



SWINDON BOROUGH COUNCIL

Municipal Year 2018/19

Meeting of Council on Thursday, 4 April 2019

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Tuesday, 5 February 2019 of Audit Committee (Pages 5 - 10)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

2. Minutes of meeting Monday, 14 January 2019 of Scrutiny (Pages 13 - 18)
3. Minutes of meeting Monday, 11 February 2019 of Scrutiny (Pages 19 - 26)
4. Minutes of meeting Tuesday, 29 January 2019 of Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee (Pages 27 - 34)
5. Minutes of meeting Wednesday, 23 January 2019 of Children's Health, Social Care and Education Overview and Scrutiny Committee (Pages 35 - 40)
8. Minutes of meeting Wednesday, 30 January 2019 of Growing the Economy Overview and Scrutiny Committee (Pages 41 - 44)
7. Minutes of meeting Wednesday, 16 January 2019 of Resources and Corporate Overview and Scrutiny Committee (Pages 45 - 48)
8. Minutes of meeting Monday, 4 March 2019 of Resources and Corporate Overview and Scrutiny Committee (Pages 49 - 52)

SECTION 3 - REGULATORY COMMITTEES

9. Minutes of meeting Tuesday, 8 January 2019 of Planning Committee (Pages 55 - 68)
10. Minutes of meeting Friday, 14 December 2018 of Licensing Panel (Pages 69 - 72)
11. Minutes of meeting Wednesday, 19 December 2018 of Licensing Panel (Pages 73 - 76)
12. Minutes of meeting Tuesday, 19 February 2019 of Chief Officer Appointments Sub-Committee (Pages 77 - 78)

SECTION 4 - CHILDREN SERVICES BODIES

13. Minutes of meeting Wednesday, 16 January 2019 of Schools Forum (Pages 81 - 84)

SECTION 5 - POLICE AND FIRE AUTHORITIES

14. Minutes of meeting Friday, 30 November 2018 of Wiltshire Police and Crime Panel (Pages 87 - 90)
15. Minutes of meeting Thursday, 6 December 2018 of Wiltshire Police and Crime Panel (Pages 91 - 96)
16. Minutes of meeting Thursday, 17 January 2019 of Wiltshire Police and Crime Panel (Pages 97 - 100)
17. Minutes of meeting Thursday, 7 February 2019 of Wiltshire Police and Crime Panel (Pages 101 - 104)
18. Minutes of meeting Thursday, 13 December 2018 of Dorset and Wiltshire Fire Authority (Pages 105 - 114)
19. Minutes of meeting Tuesday, 12 February 2019 Dorset and Wiltshire Fire Authority (Pages 115 - 122)

Section 1

Special, Audit and Standards Committee Minutes

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AUDIT COMMITTEE

TUESDAY, 5 FEBRUARY 2019

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

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

40. Declarations of Interest

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

Councillor Des Moffatt made a non prejudicial declaration of interest in respect of Agenda Item No. 6 in his capacity as an as Chair of Central Swindon North Parish Council.

Councillors Nick Martin, Roger Smith and Steve Weisinger made a non prejudicial declarations of interest in respect of Agenda Item No. 6 in their capacity as Parish/Town Councillors.

41. Public Question Time

No public questions were received during the meeting.

42. Minutes

Resolved - That the minutes of the meeting held on 27th November 2018, be confirmed and signed.

43. Treasury Management Strategy 2019/20

The Director of Finance submitted a report setting out the Council's Treasury Strategy 2019/20, including Prudential Indicators up to 2023/24, the Council's Annual Investment Strategy and the Minimum Revenue Provision Policy Statement.

In presenting the report the Director of Finance and the Head of Finance highlighted the following points:

- The potential use of the UK Municipal Bond Agency for the purposes of obtaining loans should the interest rate be preferential to that offered by the Public Works Loan Board.
- A change to the strategy to permit the Council to make loans to local charities where they are supportive of the aims of the Council.
- The Council's Capital Financing Requirement for the General Fund which was expected to rise with the delivery of the new Eastern Villages before falling back following its delivery.
- The Capital Financing Requirement for the Housing Revenue Account, the Account's anticipated investment balance and the Account's Debt Limit which had been removed by the Government.

The Director of Finance and the Head of Finance answered questions and responded to matters raised by the Chair and Councillors Nick Martin, Des Moffatt, Roger Smith relating to the following issues:

- The financial implications to the Council should there be a slippage in the timetable for the development of the Eastern Villages.
- The protocol for the Council to approve investments in the Local Authority Property Fund or a similar multi-asset fund.
- The anticipated differential rate between loans with the Public Works Loans Board and the UK Municipal Bond Agency.

Resolved – (1) That the Cabinet and Council be recommended to approve the Treasury Management Strategy, Minimum Revenue Policy and Prudential Indicators, as set out in appendix 1 of the report.

(2) That the Cabinet and Council be recommended to approve the terms of the UK Municipal Bond Agency as set out in Appendix 2 to the report.

(3) That the loan facilities to Swindon Music Services as outlined in paragraph 3.23 of the report be noted.

(4) That the final sentence of Paragraph 8.23 of Appendix 1 be amended to read “These investments will be subject to a specific Cabinet approval before they are undertaken.”

44. Internal Audit Report: Services to Parishes

The Committee received a report on the outcome and key findings of the Internal Audit Review of Services to Parishes. It was noted that this audit emerged from the creation of four parishes under a Community Governance Review and the subsequent transfer of services to those and existing Parish Councils over the previous twelve months.

Steve Jorden, Corporate Director of Communities and Housing, gave a brief presentation on the relationship between Swindon Borough Council and Parish Councils and services provided.

The Head of Internal Audit noted the report arose from a request from the Head of Streetsmart to provide assurance in respect of roles and responsibilities, forward planning, management arrangements and health and safety in relation to services provided to Parishes. The Head of Internal Audit introduced the reports key findings and recommendations of the audit and he and the Corporate Director of Communities and Housing responded to questions and comments from the Chair and Councillors Nick Martin, Des Moffatt, Roger Smith and Rahul Tarar on the following issues:

- How Parish Councils could establish whether services provided by Swindon Borough Council and services they provided offered value for money.
- The sustainability of services provided by Swindon Borough Council and Parish Councils.
- The accuracy of information provided to Parish Councils when they took responsibility for service delivery.
- The relationship between Swindon Borough Council and Parish Councils and the need to establish meetings with all Parish Councils.

- Recharging for services to Parish Councils.
- Lessons learnt following the establishment of new Parish Councils and how good practice could be shared among Parish Councils and the enhancement of closer co-operation.
- Responsibility and liability for any incidents arising from non-compliance with Health and Safety Regulations during service delivery by Parish Councils or by third party contractors.
- The rationale for the creation of Parish Councils.
- The transfer of assets to Parish Councils.

Resolved – (1) That the report be noted and officers be thanked for their presentations and comprehensive response to issues raised by Members.

(2) That the Head of Internal Audit be requested to submit an update report of Services to Parish to this Committee in twelve months' time.

(Councillor Des Moffatt made a non prejudicial declaration of interest in respect of this item his capacity as an as Chair of Central Swindon North Parish Council.)

(Councillors Nick Martin, Roger Smith and Steve Weisinger made a non prejudicial declarations of interest in respect of this item in their capacity as Parish/Town Councillors.)

45. Internal Audit Report: Absence Management

The Committee received a report on the outcome and key findings of the Internal Audit Review of Absence Management. It was noted that this audit was requested by the Human Resources Operations Manager.

Julie Walsh, Human Resources Operations Manager provided an updated position which had been circulated with the Committee papers.

The Head of Internal Audit introduced the reports key findings and recommendations of the audit and he and the Human Resources Operations Manager responded to questions and comments from the Chair and Councillors Nick Martin, Des Moffatt, Roger Smith and Rahul Tarar on the following issues:

- The timetable for the completion of management training in respect of Absence Management.
- The level of staff absence and improvements to the management of staff.
- The main symptoms of staff who are absent from work and the process for engagement with them on return to work.
- The monthly and quarterly scrutiny of key performance targets including sickness absence data, accidents data, reasons for absence together with complaints from employees and/or grievances.
- The effect of long term sickness on absence figures and the effect of long term sickness had on other employees.
- Guidelines and training for managers who were required to engage with employees suffering long term sickness absence.
- Low cost measures that might increase staff morale and reduce sickness absence.
- Mitigation work, including a Health and Wellbeing Programme, to bring the Council's sickness absence into line and below the national public sector average.

- The role of Corporate Board in overseeing Sickness Absence.

Resolved – (1) That the report be noted and officers be thanked for their presentations and comprehensive response to issues raised by Members.
(2) That the Head of Internal Audit be requested to submit an update report in 2020/21 Municipal Year on the Council's success in reducing sickness absence below the national public sector average.

46. External Audit Plan

Barrie Morris (Grant Thornton) presented the Audit Plan for 2018/19, explaining the External Auditors' responsibilities in accordance with the requirements of the Code of Audit Practice issued by the National Audit Office (NAO), and detailing the work to be undertaken in relation to (a) significant risks facing the Council, (b) its opinion that there was minimal risk of fraud in relation to the revenue cycle, (c) management over-ride and controls and the environment put in place by the Council, (d) the audit of the key challenges and opportunities the Council is facing, (e) the valuation of the Council's pension liability, (f) Value for Money plans and their monitoring, (f) interim audit work, and the impact of the findings on the accounts audit approach, the key dates of the audit cycle and fees for the Council audit and other services agreed at the time of the issue of the Audit Plan.

Resolved – That the External Auditors' Audit Plan 2018/19 be accepted.

47. Swindon Borough Council Certification Letter 2017/18

Barrie Morris (Grant Thornton), submitted a report certifying the Council's Housing Benefit subsidy claim for the Financial Year, 2017/18 noting that this was the last year the Council would receive this letter following rule changes for auditing the Housing Benefit subsidy claim. The subsidy claim for the year was £49.464m which was qualified, but not amended, due to the wrong bedroom rate had been used to cap benefit resulting in a £1,000 overpayment.

Resolved – That the report be noted.

48. Audit Progress Report and Sector Update

Barrie Morris (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at March 2019, in respect of the delivery of their audit responsibilities. He confirmed that 2017/18 accounts in relation to the Teacher's Pension Return, the homes and Community Agency Return and the Capital Receipts Return had been certified. In terms of the audit deliverables work relating to 2017/18 had been completed.

The Update report also included a summary of key emerging national issues and developments that might be of interest to the Committee.

Resolved – That the update report and the summary of key emerging national issues and developments be noted.

49. 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 November 2018, and progress made against the Annual Internal Audit Plan 2018/19. He confirmed that the Housing Revenue Account contribution funding of the Corporate Fraud Team for next year had been agreed and answered questions in respect of checks undertaken in respect of (i) Right to Buy applications, (ii) tenancy checks, and (iii) Council Tax checks.

Resolved - That the Head of Audit be requested to submit a reports to the next meeting in respect of the OK4U Day Service and the Swindon Housing Company.

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Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY

MONDAY, 14 JANUARY 2019

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

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

An apology for absence was received from Councillor Des Moffatt.

54. Declarations of Interest

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

55. Minutes

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

56. Public Question Time

Mr Roy Worman sought clarification regarding discussions between Swindon Borough Council and Parish Council in respect of the installation of charging points for electric vehicles throughout the Borough. The Leader of the Council responded at the meeting.

Mr Roy Worman asked a supplementary question regarding the role of petrol stations in the installation of charging points for electric vehicles throughout the Borough. The Leader of the Council responded at the meeting.

The Chair sought clarification as to the Council's development plan for the installation of electric vehicle charging points across the Borough. The Leader of the Council and Cabinet Member for Economic Prosperity responded at the meeting.

Mr Roy Worman asked a public question regarding the management of the volumes of telephone calls to the Council's call centre during peak demand times. The Cabinet Member for Corporate and Customer Services responded at the meeting.

Mr Roy Worman asked a supplementary question regarding the public's continued use of the call centre despite online communication options being available. The Cabinet Member for Corporate and Customer Services responded at the meeting.

The Committee received a report of the Interim Director of Law about the Budget setting process for 2019/20.

Members were reminded of their specific responsibility under the Committee's terms of reference, and under the Budget and Policy Framework Procedure Rules, to fulfil the Council's Budget Scrutiny Function. The report provided members with the opportunity to better understand the strategic context and framing for the direction of travel of the organisation to deliver the Council's priorities and specific objectives over the next two years. This was within the expected financial context, and the particular processes the Council had adopted to ensure a balanced budget for 2019/20 and achieving a sustainable financial position moving forward.

The Chair welcomed Councillor Russell Holland, Deputy Leader of the Council, Vice-Chair of Cabinet and Cabinet Member for Finance to the meeting.

Councillor Holland introduced the report, advising that the final Local Government Finance Settlement for 2019/20 had yet to be published and so the current funding assumptions contained levels of uncertainty. He commented that an annual increase in basic council tax of 2.99% had been assumed for the financial period to 2019/20, and that the adult social care precept would be an assumed 1% in 2019/20. It was also assumed that fees chargeable by the Council would be increased by 5%.

The Cabinet Member responded to observations and questions from the Chair and Councillors Brian Mattock, Jane Milner-Barry and Chris Watts on the following matters:

- The process for determining the 5% rise in charges levied by the Council and how this would impact both service delivery, service demand and service users.
- The role of service departments in setting service charges and feedback received from service departments in the setting of the proposed increases in charges.
- The need to consider increased charges should they be likely to lead to additional work or cost to the Council and in particular in respect of a potential increase in fly-tipping and funeral costs.
- How the Council's estimated share of the surplus on the Council Tax element of the Collection Fund was constituted and the information on which the figure of £1.393m was based.
- The regulations for sharing any surplus or deficit on the Council Tax element of the Collection Fund between the main precept bodies (Swindon Borough Council, Wiltshire Police and Dorset and Wiltshire Fire Authority) and which did not include Parish Councils.
- Future funding provision for the Dial-A-Ride Service and the forth-coming contract negotiations and the tender process.
- The effectiveness in bringing empty properties back into use through the current 150% Council Tax Charge on Empty Properties within the Borough.
- The funding of electoral registration services which whilst tapered over a two year period had been fully funded.
- The Council's anticipated share of the £84 million extra Government funding for Children's Social Care.

- The formula for budgeting for the Council's costs associated with homelessness within the Borough.
- The £500 million additional money allocated by the Government to the Housing Infrastructure Fund announced in the budget which Councils could bid for in addition to the funding already secured for projects.
- The current status of monies from the Swindon and Wiltshire LEP allocated towards the provision of a new museum in Swindon and how current work on this project was funded.
- The additional costs associated with the project to develop a 3G pitch at the County Ground as an example of unintentional costs incurred following the grant of planning permission.

Resolved – (1) That the budget position update be noted.

(2) That Cabinet Member for Finance and officers be thanked for their attendance at the meeting to present the report and for their detailed responses to Members questions and observations on the issues raised.

58. Cabinet Member Question and Answer Session - Cabinet Member for Corporate and Customer Services

Councillor Keith Williams (Cabinet Member for Corporate and Customer Services), 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:

- Performance and Risk
- Human Resources and Organisational Development
- Communications
- Health and Safety
- Customer Services
- Information Technology
- Digitalisation
- Lydiard House and Park

Councillor Williams responded to the observations and questions put by the Chair and Councillors Emma Bushell, Emma Faramarzi, Jim Robbins, Tim Swinyard and Chris Watts on the following matters:

- The language and terminology within the report which might make it difficult for members of the public to understand.
- The successful use of social media by the Council to engage the public and the benefits arising to both the Council and the public.
- The benefits of adding a subject line to the My Account Portal to make it more user friendly for Councillors.
- Potential upgrades to Mod.Gov and the need to ensure Councillors are trained in the use of the My Portal System to make it more efficient.
- Planned maintenance, refurbishment work and structural work scheduled for Lydiard House and works carried out to the house and grounds over the previous year.
- Work to Lydiard to make it more widely accessible to all members of the public including conference facilities in the old swimming pool area rather than the previous plan to install a lift which would have proven difficult in a Grade 1 listed property which included the historical building as well as the 1960's extension to the rear of the building.

- Continued public disquiet at the online reporting of housing repairs and the waiting times for reporting repairs through the Council's call centre.
- The current call centre capacity, volume of calls received and number of abandoned calls and how this compare to last year.
- A breakdown of telephone calls to the Council's call centre and the mitigating measures that had been put into place to reduce this volume, especially those related to abandoned calls.
- The current staffing structure in the Council's call centre together with staff responsibilities, training and measures in place to retain customer service staff.
- Current statistics for staff sickness and how these could be adversely affected by long-term sickness and the nature of occupation.
- How reporting of staff sickness figures could be enhanced to provide a more robust picture to understand the Council's staffing situation.
- The monitoring and reporting of accidents and near misses, the Council's strategy to reduce these and how these informed Health and Safety practices.
- Measures to support staff in returning to work following illness.
- The success in improving the finances, including car parking revenue, of Lydiard House since the Council took over its management and continuing work to improve its management including best practice of other providers.
- Work to improve the range of services offered at Lydiard House including weddings, conference facilities, improved catering, increasing car parking capacity and accommodation and the reinvestment of profits back into the facility.
- The loss on income at Lydiard Park and Coate Water Country Park following damage to payment machines and changes to machines and CCTV to prevent a reoccurrence.
- The potential use of alternative payment methods for car parking at venues such as Lydiard and Coate Water Country Park.
- The loss of car parking revenue at Lydiard House and Coate Water Country Park during the previous year whilst payment machines were out of operation.
- The Council's future investment plans for the Coate Water Country Park.
- Maintenance of the Council's property portfolio including where a property is transferred to another organisation as part of a service contract or a tenancy given to organisations.
- The effect on day to day maintenance budgets during the Council's current financial situation and whether a backlog of repair and maintenance work is being built-up as a result.
- The transfer of assets to Parish Councils and whether some delays are the result of outstanding work required prior to transfer.
- The need to consider modernising all committee rooms and the Council Chamber to allow recharging points for hand held devices required to allow Councillors to conduct their business through electronic means.
- The benefits and drawbacks of contracts issued by the Council being sub-contracted out to other companies and whether such practices could be prevented, where required, as part of the tendering process.
- The auditing of equipment in libraries within the Borough to ensure replacement parts are available without undue delay.
- The need for Members have a sufficient understanding of current systems, or to be provided with comparator information, to be able to judge the value and benefits of any perceived improvements or efficiencies.

- Changes to the way in which the Council employs temporary or casual staff.
- The recruitment of staff in roles that are hard to recruit to on a national basis or where neighbouring authorities offer better remuneration.
- Management changes that have resulted in improvements to Health and Safety and the reduction and reporting of accidents.
- Ways to reduce and eliminate any disconnect between the Council and local residents.

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

(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.

59. 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.

60. Status of Requests for Action and / or Information

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

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

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SCRUTINY

MONDAY, 11 FEBRUARY 2019

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

Also in attendance were: Councillor David Renard (Leader of the Council), Councillor Russell Holland (Deputy Leader of the Council and Cabinet Member for Finance), Councillor Brian Ford (Cabinet Member for Adults), Councillor Dale Heenan (Cabinet Member for the Town Centre), Councillor Mary Martin (Cabinet Member for Children and School Attainment), Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety), Councillor Maureen Penny (Cabinet Member for Highways and the Environment), Councillor Gary Sumner (Cabinet Member for Strategic Planning) and Councillor Keith Williams (Cabinet Member for Corporate and Customer Services).

Apologies for absence were received from Councillors Des Moffatt and Barbara Parry.

61. 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 Fionuala Foley made a prejudicial declaration of interest in respect of the Committee's consideration of Cabinet Minute 65 (Private Sector Housing Enforcement Policies), in respect of her employment within the housing sector.
- Councillors Brian Mattock, Jane Milner-Barry and Gary Sumner made prejudicial declarations of interest in respect of the Committee's consideration of Cabinet Minute 65 (Private Sector Housing Enforcement Policies) in their capacity as landlords.
- Councillor Robert Wright (Chair) made a personal, non-prejudicial declaration of interest in respect of the Cabinet Item 10 (Library Strategy) in his capacity as he was a member on the Swindon Community Library Trust.

62. Minutes

Resolved – That the minutes of the meeting held on 14th January 2019 be confirmed and signed as a correct record.

63. Public Question Time

Mr Roy Worman, a Haydon Wick resident, asked questions regarding the Council's library proposals, specifically:

- a) The lack of comparative visions and cost analysis for both the Council's and PS Mutual's projects in the report.
- b) How the Council envisaged the role of librarians in the future.
- c) Whether the Council had considered the option of merging with Libraries West.

Councillor David Renard, Leader of the Council, and Sally Burnett, Head of Skills and Lifelong Learning, responded to Mr Worman's questions at the meeting.

Mr Worman raised his concern that the hearing loop in the meeting room was not effective.

Councillor David Renard, Leader of the Council, acknowledged Mr Worman's concern and asked the officers to investigate.

64. Consideration of Cabinet Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 6th February 2019.

Item Number Minute 65. Private Sector Housing Enforcement Policies

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, with the assistance of the Head of Housing, and the Service Manager, Healthy Neighbourhoods, responded to questions put by Councillors Emma Bushell, Emma Faramarzi, James Robbins, Chris Watts and the Chair on the following matters:

- The Council's methods of identifying rogue landlords and actions taken to ensure compliance with relevant legislation.
- The various methods used to report private sector housing issues.
- The resources and funding utilised to enforce the provisions of the Housing Planning Act 2016 to ensure tenant safety.
- The successful implementation of the Safe and Warm Scheme in Swindon.
- The use of the Council's electoral registration scheme to identify issues of over occupancy.

Councillor Fionuala Foley made a prejudicial declaration of interest in respect of the Committee's consideration of Cabinet Minute 65 (Private Sector Housing Enforcement Policies), in respect of her employment within the housing sector.

Councillors Brian Mattock, Jane Milner-Barry and Gary Sumner made prejudicial declarations of interest in respect of the Committee's consideration of Cabinet Minute 65 (Private Sector Housing Enforcement Policies) in their capacity as landlords.

Resolved – That Minute 65 of the Cabinet be noted.

Item Number 56. Budget 2019/20 and Beyond

The Leader of the Council and Councillor Russell Holland, Deputy Leader of the Council and Cabinet Member for Finance, with the assistance of the Director of Finance, responded to questions put by Councillors James Robbins, Chris Watts and the Chair on the following matters:

- The Diversity Impact Assessment carried out on the effect of a 5% standard uplift on fees and charges.
- Budget provision in respect of the County Ground improvement.
- The details of the Revenue Support Grant settlement.
- The projected reserves at the end of the current financial year and its planned allocation.

- The statements made by the Local Government Association on behalf of the sector regarding financial challenges being faced by councils.

Resolved – That Minute 56 of the Cabinet be noted.

Item Number Minute 57. Capital Programme 2019/20

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 Vera Tomlinson, Jane Milner-Barry and the Chair on the following matters:

- The reasons for the allocation of £348k from Section106 funding to Blunsdon Parish.
- The full review of Coate Water Park facilities being undertaken to ensure sustainability and how any identified work would be financed.
- The breakdown of the budget being allocated for the improvement of Rodbourne Park and Park Lane.

Resolved – (1) That Minute 57 of the Cabinet be noted.

2) That the Director of Finance be requested to circulate information on how Blunsdon Parish was allocated funding under Section106.

(3) That the Corporate Director of Communities and Housing be requested to circulate preliminary information regarding the LTP budget allocated for Rodbourne Road and Park Lane.

Item Number Minute 58. Treasury Strategy Statement 2019/20

The Leader of the Council and Councillor Russell Holland, Deputy Leader of the Council and Cabinet Member for Finance, responded to questions put by the Chair regarding the proposed use of reserves to support the Council's budget proposals.

Resolved – That Minute 58 of the Cabinet be noted.

Item Number Minute 59. Housing Revenue Account - Rents and Charges 2019/20

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, with the assistance of the Head of Housing, responded to questions put by Councillors Emma Bushell, Jane Milner-Barry, Chris Watts and the Chair on the following matters:

- The improved communications and interaction between council and DWP staff as a result of the meeting held with the Department of Work and Pensions government officials last year regarding Universal Credit.
- How the void allowance presented in the report related to all void council properties, the reasons for paying a void allowance and how the Housing Revenue Account to be presented to Cabinet early in the new financial year would reflect current performance.
- Improving the energy efficiency of council properties and discussions to be undertaken regarding provision of energy efficient vehicles for the in-house workforce.

Resolved – (1) That Minute 59 of the Cabinet be noted.

(2) That the Head of Housing be requested to circulate data to the Committee comparing the current void allowance financial figures with the previous two years' data.

(3) That the Head of Housing be requested to submit an update on the Housing Revenue Account to Cabinet in the next financial year.

Item Number Minute 60. Swindon Pay Policy Statement 2019

Councillor Keith Williams, Cabinet Member for Corporate and Customer Services, and Councillor Mary Martin, Cabinet Member for Children and School Attainment, with the assistance of the Director of Performance, Organisational Improvement and Communications, responded to questions put by Councillor James Robbins and the Chair on the following matters:

- Rates of pay for care leavers undertaking an apprenticeship.
- Progress made in addressing pay parity within the Council.
- The approach to the recruitment, remuneration and retention of social workers, particularly in Children's Services, and how an example of practical support included the provision of key worker housing by the Council's Housing Department.

Resolved – (1) That Minute 60 of the Cabinet be noted.

(2) That the Cabinet Member for Corporate and Customer Services be asked to consider a range of support the Council might be able to offer care leavers and apprentices.

Item Number Minute 61. Library Strategy

Councillor Keith Williams, Cabinet Member for Corporate and Customer Services, and Councillor Mary Martin, Cabinet Member for Children and School Attainment, responded to questions put by Councillors Jane Milner-Barry, James Robbins, Chris Watts, and the Chair on the following matters:

- Details of the commercial approaches to income generation and cost savings being considered by the library service.
- Central library out of hours manning issues.
- The way the community uses libraries had changed resulting in the need for a review of the current library strategy and the implementation of the Public Service Mutual model for all libraries in Swindon.
- Discussions on the consultation paper regarding statutory library provision.

Resolved – That Minute 61 of the Cabinet be noted.

Councillor Robert Wright (Chair) made a personal, non-prejudicial declaration of interest in respect of the above item as he was member on the Swindon Community Library Trust.

Item Number Minute 62. School Admissions Arrangements 2020-21

Councillor Mary Martin, Cabinet Member for Children and School Attainment, with the assistance of the Head of Education, responded to questions put by the Chair on the following matters:

- The reduction of the published admissions number from 60 to 30 pupils at Bridlewood School.
- The delay in allocating schools places for those pupils applying in-year and the effect this may have on student educational attainment.

Resolved – (1) That Minute 62 of the Cabinet be noted.

(2) That the Head of Education be requested to submit a report to the Children's Health, Social Care and Education Overview and Scrutiny on the reasons for the delay in allocating schools places for those pupils applying in-year.

Item Number Minute 63. SEND Home to School Transport

Councillor Mary Martin, Cabinet Member for Children and School Attainment, with the assistance of the Head of Education, responded to questions put by Councillor Chris Watts and the Chair on the following matters:

- The evaluation of children with Special Educational Needs and Disability (SEND) to help them remain independent.
- The correlation between allocation of school places and the need of parents with SEND children for transport assistance..
- The assessment of the independent living approach to school transport for children with SEND.

Resolved – (1) That Minute 63 of the Cabinet be noted.

(2) That the Head of Education be requested to a) monitor the number of appeals following the introduction of the new policy; b) compare the data to previous year's number of appeals received and c) include this information in his report as detailed in Item Number Minute 62, to be submitted to the Children's Health, Social Care and Education Overview and Scrutiny.

Item Number Minute 64. Statement of Community Involvement in the Planning Process

Councillor Gary Sumner, Cabinet Member for Strategic Planning, with the assistance of the Head of Planning, Regulatory Services, Libraries and Heritage, responded to questions put by Councillors Fionuala Foley, Jane Milner-Barry, Timothy Swinyard, Vera Tomlinson, Chris Watts and the Chair on the following matters:

- Details of the changes to the consultation time period for planning applications as reflected in the "Revised Swindon Borough Statement of Community Involvement in the Planning Process" document.
- The proposal received by the Chair of Planning to allocate additional time for parish councillors make representation at Planning Committee meetings.
- Discussions on the planning processes timeline as detailed in Appendix 1: Revised Swindon Borough Statement of Community Involvement in the Planning Process.
- Confirmation that currently there were no major development plans being proposed by the government.

Resolved – (1) That Minute 64 of the Cabinet be noted.

(2) That the Head of Planning, Regulatory Services, Libraries and Heritage be requested to circulate an updated review of the Planning Committee meeting process to include time allowed for parish councilors' questions at planning meetings.

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

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

- Provide the strategic direction for the management of all aspects of the Council's social housing
- Provide strategic direction to reduce and prevent homelessness where possible
- Promote partnership engagement to address rough sleeping
- Provide strategic leadership to promote safe public areas

- Set the strategic vision for the Borough's continuing social development
- Ensure that the Council's agreed priorities within the portfolio are delivered.

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

- Build new affordable homes including 200 new council homes and 66 units through the Affordable Housing Development programme at sites including the Hawthorns, the Royal British Legion site in Penhill, Townsend House in Old Town and the Former Refuge in Park South.
- Complete the redevelopment of Sussex Square.

Councillor Martyn, with the assistance of the Head of Housing and the Licensing Manager, responded to questions put by Councillors Emma Bushell, Fionuala Foley, James Robbins, Tim Swinyard, Vera Tomlinson, Chris Watts and the Chair on the following matters:

- Support for gamblers to help them break their addiction.
- The potential to provide taxi drivers with an additional restricted licence to allow them to accept work from other operators.
- How and when businesses need to apply for a SESAC licence (Society of European Stage Authors and Composers) when planning an event in Swindon and information on the services provided by the department to businesses applying for this licence.
- The promotion and successful implementation of the 'Ask for Angela' joint initiative between Wiltshire Council, the Police and the proprietors of licenced premises and the number of licenced establishments currently participating in the initiative.
- The neutral cost to the Council of pursuing licensing prosecutions
- The location, tenure and projected number of affordable houses in Swindon.
- The support provided for the homeless at day centres and how partnership working with Big Breakfast Plus and the Avon and Wiltshire Primary Mental HealthTrust had improved engagement with the homeless.
- The success of the Council's Temporary Winter Housing Project.
- The procuring of properties by the Housing Department to increase its housing stock.
- Discussions on how clients in under-occupied properties were encouraged to find suitable properties for their needs.
- The successful bid for funding being used to support children with alcohol dependent parents.
- The timescales for completing Fire Safety maintenance at David Murray John building and George Hall Court.
- The need to consider traffic flow to improve air quality at Kingshill, Swindon.
- The proposal to distribute notices to residents and properties in the town centre detailing information regarding help and support available to rough sleepers.

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

(2) That the Licencing Manager be requested to invite members of the Licencing Committee to a future Pub Watch meeting to review how the 'Ask for Angela' initiative was being implemented.

(3) That the Head of Planning, Regulatory Services and Heritage be requested to circulate information on the locations of affordable housing schemes in Swindon.

(4) That the Head of Planning, Regulatory Services and Heritage be requested to review traffic direction and flow to reduce congestion and improve air quality in Kings Hill, Swindon.

(5) That the Head of Housing be requested to circulate notices to residents and properties in the town centre detailing information regarding help and support available to rough sleepers who may be using garages and community places inappropriately.

(6) That the Head of Education be requested to update the Children's Health, Social Care and Education Overview and Scrutiny on the measures proposed to be taken to provide help to children of alcohol dependent parents.

66. Work Programme 2018/2019

The Committee considered a 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.

The Committee noted that the next Cabinet meeting on the 13th March 2019 was rescheduled and was now being held on 20th March 2019. The Committee further noted that the next Scrutiny meeting was due to be held on 25th March 2019 and agreed that the meeting on the 15th April 2019 be cancelled.

Resolved – That Committee noted:

- a) The Work Programme for 2018/19.
- b) The next scheduled meeting was now due to be held on the 25th March 2019.
- c) That the meeting on the 15th April 2019 be cancelled.

67. 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, 29 JANUARY 2019

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

Also in attendance were: Rosemary Curtis (HOSTS) and Carol Willis (Healthwatch).

Apologies for absence were received from Councillors Brian Ford (Cabinet Member for Adults), Kate Moore (Tenant Scrutiny Panel) and Michelle Howard (Equalities Advisory Forum).

Councillor David Renard attended the meeting in respect of Minute No. 36.
Councillor Emma Faramarzi attended the meeting in respect of Minute Nos. 33 and 36.
Councillor Cathy Martyn attended the meeting in respect of Minute Nos. 33 and 38.

32. Declarations of Interest

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

33. Public Question Time

In accordance with Standing Order 28, Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, submitted questions on behalf of local residents regarding a) how the NHS Swindon Clinical Commissioning Group (CCG) is addressing the problems currently being faced by the residents in Wroughton who are unable to book doctor appointments; b) what discussions are being held to address these issues; and c) what measures will be put in place to address the health needs of Wroughton's future increased population.

The Chair thanked Councillor Martyn for the questions and advised that responses would be provided.

Councillor Claire Crilly submitted questions to the Committee questions on behalf of local residents, regarding adult day services and extra care housing.

The Chair thanked Councillor Crilly and advised that responses would be provided to her after the meeting.

Mr Roy Worman (Swindon resident) asked questions regarding a) the involvement of Integral Medical Holdings Ltd (IMH) in the new hub at Moredon; and b) the conflicts of interest where GPs on the CCG are also partners in the practices involved in the Hub.

Ms Gill May, Director of Nursing at the CCG, responded to Mr Worman's questions at the meeting.

Councillor Emma Faramarzi asked a question regarding the deadline for expected improvements at the Moredon Hub.

Mr Martyn Diaper, CEO of IMH, responded at the meeting.

Councillor Faramarzi asked supplementary questions regarding a) what the CCG classes as acceptable wait times for appointments; and b) how the CCG is addressing the cancellation of appointments by GP Surgeries, sometimes at short notice.

Ms Gill May and Mr Martyn Diaper responded at the meeting.

34. Minutes

Resolved -That the minutes of the meeting held on 6th November 2018 be confirmed and signed as a correct record.

35. Great Western Hospital NHS Foundation Trust Update

The Committee received a presentation from Ms Julie Marshman, Chief Nurse at Great Western Hospital (GWH), regarding the results from the planned Care Quality Commission (CQC) inspection which had taken place over the summer.

During the presentation, Ms Marshman drew the following issues to members' attention:

- That the CQC had awarded the GWH with an overall rating of 'requires improvement' ..
- The 'Good' rating now being 78% overall on key lines of enquiry, demonstrating that there had been improvement since the last inspection.
- The successful bid for £30m to help redesign emergency care at the hospital.

Following her presentation, Ms Marshman responded to members' questions and comments on the following issues:

- The improvements required in Medical Care, as identified by the CQC inspection, and the plans for addressing them.
- The outcomes of the peer review that had preceded the CQC inspection, and how GWH measures itself and how the CQC undertakes its inspection.
- The five departments that had been judged as requiring improvements under the 'safety' categorisation of the inspection, and what this meant in practical terms for implementing changes to make those improvements.
- The significant improvements made in service areas since the last inspection.

The Committee considered the remainder of the update report on key issues relating to GWH NHS Foundation Trust. Mr Kevin McNamara, Director of Strategy at GWH, responded to members' questions and comments on the following issues:

- The purpose of the private patient unit at the GWH, including to assist with any shortage of beds as well as generating income, and the medical conditions it is able to treat.
- Previous reports provided by GWH on the work being done on sepsis, and the inclusion of an update on this in the report for the next meeting of this Committee.

- The excellent work done by Mr McNamara in support of the Radiotherapy Appeal.
- Possible reasons for the increase in attendances at the emergency department throughout December and January compared to the same period over the last three years.
- The 'smoke-free site' at the hospital,
- How GWH accounts for growth in the number of residents in bordering areas who may want to access its facilities.

Resolved – (1) That the report be noted.

(2) That the GWH be asked to provide a report to the first meeting of this Committee in the next Municipal Year, on the actions being taken to address the improvements required in Medical Care as identified by the CQC inspection, with a subsequent progress report to be given six months later.

(3) That an update report on the work done by GWH on sepsis, be submitted to the next meeting of this Committee.

(4) That it be noted that a breakdown of emergency department attendance figures for the last three years will be included as part of the update report to the next meeting of this Committee.

36. Clinical Commissioning Group Update

The Committee considered a report from the NHS Swindon CCG, which provided an update on performance and a summary of key issues in relation to the planning and provision of health and social care services within the Borough.

Ms Gill May presented the report and drew the following key issues to member's attention:

- All registered patients at the five practices in the Moredon Hub had received a letter providing details on the rationale for the changes implemented, and how subsequent issues are being addressed.
- A learning event is being planned within the next 6 – 8 weeks, to which key stakeholders and those members of the public who have lobbied or contacted the CCG regarding the problems at Moredon Hub, will be invited. The aim will be to work through learning points, and co-produce a plan for improvements.

The Chair invited members' to put questions to Mr Martyn Diaper (CEO of IMH) on the recent problems experienced by patients of the Moredon Hub GP Practices.

Issues raised by members included:

- Healthwatch Swindon's unannounced observation of the call centre at the Moredon Hub on the 28th January 2019, which had identified that only six people were answering telephone calls.
- The reasoning as to why IMH had commenced on a contract without enough staff to deliver it, the serious shortage of staff, and the lack of a recruitment drive prior to January.
- How the modelling for the contract had not shown the unmet demand due to the lack of information on missed / lost calls.
- The errors with the computer mail merge that resulted in letters being sent to registered patients at the five GP practices involved in the hub.
- The reasons for introducing a single call centre covering bookings for all five practices.

Ms May continued with the presentation of the report, and drew the following key issues to member's attention:

- The success of a sustained reduction in delayed transfers of care, and the resilience amongst social care colleagues in coping with winter pressures.
- The introduction of a new model of supporting and caring for people who are at the end of their lives.
- The successful introduction of the 'Red Bag Scheme' in care homes, which assists with the admission of elderly people to hospital.
- The successful bid for funding to assist with early intervention on mental health issues in schools in Swindon.

Following the introduction of the report, Ms May and Mr Paul Vater, Chief Operating Officer at the CCG, responded to members' questions and comments on the following issues:

- Future plans for the roll out of the 'Red Bag Scheme', and whether other schemes such as the 'Bobby Van' could assist the elderly, in their own homes, with being ready for admission to hospital should the need arise.
- The effect of targets being missed on the standards for cancer treatment, and how patient harm is monitored and measured.
- The reasons for the new model of service provision for the Swindon Walk In Centre and the Urgent Care Centre, whereby a number of health services will be amalgamated and operated under a new contract by Medvivo Group Ltd, from April 2019, and the importance of communicating changes to residents.
- The expected date for the consultation on changes to the CCG's policy on gluten free prescribing.
- The importance of ensuring an effective communication strategy is in place prior to the changes to non-emergency patient transport being implemented.
- The estimated opening date for the Junction Calming Café.
- The Motion adopted by Full Council at its meeting in January 2019 regarding domestic abuse, and whether the CCG could take into account those children subject to it in the project on early intervention on mental health issues.
- The potential reasons behind the low number of dementia tests being undertaken in Swindon.
- The proposals for engaging with patients, the public, and partners to develop the national ambitions in the NHS Long Term Plan in to local plans, an update of which will be brought to the first meeting of this Committee in the new Municipal Year.

Resolved – (1) That the report be noted.

(2) That the Cabinet Member for Housing and Safety be asked to confirm if the 'Bobby Van Scheme' can assist elderly people, who reside in their homes, in being ready for admission to hospital, should the need arise.

(3) That it be noted that a detailed breakdown on performance against the national standards for cancer treatment will be provided in the report to the next meeting of this Committee.

(4) That it be noted that an update on the proposals for engaging with patients, the public, and partners to develop the national ambitions in the NHS Long Term Plan in to local plans, will be brought to the first meeting of this Committee in the new Municipal Year.

37. Performance for Adult Social Care Commissioning

The Committee considered a report providing an update on performance and key issues relating to Adult Social Care commissioning.

Sue Wald, Corporate Director for Adult Social Services, responded to members' questions and comments on the following issues:

- The current consultation on proposals to reshape day centres, and how those fit in with supporting individuals.
- The success of the recent event on dementia held at the County Ground,
- Work being done to improve the numbers of Learning Disability reviews that are undertaken.
- The 30% increase in referrals being received by the Safeguarding Team, as compared to the same period last year, an analysis of which will be brought to the next meeting of this Committee.
- The plans for improving the nursing home in Swindon which has been rated by the CQC as 'inadequate'.
- The low number of carers who have received an assessment or review since April 2018, and plans for increasing the frequency of assessments.
- The plans for diverting people into community based solutions to help ensure they maintain and prolong their independence, including maximising working opportunities with voluntary based organisations and community navigators. Details on case studies will be included in the report to the next meeting of this Committee.
- The funding for the Community Navigators, by the CCG, and how they cover both Swindon and Shrivenham.

Resolved – (1) That the report be noted.

(2) That it be noted that an analysis of the 30% increase in referrals being received by the Safeguarding Team, as compared to the same period last year, will be brought to the next meeting of this Committee.

(3) That details on case studies in respect of community based solutions will be included in the report to the next meeting of this Committee.

38. Housing Performance Update

The Committee considered a report setting out the key current challenges and successes in the Housing Services.

Councillor Cathy Martyn, the Cabinet Member for Housing and Public Safety, and Mr Mike Ash, Head of Housing, responded to members' questions and comments on the following issues:

- The excellent work undertaken with the homeless over the winter months.
- The good feedback being received from users of The Haven, a new night shelter in Swindon.
- The attendance at the Breakfast Club of staff in the Housing Options Team, which has been recognised as the best time to engage with the homeless.
- The lack of understanding amongst agencies, such as probation services for example, of the duty to refer homelessness cases to the Council, and the actions being taken to help improve awareness.
- The costs of voids, given that close to £1m was lost in rents last year, and

the work being done to ensure improvements in this area, such as the recent change of contractor. More information on voids will be provided in the report to the next meeting of this Committee, to help understand the conditions of houses, and how long they are empty.

- The reasons behind the closing down of repair work that has not met quality standards, tenants waiting too long for repairs, and incorrect information being reported to councillors about repair works. Members noted that there is a reporting mechanism entitled the 'Right First Time' report, for properties flagged as being missed or repeat visits. A report on housing repairs could be added to the Work Programme for the next Municipal Year at the Committee's request.
- The various reasons for a property being designated as void

Resolved – (1) That the report be noted.

(2) That a report be presented to this Committee at its first meeting of the new Municipal Year on the 'Right First Time' reporting mechanism.

(3) That it be noted that more information on voids will be provided in the report to the next meeting of this Committee.

39. Avon and Wiltshire Partnership NHS Trust Update

The Committee considered a report providing an update on performance and key issues relating to Avon and Wiltshire Partnership NHS Trust (AWP).

Ms Nicola Hazel, Clinical Director across BANES, Swindon and Wiltshire at the AWP, responded to members' questions and comments on the following issues:

- The relocation of the health based place of safety to Devizes, and evaluation of the impact this has had on service provision and the residents of Swindon in the subsequent twelve months.
- The positive feedback received in response to Healthwatch Swindon's current telephone survey, in conjunction with Healthwatch Wiltshire, of those who have used the service in Devizes.
- The number of visitors to the health based place of safety in Devizes who come from outside the area.
- The health based place of safety unit covering the Avon and Somerset Police Force area, and the escalation process in place to transfer people from one unit to the other should one unit be full, to ensure the person receives an assessment within 4 hours.
- The scale of mental health issues amongst the homeless and the consequent importance that AWP attends forums discussing homelessness.

Resolved – That the report be noted

40. Work programme 2018/19

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

The Committee noted that the meeting date in April had been cancelled, and that the Domestic Abuse Working Group would be presenting its report to the March

meeting.

Resolved – (1) That the report be noted.

(2) That it be noted that an update on the Rough Sleeper Reduction Strategy consultation will be added to the Work Programme for the 5th March 2019 meeting.

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

WEDNESDAY, 23 JANUARY 2019

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

Jacquie Watt (Swindon SEND Families Voice).

Apologies for absence were received from Councillors Matthew Courtliff, Mary Martin and Roger Smith.

Spencer Allen (Swindon Association of Primary Headteachers), Steve Colledge (Swindon Association of Secondary Headteachers), Alison Paul (Association of Swindon Special Schools Headteachers) and Carol Willis (Healthwatch).

27. 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 30 (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 30 (Children's Performance Summary) in her capacity as governor of Swindon Academy.

28. Public Question Time

No public questions were asked or submitted for this meeting.

29. Minutes

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

**30. Children's Health, Social Care and Education Overview and Scrutiny
Committee sub-group**

The Chair submitted a draft copy of the Terms of Reference for the Children's Health, Social Care and Education Overview and Scrutiny Sub-Group for the Committee's approval. She also submitted the minutes of the sub-group's first meeting held on 19th December 2018 for the Committee's consideration.

In response to a challenge regarding the timescale of the recruitment drive for permanent social workers, the Director of Children Services confirmed that this would be launched nationally by February 2019.

Resolved – (1) That the Terms of Reference for the sub-group be approved.
(2) That the minutes of the sub-group's meeting be noted.

The Project Manager, Swindon Ten to Eighteen Project, submitted a report detailing the Committee on performance and key issues relating to youth participation, Swindon Youth Council, Thought Tank (special educational needs & disabilities participation group) and outreach participation work. He explained that the Youth Participation contract was coming up for tender with the current contract ending in April 2019.

The Project Manager drew particular attention to the following points:

- a) The “Pupils Voice Survey” conducted between the Youth Council and the Swindon Challenge Board identified pupils in need of help to improve English and Mathematics enabling better outcomes for their GCSE grades. This was a positive outcome of a joint piece of work with Swindon Challenge Board.
- b) The Youth Council’s success at promoting mental health awareness through their displays at the World Mental Health Day Event held at The Wyvern Theatre, Swindon.
- c) The effective partnership between the CCG and Youth Council resulted in a successful NHS Mental Health Trailblazer bid bringing an additional £1.2 million resource over 2 years to be used to support young people. This will enable young people needing mental health support to access services more easily and to suggest where they would like to receive their services. The model is school focused.
- d) The spread of work undertaken by Thought Tank included a) support provided to officers around the Council’s SEND and Transitions work, b) trialling ‘Planning Live’ events for young people entering into the transition period, enabling them to better benefit from adult services, c) the successful Transitions Roadshow’ consultation enabling young people to run their own roadshows, d) designing and understanding a ‘High Needs Implementation’ Survey together with the Swindon SEND Families Voice , e) the creation of a short film to highlight the importance of children and young people with SEND participating and being consulted in all areas that affect them and f) the rewording of the “Survey Monkey” questionnaire regarding SEND High Needs Implementation Support to ensure young people are able to understand and complete it.

In response to challenges and questions by Members, the following information was provided:

- Youth Council membership included young people from a range of minority groups and also included Looked after Children. This ensured there was challenge and scrutiny of the effectiveness of the services provided by internal and external stakeholders for these groups of children.
- Differentiation between the previous contract successfully bid by STEP in 2011 and the new contract currently out for tendering. Members noted the strong and positive relationship with STEP that has resulted in effective work undertaken by the team for the benefit of young people in Swindon.

Resolved – (1) That the report be noted.

(2) That the Director of Children Services be requested to circulate a copy of the new contract currently out for tender before the next meeting of the Committee.

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

(4) That the Committee continues to make available opportunities for children & young people to enable them to contribute to the work streams of Children's Health, Social Care and Education Overview and Scrutiny Committee.

(5) That the Project Manager, Swindon Ten to Eighteen Project, be requested to submit a further report on the work of the Swindon Youth Council and Thought Tank at a future meeting.

32. Targeted Mental Health Services (TaMHS) and Child and Adolescent Mental Health Services (CaMHS)

The Principal Officer for Health and Wellbeing, Children, Families and Community Health, and the Children's Commissioning Lead, Swindon Clinical Commissioning Group (CCG) submitted a report providing an update on performance and key issues relating to Targeted Mental Health Services.

Ms Gill May, Executive Nurse at NHS Swindon CCG, introduced the report and explained that it captured the work of the TaMHS and CaMHS services together with the work commissioned by the CCG. The Executive Nurse and the Principal Officer for Health and Wellbeing referred to a) the success of the Trailblazer initiative that had positively impacted the TaMHS and CaMHS services in terms of demand, with children getting at the right place at the right time following collaboration with schools; b) information on the recently published NHS long term plan which reflected a stronger emphasis on young people with mental health issues; c) how the CCG demonstrated the level of assessments being undertaken; d) the increased demand for TaMHS services and that this was expected to plateau as 'Trailblazer' services are taken up by schools; e) TaMHS processes with Council colleagues to reduce the waiting list, how it was monitored and financial funding appropriately targeted; f) how the CCG, as a commissioner, was holding the CaMHS team to account over the low percentage of assessments carried out within four weeks and g) how the CCG was supporting CaMHS through a recovery plan to improve their services.

Following the introduction of the report, the Executive Nurse, together with the Head of Children, Families and Community Health, responded to the members' challenge and questions and where clarification was sought. Members heard:

- That referrals were made through a variety of sources including schools, GP practices and other professionals within the Health Service ensuring effective and timely mental health provision.
- That the breakdown of the CaMHS referral data as reflected in 3.19 of the report did not include the number of assessments held in schools.
- That there was no benchmarking data available for the TaMHS service to allow comparison with other Local Authorities.
- That TaMHS and CaMHS prioritise Looked After Children and all those presenting with life threatening conditions. The Committee heard that for out of hours support, a Hospital Liaison CaMHS Nurse was located at the Emergency Department (ED) in Great Western Hospital.
- That through the Trailblazer initiative, further early intervention training will be offered to schools, with implementation from December 2019.
- That school budgetary constraints were not deferring a high number of schools buying into CaMHS and TaMHS traded services and engaging with the Trailblazer initiative. The Committee heard that the Trailblazer initiative would change how the TaMHS and CaMHS work with schools, would

strengthen local service provision and communication.

- That whilst the majority of children started treatment within 18 weeks of referral to CAMHS, those on the waiting list were offered support through a range of resources including a counselling service. The Committee further heard that the CCG regularly requested an audit of cases to ensure no children were at risk of harm and to monitor the quality of case work.
- That part of a School counsellor's role was to support children suffering mental health difficulties. The Committee heard that appropriate training for the Trailblazer initiative was vital and this would need to include upskilling and sharing expertise between schools. This would ultimately benefit the children involved.

Resolved – (1) That the report be noted.

(2) That the Principal Officer for Health and Wellbeing be requested to circulate a breakdown of the number of primary and secondary schools buying into the TaMHS and CAMHS traded services.

(3) That the Executive Nurse at NHS Swindon CCG, together with the Principal Officer for Health and Wellbeing be requested to submit an update on the challenges and success of the Trailblazer initiative at a future meeting of the Committee.

(4) That the Principal Officer for Health and Wellbeing be requested to circulate information on the TaMHS referral to treatment waiting times.

33. Education Standards and Improvement

The Head of Education submitted a report setting out how well Swindon children and young people had performed in their public assessments in primary and secondary schools. It highlighted where there have been improvements in performance and where there had been declines in standards. The Head of Education advised that the data included provided a measure against national averages and information on attendance and behaviour which could be an indicator of pupil and school performance. The Committee noted that the report reflected the work of the Swindon Challenge Board since its establishment in March 2017.

In response to challenges and questions by Members, the following information was provided:

- That positive support by parents given to children during their early years resulted in better developmental progress as the children get older.
- Members challenged the Key Stage 1 results. It was confirmed that these were positive for the future and were generally impacting Key Stage 2 figures, where there was higher attainment particularly in Mathematics. The Committee heard that demographics and social-economic factors should not be a barrier to higher achievement.
- That as part of the Ofsted inspection regime, schools indicated on their website how pupil premium funding was being allocated and the impact this was having. School audits undertaken by the Local Authority also focused on this, with particular emphasis on disadvantaged pupils.
- Members challenged the most recent dataset regarding school's performance. They were advised that these were provisional and based on Ofsted reports published, local knowledge and status changes on GIAS (Edubase replacement). The Committee heard that when schools became academies, they had to wait until the next inspection regime before their Ofsted grades could be changed. They further noted that with the assistance

of the School Performance Board and the Referral Support Centre, most schools needing improvement had made considerable progress.

- That early indications show that the recruitment of three Higher Education Learning Officers (HELOs) to work with schools and young people had been positive. The Committee heard that due to the effective partnership with Oxford Brooks University, good practice was being cascaded across all schools to the benefit of young people.
- Members challenged the exclusion dataset. It was noted that the number of permanent exclusion for secondary schools went down last year; both secondary and primary schools figures were still causing concern. Members heard about the involvement of the Swindon Challenge Board in assisting schools, resulting in positive outcomes where the number of fixed term exclusions went down and the number of days young people were excluded was considerably reduced. Members were encouraged to see a direct impact of the Swindon Challenge Board on reduced exclusions. Members also heard about the involvement of Mr Tom Bennet, Government Behaviour specialist, who had already spoken to all headteachers and would be running a course for senior leaders in March 2019. Further information available at: <https://www.gov.uk/government/publications/behaviour-in-schools>
Resolved – That the report be noted.

34.

Work Programme 2018/19

The Committee considered a report by the Interim Director of Law (Interim Monitoring Officer) 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:

- Progress Report on the Special Educational Needs and Disability inspection undertaken in December 2018.
- A joint report from Youth Offending Team, Youth Engagement and U-Turn to give the Committee a greater insight into the work they do, how they work together and the outcomes they achieve both individually and collaboratively.

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GROWING THE ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 30 JANUARY 2019

PRESENT:- Councillors Emma Faramarzi (Chair), Paul Dixon, Garry Perkins, Roger Smith, Caryl Sydney-Smith and Chris Watts

Apologies for absence were received from Councillors Mark Dempsey, John Haines and Imtiyaz Shaikh.

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

35. 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 personal and non-prejudicial declaration of interest in respect of agenda items 5 and 6 in his capacity as a Board Member of the Swindon and Wiltshire Local Enterprise Partnership.

Councillor Chris Watts made a personal and non-prejudicial declaration of interest in respect of agenda items 5 and 6 in his capacity as a Member of the Scrutiny Committee of the Swindon and Wiltshire Local Enterprise Partnership.

36. Public Question Time

No public questions were received during the meeting.

37. Minutes

Resolved – That the minutes of the meeting held on 7th November 2018, be confirmed and signed as a correct record.

38. Update on Learning Town, Higher Education and Apprenticeships

The Committee received a report of the Head of Skills, Employment and Lifelong Learning and Head of Education setting out on progress on the Swindon Learning Town, Higher Education Strategy and Apprenticeship Strategy.

The Chair read out questions received from Councillor Jane Milner-Barry relating to apprenticeships, the use of apprenticeships to upskill the Council's workforce and funds in the Council's apprenticeship levy account.

Following a presentation on the report the Cabinet Member for Economic Prosperity and Officers responded to Councillor Milner-Barry's questions and Members questions and comments on the following issues:

- The different types of apprenticeships currently available, including level 7 Masters degrees; it was noted that there has been a growth in the use of higher and master degree apprenticeships by employers, including Swindon Borough

Council.

- The use of apprenticeships in employing and upskilling staff.
- Funds available in the Apprenticeship Levy Account and the Council's target for the employment of apprentices.
- The mobilisation of resources by Learning Cities to promote learning across the spectrum from basic to higher education, learning in the workplace, in extending the use of modern learning technologies and the fostering of a culture of learning, social inclusion, economic prosperity and sustainable development.
- The Borough's aspiration and ambition for Swindon's residents, including increasing the number of young people in higher education, especially from more deprived areas, and an increasing skills and qualifications at all levels of employment.
- The move towards lifelong learning and increasing wellbeing through employment opportunities.
- The launch of the Learning Town Website in October 2018 and road shows and other publicity with schools and other partners to bring the website to the attention of residents.
- Promotions, such as Tech Fest, during the year to raise awareness of the learning opportunities available within the Borough and to promote the status of learning within Swindon.
- The use of ambassadors, employers, community engagement and mentors in promoting learning opportunities and career pathways within the Borough.
- The Words for Work Programme for post 16 year olds to assist their transition to employment.
- On-going work to improve literacy across a range of age groups.
- The positive use of stories on the Learning Town Website and social media.
- The identification of barriers to learning across the range of programmes used within the Borough.
- The role of Councillors to help promote future learning and educational campaigns.
- The continual use of education by residents to help them develop their skills and the opportunities available to them.
- The variety of bursaries and grants available to those on means-tested benefits to help them in their educational development.
- The targeting of education, especially in improving prosperity, and how aspirations and outcomes were monitored.
- The effect of technology on the development of children's learning skills.
- The role of libraries across the Borough in the promotion of learning and skill attainment.
- Work with all schools and colleges in the Borough, through the Swindon Challenge Board, to improve educational attainment and to raise aspirations and personal progression.
- Work with universities, colleges and schools to increase aspirations for the cohort of pupils whose family did not have a history of higher education learning.
- Work to increase the number and range of apprenticeships on offer within the Borough.
- On-going work to identify barriers to learning and to assist residents with poor literacy skills access services.

Resolved – (1) That the Cabinet Member for Economic Prosperity and officers be thanked for their presentation.

(2) That the report and progress on the Swindon Learning Town, Higher Education and Apprenticeships be noted.

(Councillor Oliver Donachie made a personal and non-prejudicial declaration of interest in respect of this item in his capacity as a Board Member of the Swindon and Wiltshire Local Enterprise Partnership.)

(Councillor Chris Watts made a personal and non-prejudicial declaration of interest in respect of this item his capacity as a Member of the Scrutiny Committee of the Swindon and Wiltshire Local Enterprise Partnership.)

39. Switch Onto Swindon

The Cabinet Member for Economic Prosperity and the Head of Strategic Growth made a presentation updating the Committee on the work of Switch onto Swindon and answered questions in respect of the following issues:

- Switch onto Swindon, which was into its third year, which had approximately 600 Ambassadors from over 400 companies who were working to make Swindon the best place to live and work.
- Details of the Business Board which was aligned around business representatives and their lead roles to co-ordinate activity within the themes of Governance, The Ambassador Network, The Talent Attraction Campaign, Discover Swindon and Ambassador Communication.
- The message that Swindon was the place to do business which was being led and championed by representatives of the business community.
- The Council's support to Switch onto Swindon in the form of senior political and officer input, co-ordination, insurance for events, communications and administrative support and a base budget to stimulate other financial and in-kind contributions to agreed activity.
- The reorganisation of Switch on Swindon to minimise political input and to allow business to deliver key messages.
- Work to widen the message of Switch on Swindon to businesses and employees across the country.
- The role of the Council in proactively seeking inward investment into Swindon.

Resolved – (1) That the Cabinet Member for Economic Prosperity and officers be thanked for their presentation.

(2) That this Committee formally extends its thanks and appreciation to all of the Switch on Swindon Ambassadors for their work.

(Councillor Oliver Donachie made a personal and non-prejudicial declaration of interest in respect of this item in his capacity as a Board Member of the Swindon and Wiltshire Local Enterprise Partnership.)

(Councillor Chris Watts made a personal and non-prejudicial declaration of interest in respect of this item his capacity as a Member of the Scrutiny Committee of the Swindon and Wiltshire Local Enterprise Partnership.)

40.

Possible Effects of Leaving the European Union

The Cabinet Member for Economic Prosperity and the Head of Strategic Growth and Place submitted a joint report setting out in broad terms the issues identified to date arising from the United Kingdom leaving the European Union and the Council's response through its inward investment and business retention and expansion programmes.

Resolved – (1) That the report be noted and officers be thanked for their extremely detailed report.

(2) That the Cabinet Member for Economic Prosperity and Councillors be encouraged to promote the Government's website <https://euexit.campaign.gov.uk> to assist businesses with their preparations for leaving the European Union.

(3) That the Chair and Cabinet Member for Economic Prosperity be requested to report the Committee's consideration of this report to Council.

41.

Work Programme 2018/19

The Committee considered a report by the Director of Law and Democratic Services setting out the Committee's Work Programme, agreed at its meeting on 20th June 2018.

Resolved – (1) That the report be noted.

(2) That an update on Learning Town be added to this Committee's Work Programme for the Municipal Year 2019/20.

RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 16 JANUARY 2019

PRESENT:- Councillors Brian Mattock (Chair), Steve Weisinger (Vice-Chair), Steve Allsopp, Claire Ellis, Mary Friend, Timothy Swinyard and Robert Wright

Apologies for absence were received from Councillors Des Moffatt and Andy Spry.

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 29th October 2018 be confirmed and signed as a correct record.

24. Public Question Time

No public questions were asked or submitted for this meeting.

25. Presentation - Swindon Programme

The Director of Digital Services and Corporate Programmes gave a presentation updating the Committee on progress made on the Swindon Programme and how targets were to be achieved. In particular, he drew the Committee's attention to the following:

- The challenge faced by the Council in ensuring it becomes more effective.
- The collaborative work undertaken with internal and external partners to ensure Swindon Programme goals were achieved. These included financial targets agreed by the Corporate Management Team focusing on opportunity identification.
- The setting of a baseline and smart targets following the recent efficiency benchmarking exercise undertaken jointly by Swindon and other local authorities.
- Swindon Programme Board monthly target reporting to the Leader's Advisory Group.
- Creation of directorate dashboards to embed the Swindon Programme principles in the day to day running of the Council.
- The Swindon Programme consisted of three project types: a) the Swindon Programme Projects, b) the Human Resources Supported Projects and c) the Directorate Projects.
- The deployment of Skype for Business to enable digital rationalisation across the Council.
- The success of the Digital Hub in transferring a high number of processes into on-line services.

Following the introductory remarks, Director of Digital Services and Corporate Programmes with the assistance of the Director of Finance, responded to

questions and comments on the following points:

- The Swindon Programme was on track to meet targets this financial year and the basis has been laid to support further endeavours and future challenges.
- Support provided by customer services for local community residents unable to complete digital applications for Council services.
- The difference in processes for customer phoning the Customer Services Centre and those using the walk-in Centre in Wat Tyler House.
- The necessity of undertaking customer satisfaction surveys to influence future processes.
- Promoting digitalisation of access to services to reduce footfall through the Customer Centre at Wat Tyler House.
- The maintain the adaptability of the Swindon Programme model to ensure it responds to changing environment of the Council and local needs of the community.

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

(2) That the Director of Digital Services and Corporate Programmes be thanked for his comprehensive and informative presentation.

(3) That the Director of Digital Services and Corporate Programmes be requested to circulate information on the Key Performance Indicators relating to the success of the Digitalisation Programme for Customer Services before the next meeting of the Committee.

(3) That a visit to Wat Tyler West be set up for the Committee in the near future to enable the Director of Digital Services and Corporate Programmes demonstrate the work currently being undertaken by Customer Services.

26. Presentation - Outcomes from the latest LGA Peer Review

Director of Digital Services and Corporate Programmes updated the Committee on the recent LGA's visit to the Council on 10th and 11th December 2018. He stated that the peer inspection centred on the Council's Transformation Plan and that the Council was awaiting feedback from the LGA in the near future. He added that a report with findings would be submitted at the next meeting of the Committee for scrutiny.

Resolved - That the Director of Digital Services and Corporate Programmes be requested to submit a report with the LGA's findings at the next meeting of the Committee.

27. Presentation - Fair Funding Review and Business Rate Retention

The Director of Finance gave a presentation on the Fair Funding Review and Business Rates Retention and explained that the subjects were interlinked. He drew the Committee's attention to the following:

- The Ministry of Housing, Community and Local government (MHCLG) and the Local Government Association (LGA) were conducting workshops to better understand the impact of the review on local governance nationally.
- Council funding from 2020 would be driven by:
 - a) the spending review by the Government to determine the budget for MHCLG future financial years;
 - b) the introduction of 75% business rate retention; and
 - c) the results of the Fair Funding consultation. This had looked at the local authority's 'need to spend' on public services which covered key cost drivers including population, deprivation and rurality.

- Service-specific formulae for adult social care and children's services.
- The overarching methodology that determined how much funding each authority received each year was introduced over ten years ago and had not been updated since funding baselines were set at the start of the 50 per cent business rates retention scheme in 2013/14.
- The Government undertook the Fair Funding Review to update the needs formula and set new funding baselines for the start of the new 75 per cent business rates retention scheme from April 2020.
- Further technical papers were planned for spring and summer 2019 to develop and consider relative needs, resources and transition, with the new arrangements coming into force in April 2020.
- The Business Rates Levy paid by the Council for business rate growth. This was also being reviewed by the Government.
- The discussions being undertaken regarding the proposal to deal with the risks relating to business rates appeals nationally.

Following the introductory remarks, the Director of Finance, responded to questions and comments on the following points:

- The Government's use of the Office of National Statistics (ONS) demographic projections data to determine future funding and once set, to be fixed for a number of years.
- The vital importance of new housing development calculations with regard to Swindon's demographics and future population predictions.
- In line with the Government's scheme, Council contacted businesses whose rates had increased considerably offering support. This was conducted within the scheme's parameters.
- The balance of funding to be generated when allocating spaces within the Local Plan for business, housing and green space was not currently quantifiable.
- Business rates were set nationally by the Valuation Office Agency and the Agency provided valuations for business properties on their website.

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

(2) That the Director of Finance be thanked for his comprehensive and informative presentation

28.

Work Programme 2018-2019

The Committee considered a report of the Interim Director of Law (Interim Monitoring Officer) setting out the topics for inclusion on the Committee' 2018/19 Work Programme, as agreed 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 updated to include a report by the Director of Digital Services and Corporate Programmes regarding the Local Government Association's findings following their inspection in December 2018.

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RESOURCES AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 4 MARCH 2019

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

29. 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.

30. Minutes

Resolved – That the minutes of the meeting held on 16th January 2019 be confirmed and signed as a correct record.

Members noted that the Key Performance Indicators relating to the success of the Digitalisation Programme for Customer Services (Minute 25 refers) will be circulated once the Corporate Management Team and the Swindon Programme Board have had sight of them.

Members noted that the outcomes and findings from the latest LGA Peer Review (Minute 26 refers) will be circulated once the Leader, Shadow Leader and Chief Executive have signed them off.

31. Public Question Time

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

- a) The absence of timelines within the 'Progress towards the Council's Vision, Priorities and Pledges' report which would give an indication of progress.
- b) The public availability of the data showing progress and achievements on a month by month basis.
- c) The use of the term 'On Track' to measure progress against the Council's Pledges, and what this means in real terms.
- d) Whether the Council's Vision, Priorities and Pledges could include a goal towards publishing a five year supply of housing stock.

The Chair, Councillor Tim Swinyard and Mr Martin Bell, Intelligence Lead (Analysis and Performance Improvement), responded at the meeting.

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

The Committee considered a report providing details of the progress being made towards the Council's Vision, Priorities and Pledges. Mr Bell introduced the report and highlighted the following points:

- That the Pledges had been refreshed at the end of 2018 and agreed by Cabinet.
- That the number of Pledges had reduced from 30 to 26, due to some having been completed and others having been changed.
- Responsible officers across service areas provide monthly updates, used to

populate scorecards. Directors discuss these at Corporate Management Team meetings, and the information is also provided to Cabinet Members for Leadership Advisory Group meetings.

- Overall progress against the Pledges is made available on the Swindon Borough Council website.

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

- Potential future additions to the report, including: identifying what resources are being used to deliver Pledges; future resource implications; a sense of where pinch points are; where delivery on Pledges is falling behind or moving ahead; and, how concerns are being addressed.
- Projects indicated within the report as currently being on track and which have previously had delays and amendments, such as the Bus Boulevard, Aspen House and Kimmerfields.
- How the responsibility for delivering Priority Three (Ensuring clean and safe streets and improving public spaces) has mostly been devolved to Parish Councils.
- The strategy for capitalising upon and enhancing the value of the land owned by the Council, particularly in the town centre, to attract investment and income.
- The importance of members of the Heritage Zone Board knowing the content and value of assets to attract borrowing and investment.

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

(2) That the report be brought to the attention of the Chairs of the Overview and Scrutiny Committee's for potential inclusion in their Work Programmes for the 2019/2020 Municipal Year.

33. Presentation - Swindon Programme

The Committee received a presentation from the Director of Digital Services and Corporate Programmes providing an update on the Directorate Scorecards showing the activity and progress under the Swindon Programme. He highlighted the following:

- That the former One Stop Shop had been designed as a supported fulfilment service, but the progressive digitalisation of services has allowed the remodelling of the customer service centre to an assisted self-service function.
- The scorecards were previously sorted in themes, but are now structured in Directorates.
- That the Children's Directorate has its own improvement plans, which the others do not.
- How some projects are supported by the Corporate Programme Team, with the smaller non-supported projects being governed within services.

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

- The allowances required for those residents who cannot be moved on to the digital platform and who are unable to visit the new customer service centre in person.
- The problems currently being experienced by residents trying to subscribe to green waste services, and how a move to six-monthly subscriptions may help

address cyclical pressures on the contact centre.

- Recent communication errors regarding green waste direct debits, and the steps being taken to ensure these are avoided in future.
- Staffing pressures on entry level positions, and what can be done to successfully retain trained staff and ensure succession planning.
- The need for council tenants to speak directly to the Housing Team for help and assistance with enquiries.
- The governance arrangements in place once it is identified that a work stream is behind on its deliverables.
- How the gross savings are calculated against the annual revenue budget from redundancy, salary and pension costs.
- The net effect on overhead costs from the reduction in staff, and also the opportunities this presents to rationalise property.
- Progress with the property review, and the expectation that the final report will be presented for consideration in the next Municipal Year. Members noted that buildings have already been closed, and that locality based areas are now being reviewed.
- How the Swindon Programme has initially focussed on short term pressures due to the current financial constraints, and the proposals for achieving longer term savings following the end of the Programme.
- How the Council can help mitigate the impact from the Honda factory closure.
- The paper filing systems being used in some children's services, and proposals for the restructuring of that data using an Electronic Data Management System in line with Ofsted recommendations.
- How the budgets as set out in the Scorecards are aggressive and aspirational, with high targets for achievement, in comparison to the actual budget update reports presented to Cabinet and Council which may indicate different outcomes.
- How absence levels can be an indicator of low morale, pressures and stress, and how the projects within the Programme are helping to raise awareness and reduce those levels.
- Ensuring there are no resource pressures on report authors which affects their ability to bring forward items for consideration by Committee within expected timeframes.
- How the Property Team has resource pressures at the moment, and the subsequent delays in transferring assets to Parish Councils.

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

(2) That the Director of Digital Services and Corporate Programmes be thanked for their comprehensive and informative presentation.

34. 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.

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Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 8 JANUARY 2019

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

50. 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.

51. Minutes

Resolved – That the minutes of the meetings held on 27th November and 11th December 2018, be confirmed and signed.

52. Public Question Time

There were no public questions

53. 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>
Chris Frost	Agent
Councillor Cathy Martyn	Ward Councillor
John Vincent	Local Resident
Hannah Donsonjh	Wroughton Parish Council

Councillors Toby Elliott, Fionuala Foley, Nick Martin, Stan Pajak and Vera Tomlinson spoke in respect of this application.

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

- The previous application had been deferred to allow it be review in the light of the Committee's concerns in respect of the number of 1 bedroom units and accessibility issues and concerns regarding car ownership.

- The developer had not revised the application despite guidance from the Committee that it would wish to see a reduction in the number of 1 bed units and that the developer was against the loss of these units.
- A survey showing the higher than average level of car ownership in Wroughton based upon data from the last Census.
- That there was no evidence that car ownership could be linked to the size of dwellings at the site.
- That whilst Comet Way was a private road there was no restriction to cars and buses using it and discussions were on-going with the owner to permit construction traffic to use it.
- The developer's preference would be for Comet Way to become an adopted highway or as an alternative to secure a right of way over this road for both existing and new residents.
- The development would help address the housing shortfall within the Borough 18 new homes and would provide affordable which complemented the Council's Vision on sustainable development which complied with the Council's planning policies.
- Following the deferment of the application discussions had taken place with Council Officers. The development comprised 4 x 1 bedroom units, 4 x 2 bedroom unit and 10 x 3 bedroom units of which all the 1 bedroom and 1 of the 2 bedroom units had been identified as affordable housing. Stonewater the Social housing provider who specialised in rural and market town social housing identified 1 bedroom units as those most needed in Wroughton.
- Any reduction of smaller units could not be supported as this represented the greatest need in the area.
- The allocation policy for social units would see an offer of accommodation made but this didn't have to be accepted if the units or public transport was a concern. Stonewater worked hard to support its tenants and ensure the units are appropriate for prospective occupiers.
- The developer was confident that the mix of properties was correct for the site.
- 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.
- A construction Management Plan had been conditioned as part of the recommendations within the report which would include access to the site.
- As part of the survey of the in August 2018 site both surface water and foul water systems had been jet washed clearing a number of long standing blockages and the systems were now cleared benefiting existing residents.
- At the request of the Council traffic counts, visibility displays and average traffic speeds surveys had been provided and based upon this information it had been determined there would not be an adverse impact on the road network or road safety arising from the development.
- The development will provide a number of benefits to 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:

- The development was not sustainable due to its poor pedestrian access and lack of public bus services.

- The bus services were primarily designed around schools transport and were not suitable for people seeking to get to work.
- The use of the private road for school bus services only continued after repairs works funded by the Council in order to allow the school bus service to continue to operate.
- There was no certainty that the Borough Council would be willing or able to carry out further repairs when these were needed.
- There was no proof that rights of way over the ex-MOD private road had been negotiated for new residents.
- The application was contrary to TR2 of the Local Plan as a safe access to the site could not be secured.
- Other roads leading to the development were substandard by current design standards.
- The site was within an area of Outstanding Natural Beauty in conflict with Policies RH3 and RH4 of Wroughton's Neighbourhood Plan.
- The nearest convenience store is 1,200 metres away with other services in Wroughton 2.1. km away with no safe walking route with the site being served by a skeleton bus service.
- The only real access to the site was via Priors Hill which was so narrow repairs could not be recently undertaken as Swindon Borough Council's Highways Officers could not identify a safe way to undertake them.
- Even if Swindon Borough Council couldn't identify a five year housing supply the accumulative impact of issues with the site should be sufficient to refuse the application.
- Should planning permission be granted the Parish Council asked no construction traffic be permitted except via the ex-MOD private road, that a construction management plan limit the impact to residents on Priors Hill and to ensure the developer enters into an agreement with the owner of the private road and bus operator to ensure the bus service operates for at least 10 years following the occupation of the first property.
- Prior to any development being permitted the developer should be required to undertake improvement to the unlit pedestrian route to the convenience store.
- Priors Hill was a single track road built that was unsuitable for current traffic and would see an unacceptable increase in usage should the development progress.
- Priors Hill would not provide a safe walking route to the village from the development as it did not have a pavement along its whole route and had a blind bend.
- There was a 5.5 tonne weight restriction on Prior Hill and there were fears this route would be used by any construction traffic.
- The 60 mph speed limit on Priors Hill was not adhered to and additional traffic would add to this problem.
- 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.
- Paragraph 108 of the NPPF required developers to provide safe and suitable access which the application before members failed to do.

- Paragraph 109 allowed refusal if there was an unacceptable impact on Highways Safety or residual accumulative impact on the local road network.
- 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 and you could not assume that vehicles would not be driven at this speed. 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.
- There was no evidence the owner of the ex-MOD private road would grant access for traffic generated by the development nor was there evidence that he would consider offering it to Swindon Borough Council for adoption.
- Should new residents from the development be granted use of the road there was no guarantee they wouldn't be charged for its upkeep.
- 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 given that these were the only two roads that could be used to access the site. Should permission be granted a condition should be attached prohibiting the use of Priors Hill by construction traffic with the erection of appropriate signage along the route leading to Priors Hill.
- Shift workers would struggle to use the bus services to get to work because of the hours of operation of the bus services.
- 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 applicant had not shown any indication of trying to address the concerns of the Committee, Ward Councillors, Parish Council and residents raised at the previous meeting.
- 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.
- No evidence had been produced to show that the ex-MOD road would be brought up to a standard to permit its adoption, nor who would pay for this work.
- That the mix of properties and general design of the development was poor.

Resolved – That application S/18/1033/TB be refused.

Reasons:

1. The proposal represents an overdevelopment of the site located outside of any settlement boundary contrary to Policies DE1 and SD2 of the adopted Swindon Borough Local Plan 2026 and the NPPF.
2. The development by virtue of its poor quality design and use of materials is unacceptable and will result in a detrimental impact upon the North Wessex Downs Area of Outstanding Natural Beauty. In these respects it is contrary to Policies DE1 and EN5 of the adopted Swindon Borough Local Plan 2026, the adopted Swindon Residential Design Guide (2016) and the NPPF.
3. The development by virtue of the lack of appropriate infrastructure provision is unacceptable and is contrary to Policy IN1 of the adopted Swindon Borough Local Plan 2026

54. S/17/1771/SASM Erection of class A1 foodstore and associated access, parking and landscaping - Land North Of Blackworth Industrial Estate, Highworth, Swindon.

In respect of application numbered S/17/1771/TSAMS (Erection of class A1 foodstore and associated access, parking and landscaping - Land North Of Blackworth Industrial Estate, Highworth, Swindon), the Committee considered: -

- (a) An application for permission to develop;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) Further representations, both opposing and supporting the application, received following the publication of the agenda papers, circulated at the meeting and published on the Council's website;
- (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>
Simon Glover	Agent
Councillor Steve Weisinger	Ward Councillor
Pauline Webster	Highworth Town Council
Steve Hall	Local Resident

Councillors Alan Bishop, John Ballman, Steph Exell, Fionuala Foley, Nick Martin, Jane Milner-Barry, Stan Pajak, Vera Tomlinson and Peter Watts spoke in respect of this application.

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

- The application could assist with the development of the remainder of the site for employment uses in accordance with the Local Plan allocation.
- A petition containing 972 signatures in support of the application signed by local residents which supported the need for additional food retail option within the town.
- The application is supported by Highworth Town Council.

- The application would provide approximately local jobs in retail.
- The application would give residents a local choice for shopping, the only current supermarket in Highworth being the Co-operative store in the high street.
- It was estimate that nearly half of residents in Highworth left the town to do their weekly shop due to the lack of retail options and a survey showed 9% of local residents visited the Adli store on Hobey Drive, Swindon.
- Retailers in the high street, including the butchers and newsagent, did not believe that they would lose trade should the application be granted and many such as public houses and gift shops would not be affected.
- Given its size Highworth was one of the very few residential areas that were not served by more than one major retailer.
- The Co-op has set up stores in close proximity and direct competition with other supermarkets within the Borough and surrounding area.
- That the application would create 40 jobs in compliance with Policy RA1 and facilitate the development of the remainder of the site.
- That the application only covered 14% of the development site.
- That retaining local residents shopping at the store there was likely to be a positive effect on the high street as fewer people left the town to their shopping rather than their money being spent elsewhere.
- Adli stores did not have a butcher, fishmonger or sell tobacco and so encourage link trips to other stores in the area and would accept a Planning condition preventing this in the future.
- Retaining a higher proportion of residents shopping locally would have the environmental benefit of reducing car journeys.
- Regarding biodiversity the site was already allocated for development which would have as much impact or more on the local environment.
- That 95% of the respondents to the Council in respect of the application supported it.
- Highworth Town Council considered the reasons against the application being granted was untenable compared to local opinion, the needs of the town and the benefits the development would bring to the town.
- That currently Highworth residents did not have a choice of retailer or a suitable variety of choice in food shopping.
- That the judicial review resulting in the re-hearing of the application was based upon procedure and not the decision reached.
- Residents of Highworth were subjected to inconvenience and costs associated with having to leave the town to do their weekly food shopping.
- The variety of goods currently stocked at the Co-op in the high street was insufficient to meet local needs.

Submissions against the application can be broadly summarised as:

- The Local Development Plan and the Highworth Settlement Plan, which as the more recent plan, took precedence.
- The land was employment Land defined under Policy RA1 allocated for B class employment use.
- Policy SD2 allows development outside the settlement area only in proscribed circumstances were it is accordance with other policies in the plan for development in the countryside, however Policy RA1 does not permit retail development.

- The application was in conflict with Neighbourhood Plan Policy 3 which defined the land as open countryside and development here would not normally be permitted unless it complied with the development Policies in the Swindon Neighbourhood Plan. Policy EC3 of the Plan had two relevant tests; that it would not undermine the vitality of existing rural centres unless a sequential selection of site has taken place and figures provided by the applicant suggested a large diversion of Highworth Town Centre spending through the diversion of trade affecting the Co-op an anchor store in the high street.
- Neighbourhood Plan Policy 4 supports the rejuvenation of the high street and the development would not accord with this objective nor Planning Policy RA1.
- There has been no evidence of high set up costs for the development of the site for employment purposes nor could the site not be developed for employment purposes.
- Any employment achieved through the development would be, in part, off-set by loss of employment in the high street.
- There were concerns regarding the loss of biodiversity under Policy EM4 arising from the proposed development.
- That should the application that there would be a long-term effect and vitality on Highworth Town Centre.
- That should it be granted the application would set a precedent for developing on the outskirts of the town.

Resolved- (1) That there are material considerations which indicate that there should be a departure from the Development Plan and therefore that the application be granted Planning Permission for the reasons stated below.

(2) That the Head of Planning, Regulatory Services and Heritage be authorised to grant Planning Permission subject to appropriate conditions as he thinks fit and subject to a section 106 agreement to overcome the Biodiversity issues arising from the scheme.

Reasons:

The main policies that the development is contrary to are policies RA1 (Highworth (including the employment allocation)) and SD2 (sustainable development strategy) of the Local Plan 2016 and Policy 3 (Development and Rural settlement boundary) of the Highworth Neighbourhood Plan 2017. Although the application is contrary to the Development Plan when considered as a whole, there are other material considerations that indicate that planning permission should be granted, and outweigh the indication given by the development plan as follows:

1. The range of potential impacts associated with the proposed limited product line foodstore (as identified within Scenarios A and B of the applicant's Planning and Retail Assessment), will not give rise to a significant adverse impact upon or undermine the vitality and viability of Highworth Town Centre in either Scenario, although it is considered that on the basis of the Applicant's evidence Scenario B is to be preferred.
2. Evidence agreed by the Planning Committee submitted by the applicant and in the Council's evidence base (Swindon Retail and Leisure Needs Assessment, January 2017) confirms that Highworth Town Centre is vital and viable. The proposal will bring material benefits including: an increase in local consumer

choice and competition; an increase in the level of expenditure and trade retained in Highworth; a reduction in shopping trips to foodstores further afield leading to a more sustainable pattern of local foodstore development; and improved investment and employment opportunities in Highworth. The assessment carried out in accordance with paragraph 89 of the NPPF and Policy EC3 of the Swindon Borough Local Plan leads to the conclusion that the proposals will not have a significant adverse impact and will not undermine the vitality and viability of existing centres, in particular, Highworth.

Accordingly, the proposal would not result in a significant adverse impact on Highworth Town centre, by virtue of the strong health of the Centre, which is currently experiencing high occupancy rates. Further, the proposed store would provide a limited retail offer which has a limited degree of overlap with the more experiential retail and leisure offer in Highworth Town centre. A limitation on the range and type of goods that can be sold from the store to limit the degree of overlap with the goods and services sold in Highworth Town Centre, can be controlled by way of a planning condition.

3. Proposed condition 22 as set out in the Applicant's letter dated 29th October 2018 meets the policy test for conditions as set out in the NPPF.
It limits the foodstore to the sale of no more than 1,500 lines; restricts comparison goods to no more than 20% of the proposed floorspace; prohibits various concessions, including a butcher, fish counter, delicatessen/cheese counter, pharmacy, dry cleaning, café and banking facilities; and limits the lines of newspaper and magazines that can be sold from the store. Condition 23 set in the Applicant's letter dated 29th October 2018 also restricts the subdivision of the unit for use as a single Class A1 foodstore. The foodstore could not be occupied by any other operator other than a limited product line food retailer because of the limitations imposed by Conditions 22 and 23.
4. The evidence submitted by the applicant demonstrates that the proposal complies with the sequential test as set out at paragraph 86 of the NPPF and in Policy EC3 of the Swindon Borough Local Plan, the Council officer's Committee Report does not recommend refusal on the basis of the sequential test and this is agreed by the Planning Committee.
5. Although there is a loss of allocated employment land to retail use, the proposal is considered acceptable because:
 - a. The Applicant's evidence is accepted that there is no reasonable prospect of employment development coming forward without a catalyst to fund/deliver the necessary infrastructure works to unlock development of the wider site for B class uses.
 - b. The proposals will ensure that an infrastructure package can be delivered that is necessary to facilitate access to the proposed store, but will also provide the access that is required to bring forward development on the remainder of the allocated site for employment uses in the Local Plan under allocation RA1 (b) (Highworth) and consented under application S/OUT/17/1772.
 - c. The foodstore will create jobs in its own right to provide for local employment opportunities.

Accordingly, the proposal would support delivery of the wider Swindon Borough local Plan 2016 employment allocation, through delivering the access and associated infrastructure needed to unlock development of the site for employment uses. Further, the proposal would deliver jobs at a level akin to employment use at this location.

6. Although the proposal does not accord with Local Plan policy RA1(b) the object of the policy, namely to promote B class employment use on land north of Blackworth Industrial Estate, would be advanced as necessary access infrastructure would be provided.
7. Although the proposal does not accord with Local Plan policy SD2, and Neighbourhood Plan policy 3, as the application site lies outside the settlement boundary, the site does lie within an area which Local Plan policy RA1(b) contemplates will be developed, albeit for different purposes.
8. With the imposition of the proposed conditions 16.1 and 16.2 set out in the Applicant's letter dated 29th October 2018 and considering all other material considerations, it is considered that the proposal complies with policy EN4 as biodiversity will be protected and a condition can be imposed to require the submission of measures on site that can achieve net local biodiversity gain, or if this cannot be achieved, the implementation of compensatory measures.
9. Paragraph 37 of Officer Report notes that the applicant's Planning and Retail Statement (PRS) does not refer to and appears unaware of the existence of the Swindon Borough Retail and Leisure Needs Assessment (SBRLNA).

The applicant's household survey is accepted as much more 'fine grained' than the survey used to support analysis in the SBRLNA, and the sample base of households in the Highworth catchment area is higher. This combination of surveys (household and on-street) allows turnovers and impacts to be quantified on the basis of up-to-date and reliable data.

The basis of the applicant's retail analysis is accepted as more recent, statistically significant and robust than the survey data supporting the SBRLNA.

10. Paragraph 41 of Officer Report raises concerns over the differences between the benchmark turnover for the proposed Highworth store and that of the Rodbourne Road scheme approved under reference S/16/2037/BLOWC.

Although geographically extensive, the Highworth catchment is constrained in various ways: the population is smaller; population density is lower and the area is characterised by an outflow of trade to larger stores in Swindon. The context is rural/market town.

It is accepted that an estimated turnover lower than that applied in the Rodbourne Road assessment is considered to be more appropriate.

11. Paragraph 65 of Officer Report confirms that additional jobs would be created by the proposed development, however, notes minimal weight is given by Council Officers to the benefits of this based on the RLNA 2017 which indicates that there is no additional expenditure to support additional convenience retail in

Highworth and these jobs would be offset to a degree by staffing reductions elsewhere.

The Committee disagrees that minimal weight should be given to the proposed foodstore employing up to 40 staff on a permanent basis (full and part time), even considering any jobs offset which is not considered to be substantiated by the evidence available. It is considered the foodstore jobs should be afforded significant weight.

12. Paragraph 69 of Officer Report refers to paragraph 103 of the NPPF 'significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes' and that in sustainable transport terms the site is poorly related to existing residential areas and public transport links.

As noted by the Officer Report, the Applicant has agreed to provide a pedestrian route and cycleway on the west side of the main road down to the proposed development site. The Committee agree with the view of the Council's Highways Officers who raise no objection to the proposed development. It is considered that appropriate opportunities to promote sustainable transport modes have been explored and provided.

Whilst the scheme has been assessed as giving rise to a loss of biodiversity from the site, a Condition can be imposed to require the submission of measures on site that can achieve net local biodiversity gain, or if this cannot be achieved, the implementation of off-site compensatory measures through the completion of a legal agreement.

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

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

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

Councillors Malcolm Davies, Fionuala Foley, 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 application had been amended after previously being deferred to take into account comments of the Committee.

- The development using good quality materials would be an enhancement of the area.
- Additional cycle storage had been provide in the properties to take account of the non-provision of car parking spaces.
- That the development is sustainable with easy access to the town centre, shops and public transport and would help meet the housing need within the Borough and was in accordance with the Local Plan and the NPPF.
- That the development would provide significant regeneration benefits.

Submissions opposing the application can be broadly summarised as:

- The lack of car parking spaces might lead to cars being parked in the Christchurch car park or adjoining streets.
- In was likely that people buying these properties would assume that they would be able to apply for a Residents Parking Permit.
- Cycle storage was insufficient and should not have been included within the dwellings.
- The lack of car parking space could create traffic issues when tradesmen were visiting the properties or deliveries were being made to them.

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 together with any amended, omitted or additional conditions (including that occupants of the development will not be entitled to a residents parking permit) and the completion of a Section 106 agreement to secure the necessary mitigation. In the event that the applicant fails to agree to enter into an agreement or fails to agree to 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.

56. S/18/1373/SASM Erection of 2no. dwellings - 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: -

- 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>
Gary Llewellyn	Agent
Councillor Claire Crilly	Ward Councillor
Ron Wade	Local Resident
Stuart Westley	Local Resident

Councillors Toby Elliott, Stan Pajak, Jim Robbins, Vera Tomlinson 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.
- A construction methodology, requested when the application had been previously deferred, had been provided and the material supplier had confirmed access to the site was sufficient.
- The application is sustainable and in accordance with National and Local Planning Policies and Guidance including NPPF and Highway Regulations.
- 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 in respect of the new buildings and the current landowner would not provide permission to use the current access.
- The width of the access to the site varied and would not be suitable for construction vehicle or emergency vehicles and did not meet national standards.
- That a vehicle and pedestrian could not use the access lane side by side.
- That lorries or large vehicles accessing the site would need to mount the pedestrian footpath potentially damaging it.
- 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.
- There was no mention given to the removal of materials on site.
- The construction of the development would create additional traffic.
- The residents of 34 and 35 Orchard Grove would suffer a loss of amenity arising from the development and its construction.
- 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.
- There was no reference to how utilities would be provided to the development.
- Some information provided to the Parish Council had been unclear.

Resolved - That planning permission granted with the conditions set out in the report and such other conditions as the Head of Planning, Heritage and Regulatory Service may determine.

57. S/HOU/18/1845/CHHO Erection of a two storey rear extension and pitched roof to existing dormer window - The Cedars, Widhill Lane, Blunsdon

In respect of application numbered S/18/1845/CHHO (Erection of a two storey rear extension and pitched roof to existing dormer window - The Cedars, Widhill Lane, Blunsdon), the Committee considered: -

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

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

<u>Name</u>	<u>Address/Organisation</u>
Stuart Miles	Agent
Jim Taylor	Blunsdon Parish Council
Suzie Simpkins	Local Resident
Councillor Alan Bishop	Ward Councillor

Councillors Toby Elliott, Vera Tomlinson and Peter Watts spoke in respect of this application.

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

- The scheme before members had been revised to reduce the loss of amenity to the neighbouring property.
- The application was in compliance with Planning Policy and Guidelines.
- The revised application would not appear overly dominant to adjoining properties.
- The application was intended for family use and appeared compliant with Planning Regulations.
- The appeal into the previous application had found that the ground floor extension was acceptable but that the tree metre first storey was too large and following a second refusal the application had been amended to reduce building mass and the loss of amenity on the neighbouring property.

Submissions opposing the application can be broadly summarised as:

- The loss of amenity to the neighbouring property through a loss of light to a bedroom in the neighbouring property causing permanent shadowing.
- There was little change to plans that had previously been refused.
- The application if granted would appear as a harmful dominant structure and affect living conditions in the adjoining property.
- The application was contrary to Policy DE1 and Swindon Local Plan.
- The drawings submitted by the applicant are misleading based upon the existing footprint of the property which in turn would affect the extension which would protrude 2.5 metres past the adjoining property which would mean the 45 degree rule would not be achieved.
- There had been four previous applications to extend the property.
- The close proximity of the extension to the boundary would affect the neighbouring property as it was close to a patio windows and a bedroom on above.
- That a site visit would put the application into perspective and that no site visit had been made in respect of the current application.

Resolved – That Planning Permission be granted in respect of application numbered S/HOU/18/1845/CHHO subject to the conditions set out within the report.

58. S/HOU/18/1670 Erection of a single storey rear and two storey side extension (retrospective) - 5 Bydemill Gardens, Highworth, Swindon

In respect of application numbered S/HOU/18/1670 (Erection of a single storey rear and two storey side extension (retrospective) - 5 Bydemill Gardens, Highworth, 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>
Pauline Webster	Highworth Parish Council
Councillor Alan Bishop	Ward Councillor

Councillors Alan Bishop, Tobey Elliott, Nick Martin and Vera Tomlinson spoke in respect of this application.

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

- A similar application in size and footprint had previously been granted and the application sought to retain minor elevation changes and sought to vary the building materials to the single storey rear extension.
- The extension is in accordance with the guidance set out within Policy D1 and the Residential Extensions and Alterations SPD and is not untypical across the Borough.
- The material used are not so out of keeping with the property or neighbouring dwellings to be considered impactful to area and if the approved changes to materials were carried out the effect on the neighbour would be negligible.

Submissions opposing the application can be broadly summarised as:

- There were concerns as to whether the whole of the blockwork adjacent to the boundary could be properly rendered.
- That the choice to use alternative materials at the rear of the property was deliberate and was intended to reduce costs.
- The January 2018 planning permission has been ignored in respect of the quality of materials to be used and is in contravention of the Town and Country Planning Act references to the use of materials.
- There is a loss of amenity to neighbours arising from the construction of the breezeblock wall 11 inches from the boundary of the property.
- That a site visit should be conducted to gauge whether the extension complies with the planning permission granted.

Resolved – That retrospective planning permission in respect of application numbered S/HOU/18/1670 be granted subject to the conditions set out within the report.

LICENSING PANEL

FRIDAY, 14 DECEMBER 2018

PRESENT:- Councillors Vera Tomlinson (Chair), John Ballman and Caryl Sydney-Smith.

19. Appointment of Chair

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

20. 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.

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

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application for a Premises Licence for Rani's Local, 30 County Road, Swindon, (b) written and oral submissions received on behalf of the Licensing Authority opposing the grant of a Premises Licence, (c) written representations from Wiltshire Police in support of their objection to the application, (d) conditions submitted by the Police should the application for a Premises Licence be granted, (e) oral submissions opposing the application for a Premises Licence by Wiltshire Police, (f) additional information tabled at the meeting by the applicant, (g) oral submissions supporting the application by Mr Kowsan Mohan (Applicant), (h) answers received in response to questions to the objectors and applicant, and (i) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

The Council's Licensing Manager introduced the report noting:

- The application was for the grant of a Premises Licence for Rani's Local, 30 County Road, Swindon, by Mr Kowsan Mohan.
- The application received objections on behalf of Wiltshire Police, the Licensing Authority and two individuals.
- There was a written submission from Councillor Bob Wright (Ward Councillor) which was in writing and formed part of the agenda papers.
- The options available to the Panel in considering the application and objections received.
- The application was for the sale of alcohol for consumption off the Premises seven days a week between the hours 06:00 and 23:00 hours.
- The premises had previously been licensed for the sale of alcohol seven days a week between 09:00 and 22:00 hours and had been the subject of a review in June 2017 when the Premises Licence had been revoked following a history of poor management.
- The premises were located within a Cumulative Impact Policy Area, which had been introduced in 2016, following evidence that the saturation of licensed premises were undermining the four Licensing Objectives in the

Broad Green area.

- The Cumulative Impact Policy meant that applications for Licensed Premises in this area would be refused by the Licensing Authority and that it was a matter for the applicant to prove that any such application would not undermine the Licensing Objectives or add to the Cumulative Impact experience.
- The applicant had provided additional information which was before members.

Objections to the application can be broadly summarised as:

- There was currently a saturation of Licenced Premises within the locality covered by the Cumulative Impact Policy.
- The competition to sell alcohol had meant prices were kept artificially low leading to more alcohol related issues in the area, including disturbance, violence and litter.
- That the Cumulative Impact Policy had been introduced following evidence from statutory bodies, other organisations and individuals as to the serious issues facing local residents arising from alcohol related issues.
- That the Designated Premises Supervisor did not live within 30 minutes of the premises as required within the Council's Licensing Policy.
- That the grant of a Premises Licence would lead to additional sales of alcohol within the area and this would likely give rise to additional problems within the Broad Green area.
- No evidence had been produced by the applicant to prove their effectiveness in managing establishments within a high risk area.
- No evidence had been produced to prove that the grant of a Premises Licence would both uphold the Licensing Objectives and ensure that there was no adverse impact on the locality or its residents.
- That should a licence be granted the Police would request a number of conditions and restrictions be placed upon the Premises Licence.
- That the premises was being advertised as an off-licence shop.

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

- Mr Mohan had been sent a copy of the Council's Cumulative Impact Policy by the Licensing Authority as part of the application pack.
- There was only one area covered by a Cumulative Impact Policy and the Panel could consider the number of premises licences within this area as part of their deliberations.
- Street drinking in the locality was largely the result of the cultural drinking habits of the local community who did not tend to drink alcohol in their homes.
- Street drinkers in the area tended to consume alcohol drinks with a high abv strength, mixed with spirits and this contributed to the problems being experienced locally, including drunkenness, alcohol related violence and noise pollution, to the detriment of the whole local community.

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

- The applicant was not aware of the Cumulative Impact Policy when making

the initial application.

- The applicant had supplied additional information setting out how he would comply with the Licensing Objectives and ensure that there was no adverse impact on the local community.
- The applicant had a Designated Premises Supervisor licence and had experience working in a supermarket selling alcohol.
- The applicant would ensure that he complied with any conditions placed upon the Premises Licence if the application was granted.

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

- The applicant's home address was now in Swindon, and he would update his personal licence details if the application were granted.
- The applicant's solicitor had not brought the Cumulative Impact Policy to his attention during the purchase of the business premises.
- The applicant's solicitor was based in London.
- The business in County Road had not yet opened.
- That the applicant had held a Personal Licence for more than two years and had been a nominated Designated Premises Supervisor at a Tesco store in London.
- That the condition proposed by the Police to limit the sale of alcohol between 10:00 and 18:00 hours would not be beneficial to the applicant's business but he would accept 07:00 to 22:00 hours.
- The application for a Premises Licence had been made on 21st August using a London Address which his wife had been using.
- The applicant moved to Swindon in July prior to the application for a Premises Licence.
- The business would primarily sell Asian groceries, including Sri Lankan products and alcohol sales would only form a small part of his anticipated sales and would be no more than 25% of total sales.
- The applicant's research, undertaken on the internet, identified potential alcohol related issues in the locality.
- Sales of alcohol would be ancillary to the sale of food products and the price of alcohol sold at the premises would not be discounted and the applicant would not stock cheap beer for sale.
- The applicant had not yet opened the shop as he wanted the full range of products available from the first day of opening.
- Whilst not managing a premises selling alcohol the applicant had experience of selling alcohol in an area that experienced street drinking.
- The applicant and his wife would be working the premises and both were experienced in the retail sector selling alcohol. Any staff employed would receive appropriate training provided by the applicant.

Resolved - After considering: -

1. The application for a Premises Licence and representations made by the applicant; and
2. Representations and material put forward on behalf of the Objectors;

And taking into account: -

1. The Secretary of State's Guidance; and
2. The Licensing Authority Licensing Statement;
3. The Council's Cumulative Impact Policy covering the area including County Road.

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

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

The Panel has determined that the application for a Premises Licence be refused.

Reasons: -

1. The Panel considered that the Cumulative Impact Policy covering the area of 30 County Road remained relevant. The Panel heard evidence from a local resident and Wiltshire Police that, despite 4 licensed premises closing in the area, the issues of crime and public disorder leading to its creation were still as relevant and impactful on the local community.
2. That given the continued significance of the Cumulative Impact Policy the applicant failed to demonstrate that the grant of a Premises Licence would not add to the impact on the local community because
 - i. He had not directly managed a licensed premises in a high risk area.
 - ii. The failure to open the store without a premises licence led the Panel to consider the business was reliant upon the sale of alcohol to trade successfully.
 - iii. The sale of alcohol for consumption off premises would add to the impact of crime and disorder in the cumulative impact zone.
 - iv. The applicant's evidence of the nature of anticipated alcohol sales was not supported by the further evidence put forward at the hearing
3. There was doubt as to the residence of the applicant following his oral submission and the documentation submitted at the hearing. Given this the Panel were not assured that he lived locally and could attend the premises in a timely manner to manage disturbances which would adversely affect the local community.

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

LICENSING PANEL

WEDNESDAY, 19 DECEMBER 2018

PRESENT:- Councillors Vera Tomlinson (Chair), Nick Martin and Peter Watts.

22. Appointment of Chair

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

23. Minutes

Resolved – That the minutes of the meetings held on 16th and 20th October and 30th November 2018, be confirmed and signed as a correct record.

24. Declarations of Interest

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

25. Application for Premises Licence for Jack Spice, 61 Fleet Street, Swindon, SN1 1RA

The Panel considered (a) a report of the Council's Licensing Manager setting out details of an application for a Premises Licence for Jack Spice 61 Fleet Street, Swindon, (b) written representations from Wiltshire Police in support of their objection to the application for a Premises Licence, (c) oral submissions opposing the application by Wiltshire Police, (d) additional information tabled at the meeting by the applicant, (e) oral submissions supporting the application by Hanifi (Applicant) and Mr Sharpy (friend of the applicant), (f) answers received in response to questions to the Objectors and applicant, and (g) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Statement of Licensing Policy.

The Council's Licensing Manager introduced the report noting:

- The application was made by Mr Mohammed Jahan Abu Hanifi for a Premises Licence for Jack Spice, 61 Fleet Street Swindon.
- The application covered the premises seven days a week for the sale of alcohol, Late Night Refreshment and the Playing of recorded music.
- The options available to the Panel when considering the application.
- That the premises had previously held a Premises Licence but the Licence had been revoked when a Panel had determined that the Crime and Disorder Licensing Objective was being undermined by activity at the premises.
- The applicant had been the manager of the premises at the time of the revocation of the Premises Licence in 2017.
- The Police had objected to the grant of the Premises Licence.

Submissions opposing the application can be broadly summarised as:

- Mr Hanifi had been the manager of the Premises when its Premises Licence had been revoked in August 2017.
- The Police had serious concerns as to Mr Hanifi's ability to uphold the Licensing Objectives, including the Crime and Disorder Licensing Objective, should the application be granted.
- Whilst previously managing the premises in June 2016 Police and the Home Office Immigration Enforcement Officers found staff working at the premises who had no legal right to work in the United Kingdom with four of them living in the United Kingdom illegally.
- During the visit by the Home Office Enforcement Officers on 15th June 2016 Mr Hanifi identified himself as the owner of the business.
- On 30th March 2016 the Council's Environmental Health Team received a Food Business Registration form for Jack Spice and this was signed by Mr Hanifi as the Managing Director.
- Checks at Company House showed that the premises are a family run business with different members of the family running it.
- Mr Hanifi was involved in the management of the premises when illegal workers were found at the premises on two separate occasions.
- Although Mr Hanifi said his father was not involved in the operation of the business he continued to visit the property weekly.
- Illegal workers had been found on the premises twice within a twelve month period and this led to the revocation of the previous Premises Licence.

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

- That since Jack Spice lost its Premises Licence the applicant's father no longer played an active role in the operation of the premises.
- When previously acting as manager in 2017 Mr Hanifi did not have the experience to undertake this role. However, since then, he had worked for other employers to gain experience and learn more about the restaurant trade.
- The staff who were caught working illegally at the premises in 2017 were supplied through an employment agency.
- Income from the premises had fallen by 60% following the loss of the Premises Licence.
- The restaurant would follow best practice and abide by all regulations should the Premises Licence be granted.
- There had been no reported issues at the premises in the previous year.
- When employing staff a photocopy of their passport was kept and all relevant legal checks were undertaken by the applicant.

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

- That prior to the revocation of the Premises Licence in 2017 Mr Hanifi accepted that he was too young and naïve to properly undertake the role.
- That staff were no longer employed through the London Agency responsible for the employment of illegal workers in 2017. Local people were employed now.
- That there had been no trouble at the restaurant since the loss of the

Premises Licence in 2017 and the restaurant had a good working relationship with its neighbours.

- The business would not make the same mistakes that lead to the previous review of its Premises Licence and would not cut corners when employing staff.
- Mr Hanifi had worked for Tiffins in London as a trainee manager. This restaurant could cater for 300 people, Jack Spice could cater for 36 and Mr Hanifi considered this had provided him with invaluable experience including the checking of documentation and the maintenance of records.
- Mr Hanifi used passports for employment checks as these were harder to forge.
- When managing the business in 2017 Mr Hanifi was inexperienced and his father ran the business.
- Mr Hanifi's father was no longer involved in the business and it was Mr Hanifi who owned the business and was in charge of its operations.
- Mr Hanifi had a number of friends in the industry from whom he could seek advice from should it be required.
- Customers could bring alcohol with them to the premises when they had a meal but the inability to sell alcoholic drinks with meals was having a detrimental effect on the business.
- Mr Hanifi had undertaken a personal licence course, food allergen training and had experience at working at Tiffins and he would act as the Designated Premises Supervisor. He obtained his Personal Licence in October 2018.
- The premises were closed on Tuesdays and Mr Hanifi was on the premises during the opening hours. Should he not be available he had a friend who could deputise for him.
- Mr Hanifi's mother, who worked as a part-time chef was a Director of the company.
- No staff were living on the premises.
- Mr Hanifi was not involved with other premises/businesses run by his family.

Resolved - After considering: -

1. The application for a Premises Licence and representations made by the applicant; and
2. Representations and material put forward on behalf of the Objectors;

And taking into account: -

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

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

i. The prevention of crime and disorder;

1. The Panel has determined that the application for a Premises Licence be granted in respect of the playing of recorded music during the hours of operation.
2. That the Panel has determined that the application for a Premises Licence be

refused in respect of the application for the sale of alcohol and in respect of the application for a late Night Refreshment Licence.

Reasons: -

1. That having considered evidence that Mr Hanifi was managing the premises when illegal workers had been found working there in 2016 and 2017 and following extensive questions no robust evidence has been provided to satisfy the Panel that Mr Hanifi is competent, or has put into place robust management procedures, to uphold the Crime and Disorder Licensing Objective.
2. That Mr Hanifi in presenting evidence to the Panel made continual claims that at the time of managing the premises when illegal workers were found at the premises he was young and naïve. The Panel were not satisfied that Mr Hanifi has developed the experience or knowledge to operate the business in such a way as to uphold the Licensing Objectives.
3. The Panel granted the application to play background music as this was ancillary to the current business operation.

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

CHIEF OFFICER APPOINTMENTS SUB-COMMITTEE

TUESDAY, 19 FEBRUARY 2019

PRESENT:- Councillor Steve Allsopp, Councillor Ray Ballman, Councillor Jim Grant, Councillor Russell Holland, Councillor Brian Mattock and Councillor David Renard

6. Appointment of Chair

Resolved – That Councillor David Renard be Chair for this meeting of the Chief Officer Appointments Sub-Committee.

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.

8. Minutes

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

9. Exempt Items - Exclusion of Press and Public

Resolved – That, in accordance with Section 100A (4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in Agenda Item No. 5 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned. (Minute 10 refers.)

10. Appointment of Chief Legal Officer

The Committee considered the outcome of interviews with several candidates for the post of Chief Legal Officer.

Resolved – That, subject to the agreement of the Council, Lisa Hall, be appointed as the Council's Chief Legal Officer and as the Council's Monitoring Officer, in accordance with section 5 of Local Government and Housing Act 1989.

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

WEDNESDAY, 16 JANUARY 2019

PRESENT: -

School Members: Rhian Cockwell, Primary Headteacher
Lindsey Hull, Pupil Referral Unit Headteacher
Alison Lowe, Primary Headteacher

Non-School Members: Jackie Smith (Chair) , Special Academy
Nick Capstick, Mainstream Academy
Gary Evans, Mainstream Academy
Fiona Godfrey, Mainstream Academy
Emma Lindsay, Diocese of Bristol
Bob Linnegar, Mainstream Academy
James Povoas, Mainstream Academy
Karen Pyman, Mainstream Academy
Peter Smith, Trade Unions
Clive Zimmerman, Mainstream Academy

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

Apologies for absence were received from Mags Clarke, Special School Headteacher, Andrew Henstridge, Clifton Diocese and Jo Morris, Early Years.

18. Minutes of Previous Meeting

Resolved - That the minutes of the meeting held on 5th December 2018 be confirmed and signed as a correct record.

19. 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 of mainstream funding to support Special Resource Provision (SRP), b) the Department for Education /Education and Skills Funding Agency communication around exclusions charging and c) the publication of the SEND inspection letter.

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.

The Finance Manager, Education, presented a report updating the Forum on the 2019/20 Dedicated Schools Grant (DSG) settlement, including (a) estimates of the level of expenditure to be allocated to Early Years, Schools and Academies, High Needs settings and the Central Schools Services centrally retained budgets, (b) proposals to update Primary Behaviour Support charges and the implementation of an Early Help Team around the School pilot consisting of family support workers to work in partnership with schools, (c) the Early Years Consultation and a review of high cost External Placements, (d) the submission of the Authority Proforma Toolkit to the Education Funding Agency, enabling mainstream budgets to be calculated, (e) expenditure proposals for all High Needs block funded items including High Needs students in Mainstream schools, Special schools, Special Resourced Provisions, Alternative Provision, Post-16 and Further Education, External Placements, Independent and Non-Maintained Special Schools and Other Local Authority Commissioned High Needs, and (f) submission of the Section 251 Budget Statement to the Education Funding Agency by end of April 2019.

The Head of Education explained that other local authorities were experiencing an increase in pressure on the High Needs Budget and this was affecting their DSG balances. The Finance Manager, Education, with the Head of Education guided members through the key points in the report, commenting on the most significant implications. She referred to the Early Help model aimed at supporting schools identifying families they considered would benefit from early help intervention and dedicated support. The Early Help Team wanted to work in partnership with schools to enable families to benefit from early intervention. The Finance Manager, Education also provided an update on the Early Years consultation and the review of external placement costs for member's consideration.

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

- The proposed funding for the "Team Around the School" model was not earmarked to be taken from the High Needs budget.
- The benefit of implementing the "Team Around the School" model across Swindon.
- Concerns and points raised by Swindon Association Primary Headteachers and Swindon Association of Secondary Headteachers regarding the "Team Around the School" model that included:
 - a) Financial constraints schools were working under and how this may affect service provision if funding was agreed to implement the model;
 - b) The ways of monitoring the model to ensure cost effectiveness;
 - c) The source for the additional funding for the model;
 - d) The request to review the Forum's agreement at the last meeting for a 0.5% transfer from the DSG to the High Needs budget following receipt of £524k from the Department for Education (DfE) in December 2018 and a further £524k expected for 2019/20, and
 - (e) Confirmation that this funding would be included in the High Needs budget for 2019/20.
- The Out of Borough Contingency budget was to be used to support the "Team Around the School" model.

- The need to submit a balanced 2019/20 DSG budget taking into consideration contingency funding allocation.
- The balancing of the DSG following receipt of funding from the DfE
- Reserves at the end of 2018/19 was forecasted to be £500k and would offset any budgetary deficit for 2019/20.
- The need to review the Schools Formula funding factors 2019/20 following the Forum's debate to reallocate funding received from the DfE to different blocks.
- Revised proposals required for the High Needs Block.

Resolved – (1) That Schools Forum agrees that:

- An Early Help "Team around the School" would not be set up.
 - The Secretary of State be informed that the Forum has retracted their agreement made at the last meeting to transfer 0.5% of the DSG budget to the High Needs budget.
 - That further to (b) above, £691k be extracted from the High Needs Budget
 - That the remainder pressure of 352k on the High Needs Budget be taken from the Dedicated School Grant reserves.
- (2) That with regards to Early Years Expenditure, the following be agreed:
- That the middle rate funding criteria to allow providers who are open 48 weeks per year or offer 10 hours funded hours per day be able to claim the middle rate (£4.35p/h) for 3 and 4 year olds be amended.
 - Reduce the total number of tasks per term to two, and extend the claim period for each as set out in the consultation proposal.
 - Increase the funding paid at interim task to 75% for 3 and 4 year olds, with the balance of 25% paid at actual task in line with 2 year old funding.
 - Offer monthly payments to those providers who opt in.
 - The 2019/20 Early Years budget as detailed in Table 5 of the report.
 - The offer of monthly payments to those providers who opt into the project would be implemented from the summer term 2019, be noted.
- (3) The following de-delegations for one year from April 2019 be agreed, with the understanding that each phase of maintained schools refer them to their Association for agreement and to advise the Finance Manager, Education, of the decision made by each Association
- Free School Meal administration will be charged at £4.80 per pupil in 2019/20 and would be supported until 31st March 2020.
 - Trade Union release time will be charged at £1.25 per pupil in 2019/20 and is supported until 31st March 2020.
 - Nylands Campus Outreach Team would be charged at £15.40 per primary pupil in 2019/20 for the first 6 referrals and was supported until 31st March 2020.
- (4) A total 2019/20 pupil growth budget of £662k, be agreed.
- (5) That with regards to Central Schools Services Block, the following be agreed:
- The Admissions budget as detailed in paragraph 3.61.4.
 - The Schools Subscriptions and Licences budget as detailed in paragraph 3.61.2.
 - The Schools Forum budget as detailed in paragraph 3.61.3.
 - The Travellers Children budget as detailed in paragraph 3.61.4.
 - The Equal Pay budget as detailed in paragraph 3.61.5.
- (6) With regards to Central Schools Services Block, the Forum noted the value of the Statutory Services for all pupils budget would be £0.547m.

- (7) The Finance Manager, Education, Education be requested to submit a report on the High Needs Budget proposals at the next meeting of the Forum in April 2019.
- (8) That the current position with regards to the external placements for December 2018 and reviewing the External Placements with particular focus on the Top 20 placements be noted.
- (9) That the Finance Manager, Education be requested to reassess the Schools Formula funding factors for 2019/20 and circulate further proposals to Forum members for their agreement.
- (10) That with regard to the Dedicated Schools Grant Funding Settlement 2019/20, it be noted that:
 - (a) The Early Years block 2019/20 DSG settlement would be subject to revisions by the Department for Education ('DfE') in light of Early Years census information in January 2018 and 2019, with the final settlement not being confirmed until July 2019.
 - (b) The estimated DSG balance at the end of 2019/20 was expected to be £0.544m.
 - (c) Swindon was expected to receive a total DSG settlement of £184.666m in 2019/20.
 - (d) The Notional SEN funding budget for 2019/20 at a total of £0.325m.

Section 5
Minutes of Wiltshire Police and
Crime Panel, Dorset and Wiltshire
Fire Authority and Town Twinning
Network

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 30 NOVEMBER 2018 AT DEVIZES TOWN HALL, ST.JOHN'S STREET, DEVIZES, SN10 1BN.

Present:

Cllr Abdul Amin, Maime Beasant, Cllr Richard Britton, Cllr Ross Henning,
Cllr Peter Hutton, Cllr Brian Mathew, Anna Richardson, Cllr Tom Rounds,
Cllr Jonathon Seed and Cllr John Smale

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kier Pritchard - Acting Chief Constable
Kieran Kilgallen – Chief Executive, OPCC
Geoff Pears - Independent Panel Member

Carlton Brand – Corporate Director, Wiltshire Council
Kevin Fielding – Democratic Services Officer, Wiltshire Council

69 Apologies for Absence

Apologies were received from Cllr Junab Ali – Swindon Borough Council, Cllr Alan Bishop - Swindon Borough Council and Cllr Caryl Sydney-Smith - Swindon Borough Council.

70 Declarations of interest

There were no declarations of interest.

71 Chairman's Announcements

That members of the press and public would be asked to leave the meeting when the panel made its deliberation.

72 Public Participation

There was no public participation.

73 Selection Process

Angus Macpherson – Police & Crime Commissioner advised that a robust selection process had been carried out with two good quality candidates.

Geoff Pears – Independent member of the Selection Panel outlined the selection process to the panel members.

A copy of a report prepared by Geoff Pears – Independent member of the Selection Panel had been circulated to all Wiltshire Police & Crime Panel members along with other papers, including the preferred candidate's CV and statement of confirmation.

The preferred candidate - Mr Kier Pritchard gave short presentation on Wiltshire Policing.

74 Review of the proposed appointment

The panel were given the opportunity to question Mr Pritchard on a range of topics.

The Chairman made the point that the Confirmation Hearing panel members were not being asked to re-run the selection panel interview, but to reassure themselves that the selection process had been robust and that the applicant's suitability and competency for the role had been adequately proven by the Selection Panel, and that the PCP could properly endorse the Selection panel's recommendation that Mr Pritchard should be appointed Chief Constable of Wiltshire Police.

75 Exclusion of the Press and Public

The Police & Crime Commissioner, members of the OPCC and members of the press and public in attendance were asked to leave the room so that the panel could deliberate its decision.

76 Decision

At the Confirmation Hearing Mr Pritchard satisfied the panel with his responses to a wide range of questions put to him by the panel members.

The panel were pleased to endorse the Selection Panel's recommendation that Mr Pritchard be appointed Chief Constable of Wiltshire Police.

(Duration of meeting: 10.30 am - 1.45 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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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 6 DECEMBER 2018 AT SWINDON BOROUGH COUNCIL OFFICES, EUCLID ST, SWINDON SN1 2J.

Present:

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

Also Present:

Angus Macpherson – Police & Crime Commissioner
Kieran Kilgallen – Chief Executive, OPCC
Ryan Hartley – OPCC
Chris McMullin – OPCC

Kevin Fielding – Wiltshire Council

77 Apologies for Absence

Apologies were received from Cllr Peter Hutton.

78 Minutes and matters arising

Decision:

- **The minutes of the meeting held on Thursday 27 September 2018 were agreed as a correct record and signed by the Chairman.**

79 Declarations of interest

There were no declarations of interest.

80 Chairman's Announcements

That as part of their communications strategy the OPCC would be circulating to panel members an email re Equality & Diversity and any groups that fall into these categories in due course.

81 Public Participation

There was none.

82 Report from the Commissioner regarding police funding following his meeting with the Home Office

The Commissioner gave a brief verbal report regarding police funding following his meeting with the Home Office.

Points made included:

- That the Commissioner continued to press the case in Whitehall for fairer funding for Wiltshire police
- That the Commissioner was disappointed that Nick Hurd MP – minister for policing has yet to meet him to discuss Wiltshire policing.
- That Local MPs had not been supportive of the Commissioner, not wanting to lobby the house due to their junior minister roles within the current government.

The Chairman thanked the Commissioner for his update.

It was agreed that the Chairman would draft a letter to local MPs urging them to back fairer funding for Wiltshire Police.

83 Quarterly data (Q2)- Risk / Performance

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

Points made included:

- There were 11,123 crimes recorded during quarter two and 43,070 in the 12 months to September 2018.

- This represented a reduction of 536 recorded crimes (1.2 per cent) compared to the previous 12 months.
- The recorded crime rate per 1,000 population for Wiltshire in the year to September 2018 is 60.1 crimes. This is below the most similar group (MSG) average of 70.1 crimes per 1,000 population and is statistically lower than peers.
- Police recorded crime had increased nationally by 10.3 per cent in the 12 months to June 2018 and 5.4 per cent regionally.
- That Wiltshire had the third lowest rate of serious violence in the country.

It was agreed that more information would be included in future reports re Killed and seriously injured (KSI) collisions which occurred on Wiltshire's A roads.

Deep dive into Priority 2

Priority 2 – Protect the most vulnerable in society

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

The panel were encouraged by the changes Wiltshire Police had made to its mental health provision.

The Chairman thanked the Commissioner for the report.

PCC Risk Register

- After discussion the report was noted.

The Chairman thanked the OPPC for the report.

84 Community Policing Team Resource Framework

Chris McMullen outlined the report.

The report provided an overview of the current resource framework for monitoring Community Policing Teams (CPTs) deployability, and also how resources were managed to ensure an effective deployment across the County.

Points made included:

- The CPT model was rolled-out across Wiltshire Police in 2016. The new model brought neighbourhood policing, response teams and local crime investigators into a single team for a more effective approach to community policing. It meant that there was a wider pool of officers and police staff available to attend incidents and improve communication between teams and departments.
- That recruitment within Wiltshire Police and the OPCC was planned to minimise disruption and allow for the flexibility to best meet the budget. Due to the unpredictability of leavers, and the volumes of intakes, as much flexibility was needed to bring in additional intakes, or reduce intakes where required.
- The Force managed resources through the Resource Management Panel (RMP) which had the purpose to oversee and agree both the business principles and the posting decisions for Police Officers at the ranks of Constable, Sergeant, Inspector and Chief Inspector.
- That Wiltshire Police had a Strategic Workforce Planning Board which met every other month, and managed the alignment of skills against demand.

The Chairman thanked Chris McMullen for the report, which he felt was a very useful document.

85 Exiting Tri-Force: An update from the Chief Executive

Kieran Kilgallen – Chief Executive, OPCC gave a brief verbal update on the Wiltshire police force plans in response to the exit by Avon & Somerset from the Tri-Force arrangement.

Points made included:

- That the first Board meeting would take place on the 6 December, and would look at transitional arrangements.
- That Wiltshire would continue to utilise the Black Rock training centre.
- That the major crime investigations team would continue.

The Chairman thanked Kieran Kilgallen for his update.

86 Member questions

The report was noted.

87 Forward Work Plan

The Forward Work Plan was noted.

88 Future meeting dates

Future meeting dates were:

- Thursday 17 January 2019 – City Hall, Salisbury
- Thursday 7 February 2019 – Monkton Park, Chippenham
- Thursday 28 March 2019 – Corn Exchange, Devizes
- Thursday 6 June 2019 – County Hall, Trowbridge
- Thursday 5 September 2019 – City Hall, Salisbury
- Thursday 19 December 2019 - Swindon Borough Council Offices

(Duration of meeting: 10.00 am - 12.00 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

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 17 JANUARY 2019 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Abdul Amin, Cllr Alan Bishop, Cllr Richard Britton, Cllr Ross Henning, Cllr Peter Hutton, Cllr Brian Mathew, Anna Richardson, Cllr Tom Rounds, Cllr Jonathon Seed and Cllr Caryl Sydney-Smith

Also Present:

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

Kevin Fielding – Wiltshire Council

1 Apologies for Absence

Apologies were received from: Cllr Junab Ali – Swindon Borough Council, Maime Beasant – Co-opted Independent member and Cllr John Smale – Wiltshire Council.

2 Declarations of interest

There were no declarations of interest.

3 Chairman's Announcements

There were no Chairman's Announcements.

4 Public Participation

There was no public participation.

5 **PCC Budget 2019/20 and MTFS**

The Commissioner introduced his draft budget settlement 2019-20 and outlined how he was consulting on two options:

- Option A: An increase of £24 per band D property; and
- Option B: No increase

He reported that:

- In November 2018, the initial Medium Term Financial Strategy (MTFS) was produced and reviewed at my Monitoring Board. The MTFS looked at the estimated financial position of the PCC over the next 4 years and the impact this had on my ability to commission services.
- On the 13 December 2018 the provisional settlement was received. This was different than originally forecast. It allowed PCCs to increase their precept by up to £24 per Band D property and provides a 2.1% increase in the main central grants. The Government had listened to the concerns raised by the Commissioner, by this Panel and by many other PCCs. With these changes a revised MTFS had been drafted and was included as an appendix to this report.

Clive Barker, Chief Financial Officer, explained the detail of the budget proposals and the Medium Term Financial Strategy and answered questions.

The chairman thanked Clive Barker for a comprehensive and professional paper and presentation.

Following further discussion of the Commissioner's proposals a vote on the proposed police precept for the year 2019-20 was taken.

Decision

- **That the Wiltshire Police and Crime Panel supported the Commissioner's approach to the consultation on the two options and, in principle supported Option A – To increase council tax by £24 per annum (13.2%)**

The Chairman thanked the Commissioner for his report.

6 **Review of Performance Monitoring Process**

The CPT resourcing report which the Panel receives with the Quarterly Performance Monitoring Report was intended to provide the Panel with a way of monitoring the continuity of CPT resources. However, confusion over the way

deployability was calculated together with presentational shortcomings meant that this was still a work in progress.

7 Equality and Diversity

It was agreed that a report would come to the next meeting.

8 Member Questions

Cllr Jonathon Seed raised the following question:

Salisbury City Council Application for Community Safety Accreditation Scheme powers

Salisbury City Council contracts two “stewards” from a Company called “Venture Security” to provide a level of support to the public, City Council and police around anti-social behaviour, street drinking and aggressive begging while generally keeping watch over the “estate” and City Centre. They work closely with Wiltshire Council Housing and Rough Sleeping teams and keep a day to day eye on the health and well-being of some of the city less fortunate.

To assist further in their duties and to provide more support to the police SCC have been asking for Community Safety Accreditation Scheme powers (CSAS) for a considerable time, and while all concerned have said this would be a very positive step forward

I would like to ask the Commissioner to look into when or if Salisbury CSAS powers will be signed off.

9 Forward Work Plan

The Forward Work Plan was noted.

10 Future meeting dates

Future meeting dates were:

- Thursday 7 February 2019 – Monkton Park, Chippenham
- Thursday 28 March 2019 – Corn Exchange, Devizes
- Thursday 6 June 2019 – County Hall, Trowbridge
- Thursday 5 September 2019 – City Hall, Salisbury
- Thursday 19 December 2019 - Swindon Borough Council Offices

(Duration of meeting: 10.00 - 11.05 am)

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

WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 7 FEBRUARY 2019 AT COMMITTEE ROOM A - WILTSHIRE COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.

Present:

Cllr Junab Ali, Cllr Abdul Amin, Maime Beasant, Cllr Alan Bishop, Cllr Richard Britton,
Cllr Ross Henning, Cllr Peter Hutton, Cllr Brian Mathew, Anna Richardson, Cllr Tom Rounds,
Cllr Jonathon Seed and Cllr John Smale

Also Present:

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

Kevin Fielding – Wiltshire Council

11 Apologies for Absence

Apologies were received from Cllr Caryl Sydney-Smith – Swindon Borough Council.

12 Declarations of interest

Cllr Peter Hutton – Wiltshire Council – Member of Dorset & Wiltshire Fire Authority.

Cllr Abdul Ali – Swindon Borough Council – Member of Dorset & Wiltshire Fire Authority.

13 Chairman's Announcements

There were no Chairman's Announcements.

14 **Public Participation**

There was no public participation.

15 **Formal consideration of PCC Precept proposal**

The Commissioner explained that in January 2019 he had presented to the Panel a paper which showed that the Government has made decisions surrounding both local and central funding which had a significant impact on the funding options available to him.

The paper that the OPCC had provided in January concluded with the Commissioner suggesting that a £24 increase in the Police part of the Band D Precept (a 13% increase) was appropriate. This would result in the Band D police part of the precept rising from £182.27 to £206.27 in 2019-20.

Clive Barker gave a brief overview of the MTFS report.

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

The Panel requested that the minutes noted that the consultation results had shown a good response from Wiltshire residents, but a lack of responses from Swindon residents, and that minority groups hadn't appeared to have had much engagement from the OPCC.

The Police and Crime Panel were given the opportunity to discuss the Commissioner's proposals, after which a vote on the Police and Crime Commissioner's proposed Council Tax precept for the year 2019-20 was taken.

Decision

- **That the Panel supports the Commissioner's decision to set a precept of £53.743m.**
- **That this would require council tax to be set on all property bands based on £206.27 for a Band D property, and would represent a £24 (13%) increase on the 2018-19 level.**

The Chairman thanked the Commissioner for his report.

Cllr Brain Mathew had raised three points listed below which the Chairman agreed would be listed in the minutes.

- Cognisant of the 89 responses that concerned affordability, and the fact that Wiltshire receives less than almost any other authority the committee requests that efforts continue to obtain a fairer settlement from Central Government.

- That having heard complaints in the recent past about the response times of both the emergency 999 and 101 phone service that response is maintained to at least the current level and if it is shown to drop the proposed cuts in staff numbers to this area should be reconsidered.
- That despite the need allocate 14 officers in order to take Firearms back in-house, the remainder of the extra officers being funded by the precept increase should go to enlarge the resources available to the CPTs.

16 **Future meeting dates**

- Thursday 28 March 2019 – Corn Exchange, Devizes
- Thursday 6 June 2019 – County Hall, Trowbridge
- Thursday 5 September 2019 – City Hall, Salisbury
- Thursday 19 December 2019 - Swindon Borough Council Offices

(Duration of meeting: 10.00 - 10.35 am)

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

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**Minutes of the
Dorset & Wiltshire Fire and Rescue Authority held
at 10:00 hours on Thursday 13 December 2018 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Cllr Spencer Flower (Chairman); Cllr Abdul Amin; Cllr Richard Biggs; Cllr Kevin Brookes; Cllr Malcolm Davies; Cllr Beverley Dunlop; Cllr Peter Hutton; Cllr Bob Jones; Cllr Brian Mattock; Cllr Christopher Newbury; Cllr Paul Oatway; Cllr Pip Ridout; Cllr Ann Stribley.

Officer attendance: Chief Fire Officer, Ben Ansell; Director of Finance and Treasurer; Mr Phil Chow; Clerk & Monitoring Officer, Mr Jonathan Mair; Deputy Chief Fire Officer (DCFO), Derek James; Director of Service Support, ACFO John Aldridge; Director of Service Support, Temporary Assistant Chief Fire Officer (T/ACFO) Byron Standen; Director of Service Improvement, ACFO Mick Stead; Director of People Services, Ms Jenny Long; Head of Financial Services, Mr Ian Cotter; Head of Information and Communications, Mrs Vikki Shearing; Head of Prevention and Protection, Area Manager Seth Why; Senior Communications Officer, Ms Emily Cheeseman

Observer: Ms Julia Hijstek, Wiltshire Herald & Gazette

18/52 Welcome

18/52.1 The Chairman opened the meeting and welcomed attendees.

18/53 Apologies

18/53.1 Apologies were received from Cllr Ernie Clark, Cllr Rebecca Knox, Cllr Garry Perkins, Cllr Byron Quayle, Cllr Vikki Slade, ACFO Jim Mahoney, Mrs Jill McCrae.

Initials _____

18/54 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

18/54.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act. There were no disclosures from Members and a number of disclosures from Officers.

18/54.2 CFO Ben Ansell advised Members that the Clerk & Monitoring Officer, Mr Jonathan Mair, had advised that all members of the Firefighters Pension Schemes with an interest in item 18/61 should absent themselves from that part of the meeting.

18/54.3 CFO Ansell declared his interest in item 18/67 as a trustee of the SafeWise charity.

18/55 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 28 September 2018.

18/55.1 The Chairman asked Members to review and approve the minutes from the last meeting.

18/55.2 The Chairman invited the Treasurer, Mr Phil Chow, to update the meeting on the fire precept in the Minutes at item 18/44.11. The Treasurer advised that there has been a delay in the fire finance settlement announcement due to Ministers dealing with Brexit matters. However, the finance settlement was expected to be announced shortly.

18/55.3 The Chairman advised Members that he had received some responses from MPs following his letter on behalf of the Authority.

18/55.4 **RESOLVED that the minutes be confirmed without amendment and signed by the Chairman as a correct record.**

18/56 Receive minutes of the Finance & Governance Committee on 20 September 2018 and a verbal update from 7 December 2018

18/56.1 The Chairman of the Finance & Governance Committee advised that he had nothing of note to add with exception item 18/34.2 which was a clean bill of health from the Auditors.

18/56.2 **RESOLVED: Members noted the draft minutes of the Finance & Governance meeting of the 28 September 2018 and the verbal update from 7 December 2018.**

Initials _____

18/57 Service Performance Review (six-month summary)

- 18/57.1 CFO Ansell reminded Members that the Authority carried out scrutiny of Service performance quarterly. Priorities 1, 2 and 3 were scrutinised by the four Local Performance and Scrutiny (LPS) Committees and priorities 4 and 5 were scrutinised by the Finance & Governance Committee.
- 18/57.2 CFO Ansell advised Members that Appendix A to this report provided a consolidated and comprehensive summary of performance at a priority level. It focused on progress against corporate targets and some key performance indicators. He added that the report does not duplicate the detail that was scrutinised by the other Committees mentioned above. CFO Ansell also confirmed that the report covered the first six months of the 2018-19 corporate planning year.
- 18/57.3 CFO Ansell advised that whilst not explicit in the narrative provided within the report, the focus of our performance management was driven by, and aligned to, our strategic risk register.
- 18/57.4 CFO Ansell took Members through the presentation to illustrate the performance of the Service by the priorities. CFO Ansell reported that in the first six months there had been no formally recorded fire deaths, and that there were two further incidents awaiting HM Coroner's judgement.
- 18/57.5 CFO Ansell confirmed to Members that the Service was progressing towards its target of 100% of safe & well checks being carried out on high risk vulnerable people by 2020; and that there had been an increase in demand for attendance at incidents within that same time period.
- 18/57.6 Members were pleased to hear of the improving figures for retention and recruitment of on-call firefighters and CFO Ansell added that there was, however, more work to do to build on this position.
- 18/57.7 On behalf of the Committee the Chairman thanked the Senior Health and Safety Advisor, Mr John Lincoln, and his team for their hard work in achieving BSI (British Standards Institution) 18001 accreditation. CFO Ansell added his thanks to all staff for their achievement and advised Members that the Service was one of three fire and rescue services which had achieved a 'Certificate of Compliance' across its entire Service.
- 18/57.8 CFO Ansell confirmed to Members that across the Service a number of areas were improving in line with expectations, including work to deliver a more diverse workforce. He also outlined that the Service was slightly above the Cleveland average for absence management; confirmed that operational apprentices within the Service had been offered full time posts; and that development pathways for both operational and corporate staff were now clearly defined.

Initials ____

18/57.9 CFO Ansell summarised the year by reminding Members that there had been a number of significant events, including two major incidents linked to the nerve agent attack and two severe weather events which were all outlined within the report.

18/57.10 **RESOLVED: Members noted the Service Performance Review (six month summary).**

18/58 Local Performance & Scrutiny verbal feedback

18/58.1 The Chairman introduced this item and invited the Chairs of the four Local Performance & Scrutiny Committees (LPS) to comment.

18/58.2 Cllr Paul Oatway, gave a summary of the last Wiltshire LPS Committee meeting and actions from the priorities which were ongoing business matters.

18/58.3 Cllr Ann Stribley gave a summary of the Bournemouth and Poole LPS Committee meeting and voiced a plea that Members ensure they attend meetings and understand their responsibilities, and that any lack of attendance should be addressed by group leaders.

18/58.4 Cllr Kevin Brookes provided a summary of the Dorset LPS Committee meeting confirming that he was pleased and satisfied with information provided by officers to the meetings. Members had discussed recruitment and the on-call pay model and requested a timescale for implementation.

18/58.5 CFO Ansell updated Members on the position of on-call pay, advising that the Finance & Governance Committee were overseeing this. CFO Ansell added that it was anticipated that an agreement on the matter would be reached by March 2019.

18/58.6 In Cllr Perkins absence, Cllr Brian Mattock summarised the Swindon LPS November meeting adding that the press had been present, resulting in positive press highlighting a good news story.

18/59 Revised Capital Programme

18/59.1 The Head of Financial Services, Mr Ian Cotter, introduced the report advising Members that the capital programme was regularly monitored and reviewed during the year by the Finance & Governance Committee. He added that the paper set out how the programme would be amended to take account of project progress in year, as well as savings being delivered.

18/59.2 Mr Cotter confirmed to Members that overall the 2018-19 Capital Programme would reduce to a forecast level of £8.306m. This would be financed through a mix of internal funding from grants and reserves, supplemented by an estimated new borrowing requirement of £3.893m.

Initials ____

18/59.3 Mr Cotter added that the paper also sought Members' approval to agree revised Prudential Indicators for 2018-19 in line with the revised capital programme.

Members were content with the report.

18/59.4 **RESOLVED: Members noted the changes required and reported in Section 2 of the report and approved the Revised Capital Programme 2018-19 at £8.306m.**

18/59.5 **RESOLVED: Members approved the revised prudential indicators 2018-19.**

18/60 Treasury Management Mid-Year Report 2018-19

18/60.1 The Head of Financial Services, Mr Ian Cotter, reminded Members that at the meeting of the Authority on 9 February 2018, they received and approved the Treasury Management Strategy Statement and Prudential Indicators for 2018-19. Mr Cotter advised this report updated Members on the Treasury Management performance for the six months to 30 September 2018.

18/60.2 Mr Cotter confirmed to Members that there were no instances of non-compliance with the Authority's Treasury Management Policy Statement and Practices. He further confirmed that no new borrowing had been undertaken in 2018-19, and that the cash flow position was being closely monitored.

18/60.3 Mr Cotter confirmed to Members that this Authority had not undertaken any new borrowings since Combination; and confirmed the position in relation to private finance initiative and grant allocation.

18/60.4 **RESOLVED: Members noted the treasury management position as at 30 September 2018.**

18/61 Firefighters' Pension Scheme – Voluntary Scheme Pays

18/61.1 Uniformed Members of the Firefighters Pension Schemes left the room as recommended by the Clerk & Monitoring Officer.

18/61.2 The Clerk & Monitoring Officer, Mr Jonathan Mair, took Members through the report which set out a recommendation to introduce a Voluntary Scheme Pays arrangement for the Firefighter Pension Schemes in order to supplement or sit alongside the existing Mandatory Scheme.

18/61.3 Mr Mair outlined the approach taken to the taxation of the growth in the value of a pension scheme member's pension pot and the availability and operation of the "Scheme Pays" option. He explained that there were instances where the tax charge arising from an increase in the value of an individual's pension pot would be beyond their ability to pay.

Initials ____

- 18/61.4 Mr Mair advised that the “Scheme Pays” option enabled the tax charge to be paid by the pension Scheme Administrator on a Scheme member’s behalf. The tax charge would then be recovered over time by the Scheme Administrator through a reduction in the pension paid to the scheme member. Changes to the Firefighters Pension Schemes meant that there were instances where scheme members could not access the mandatory Scheme Pays option. A voluntary Scheme Pays option would remedy this.
- 18/61.5 Mr Mair confirmed to Members that the LGA had sought external legal advice for fire and rescue authorities generally and the recommendation to introduce voluntary scheme pays arrangements was advised to be lawful. He further confirmed that this was also thought to be in line with future changes likely to be made to the legislative framework relating to firefighters’ pay and pensions.
- 18/61.6 The Chairman reminded Members that the Service was not being asked to do anything out of line with many authorities and that there was no cost to the Authority.
- 18/61.7 **RESOLVED: Members agreed a voluntary Scheme Pays arrangement be introduced for the payment of pension Annual Allowance tax liabilities but applicable only in one (or both) of the circumstances set out in paragraph three (3.6) of the report.**
- 18/61.8 **RESOLVED: Members agreed that this policy be applied retrospectively to any individual affected by the tax liabilities change (2015–16 onwards).**
- 18/62 Integrated Risk Management Plan strategic principles**
- 18/62.1 The Director of Service Improvement, ACFO Mick Stead, reminded Members that at the meeting of the Policy and Resources Committee on the 19 May 2016, former Members approved the integrated risk management programme. This included agreeing the principles that would underpin and shape the work being undertaken through the Communities Programme.
- 18/62.2 ACFO Stead advised Members that the revised principles would allow Officers to look at more innovative solutions to risk management and a wider scope for potential Service changes to deliver savings against financial projections contained within the Medium-Term Finance Plan.
- 18/62.3 ACFO Stead assured Members that any significant proposals to change Service delivery that would affect the public would be brought back to them for consideration before any wider stakeholder engagement was undertaken. Members agreed the programme would make the best use of opportunities available to them.

Initials ____

- 18/62.4 Members discussed the request sought by CFO Ansell on Members' opinion to minor changes which would help deliver partnership approaches without the need to be constrained unnecessarily under IRMP principle 1. He advised that this did not relate to a statutory requirement to respond, would be cost neutral and would support the need to respond more swiftly to partnership requests under the proposed memorandum of understanding (MOU). He added that all costs being discussed would be covered by financial regulations and not be detrimental to the Service.
- 18/62.5 The Chairman summarised the concerns raised and asked Members to agree to defer the matter, pending Audit opinion, until the next meeting of the Finance and Governance Committee in March 2019.
- 18/62.6 **RESOLVED: Members deferred the revised principles, that would shape workstreams within the Communities Programme to the next meeting of the Finance and Governance Committee.**
- 18/62.7 **ACTION: The Director of Service Improvement to submit a revised paper to the next meeting of the Finance and Governance Committee.**
- 18/63 Member Development**
- 18/63.1 The Chairman introduced DCFO Derek James acting on behalf of the Head of Strategic Planning and Corporate Assurance, Mrs Jill McCrae. DCFO James took Members through the report which outlined the current Member development arrangements agreed during the meeting on 6 June 2018.
- 18/63.2 DCFO James advised Members that the report provided an update on those arrangements and confirmation of the ongoing and strengthened access to development opportunities. DCFO James highlighted the Principles of Good Governance included at Appendix A to the report.
- 18/63.3 The Chairman acknowledged the importance of Member development since the Authority had reduced in numbers. Members discussed the paper and consequences on the Authority, as a whole, if attendance was not forthcoming. Members agreed a report to group leaders would be provided and attendance discussed if necessary, as with non-attendance at meetings.
- 18/63.4 The Clerk & Monitoring Officer, Mr Jonathan Mair, agreed that using a structured approach would strengthen the Authority and that the reduced numbers meant that a strong structured approach to attendance at Committees and development opportunities is important. It was agreed that a report to group leaders should be compiled in April.
- 18/63.5 **RESOLVED: Members reviewed and noted the current and future Member development arrangements and opportunities.**

Initials _____

- 18/63.6 **ACTION: A report be provided by the Head of Strategic Planning & Corporate Assurance to group leaders about take-up of Member development opportunities.**
- 18/64 Members Podcast**
- 18/64.1 CFO Ansell introduced the Member podcast which was well received.
- 18/65 To consider passing the following resolution:**
- 18/65.1 In accordance with Section 100A (3) of the Local Government Act 1972, to exclude the press and public for the business specified below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.
- 18/65.2 **RESOLVED: Members closed the meeting to the press and public.**
- 18/66 Date of Next Meeting**
- 18/66.1 The Chairman confirmed the date of the next Authority meeting as Tuesday 12 February 2019 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.
- 18/67 Skills for Life Centre update**
- 18/67.1 Members considered the declaration of interest made by CFO Ansell at 18/54.3 above, taking advice from the Clerk & Monitoring Officer. Members were satisfied that CFO Ansell should remain present for the paper.
- 18/67.2 With the Chairman's permission CFO Ansell invited the Director of Service Support, ACFO John Aldridge; Skills for Life Centre Project Lead, GM Bryan Morris; and Road Safety Manager, Mr Ian Hopkins to join the table.
- 18/67.3 Cllr Peter Hutton (Members' Skills for Life Working Group Chairman) introduced the paper, its appendix and the addendum tabled, and outlined the options within the addendum. Cllr Hutton advised Members that Partners were every positive about the Skills for Life Centre.
- 18/67.4 Members discussed the options before them and agreed a number of actions be by CFO Ansell.

Initials _____

18/67.5 **RESOLVED: Members agreed all three recommendations on the addendum.**

Meeting closed at: 12:20hrs

Signed: _____

Initials _____

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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**DRAFT Minutes of the
Dorset & Wiltshire Fire and Rescue Authority held
at 10:00 hours on Tuesday 12 February 2019 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

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

Members present: Cllr Spencer Flower (Chairman); Cllr Garry Perkins (Vice Chairman); Cllr Abdul Amin; Cllr Richard Biggs; Cllr Kevin Brookes; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Peter Hutton; Cllr Bob Jones; Cllr Rebecca Knox; Cllr Brian Mattock; Cllr Paul Oatway; Cllr Byron Quayle; Cllr Pip Ridout; Cllr Vikki Slade; Cllr Ann Stribley

Officer attendance: Chief Fire Officer, Ben Ansell; Director of Finance and Treasurer, Mr Phil Chow; Clerk & Monitoring Officer, Mr Jonathan Mair; Deputy Chief Fire Officer (DCFO), Derek James; Director of Service Support, Temporary Assistant Chief Fire Officer (T/ACFO) Byron Standen; 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; Head of Information and Communications, Mrs Vikki Shearing

19/01 Welcome

19/01.1 The Chairman opened the meeting and welcomed attendees.

19/02 Apologies

19/02.1 Apologies were received from Cllr Christopher Newbury and Cllr Beverley Dunlop.

Initials _____

19/03 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

- 19/03.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act. Cllr Amin and Cllr Hutton declared an interest as Members of the Wiltshire & Swindon Police and Crime Panels. The Clerk & Monitoring Officer advised that this was not a disclosable pecuniary interest for the purposes of this meeting.

19/04 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 13 December 2018.

- 19/04.1 The Chairman asked Members to review and approve the minutes from the last meeting.
- 19/04.2 Responding to the Chairman's enquiry for any comments relating to the minutes of 13 December, CFO Ben Ansell reiterated his pride in the Service's achievement of the British Standards Institution (BSI)18001 accreditation, noting that to his knowledge just three other fire and rescue services had received the 'Certificate of Compliance'.
- 19/04.3 Members showed their appreciation of the accolade bestowed upon the Service.
- 19/04.4 CFO Ansell confirmed to Members that the Director of Service Improvement, ACFO Mick Stead, would be taking the revised Integrated Risk Management Plan Strategic Principles to the next Finance & Governance meeting on the 7 March.
- 19/04.5 The Head of and Strategic Planning and Corporate Assurance, Mrs Jill McCrae confirmed that details of Member development opportunities and attendance would be provided to Group Leaders towards the end of the Authority year.
- 19/04.6 The Chairman confirmed the number of Members who had attended the recent Local Government Association (LGA) Member Development opportunities and encouraged all Members to attend any Member Development events as they arise.
- 19/04.7 **RESOLVED that the minutes be confirmed without amendment and signed by the Chairman as a correct record.**

19/05 Receive the draft Minutes of the Finance & Governance Committee meeting on 7 December 2018.

- 19/05.1 Chairman of Finance & Governance advised no further comments to be made and, there being no questions, Members moved to the resolution.

Initials _____

19/05.2 **RESOLVED: Members noted the draft minutes of the Finance & Governance meeting of the 7 December 2018.**

19/06 Budget 2019-20 and Precept Implications

19/06.1 The Director of Finance and Treasurer, Mr Phil Chow, introduced the report which sets out the revenue and capital budget requirements for 2019-20, based on the financial principles agreed by Members in September 2018. He added that despite efforts to lobby for a £5 de-minimis increase in the fire precept, the Final Local Government Finance Settlement (Final Settlement) only allowed a 2.99% increase for fire authorities for the coming year. This resulted in a Band D Fire Precept of £74.87, an increase of only £2.17 (or 4p per week).

19/06.2 Mr Chow confirmed that based on the Final Settlement (our overall level of Government funding) the Settlement Funding Assessment showed a decrease of £467k or 3.2% compared to 2018-19. This was in line with expectations but remained one of the highest funding reductions for combined fire authorities.

19/06.3 Mr Chow added that the report included provisional sums in respect of business rates income however, as at the time of writing this report final confirmation of amounts had not been received from the billing authorities. He added that any adjustment to the final figures will be made through general balances shown in Section 2 of the report.

19/06.4 Mr Chow advised Members that the revenue budget requirement for 2019-20 was £55.845m as set out in Section 3 of the report and the capital programme totals £8.404m.

19/06.5 Members were concerned about the recent media reports regarding John Dennis Coachbuilders (JDC) going into receivership. T/ACFO Standen advised Members that the Service had received confirmation that any technical support requirements would be fulfilled.

19/06.6 Members asked about the burden imposed following Government Actuary's Department (GAD) notifications in relation to future employer pension contributions and wondered if there was any indication of costs falling to the Authority. CFO Ansell responded that conversations were taking place between the National Fire Chiefs Council (NFCC) and Government Ministers about this. The Chairman confirmed with Members that they were still content that he continued to lobby Government about future fire precept and de-minimis levels. Members confirmed their agreement adding that the Authority regrets the inability of Government to apply the £5 de-minimis precept increase.

19/06.7 **RESOLVED: Members approved the revenue budget of £55.845m and capital budget of £8.404m for 2019-20.**

Initials _____

- 19/06.8 **RESOLVED: Members approved the basic amount of Band D Fire Precept for the Dorset & Wiltshire Fire and Rescue Authority at £74.87**
- 19/06.9 **RESOLVED: Members authorised the Treasurer to issue precept notices on the Bournemouth, Christchurch and Poole Council, Dorset Council, Wiltshire Council and Swindon Council**
- 19/06.10 **RESOLVED: Members approved the Medium Term Finance Plan 2019-20 to 2022-23**
- 19/07 Treasury Management Strategy 2019-20**
- 19/07.1 The Head of Financial Services, Mr Ian Cotter, confirmed to Members that his report incorporated the Treasury Management Strategy, Prudential Indicators, Minimum Revenue Provision Policy and Capital Strategy for 2019-20.
- 19/07.2 Mr Cotter reminded Members that under the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management (TM) Code of Practice, the Authority was required to publish a Treasury Management Strategy each year. Adding that the strategy supported the provision of all services and functions by the management of the Authority's cash flow, debt and investments operations, and effectively controls the associated risks, and the pursuit of optimum performance consistent with those risks. He added that the Authority must balance the risks with due regard to security, liquidity and investment yield.
- 19/07.3 Mr Cotter also reminded Members that the CIPFA Prudential Code, aligned to the CIPFA TM Code of Practice, also highlights particular aspects of the planning of capital expenditure and funding. The Prudential Code requires the publication and monitoring of certain Prudential Indicators which informed Members of the scope and impact of capital spend and the treasury management activities of the Authority.
- 19/07.4 Mr Cotter added that aligned to the capital programme and the Treasury Management Strategy was the annual Minimum Revenue Provision Policy Statement. This was the Authority's policy on setting aside revenue funds each year as provision for the repayment of debt. Section 3 of the report included the statement for 2019-20.
- 19/07.5 **RESOLVED: Members approved the Treasury Management Policy Statement and Practices (including the Annual Investment and Treasury Management Strategy) as outlined in Appendix A.**
- 19/07.6 **RESOLVED: Members approved the Capital and Treasury Management Prudential Indicators as outlined in Appendix B.**

Initials _____

19/07.7 **RESOLVED: Members approved the Capital Strategy 2019-20 as outlined in Appendix C.**

19/07.8 **RESOLVED: Members approved the Minimum Revenue Provision Policy Statement as defined in paragraph 3.11 of the report.**

19/08 HMICFRS

19/08.1 The Chief Fire Officer, Ben Ansell introduced this paper which updated the Authority on the current inspection process being undertaken by Her Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) across all fire and rescue services (FRS) in England.

19/08.2 CFO Ansell advised Members that it covered the background and methodology of the inspection process and details the findings and outcomes of the Tranche 1 inspections.

19/08.3 CFO Ansell added that it provided Members with an update on the early findings and progress of Tranche 2 inspections and the next steps for HMICFRS.

19/08.4 All reports for Tranche 2 are anticipated for the end of June; CFO Ansell added that there was good engagement between the Service and the Inspectors. Cllr Jones reminded Members that HMICFRS inspectors attended an Authority meeting earlier in the year.

19/08.5 CFO Ansell advised that the Service was considering a LGA peer review later in the year to review the Governance arrangements. A paper would be tabled to the Authority at its June meeting.

19/08.5 **RESOLVED: Members noted the content of the report.**

19/09 Revised Corporate Targets for 2019-20

19/09.1 The Director of Service Improvement, ACFO Mick Stead, introduced the paper and highlighted the Community Safety Plan (CSP) 2018-22 which sets out the Authority's corporate targets. ACFO Stead added that the intention was to undertake a full review of the CSP in the Autumn of 2019 in readiness for February 2020.

19/09.2 ACFO Stead advised that the timing of this was aligned to the planned announcement of the next Comprehensive Spending Review (CSR). It was therefore considered prudent to review our existing corporate targets to provide better clarification up until 2020 and ensure they continued to drive forward Service improvement.

Initials ____

- 19/09.3 Members requested that the corporate target for increasing diversity in the operational workforce wording should be amended to “We will seek to ensure that at least 20% of recruitment into our operational workforce is from under-represented groups...”.
- 19/09.4 Following Members’ consideration, the Director of People, Ms Jenny Long, confirmed that she was happy that the corporate target for sickness absence be amended to read: “For sickness absence to be lower than average ...” to ensure it was aspirational.
- 19/09.5 Members discussed realistic aims of the corporate target for response times and Members discussed the value of numbers being more beneficial than percentages. CFO Ansell confirmed that changes requested by Members would be implemented and advised that the Service would be further developing its approach to attendance times for CSP 2020. The key focus being to ensure that we have the right people in the right place at the right time.
- 19/09.6 **RESOLVED: Members approved the revised corporate targets and changes as outlined in 19/09.3; 19/09.4 and 19/09.5 above.**

19/10 National Armed Forces Day 2019

- 19/10.1 The Director of Community Safety provided an update for information on the Armed Forces Day National Event which was successfully bid for and secured by Wiltshire Council. This prestigious event is to be held in Salisbury over the weekend of 28-30 June 2019. ACFO Mahoney added that this was a significant event with a number of ‘run – up events’ with family events, parades and displays taking place. Hudson’s Field was the venue for most events with a parade taking place in the city centre and on 29 June and on 30 June there would be a veterans and youth event. It is anticipated that 40,000 members of the public will attend each day, with the parade attracting up to 100,000 visitors.
- 19/10.3 ACFO Mahoney advised Members that the Service will be supporting from both a safety management point of view and will also be participating in the event. CFO Ansell added that approximately 25% of the British Army, along with both Royal Navy and Royal Air Force personnel are based in our Service area, across both Wiltshire and Dorset.

19/11 Draft Pay Policy Statement 2019-20

- 19/11.1 The Director of People, Ms Jenny Long, reminded Members that the Localism Act 2011 places an annual requirement on all fire and rescue authorities to produce and publish a statement setting out their policies on the remuneration of their chief officers and lowest paid employees. This paper fulfilled this requirement.

Initials ____

- 19/11.2 Ms Long advised Members that the ratio between the Chief Fire Officer and the lowest paid employee was 8.65. In relation to the Chief Fire Officer and those employed on Grey Book terms and conditions the ratio was 4.13 and the ratio between the Chief Fire Officer and those employed on Green Book terms and conditions the ratio was 5.97.
- 19/11.3 There being no questions and comments Members were moved to the resolution.
- 19/11.4 **RESOLVED: Members approved the Pay Policy Statement for the financial year 2019-20**
- 19/12 Gender Pay Gap Report 2018**
- 19/12.1 Ms Long reminded Members that The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31 March 2017. These regulations impose a legal obligation for employers with 250 or more employees, to publish gender pay gap details by 30 March each year and to highlight the difference in gross pay and bonus payments made to female, as compared with male, employees. Ms Long added that this was the second year of publication and again our pay gap was below the national average.
- 19/12.2 Ms Long advised Members that the Service has clear, national negotiated pay structures in place which ensures equal pay for both men and women across the roles throughout the organisation, and therefore in this regard the Service does not have an equal pay issue. However, it was recognised that, like all fire and rescue services, the Service has an imbalance of male and female staff in some of the different occupational staff groups and at different role levels. This was therefore the main reason for the gender pay gap.
- 19/12.3 Ms Long added that as part of our Service Delivery Plan and the corporate target agreed by the Authority the Service had plans in place to address the gender pay gap.
- 18/12.4 Members noted the risk associated with the comparison graphs on page nine of the report (Appendix A) which did not include all fire and rescue services due to the variety of governance arrangements in place. CFO Ansell advised Members that this situation had also been noted by the NFCC.
- 19/12.5 **RESOLVED: Members approved and endorsed the contents of this report.**

Initials _____

19/13 Members Podcast

- 19/13.1 The podcast updated Members on the activities undertaken by the Service since the last podcast in December. The podcast included the former Olympic swimmer, Ms Sharron Davies and her promotion of on-call firefighter opportunities. A number of projects and events were also promoted, these included: Survive the Drive and the Prince's Trust Team. The podcast can be found here: https://youtu.be/sQuThjd_apE
- 19/13.2 The Chairman thanked the Director of Service Improvement, ACFO Mick Stead and Director of Finance, Phil Chow for their hard work and support to the Authority since the combination as they are both due to retire soon.
- 196/13.3 Cllr Stribley advised Members that Bournemouth, Christchurch & Poole (BCP) and Dorset would be holding local elections on 2 May, following the recent Local Government Review for Dorset, and hoped to see Authority colleagues again after that date.
- 19/13.4 Cllr Pip Ridout tendered her apologies for the annual meeting of the Authority taking place on 6 June 2019.

19/14 Date of Next Meeting

- 19/14.1 The Chairman confirmed the date of the next Authority meeting as Thursday 6 June 2019 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.

Meeting closed at 11:15hrs

Signed: _____

Initials _____