing including affordable homes.
- Following consultation with Council Officers the development was for up to 70 properties and that this had been reduced from 75.
- The development would help meet the significant housing need within the Borough.
- The demand for accommodation close to the hospital would likely be in high demand by staff working there.
- Following consultations with the Council's Highways Authority they were happy with the details set out within the report.
- The developer was happy to make a contribution to traffic Management measures in respect of Day House Lane as well as providing 30% Affordable Housing, a play area and open space on site and a contribution to off-site sports pitches.

Submissions in opposing the application can be broadly summarised as:

- There were questions as to whether the development on this site was sustainable as the site was too small to accommodate facilities.
- That 70 units was the maximum number of properties that could be accommodated on a small awkwardly shaped site.
- There were questions in respect of where children living at the site would go to school and where future residents would find a GP surgery.
- That the highways conditions appeared to be watered down by Highways England and it was important that the original proposals were upheld.
- The site was badly accessed and would be extra traffic related pressure between the road between the Coate and Commonhead roundabouts and this created another junction to add to those at the hospital and 2 at Badbury. This development would add to the 800 homes at Badbury adding further pressure to the turning at the hospital, the u-turning traffic at Badbury and the Day House Lane situation was unclear.
- That additional monies were needed in case it became clear that remedial traffic measures to deal with traffic u-turning in Homington Avenue after leaving the site.

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

- (a) Completion of a legal agreement to secure the planning obligations that are material to the decision (as set out in paragraphs 37 and 38 of the report); and

- (b) The planning conditions set out in the report, and the Head of Planning, Regulatory Services and Heritage be given delegated authority to make reasonable amendments, additions or omissions to those conditions before issuing formal consent as may be necessary.

49. S/18/1000 Continued use as a waste transfer and treatment facility and additional use as an end of life vehicle authorised treatment facility, and erection of a site office and vehicle de-pollution workshop (sui Generis): Former Averies Site, Marshgate, Stratton St Margaret, Swindon

In respect of application numbered S/OUT/18/1093 (S/18/1000 Continued use as a waste transfer and treatment facility and additional use as an end of life vehicle authorised treatment facility, and erection of a site office and vehicle de-pollution workshop (sui Generis): Former Averies Site, Marshgate, Stratton St Margaret, Swindon), the Committee considered: -

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

<u>Name</u>	<u>Address/Organisation</u>
Mr Stephen May	Agent
Councillor Russell Holland	Ward Councillor

Councillor Peter Watts spoke in respect of this application.

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

- The site was previously used by a recycling business.
- That the applicant was a local company who offered a valuable service by recycling 50% of the vehicles recycled in Swindon. In addition the company achieved a 95% recycling rate in line with Government Guidelines.
- The company had clear management plans for operating on the site and complied with all relevant regulations.
- That this site would better meet the needs of the business.

Other comments received can be broadly summarised as:

- The possible need to include additional conditions in respect of fire inspections and dealing with hazardous waste.

Resolved – That the Head of Planning Regulatory Services and Heritage be authorised to grant permission subject to the conditions set out in the agenda report papers together with any other necessary and appropriate conditions required to control, the development.

LICENSING COMMITTEE

THURSDAY, 22 NOVEMBER 2018

PRESENT:- Councillors Brian Mattock in the Chair; Councillors Abdul Amin, Alan Bishop, Malcolm Davies, Steph Exell, Fionuala Foley, Nick Martin, Imtiyaz Shaikh, Caryl Sydney-Smith, Rahul Tarar, Nadine Watts and Peter Watts.

Apologies for absence were received from Councillors John Ballman, Paul Dixon, Vera Tomlinson.

16. 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.

17. Minutes

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

18. Public Question Time

Mr Mervin asked whether the introduction of a Byelaw to set a standard throughout the Borough for Tattooing would be a logical way forward. The Chair responded at the meeting.

The Committee was asked whether the Committee agreed with him that any Tattoo Hygiene Policy, or standards approved, should be compulsory for all tattoo premises within the Borough. The Chair responded at the meeting.

The Committee was asked whether Tattooists within the Borough could help establish a policy and standards for tattooing within the Borough. The Chair responded at the meeting.

The Committee was asked why the proposals for consultation only included hygiene and did not reflect the skill level of the tattooist. The Chair responded at the meeting.

Mr Bannister asked if the Council would support including details of the local Gamblers Anonymous within its Policy document and require them to be displayed in betting establishments. The Chair responded at the meeting.

19. Gambling Act 2005 - Statement of Licensing Principles

The Council's Licensing Manager submitted a report setting out (a) the results of a public consultation in respect of a revised Gambling Statement of Principles, and (b) a proposed Gambling Statement of Principles as required under Section 189 of the Gambling Act 2005.

Resolved – That, subject to the inclusion of the email address of Swindon's branch of Gambler's Anonymous within the Statement of Principles and requiring betting establishments to display this email address, the revised Gambling Statement of

Principles set out within the report be approved and recommended to Council for adoption.

20. Consultation for the Tattoo Hygiene Rating System

The Council's Licensing Manager submitted a report seeking the Committee's approval to undertake a public consultation for a Tattoo Hygiene Rating Scheme within the Borough.

Resolved – (1) That approval be given to a twelve week consultation, commencing in January 2019, with the public and relevant organisations in respect of the proposed Code of Conduct for the Tattoo Hygiene Rating Scheme as set out within the report.

(2) That, the results of the consultation referred to in (1) above, be submitted to this Committee for consideration.

(3) That the fees for the Tattoo Hygiene Rating Scheme, as set out within the report, be approved.

(4) That the Head of Planning, Regulatory Services and Heritage be requested to write to the Secretary of State to ascertain whether there are currently any plans by Government to introduce national regulations and/or standards for individuals and premises involved in tattooing.

21. Street Trading

The Council's Licensing Manager submitted a report setting out public responses received following a consultation reviewing the Borough's Street Trading Policy.

Resolved – (1) That the report and responses received in respect of the public consultation reviewing the Council's Street Trading Policy be noted.

(2) That the street trading policy, as amended by members, be submitted to the next meeting of this Committee.

(3) That the Head of Planning, Regulatory Services and Heritage be requested to write to the Secretary of State to ascertain whether consideration could be given to bringing door to door sales and charity commercial street collectors (who take credit details rather than collect money) under some sort of formal Licensing regime.

LICENSING COMMITTEE

MONDAY, 17 DECEMBER 2018

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

An apology for absence was received from Councillors Imtiyaz Shaikh.

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. Minutes

Resolved – That the minutes of the meeting held on 22nd November 2018, be confirmed and signed as a correct record.

24. Public Question Time

No public questions were received during the meeting.

25. Introduction of a Local Policy in respect of Home Boarding Businesses with Additional Hosts

The Committee considered (a) a report of the Council's Licensing Manager seeking the approval of the Committee to adopt a revised local policy in respect of Home Boarding Businesses with additional hosts following changes to guidance issued by the Department for Environment, Food and Rural Affairs, and (b) the comments of Hillary Coates and Alex Giles (Local Boarding Business representatives).

Resolved – That Council be recommended to adopt a revised Home Boarding Premises Policy, as set out within the report, including (a) an officer inspection of premises prior to any grant or renewal of a licence and (b) authorisation for the Council's Licensing Manager to determine unannounced additional inspections of premises of home boarding premises defined as falling "out of scope" in guidance issued by the Department for Environment, Food and Rural Affairs.

26. Street Trading

The Council's Licensing Manager submitted a report setting out proposals for a revised Street Trading Policy for the Borough following a public consultation and the consideration of responses arising from the consultation by the Committee at its meeting held on 22nd November 2018.

Resolved – That Council be recommended to adopt the revised Street Trading Policy subject to the following amendments:

- (a) That no street trading involving food shall be permitted within 200 metres of an educational establishment;
- (b) That the removal of the restriction on food sales only being permitted where it is

ancillary to a market (this would allow food festivals and food markets within the area designed as markets only);

(c) A market shall require a minimum of 4 stalls to be constituted;

(d) That the designated streets be amended as set out in the report such that those currently designated “under consideration” be prohibited save for the holding of markets; and

(e) That any application by individual street traders for a permit to trade in restricted streets shall be deemed to have been refused unless it has been considered and approved by the Licensing Committee.

27. Taxi Caution and Conviction Policy

With the agreement of the Committee this item was withdrawn.

LICENSING PANEL

TUESDAY, 16 OCTOBER 2018

PRESENT:- Councillors Vera Tomlinson, John Ballman and Caryl Sydney-Smith

9. Appointment of Chair

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

(Councillor Tomlinson took the Chair.)

10. Minutes

Resolved – That the minutes of the meeting held on 2nd August 2018, be confirmed and signed as a correct record.

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. No declarations were made.

12. Application to review the Premises Licences Licence, Taj Mahal, Shaw Ridge Leisure Park, Swindon

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application to review the Premises Licence for Taj Mahal, Shaw Ridge, Swindon, (b) written representations from Wiltshire Police in support of the review, (c) additional papers submitted by the Police in support of their application for a review tabled at the meeting, (d) oral submissions in support of the application by Wiltshire Police, (e) written submissions in support of the case opposing the review tabled at the hearing, (f) oral submissions opposing the review by Mr Sabbir Ahmed (Solicitor to the Designated Premises Supervisor) and Mr Mahar (Designated Premises Supervisor), (g) questions from Members to representatives of Wiltshire Police and the Solicitor to the Premises Supervisor, and (h) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

Prior to the hearing commencing the Panel sought guidance from the Panel's Legal Advisor to confirm that the hearing could proceed following the receipt of submissions from the Solicitor to the Designated Premises Supervisor, that the consideration of the application for review was premature as the Home Office still hadn't completed its investigation. Having considered advice from its legal advisor the Panel determined that it would proceed with the hearing.

The Council's Licensing Manager introduced the report noting:

- That the options available to Members in considering the review application in respect of Taj Mahal, Shaw Ridge, Swindon.
- The application for the review submitted on 1st August 2018 was set out on page 19 of the agenda papers.
- That Mr Mahar Ullah was the Designated Premises Supervisor for the Taj

Mahal.

- The scope of activities permitted under the current Premises Licence.
- The current ownership and management structure of Taj Mahal.
- The history of changes to the holder of the Designated Premises Supervisor.
- A summary of the relevant paragraphs (11.23 to 11.28) of Section 182 of the Secretary of State's Guidance.
- The grounds for the application for a review of the Premises Licence, namely, that four persons who were allegedly working at the premises did not have the right to work in the United Kingdom.
- A warning letter, prepared by the Licensing Authority and Wiltshire Police, regarding the employment of illegal workers was sent to all licensed premises by the Licensing Authority in May 2018. A copy of the letter was included in the Agenda papers.
- Documentation from the Home Office and Immigration Service were included in the Agenda Papers on pages 35-42 regarding the four persons apprehended at the premises.

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

- A summary of the Section 182 Guidance which was tabled for the Panel's information.
- In response to a number of cases brought to review in respect of the employment of illegal workers the Licensing Authority and Wiltshire Police produced a letter reminding the management of licensed premises and food outlets of their responsibilities as employers and of the potential consequences of employing illegal workers and therefore breaching the Prevention of Crime and Disorder Licensing Objective. This letter also set of the processes to follow in employing new workers.
- On 22nd June Immigration Officers from the Cardiff Office and Wiltshire Police attended the premises and found four persons in various parts of the premises that did not have the right to either stay or work in the United Kingdom.
- The individuals were interviewed under caution admitted to working in some capacity at the premises for varying periods of time either voluntary or in a paid capacity.
- That the initial response to questioning was usually that they were either just helping out or were only visiting the premises.
- A civil penalty notice has been issued by the Home Office but this process does not need to be completed prior to a review, nor does a crime need to have been directly committed.
- The people found at the premises have been arrested by Immigration Officers and have been detained and the Home Office has confirmed that they had no right to work in the United Kingdom.
- The responses of the people interviewed were included within the paperwork submitted in support of the review application.
- The statements included admissions that all four individuals worked at the premises and lived there, some for a considerable time.
- This case was not about mistakenly employing one person but involved four different individuals.
- Immigration Officers visited properties following the receipt of credible intelligence; they did not make random visits.

- Right to Work checks were easy to complete and could be undertaken on-line and took approximately five minutes.
- Following the receipt of the warning letters in May the expectation was that responsible businesses would either hold relevant information regarding the legal status of their employees on the premises or have it readily available if required to produce it.
- The management of the premises had not contacted the Police to contradict the allegation of employing illegal workers until the papers produced by their solicitor for the hearing.

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

- That the interviews of the persons detained was conducted under caution with interpreters present.
- That the perimeter of the premises had been secured prior to entry and two individuals had been apprehended trying to leave the premises.
- That the joint letter of the Licensing Authority and Police referred to by the Police in their submission was the letter dated 8th May 2018 on page 33 of the agenda papers.
- That no CCTV footage had been produced by the management of Taj Mahal to support their contention that the individuals did not work at the premises.
- The Police had not visited the premises to ascertain whether CCTV footage of the period in question was available. The investigation of the matter rested with the Immigration Service.
- The Home Office had confirmed that none of the four individuals detained at the premises had the right to live or work in the United Kingdom.
- The Home Office notification did not relate to the civil penalty notice which was not a matter for the Panel to consider.
- After discussions between Wiltshire Police and the Home Office it was determined the Home Office would deal with the Civil Penalty Notice which they were pursuing and Wiltshire Police with the Premises Review Application.

The case against the review can be broadly summarised as:

- The appellant's case was summarised in the letter dated 12th October 2018 from their solicitor and which was before Members.
- The review before members was not in question but the issue was the decision arising from it, how the decision was reached and how Mr Ullah was held to account.
- There was a set procedure to be followed prior to finding someone guilty, evidence needs to be put forward and that evidence needs to be considered, the Panel cannot go on the balance of probability.
- There cannot just be an assumption Mr Ullah employed illegal workers.
- The Home Officer verification and status checks in respect of the workers were accepted.
- The second point as to whether they were working at the premises was disputed and management of the Taj Mahal were adamant that they were not working at the premises.
- It was not enough to find people with no legal status at the premises.

- The Bengali community accepted and accommodated visitors and this arose from their culture.
- The persons in question were not in uniform and this would be required if working at the premises and dealing with food.
- There was a process following the issue of a Civil Penalty Notice and this hadn't been completed. The Immigration Team took this decision and if it were negative you had twenty eight days to raise an objection given the potential penalties which were outlined.
- That in the experience of the appellant's lawyer suspected illegal migrants making statements to Immigration Officers would seek sympathy and show their vulnerability or would feel pressure to say what they believed the immigration officers wanted.
- Mr Ullah had not been able to contact the persons detained at the premises in order to seek a retraction statement.
- The review should not progress until the Civil Penalty Notice procedures had been completed and to date Mr Ullah had not received any information from the Home Office.
- If a Panel reached a decision adversely affecting Mr Ullah or the business and the Home Office did not find against him what would then happen?
- Two of the persons in question were found upstairs nowhere near the restaurant and the reason for them being there was conjecture and it was possible they were hiding not because they were working at the premises but because they were in the country illegally and feared detainment.
- There is no evidence Mr Ullah hired illegal workers and his employment records were not checked and he had not had the opportunity as yet to contest the Civil Penalty Notice.
- Why customers present at the premises were not questioned immediately the Police and Immigration Officer entered the premises?

Responses to questions to Mr Ullah and his Solicitor be broadly summarised as:

- That the probable reason for either hiding or attempting to flee the premises was the fear of being detained for being in the country illegally.
- A lot of illegal migrants didn't understand the legal process or how it operated and feared people in uniforms such as the police.
- That many illegal migrants obtained illegal documentation in order to seek work.
- That the four persons in question could not be considered anything more than suspected workers at this time.
- That all four individuals detained at the premises were only visitors.
- That helping out at the premises was the same as working and the four individuals made up a story claiming to be either helping or working because they believed this would benefit them by making them look vulnerable and also to show they were not reliant on public funds.
- That the suspected workers were interviewed together in the same room.
- That the suspected illegal workers were found in casual clothes.
- That the restaurant employed six or seven employees on the day in question and that there were no other employees on the premises that day.
- The illegal migrants found at the premises were guests visiting family within the Bengali community but were staying at the restaurant.
- Mr Ullah had run a business for many years and would ensure measures

were in place to ensure there was not a reoccurrence of having guests at the premises unless he knew them personally. He would accept a condition to ensure this happened.

- That they did not accept that the suspected workers claiming that they were trafficked into the country was a more obvious claim to make if they were scared.
- That Mr Ullah was not on the premises during the visit by Immigration Officers although the premises were open for business.
- The premises did not have operational CCTV.

Resolved - 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 Solicitor to the Premises Licence Holder and the Designated Premises Supervisor the Panel reached the following conclusions:

The Police have provided evidence of breaches of the Prevention of Crime and Disorder Licensing Objective. There was evidence of persons working at the premises who had no right to stay or work in the United Kingdom.

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 was provided confirmation from the Home Office that four persons found on the premises had neither the right to stay nor work in the United Kingdom.

2. The Panel considered evidence from the Solicitor to the Premises Licence Holder who attended with the Designated Premises Supervisor, together with supporting statements, that the four individuals found at the premises were visitors and were not working either in a paid or voluntary capacity. It also considered the Solicitor's submission that the statements of the individuals to the Immigration Service were motivated to benefit any appeal for asylum. However the Panel was satisfied that the written statements from the four individuals were provided under the provisions of PACE (Police and Criminal Evidence Act) in which they voluntarily admitted that they had been employed at the premises. The Panel determined that it found the PACE statements to be credible and that there was no reason to depart from the plain language of those statements.

3. The Panel considered a submission from the Solicitor to the Premises Licence Holder that the hearing was premature because the Home Office had yet to determine whether the individuals were actually working. However the Panel taking into account the Secretary of State's Guidance did not consider it had to wait for the outcome of this determination, to establish whether the Crime Prevention Objective was in all of the circumstances being undermined.

4. The Panel was mindful of the Secretary of State's Guidance under paragraph 11.28 when considering the action it deemed necessary to ensure the promotion of the Licensing Objectives.

5. The Panel was mindful that all licensed premises in the town were sent a joint letter from the Council's Licensing Manager and Wiltshire Police's Crime Prevention Manager dated 8th May 2018 setting out the seriousness of employing illegal workers and the potential consequences should illegal workers be found at a premises.

6. The Panel noted that there was no CCTV in operation at the premises but determined that this breach of the Premises Licensing Conditions would not be considered as it did not form part of the review before it.

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.

LICENSING PANEL

MONDAY, 29 OCTOBER 2018

PRESENT:- Councillors Brian Mattock (Chair), Caryl Sydney-Smith and Peter Watts.

An apology for absence was received from Councillor Vera Tomlinson.

13. Appointment of Chair

Resolved - That Councillor Brian Mattock Chair this meeting of the Panel.
(Councillor Mattock took the Chair.)

14. 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.

15. Application for the Transfer of a Premises Licences Licence, Taj Mahal, Shaw Ridge Leisure Park, Swindon

In the absence of the appellant the Panel considered legal advice in respect of Regulation 20 of the Hearing Regulations.

Resolved – That, in order to allow the applicant to attend and in the interest of a fair hearing, the meeting be adjourned until Tuesday 13th November 2018.

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LICENSING PANEL

FRIDAY, 30 NOVEMBER 2018

PRESENT:- Councillors Vera Tomlinson (Chair), Steph Exell and Caryl Sydney-Smith.

An apology for absence was received from Councillor Alan Bishop.

16. Appointment of Chair

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

17. Declarations of Interest

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

18. Application for the Grant of a Premises Licence, Rani's Local, 30 County Road, Swindon, SN1 2 EW

In the absence of Wiltshire Police the Panel considered legal advice in respect of Regulation 20 of the Hearing Regulations.

Resolved – That, in order to allow representatives of Wiltshire Police to attend and in the interest of a fair hearing, the meeting be adjourned until Friday 14th December 2018.

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

WEDNESDAY, 5 DECEMBER 2018

**Maintained School
Members:**

Mags Clarke, Special School Headteacher
Rhian Cockwell, Primary Headteacher
Alison Lowe, Primary Headteacher
Ray Williams, Primary Governor

Academy Members:

Jackie Smith, (Chair) Special Schools Headteacher
Craig Evans, Mainstream Academy
Andrew Henstridge, Mainstream Academy
Bob Linnegar, Mainstream Academy
James Povoas, Mainstream Academy
Karen Pyman, Mainstream Academy
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 Fiona Godfrey, Mainstream Academy, Emma Lindsay, Diocese of Bristol, Jo Morris, Early Years, Ben Slater, Pupil Referral Unit Headteacher.

15. Minutes of Previous Meeting

Resolved - That the minutes of the meeting held on 2nd October 2018 be confirmed and signed as a correct record.

16. Public Question Time

In accordance with Standing Order 28, Mr Alastair Dixon - Patterson of Lydiard Park Academy, Swindon, submitted written questions regarding a) the use mainstream funding to support Special Resource Provision (SRP) and b) the Department for Education /Education and Skills Funding Agency communication around exclusions charging.

It was noted that written responses had been prepared in respect of Mr Dixon-Patterson's questions and that these had been tabled at the meeting.

Mr Dixon-Patterson was in attendance and sought clarification regarding the financial year being utilised for the exclusions charging. The Finance Manager, Education confirmed that an authority's financial year was being implemented in the calculations. Mr Dixon-Patterson further advised that following the response he received to Question 1, he would be submitting revised questions regarding the allocation of SRP funding.

17. 2019-20 Dedicated Schools Grant - Funding Principles and Related Items

The Finance Manager, Education submitted a report setting out the funding protocols that will be used to prepare the budgets for 2019/20. She explained that the report addressed (a) the Mainstream Funding Formula; (b) the transfer of 0.5% Schools funding block to High Needs funding block and (c) it provided information regarding the statutory services carried out on behalf of all maintained schools (2019/20 Education Function Charge) and academies. She advised that the Schools Forum was being given the opportunity to agree the approach to be adopted by the local authority when setting the Dedicated Schools Grant Budget for 2019/20.

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 submission to the Secretary of State to request a disapplication of the funding regulations in regards to the transfer of 0.5% Schools Block funding to the High Needs Block.
- The consultation with schools had been undertaken to ensure that schools views were taken into consideration and the overall response would be shared with the Secretary of State.
- The need to ensure that the transfer of money to the High Needs Block improved outcomes for the children and young people.
- That the HMCI's report (<https://www.gov.uk/government/speeches/amanda-spielman-launches-ofsted-annual-report-201718>) reflected national issues regarding Special Educational Needs and that school inspections centred more on outcomes for specific groups rather than funding.
- The process of accessing the high needs budget and how it was administered to ensure uniformity.
- The F40's work to lobby central government to increase funding for Swindon.
- The need to review the Special Educational Needs processes with regards to school's ability to re-apply for funding at timely intervals.
- The potential effects on SEN provision if 0.5% of schools block funding was not transferred to the High Needs block.
- The impact on the Schools Block Funding if 0.5% was transferred to the High Needs block.
- That a High Needs Funding Review is being undertaken and would include looking at bandings and top-ups.
- That due to the increase in the number of children with Education, Health and Care Plans (EHCP), current funding would be allocated to a larger cohort of pupils.
- That the High Needs block funding is not expected to increase significantly and the allocations within it would be reviewed.

Resolved – (1) That School Forum agrees:

- (a) To the principals to be implemented when setting the Mainstream Funding Formula.
- (b) To the transfer of 0.5% Schools funding block to High Needs funding block that was estimated at £0.687m.
- (c) To the principle that the LA retains the funding that will be announced in December 2018 as part of the Central Schools Services Block to contribute to the costs of the LA meeting its

statutory duties for all pupils.

- (d) That the LA retains £16.50 per pupil fee to contribute to the cost of providing its statutory duties for all maintained pupils.
 - (e) That the principals of setting the local formula be as close as is affordable to the National Funding Formula (NFF) in 2019/20.
 - (f) That the 2019/20 Lump Sum be increased to £110,000 for Primary and Secondary Schools and that any residual funding was used to flexibly increase pupil led factors, depending on affordability.
 - (g) That the 2019/20 formula continues to have a minimum per pupil value for primary and secondary schools and that premises factors continue to be excluded from the calculation.
 - (h) That the Minimum Funding Guarantee be set at a flexible amount between (1.5%) and +0.5% to maximise the use of the Schools Block.
 - (i) That funding was put into Pupil Led factors such as Age Weighted Pupil Unit (AWPU), Deprivation, English as an Additional Language (EAL) and Prior Attainment.
 - (j) That further to (i) above, the Finance Manager be requested to model three options for the Forum to review at the next meeting of the Committee in January 2019 based on Options 2 and 3 shared as part of the funding consultation and also Option 4 shared after the consultation.
- (2) That the following be noted:
- (a) That the actual value of the transfer to High Needs block will be confirmed to Schools Forum in January 2019.
 - (b) That the actual value of the retained Central Schools Services Block be confirmed at Schools Forum in January 2019.
 - (c) That the Duties carried out on behalf of all schools and academies be noted as per Minute 15; (Schools Forum meeting held on 3rd October 2017 and available at:
<http://sbcvpwmmgv02:9070/ieListDocuments.aspx?CId=469&MId=8152&Ver=4>
- (3) That the Head of Education be requested to liaise with the SEN Team to ensure consistency of process across different schools' SENCOs applying for funding.

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 4 DECEMBER 2018

Group A:

Christian Denominations and
Other Religions or Religious
Denominations

Malkit Babbra (Sikh Community)
David Burbidge (Baptist Church)
Clare-Marie Burchall (Roman Catholic
Community)
Reverend David Howell (Swindon Evangelical
Alliance)
Dinesh Patel (Hindu Community)

Group B:

Church of England

Group C:

Teacher Organisations

Lottie O'Brien (NASUWT)
Emma McCarthy (NASUWT)
Helen Redhead (School representative)

Group D:

Councillors

Councillor Fay Howard,
Councillor Nick Martin
Councillor Barbara Parry
Councillor Roger Smith

Also in attendance: Katy Staples (SACRE Advisor)

Apologies for absence were received from Councillor Matthew Courtliff and Jo Backus, Sarah Foulkes, Atiff Ghafar, Jo Garton, Reverend Clive Deverell, Michelle Howard, Reverend Norma McKemey, Fidelma Meehan and Ruth Williams.

15. Welcome from the Chair

The Chair welcomed members to the meeting. In response to queries regarding the change of venue, she explained that due to unforeseen circumstances Tracy Mason was unable to host SACRE at Crowdy's School on this occasion.

16. Declarations of Interest

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

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

17. Public Question Time

There were no public questions.

18.

Membership

The Chair welcomed Malkit Babbra, representative from the Sikh Community. Katy Staples, SACRE Advisor, advised that following the resignation of Janet French, she wrote to the Anglican Community seeking representatives from that group. Additionally, as teachers were not widely represented on the SACRE, she had sought nominations from schools and she then introduced Helen Redhead, teacher at Millbrook School and Chair of Governors at King William Church of England School to the committee. The SACRE discussed renewal of membership. It was noted that members were expected to hold office for a period not exceeding 4 years unless successfully re-nominated to continue in post.

Resolved – That the Clerk informs members of their post expiration date.

19.

Minutes

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

20.

Website review

Katy Staples, SACRE Advisor, stated that following discussions with the Bristol School Advisor, it was agreed that letters issued to schools were to be supportive and guidance on the RE work to be undertaken in schools should be made available. She explained that the Red, Amber, Green (RAG) system was utilised to determine the amount of RE content on schools' website, with "Green" sites having comprehensive information. The SACRE Advisor thanked those SACRE members who reviewed schools' websites to determine RE content and asked for volunteers to review a further number of schools.

The SACRE discussed the content of the letters pertaining to each criteria as reviewed utilising the RAG system and agreed that they should be sent out to Headteachers with the Chair of Governors also being made aware of the review.

Resolved – (1) That the Chair and SACRE Advisor circulate the RAG rated letters to Swindon Schools.

(2) That the SACRE Advisor liaises with the Council's Governor Support Manager to include information regarding the Website review in the electronic briefing going out to all governors on 7th January 2019.

21.

CORE Report

Katy Staples (SACRE Advisor) presented a report from the Commission on Religions Education (CORE). She advised that this Commission had been set up by the Government to make recommendations on the future of religious education in schools.

The Advisor explained that the CORE report reflected the state of RE in schools and the diversity of religions within schools. She referred to the Commission's finding that included:

a) Pupils were encountering a growing diversity of religions and beliefs in their locality and in the media,

b) There was a variable quality of RE experienced by pupils across the country and

c) The legal arrangements around RE were no longer effective as more schools became academies.

To address this, it was recommended that:

- “Religious Education” would be rebranded to “Religion and Worldviews”,
- Teaching Religion and Worldviews would become statutory for all publically funded schools,
- non-statutory programmes of study for Key Stages 1 to 4 should be developed at a national level,
- SACRE would no longer review and create a locally agreed syllabus,
- GCSE and A-Level specifications would be reviewed in the light of the National Entitlement,
- Primary Initial Teacher Training would provide a minimum of 12 hours training on Religion and Worldviews,
- the Government should allocate funding for Continued Personal Development for Religion and Worldviews to support the delivery of the new non-statutory national programmes of study,
- SACRE to be re-named as Local Advisory Networks for Religion and Worldviews (LANRAW),
- Ofsted or Section 48 Inspectors to report if schools were meeting the National Entitlement,
- The Department for Education (DfE) to consider the impact of schools performance measures on the provision and quality of Religion and Worldviews,
- The DfE to review and provide clarification on the right of parents to withdraw selectively from parts of Religion and Worldview.

The SACRE debated the recommendations. They discussed the make-up of LANRAW and were concerned there would not be a statutory element to the group. Additionally, there would be no local authority Councillors on the group. The SACRE felt that without these two elements, local civic responsibility and accountability may be affected. The SACRE noted that a response from the Government regarding these recommendations was awaited and until then, SACRE would continue to review and support schools in their RE work.

Resolved – That the SACRE members may wish to write to their local Member of Parliament to express their views.

22.

The WIRE Award

Katy Stapes (SACRE Advisor) explained that this project was the idea of SACRE representatives from Bristol and South Gloucestershire. The idea was to promote the opportunity for more children to visit places of worship that were not Christian. The SACRE noted that the project sought to encourage and support good practice in Religious Education by rewarding:

- Schools taking students on visits to places of worship,
- where members of staff attend and benefit from further training through Religious Education CPD and
- Schools that go the extra mile in RE through entering a competition or putting on an RE related event during the school year

The Advisor explained that all these elements would have to take place within

an academic year and that the award would be provided by SACRE. She elaborated on the range of opportunities available for schools to obtain this award and how they were to submit their application and evidence forms. The SACRE heard that 8 Bristol schools and 12 Gloucestershire schools were participating in this scheme. The SACRE discussed the issues that may arise from lack of parental agreement for this scheme.

Resolved – (1) That this award be introduced in Swindon Schools.

(2) That the SACRE Advisor be requested to promote this scheme in Swindon Schools.

(3) That the project be monitored and the SACRE Advisor be requested to update the SACRE at a future meeting.

23. Feedback from the Religious Education hub meetings

The SACRE received an update from Emma McCarthy, Hub Leader, about the recent RE Hub meeting held in September at the Commonweal School. The Hub Leader explained that both primary and secondary schools attended the meeting and Jo Garton spoke about Humanism. The session was interactive with discussions and activities being undertaken. Information provided at the Hub meeting was to be circulated to all head teachers after the meeting.

The SACRE members was also advised that the next Hub meeting would be held at the end of January and that Katherine Taylor would be conducting a reflective story telling session. Ms McCarty reported that the RE GCSE results had been outstanding at Brandon Forest School and that at the next Hub meeting, a teacher from that school would share their strategies for attaining good results.

The Hub Leader further advised that she was working with Ferndale School to create a vision statement for their website.

24. Matters Arising

The SACRE Advisor referred to the positive impact that the Learn, Teach, Lead RE (LTLRE) programme was making to RE in Swindon. She added that the LTLRE programme had been recognised as a national leader in RE teacher-teacher support. The SACRE heard that to date, the programme had been financed by charitable giving, mainly from the Jerusalem Trust and the St Matthias Trust but that this charitable support was ending. It was noted that £3,500 would be needed to continue to support and train the hub leaders for the RE community across the geographical area (Somerset, North Somerset, Bath and North East Somerset, Bristol, South Gloucestershire and Swindon (North Wiltshire)).

The SACRE Advisor explained that a contribution of £250 towards the £3500 shortfall was being sought from Swindon SACRE and this would help ensure the continuation of this service to RE in the Swindon area. After a debate, the SACRE agreed to the transfer of funding to the LTLRE programme.

Resolved – That a transfer of £250 be undertaken from the SACRE Advisor's budget to the LTLRE programme.

25. Forthcoming CPD for teachers and SACRE members

The SACRE Advisor confirmed that an annual Continuing Professional Development Conference for SACRE members was being held at Dillington House in Somerset on 4th March 2019. She confirmed that there would be funding for a member of SACRE to attend and subsequently update SACRE on the days' proceedings.

Resolved – (1)

(2) The SACRE Advisor informed members that if they wish to attend, she was happy to offer a lift from Bristol if people found it easier not to drive the whole way to Dillington House.

26. Date and Time of the Next Meeting

The next meeting will be held on 26th March 2019 at 6.00 p.m. at the Gorse Hill Baptist Church, Cricklade Road, Swindon SN2 1AA.

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Section 5

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

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TOWN TWINNING NETWORK

WEDNESDAY, 3 OCTOBER 2018

PRESENT:- Cecilia Olley (Swindon Ocotal Link) in the Chair; Councillor Junab Ali, Councillor Nick Martin, Councillor Kevin Parry, Councillor Imtiyaz Shaikh, Cristina Bennett (Swindon Ocotal Link), Hassan Nur (Salahley, Somalialand), Cecilia Olley (Swindon Ocotal Link) and Nazma Ramruttun (Swindon Mauritius Friendship Twinning)

Apologies for absence were received from Councillor Kevin Small and Councillor Claire Ellis

9. 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.

10. Public Question Time

The Network received a request seeking Council support and a letter of introduction from the Mayor and support from the Network in respect of a potential friendship link between Swindon and a Nepalese town.

The Chair indicated that the network would need to establish a process for establishing friendship link that it supported. The Chair requested further information including details of the Group's Membership, Committee, Constitution and objectives. Following the receipt of this information a report could be prepared and submitted to the Network for consideration.

11. Swindon City of Sanctuary - Update

The Forum was updated on work related to the City of Sanctuary Since the last meeting of the Network which included:

- A presentation by the City of Sanctuary and a discussion on changing the emphasis and focus of Town Twinning to incorporate and represent communities in Swindon.
- That Swindon City of Sanctuary was part of a national organisation and because Swindon was a dispersal town for asylum seekers and refugees it was a way of ensuring everyone felt included within a safe and welcoming community.
- A break-down of work with other organisations and schools.
- The potential for involving more Councillors in the work of the Swindon City of Sanctuary and their role in explaining the way the Government operates the asylum system.
- The rich cultural community within Swindon.

Resolved - That the update be noted.

12. Town Twinning Future - Update

There was no update to report.

13. Reports from Town Twinning Associations and Links

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

It was noted that The Worshipful the Mayor and Councillor Kevin Small had travelled to Salzgitter in September where Councillor Kevin Small had been awarded the “City of Salzgitter Gold Medal of Honour” in recognition of his work on town twinning on 23rd September 2108 at special awards evening.

Swindon Ocotal Association were considering new projects such as linking entrepreneurs of the two towns. It was noted that the Association no longer had charitable status. The Link offered the opportunity for Councillors to become more active with the group and highlight recent work and issues facing Ocotal.

The Swindon Mauritius Friendship Link was still awaiting progress on being formally recognised and was invited to submit supporting information to enable this matter to be progressed.

Resolved – (1) The report be noted.

(2) That the Network’s congratulations to Councillor Kevin Small on the receipt of the City of Salzgitter Gold Medal of Honour be recorded.

WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 27 SEPTEMBER 2018 AT KENNET ROOM - WILTSHIRE COUNCIL OFFICES, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Junab Ali, Cllr Abdul Amin, Mamie Beasant, Cllr Alan Bishop, Cllr Richard Britton, Cllr Sue Evans (Substitute), Cllr Ross Henning, Cllr Brian Mathew, Anna Richardson, Cllr Tom Rounds, Cllr Jonathon Seed, Cllr John Smale and Cllr Caryl Sydney-Smith

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – OPCC
Clive Barker - OPPC
Ryan Hartley – OPCC
Prof Allan Johns – OPCC

Kevin Fielding – Wiltshire Council

57 Apologies for Absence

Apologies were received from Cllr Peter Hutton (Cllr Sue Evan subbing)

58 Minutes and matters arising

Decision:

- **The minutes of the meetings held on the 14 June and 1 August 2018 were agreed as a correct record and signed by the Chairman.**

59 Declarations of interest

Anna Richardson declared an interest as she was a former Special Constable with an ongoing compensation claim against Wiltshire Police.

60 **Chairman's Announcements**

Appointment of Co-opted Independent Members

Co-opted Independent Members of the Wiltshire Police and Crime Panel were appointed for a four year term, the term for the previous two co-opted members came to an end over the summer of 2018 and a fresh appointment process was undertaken.

Decision

- **That the Police and Crime Panel agrees with the recruitment panel recommends that Anna Richardson and Mamie Beasant be appointed Independent Co-opted Members of the Panel for a 4 year term.**

It was noted that Wiltshire Police would be interviewing candidates for the post of Chief Constable. Interviews would take place on Monday 26 November. It was planned that the PCP would hold a Confirmation Hearing some five days later.

61 **Public Participation**

There was no public participation.

62 **PCC Annual Report**

The PCP were asked to approve the draft version of the PCC Annual Report 2017-18.

The report (contained in the agenda pack), outlined annual financial information and aspects of the Commissioner's statutory functions.

It identifies the highlights of the year, areas to improve, progress against his plan and future challenges and opportunities.

The Chairman advised that he felt the document was an attractive document to read – a step forward – and he was pleased to see that most of his suggestions on the draft had been adopted in this final version.

It was felt that the report should perhaps flag up some of the Force's successes, such as the benefits of the sales of property confiscated from criminals.

The report was noted and recommended for publication.

63 **Quarterly data (Q1)**

The Commissioner outlined a report setting out his quarterly performance data – Quarter One 2018-19 (1 April to 30 June 2018) contained in the agenda pack.

Points made included:

- That there were 10,916 crimes recorded during quarter one and 43,646 in the 12 months to June 2018.
- This represented an increase of 1,112 recorded crimes (2.6 per cent) compared to the previous 12 months.
- The recorded crime rate per 1,000 population for Wiltshire in the year to June 2018 is 60.9 crimes. This was below the most similar group (MSG) average of 69.5 crimes per 1,000 population and was statistically lower than peers
- That Wiltshire had the 2nd lowest homicide rate and 3rd lowest most serious violence rate in the country.
- That Wiltshire was lower than average with respect to robbery, knife and gun crime, ranked 20th, 17th and 18th respectively.
- That the recent Salisbury and Amesbury incidents had cost Wiltshire Police some 10m, some funding would be received from Central Government to offset this. The commissioner was pursuing this matter.

Members asked if the Hate Crime spike referred to in the report was Brexit related and what were Wiltshire Police's plans for the possible loss of the European crime database after Brexit. The Commissioner advised that conversations were happening at operational level re these issues.

The Chairman advised that he found the section "General confidence in the Police" confusing. Kieran Kilgallen advised that more information would be provided by the OPPC to clarify this section.

The Chairman thanked the OPPC for the report.

64 **Deep dive into Priority 1**

Deep Dive section on Police and Crime Priorities - Priority 1 - Prevent Crime and keep people safe.

The Commissioner outlined the report, which was contained in the agenda pack.

Points made included:

- That the take up of Community Messaging had been slower than anticipated.
- That some 350 Special Constables was now the resourced level. The force would continue to recruit and replace as specials went on to become regular officers.

Cllr Jonathon Seed raised the question, as to why the Commissioner had attended only a small number of Wiltshire Council Area Boards. The Commissioner advised that a Deputy Commissioner had now been appointed to help with his workload and increase the OPCC presence at Area Boards etc.

Cllr Junab Ali made the point that he felt the Commissioner had made the effort to have a presence in Swindon and other areas.

The Chairman thanked the Commissioner for the report.

65 Budget Monitoring report/PCC Risk Register/Complaints Report

Budget Monitoring Report

- The report was noted.

PCC Risk Register

- After discussion the report was noted.

Complaints Report

- The report was noted.

It was felt that the report could be more readable and useful to panel members if it wasn't filled with redactions. The Chairman hoped that a way could be found to make future report more readable to the panel members.

The Community Policing Team Resource Framework report was noted.

The Chairman advised that this would be the subject of a detailed paper and discussion at the December meeting.

- The report was noted.

The Chairman thanked Clive Barker and Prof Allan Johns for their reports.

66 **Member questions**

The report was noted.

67 **Forward Work Plan**

The Forward Work Plan was noted.

68 **Future meeting dates**

- The next meeting of the Police and Crime Panel will be on 6 December 2018 – Civic Offices, Swindon

(Duration of meeting: 10.30 am - 1.00 pm)

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

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

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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**Minutes of the
Dorset & Wiltshire Fire and Rescue Authority held
at 10:00 hours on Friday 28 September 2018 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Cllr Spencer Flower (Chairman); Cllr Abdul Amin; Cllr Richard Biggs; Cllr Ernie Clark; Cllr Peter Hutton; Cllr Bob Jones; Cllr Rebecca Knox; Cllr Brian Mattock; Cllr Christopher Newbury; Cllr Paul Oatway; Cllr Byron Quayle; Cllr Pip Ridout; Cllr Vikki Slade; Cllr Ann Stribley

Officer attendance: Chief Fire Officer (CFO), Ben Ansell; Director of Finance and Treasurer; Mr Phil Chow; Clerk & Monitoring Officer, Mr Jonathan Mair; Director of Service Support, Assistant Chief Fire Officer (ACFO) John Aldridge; Director of Community Safety, ACFO Jim Mahoney; Director of Service Improvement, ACFO Mick Stead; Director of People Services, Ms Jenny Long; Head of Financial Services, Mr Ian Cotter; Head of Strategic Planning & Corporate Assurance, Mrs Jill McCrae

Guest: Mr Steve Mason (Real World HR)

18/38 Welcome

18/38.1 The Chairman opened the meeting and welcomed attendees, including Cllr Brian Mattock to his first meeting.

18/39 Apologies

18/39.1 Apologies were received from Cllr Garry Perkins (Vice Chairman); Cllr Kevin Brookes; Cllr Beverley Dunlop; Deputy Chief Fire Officer (DCFO), Derek James.

18/40 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

Initials _____

- 18/40.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act. There were no disclosures from Members, however Chief Fire Officer (CFO) Ben Ansell advised that he was a trustee of the SafeWise charity and wished to declare this for item 18/50 later in this meeting.
- 18/41 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on Wednesday 6 June 2018**
- 18/41.1 The Chairman asked Members to review and approve the minutes from the previous meeting.
- 18/41.2 CFO Ansell advised Members that the first part of the inspection to be carried out by Her Majesty's Inspectorate of Constabularies and Fire & Rescue Services (HMICFRS) would commence on 8 October with a number of discovery meetings and briefing sessions with staff. This would then be followed by our Strategic Briefing to the HMICFRS team on 7 November, with the formal inspection taking place from 19 - 23 November.
- 18/41.3 **RESOLVED that the minutes be confirmed without amendment and signed by the Chairman as a correct record.**
- 18/42 Minutes of the Finance & Governance meeting on 31 July 2018 and a verbal update from the 20 September meeting**
- 18/42.1 The Chairman of the Finance & Governance meeting on 31 July 2018, Cllr Bob Jones, provided a verbal update from the meeting held on the 20 September 2018, confirming that the annual Statement of Assurance had been approved and highlighted the discussion at the meeting regarding Member Development.
- 18/42.2 Cllr Jones went on to advise Members that he had spoken with the Director of People, Ms Jenny Long, regarding e-learning packages available to Members.
- 18/42.3 Members discussed Member Development and the Chairman commented that there was a need to provide this due to the complexities of the Service and the legal framework within which the Authority operated. He advised that a paper on Member Development would be brought to the Authority meeting in December 2018.
- 18/42.4 **Resolved: Members noted the draft minutes of the Finance & Governance meeting of the 31 July 2018 and the verbal update from 20 September 2018.**

Initials _____

18/43 Corporate video – We are DWFire

- 18/43.1 CFO Ansell introduced the corporate video – We are DWFire - which outlined the many and varied activities undertaken by the Service in its prevention, protection, resilience and emergency response roles. CFO Ansell confirmed that the work to produce this video was completed by the Services internal media team.
- 18/43.2 CFO Ansell invited Members to comment on the broad range of activities undertaken. Members agreed that the 'We are DWFire' messages "reflected the brilliant and talented people who work daily to provide this incredible range of services".

18/44 Finance Principles

- 18/44.1 The Director of Finance & Treasurer, Mr Phil Chow, introduced the paper setting out the financial assumptions and principles in preparation for establishing the next iteration of the Medium Term Finance Plan (MTFP) and budget for 2019-20, which will be presented at the meeting of the Dorset & Wiltshire Fire and Rescue Authority (the Authority) in February 2019.
- 18/44.2 Mr Chow advised Members that the financial principles and assumptions were broadly a continuation of previous years financial planning assumptions, however of the ten presented, three had changed.
- 18/44.3 Principle three regarding taxbase estimates established an increase in the assumption from 1% to assume a prudent 1.5% increase each year for planning purposes, as increases in the last three years have been around 1.8% per annum.
- 18/44.4 Principle six was a new principle, to suggest that Members lobby Government for the Authority to have freedoms and flexibilities for council tax increases of 3% or £5 whichever is the greater, without the need to hold a referendum. Members agreed to a revised principle that 'the Authority supports lobbying Government to have freedoms and flexibilities for council tax increases of 3% or £5 whichever is the greater, without the need to hold a referendum'.
- 18/44.5 Principle ten was a revision of the Authority's current policy to maintain general balances at £2.5m. Mr Chow explained, following a review and as a result of recent national discussions regarding the levels of general reserves within the Fire Sector, a principle is proposed to maintain general balances at £2.5m or 5%, whichever is the greater, and to transfer excesses above this amount each year to the transformational reserve.

Initials _____

- 18/44.6 The Chairman advised Members that a letter and briefing note had been prepared for sending to Members of Parliament (MP) within the Authority's areas and other key stakeholders in Government, regarding our financial position, a copy of which would be distributed to Members in due course.
- 18/44.7 CFO Ansell reminded Members of discussions the National Fire Chiefs Council (NFCC) had with the Minister for Fire & Policing, Rt Hon Nick Hurd MP, who at the time was 'not convinced' that fire and rescue services had yet made a convincing and compelling case for freedoms and flexibilities in setting council tax. CFO Ansell added that since that time he had been invited to discuss the matter with the Minister, which led to a productive conversation. The CFO also noted that the NFCC was also asking for £5 on behalf of all English fire authorities.
- 18/44.8 In response to a Member's question CFO Ansell confirmed that the Service was already operating with on-call firefighters crewing at 80% of appliances.
- 18/44.9 Members agreed that this Authority should lobby government to obtain the freedom and flexibility for a council tax increase of £5 per annum without the need for a future referendum; and all Members were encouraged to take every opportunity to lobby in support of this.
- 18/44.10 **RESOLVED: Members endorsed and approved the revised financial planning assumptions and principles to be applied when establishing the MTFP and setting the budget precept levels for 2019-20.**
- 18/44.11 **ACTION: CFO Ansell to provide Members with copies of the letter and the briefing note once completed and sent to MPs.**
- 18/45 Annual Report**
- 18/45.1 Assistant Chief Fire Officer (ACFO), Mick Stead, introduced the report stating that this was second annual report for the Dorset & Wiltshire Fire and Rescue Service (the Service) and covered the period 2017-18. He added that the report was aligned to the priorities set out in the Community Safety Plan and reflects the headline performance for the year in question, as presented to the Authority in June 2018.
- 18/45.2 ACFO Stead confirmed that the report included a position statement regarding the progress the Service had made in embedding equality, diversity and inclusion, which was a requirement of the Equalities Act 2010. He further confirmed that it also included the position relating to the progress that had been made in introducing apprenticeships into the Service.
- 18/45.3 CFO Ansell explained that the format had previously been very well received by constituent authorities, members of the public and staff. In particular case studies had received very favourable feedback.

Initials ____

- 18/45.4 CFO Ansell took Members to fire related deaths and confirmed that HM Coroner had sadly ruled on seven fire deaths adding that three others were awaiting a ruling and advised that the Annual Report would be updated to reflect this prior to publication.
- 18/45.5 ACFO Stead confirmed that, once agreed, the report would be available on the website along with the approved Statement of Assurance and Annual Accounts.
- 18/45.6 Members noted their contentment with the style and method of the Annual Report.
- 18/45.7 **RESOLVED: Members considered and approved the Annual report as set out in Appendix A.**
- 18/46 Senior Management restructure**
- 18/46.1 CFO Ansell reminded Members that the MTFP set out the need to make £1.2 million savings in 2019-20, with further savings requirements in future years. He added that this paper outlined the robust plans in place to realise the required savings.
- 18/46.2 CFO Ansell outlined the proposed changes to the responsibilities of the role of Deputy Chief Fire Officer (DCFO) to realise £95.5k of savings within the Strategic Leadership Team (SLT). CFO Ansell added that the proposed changes to the responsibilities of the DCFO required the Authority's approval.
- 18/46.3 CFO Ansell confirmed that the Service continued to respond to the financial challenges outlined in our MTFP while maintaining a robust strategic capacity and expertise that enabled a seamless transition at a time of complex change. CFO Ansell added that the proposed SLT restructure provided considerable savings at senior management level.
- 18/46.4 CFO Ansell, with the Chairman's agreement, invited the Director of People, Ms Jenny Long, and Mr Steve Mason (Real World HR), to the table to be available to respond to Members' queries.
- 18/46.5 CFO Ansell took Members to the report which outlined the detail of the opportunities for savings by not replacing the retiring ACFO but highlighted the need to maintain strategic operational command at Gold Level (Level 4). The CFO confirmed that, following an acquisition phase, the DCFO had demonstrated competence and confidence in this area. This process had culminated in a rigorous assessment, undertaken by an external assessor, which had been successfully completed by the DCFO.

Initials _____

- 18/46.6 Members discussed the proposals outlined in the report and signified their approval.
- 18/46.7 **RESOLVED: Members agreed to the Deputy Chief Fire Officer assuming additional responsibilities and receiving a commensurate uplift in pay to align with that set by other fire & rescue services in England.**
- 18/47 Members' Podcast**
- 18/47.1 The CFO introduced the reflective Members podcast, highlighting the activities which had taken place between June and September. The podcast can be accessed via this link: <https://youtu.be/SCGpVPlivnQ>
- 18/47.2 CFO Ansell thanked the Head of Information Management and Communications, Mrs Vikki Shearing, and her team for the production of the podcast. He added that he had received a letter from the Prime Minister praising the Service and its personnel who were involved in the aftermath of the Salisbury nerve agent incident and which was now framed and on display in reception at Service Headquarters.
- 18/48 To consider passing the following resolution:**
- 18/48.1 In accordance with Section 100A (1, 2 & 3) of the Local Government Act 1972, to exclude the press and public for the business specified below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 1, 2 & 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.
- 18/48.2 **RESOLVED: To close the meeting to the press and public.**
- 18/49 Date of Next Meeting**
- 18/49.1 The Chairman confirmed the date of the next Authority meeting as Thursday 13 December 2018 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.

Initials _____

Part 2

18/50 Skills for Life (formerly Safety Centre) update

- 18/50.1 Members considered the declaration of interest made by CFO Ansell at 18/40.1 above, taking advice from the Clerk & Monitoring Officer. They were satisfied that the CFO remain present for the paper.
- 18/50.2 CFO Ansell introduced the paper and the Director of Service Support, ACFO John Aldridge, took Members through the report.
- 18/50.3 Members discussed the options before them.
- 18/50.4 **RESOLVED: Members agreed that a paper be returned to the Authority meeting on 13 December.**

18/51 Senior Management Restructure and future role of Treasurer

- 18/51.1 Mr Steve Mason (Real World HR), entered the room to be available to advise Members in their deliberations; all officers not required for this item and both Director of Finance and Treasurer, Mr Phil Chow and Head of Financial Services, Mr Ian Cotter left the meeting.
- 18/51.2 Members discussed principles within the report.
- 18/51.3 Members unanimously supported the proposals.
- 18/51.4 **RESOLVED: Members approved recommendations 1 and 2 of the report.**

Meeting closed: 11:55am

Signed: _____

Initials _____

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