



SWINDON BOROUGH COUNCIL

Municipal Year 2012/13

Meeting of Council on Thursday, 8 November 2012

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Tuesday, 18th September, 2012 of Audit Committee
(Pages 3 - 6)
2. Minutes of meeting Monday, 15th October, 2012 of Standards Committee
(Pages 7 - 12)
3. Minutes of meeting Friday, 19th October, 2012 of Standards Committee
(Pages 13 - 14)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

4. Minutes of meeting Wednesday, 12th September, 2012 of Scrutiny Committee
(Pages 17 - 20)
5. Minutes of meeting Monday, 1st October, 2012 of Scrutiny Committee
(Pages 21 - 24)
8. Minutes of meeting Wednesday, 3rd October, 2012 of Health Overview and Scrutiny Committee (Pages 25 - 28)
7. Minutes of meeting Wednesday, 19th September, 2012 of Children and Young People's Overview and Scrutiny Committee (Pages 29 - 32)

8. Minutes of meeting Wednesday, 26th September, 2012 of Economic, Environmental and Sustainability Overview and Scrutiny Committee (Pages 33 - 38)

SECTION 3 - REGULATORY COMMITTEES

9. Minutes of meeting Tuesday, 23rd October, 2012 of Licensing Committee (Pages 41 - 42)
10. Minutes of meeting Friday, 5th October, 2012 of Licensing Panel (Pages 43 - 44)
11. Minutes of meeting Friday, 5th October, 2012 of Licensing Panel (Pages 45 - 48)
12. Minutes of meeting Tuesday, 11th September, 2012 of Planning Committee (Pages 49 - 50)
13. Minutes of meeting Thursday, 5th April, 2012 of Footpaths and Rights of Way Committee (Pages 51 - 52)

SECTION 4 - CHILDREN SERVICES BODIES

14. Minutes of meeting Monday, 20th August, 2012 of Education Transport Appeals Sub-Committee (Pages 55 - 56)
15. Minutes of meeting Thursday, 18th October, 2012 of Education Transport Appeals Sub-Committee (Pages 57 - 58)
16. Minutes of meeting Tuesday, 23rd October, 2012 of Education Transport Appeals Sub-Committee (Pages 59 - 60)
17. Minutes of meeting Tuesday, 23rd October, 2012 of Education Transport Appeals Sub-Committee (Pages 61 - 62)
18. Minutes of meeting Thursday, 27th September, 2012 of Swindon Children's Trust Board (Pages 63 - 68)
19. Minutes of meeting Tuesday, 25th September, 2012 of Standing Advisory Council on Religious Education (Pages 69 - 72)
20. Minutes of meeting Tuesday, 25th September, 2012 of Schools Forum (Pages 73 - 74)
21. Minutes of meeting Tuesday, 9th October, 2012 of Schools Forum (Pages 75 - 82)

SECTION 5 - POLICE AND FIRE AUTHORITIES

22. Minutes of the meetings Friday, 20th July and Thursday, 20th September, 2012 of the Wiltshire Police Authority (Pages 85 - 100)
23. Minutes of the meeting Thursday, 20th September, 2012 of the Wiltshire & Swindon Fire Authority (Pages 101 - 106)

Section 1

Special, Audit and Standards Committee Minutes

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AUDIT COMMITTEE

TUESDAY, 18 SEPTEMBER 2012

PRESENT:- Councillors Michael Dickinson (Chair), Des Moffatt (Vice-Chair), Brian Ford, Mary Friend, Neil Heavens and Nick Martin

An apology for absence was received from Councillor Steve Allsopp.

13. Exempt items - Exclusion of Public and Press

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 Paragraph 3 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 17 refers.)

14. Declarations of Interest

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

In accordance with the National Code of Local Government Conduct, Councillor Nick Martin made a personal non-prejudicial declaration in his capacity as the Chair of the Plas Pencelli facility. Councillor Martin observed that the facility's payroll was produced via the Council's payroll system (Agenda Item No. 5 refers).

15. Public Question Time

No questions were asked under Standing Order 28.

16. Minutes

Resolved – (1) That the minutes of the meeting held on 19th June 2012 be confirmed and signed.

(2) That, with reference to Minute 6 Resolution (2), it be noted that the final accounts of Digital City (UK) Ltd were not yet available for the Committee's inspection.

17. Internal Audit reports identifying 'significant' risk or 'of concern': Internal Audit review: Payroll

The Committee received a report on the follow-up audit review of progress in implementing the management response to the Internal Audit recommendations arising from the review of the Council's payroll system. It was noted that the initial audit review was split into the following three audits, all of which had resulted in an "Of Concern" audit opinion:

- Main System Controls
- ICT system controls and integrity of data

- Starters and leavers

The Council's Head of People & Change, Transformation & Strategic Projects, the Contract Manager, Commercial Services, Commissioning and the HR Payroll Business Manager for Capita were in attendance to provide a current position statement and respond to members' questions on issues raised by the follow-up review, the management response to the original audit conclusions and key recommendations, and progress in implementing the action plans.

Resolved – (1) That the report be noted.

(2) That it be noted that any matters that remain outstanding beyond the timeframes for action set out in the action plans would be addressed in the main payroll audit carried out in the final quarter of the year.

(3) That members be advised of (a) the cost per payslip in relation to the Capita partnership Agreement and (b) the names of charities and other non-profit organisations currently utilising the Council's payroll service.

18. Annual Statement of Accounts 2011/12

The Committee received a report introducing the Council's Annual Statement of Accounts for 2011/12, updated for audit changes as at Monday 10th September. The Board Director Finance, Revenues, Benefits and Property presented the report and, with the Finance Manager, Housing, Treasury and Growth, responded to members' specific queries and observations regarding the content of the accounts (appended to the report).

Resolved – (1) That the report, and the updated information provided at the meeting, be noted.

(2) That, subject to the amendments highlighted in the officers' presentation of the report to the Committee, the Annual Statement of Accounts be approved and the Chair be authorised to sign the Accounts on behalf of the Council before the end of September 2012.

(3) That Mr Darren Stevens, the Council's Finance Manager, Housing, Treasury and Growth, and his team, be thanked for their hard work and diligence in compiling the Annual Statement of Accounts.

(4) That, with regard to the compilation of the Annual Accounts in future years, and with particular reference to the production of final accounts by the Council's subsidiaries, the Board Director Finance, Revenues, Benefits and Property, make the necessary arrangements to ensure that the final accounts for the Council can be delivered in accordance with the statutory timeframes.

(5) That, in order to better facilitate the statutory timeframe for finalising the accounts, Committee and Members Services be asked to move back the September meeting of the Audit Committee by one week.

19. External Audit - Progress Report

Mr Martin Robinson and Mr Peter Smith of the Audit Commission, the Council's External Auditors, presented a report summarising the findings of the 2011/12 Audit, including the messages arising from the audit of the Council's financial statements and the results of work undertaken to assess the Council's arrangements to secure value for money in its use of resources. Mr Robinson also provided a brief commentary on the transition of the Audit Commission's directly employed audit function to the private sector with effect from 1st November 2012.

Resolved – (1) That the adjustments to the financial statements included in

the Annual Governance report be noted.

(2) That the draft letter of management representation (Appendix 4 to the report) be approved, subject to the successful completion of the 2011/12 Audit and the correction of typographical errors highlighted during the debate of the item. That members of the Committee be advised of, and invited to approve, any issues and/or uncorrected misstatements identified in the completed Audit, not agreed by the Board Director Finance, Revenues, Benefits and Property and/or the Finance Manager, Housing, Treasury and Growth.

(3) That Mr Robinson's comments regarding the excellent working relationship between the Audit Commission and the Council's Financial Teams be welcomed.

(4) That the arrangements put in hand by the Audit Commission to minimise disruption resulting from the transition of its audit function to the private sector be noted. That the Committee thanks Mr Martin Robinson for his work with the Council in his capacity as the Audit Commission's engagement lead and wishes him every success in the future.

20. Annual Governance Statement

The Head of Internal Audit submitted a report providing the Committee with details of the draft Annual Governance Statement, setting out the Council's governance arrangements.

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

21. Head of Internal Audit Update

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in June 2012 and progress made against the Annual Internal Audit Plan.

Resolved – (1) That the report be noted.

(2) That the internal audit follow-up report on Corporate Manslaughter and the internal audit report on Housing Tenancy Fraud 2011/12 be submitted to the next meeting of the Committee for consideration.

(3) That, in accordance with members' request, the Housing Rents audit, scheduled for the last quarter of this year, be expanded to include the issue of action by the Council in response to accrued rent arrears.

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STANDARDS COMMITTEE

MONDAY, 15 OCTOBER 2012

PRESENT: - Councillor Richard Hurley (Vice-Chair, in the Chair), Councillor Rex Barnett, Councillor Mary Friend, Councillor Teresa Page, Mr Trevor Davies, Mr Mike Compton and Mr Richard Hailstone (Parish Representative).

Independent Person: Mr Peter Morgans

Apologies for absence were received from Councillor David Wood, Councillor Fay Howard, Mr David Dawson and Mr Paul Morris (Independent Person).

9. Appointment of Vice-Chair

Resolved – That Councillor Richard Hurley be Vice-Chair of the Standards Committee for the municipal year 2012/13.

In the absence of the Chair, Councillor Hurley chaired the meeting.

10. Declarations of Interest

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

11. Minutes

Resolved – That the minutes of the last meeting held of the statutory Standards Committee on 11th June 2012, be confirmed and signed as a correct record.

12. Public Question Time

No public questions were received during the meeting.

13. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 9 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 16 refers.)

14. Standards Committee Annual Report

The Committee considered a report of the Director of Law and Democratic Services (Monitoring Officer) asking the Committee to agree the Annual Report for the statutory Standards Committee for 2011/2012, which included its last meeting in June. The Committee noted a correction to the Membership section (replacing Councillor Rochelle Russell with Councillor Sinead Darker), but subject to this

amendment agreed the report and asked that it be presented to the next meeting of Council.

Resolved – (1) That the Annual Report for the Statutory Standards Committee 2011/2012 be approved, subject to a correction to the membership section, and forwarded to Council for information.

15. Ethical Framework Update

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

- a) Desktop Ethical Audit Update – The Committee received the latest update, which provided a checklist for ethical governance and reflected changes made to governance arrangements, including those resulting from the Localism Act 2011.
- b) Training for Members – The Committee noted the training by Members undertaken since May 2012. Councillor Page advised that she had attended the training on 9th July 2012, but was not included on the attendance list. It was recognised that not all Members had managed to attend the training on the new Members Code of Conduct. It was recommended to the Monitoring Officer that an additional training session be held for Members who had not attended one to date, and that Borough Councillors could be invited to the session which the Monitoring Officer was running for Parish Councillors on 12 November 2012 at the Ellendune Centre, Wroughton.
- c) Training for Independent Persons – The Committee received written feedback from each of the Independent Persons on regional training they had attended on their role. Mr Peter Morgans attended the meeting and spoke to the update. One of the trainers had raised the question as to whether when advising Councillors or Parish Councillors, the Independent Person was required to provide the information disclosed to the Standards Committee. The Committee discussed and agreed that the Independent Persons for Swindon should not disclose to the Committee any information given to them when providing their views to a particular Member or Parish Councillors, unless it involved the disclosure of a potential criminal matter. The Monitoring Officer advised that two Independent Persons had been appointed so that if one was consulted by a Member or Parish Councillor, the other would still be available to provide their views to the Standards Committee or Panel.
- d) Parish Councils – It was noted that of the 14 Parish Councils in the Swindon Borough area, 9 had adopted the Swindon Borough Council Member Code of Conduct, 1 had adopted it but with amendments, and 3 had adopted the National Association of Local Councils Code of Conduct. The information on which Code had been adopted by Stanton Fitzwarren Parish Council was still awaited. As required by the Localism Act 2011 the Borough Council was placing a copy of the Declarations of Interest form for each Parish Councillor on its website. In addition, the Monitoring Officer was providing training to Parishes on the Borough's Code on 12th November 2012.

- e) Review of the Council's Codes and Protocols - The Committee gave consideration as to whether to invite the Monitoring Officer to begin a regular review of the Codes and Protocols. It was agreed that as many of the changes requires as a result of the adoption of the New Code of Conduct had taken place in June, it was not necessary to carry out another review at this stage.
- f) Dispensations – The Committee noted that the Localism Act 2011 and its regulations had not included an automatic exemption for Councillors members from having a prejudicial interest when setting the Council Tax or Precept. As a result it was necessary for each Councillor to apply in writing to the Standards Committee under Section 33 of the Act, for a dispensation to enable them to participate in any matter which had a bearing on the setting of the council tax or a precept. 41 Councillors had submitted applications for a dispensation to set the Council Tax and the Standards Committee approved these for a period of 4 years until 14th October 2016. It was agreed that the Monitoring Officer in consultation with the Chair be authorised to grant any further applications for a dispensation received from the remaining sixteen Councillors on this matter only for the same period. The parish representatives present requested the Monitoring Officer to write to Parish Clerks to alert them to the need to make arrangements for Parish Councillors to receive similar dispensations from for their own budget and precept setting meetings.

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

(2) That the Desktop Ethical Audit Updated dated October 2012 be approved.

(3) That no further review of the Council's Codes and Protocols is required at this time.

(4) That the Independent Persons be advised that any information provided to them when they are consulted on a Standards Complaint Matter and any views given by them are not to be disclosed to the Standards Committee, unless it involved a potential criminal matter.

(5) That the Monitoring Officer be requested to arrange additional training for Borough Councillors who have not received training to date on the new Members Code of Conduct.

(6) That dispensations be granted for the period until 14th October 2016 to Councillors set out in Minutes Appendix 1 to speak and vote in respect of any matter which has a bearing on the setting of the Council Tax or Budget, and the Monitoring Officer be authorised in conjunction with the Chair of the Standards Committee to grant dispensations to any additional Councillors who apply for a dispensation on the same matter and for the period until 14th October 2016.

(7) That the Monitoring Officer advise the Town and Parish Clerks of the need to arrange similar applications and determination of dispensations in respect of Town and Parish Councillors setting Parish budgets and precepts.

16.

Ethical Compliance Report

The Committee considered an exempt report from the Director of Law and Democratic Services (Monitoring Officer) regarding the outcome of various ethical framework compliance matters, including progress on Whistleblowing cases since the last Committee, Breach of the Protocol for Member/Officer Relations and Code of Conduct Complaints.

Resolved – That the Ethical Framework Compliance report be noted.

| Applications for a Dispensation – Section 33 of the Localism Act 2011 | |
|--|--|
| Councillor | Applied for Dispensation to speak and Vote in respect of determining the Budget and Council Tax |
| Junab Ali | Yes – 11.10.12 |
| Steve Allsopp | Yes – 15.10.12 |
| Abdul Amin | Yes – 15.10.12 |
| John Ballman | Yes – 09.10.12 |
| Ray Ballman | Yes – 09.10.12 |
| Rex Barnett | Yes – 15.10.12 |
| Mike Bawden | Yes – 10.10.12 |
| Andrew Bennett | Yes – 10.10.12 |
| Rod Bluh | Yes – 10.10.12 |
| Michael Bray | Yes – 11.10.12 |
| Wayne Crabbe | Yes – 15.10.12 |
| Mark Dempsey | Yes – 15.10.12 |
| Michael Dickinson | Yes – 11.10.12 |
| Mark Edwards | Yes – 10.10.12 |
| Toby Elliott | Yes - 15.10.12 |
| Fionuala Foley | Yes – 09.10.12 |
| Brian Ford | Yes – 08.10.12 |
| Mary Friend | Yes – 11.10.12 |
| Jim Grant | Yes – 14.10.12 |
| Peter Heaton- Jones | Yes – 15.10.12 |
| Dale Heenan | Yes – 15.10.12 |
| Russell Holland | Yes – 09.10.12 |
| Fay Howard | Yes – 09.10.12 |
| Richard Hurley | Yes – 09.10.12 |
| Cindy Matthews | Yes – 09.10.12 |
| Brian Mattock | Yes – 09.10.12 |
| Des Moffatt | Yes – 14.10.12 |
| Teresa Page | Yes – 15.10.12 |
| Maureen Penny | Yes – 15.10.12 |
| Garry Perkins | Yes – 10.10.12 |
| Julian Price | Yes – 15.10.12 |
| David Renard | Yes – 09.10.12 |
| Ann Richards | Yes – 11.10.12 |
| James Robbins | Yes – 09.10.12 |
| Rochelle Russell | Yes – 15.10.12 |
| Nicky Sewell | Yes – 09.10.12 |
| Vera Tomlinson | Yes – 11.10.12 |
| Steve Wakefield | Yes – 10.10.12 |
| Peter Watts | Yes – 09.10.12 |
| Nadine Watts | Yes – 12.10.12 |
| Keith Williams | Yes – 10.10.12 |
| David Wood | Yes – 09.10.12 |

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STANDARDS COMMITTEE HEARINGS PANEL

FRIDAY, 19 OCTOBER 2012

PRESENT:- Councillor Fay Howard (Chair), Councillor Mary Friend and Councillor Richard Hurley.

Non-Voting Assessors: Mr David Dawson (Lay Member) and Mr Mike Compton (Parish Representative).

1. Declarations of Interest

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

2. Exempt Items - Exclusion of Press and Public

The Chair invited the parties to put forward any reasons why they would wish the press and public to be excluded from all or any or part of the Hearing. No applications for the hearing to be held in private, or papers to be withheld, were made and therefore all the papers held to be exempt until this point were made available at the start of the Hearing.

However, it was agreed that the press and public should be excluded from the deliberations of the Panel at the end of each stage of the procedure.

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public would be excluded from the deliberations of the Panel at the end of each stage of the procedure as these deliberations would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Local Government Act 1972 and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information concerned.

3. Hearing of Complaint under the Protocol of Member / Officer Relations

The Standards Hearings Panel met to conduct a hearing of a complaint in respect of an allegation that Councillor Nick Martin had breached Swindon Borough Council's Protocol of Member / Officer Relations by his conduct at the Civic Dinner on 20th June 2011 at the Steam Museum.

The complaint was from Mrs Helen Miah, an officer of the Council, and was that Councillor Martin had sexually harassed and bullied her during a break between the dinner and the speeches at the Civic Dinner.

The matter had originally been considered by the Assessment Sub-Committee on 22nd June 2011 as a complaint under the Members Code of Conduct. The Assessment Sub-Committee had concluded that Councillor Martin was not performing his function as a Councillor at the time of the alleged incident and therefore the complaint could not be taken forward under the Members Code of Conduct. However, the Sub-Committee asked that the Monitoring Officer, in consultation with the Chair of the Standards Committee and the Head of Human

Resources, consider whether the matter should be investigated under the Protocol of Member / Officer Relations, and it was agreed that it should be investigated.

The Monitoring Officer had appointed Mr Felix Hetherington as the Investigating Officer and he attended the meeting of the Standards Committee Hearings Panel to present his report. Councillor Nick Martin was present at the meeting and he was represented by Mr Charles Parry of Counsel. Mrs Helen Miah attended the meeting as the complainant and a witness. Ms Janice Banks and Mr Bernie Brannan attended as witnesses, as requested by the Investigator. Mr Mallinson attended the hearing as a witness, at the invitation of Councillor Martin. In addition, the Panel took account of eight letters received in support of Councillor Martin

At the start of the Hearing the Panel considered a representation from Mr Parry as to the validity of the proceedings. The Monitoring Officer gave his advice on the matter, having sought the opinion of Queen's Counsel. Having received that advice, the Panel determined that it should proceed to hear the complaint on this basis, in accordance with its agreed procedure: 'Swindon Borough Council Procedure for Determination of Complaints under the Protocol of Member / Officer Relations'.

The Panel first heard evidence on each side and heard witness statements. The Panel then withdrew and considered Findings of Fact and returned and announced the Findings and invited representations from Mr Parry and Mr Hetherington as to whether these constituted a breach of the Protocol. The Panel withdrew to discuss, and returned to advise their determination that it was a breach of the Protocol, and invited representations on suitable sanctions. The Panel withdrew a final time to determine sanctions. The Panel was of the view that neither a censure nor a referral to Council was appropriate, and returned to announce the sanctions that were agreed by the Panel.

Resolved – (1) That, having considered the evidence presented by all Parties to the case, the Panel confirmed Findings of Fact were as set out in the Full Decision of the Standards Committee Hearings Panel.

(2) That, having considered the evidence presented by all Parties to the case the Panel determined that by his conduct Councillor Martin had breached paragraphs 4.2 (use of inappropriate language) and 4.3 (close personal familiarity) of the Protocol of Member / Officer Relations.

(3) That, having determined that a breach of the Protocol of Member / Officer Relations had taken place, the Panel determined that the following sanctions be applied:

- Councillor Martin be required to provide Mrs Miah with a written apology, in a form acceptable to the Monitoring Officer in consultation with the Chair of the Hearings Panel.
- Councillor Martin be requested to undertake relevant training from the Monitoring Officer on the operation of the Protocol of Member / Officer Relations.

Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

WEDNESDAY, 12 SEPTEMBER 2012

PRESENT:- Councillors Kevin Small (Chair), John Ballman, Toby Elliott, Claire Ellis, Richard Hurley, Colin Lovell, Des Moffatt, Maureen Penny, James Robbins, Robert Wright, Mary Friend and John Haines

Councillors Roderick Bluh, Leader of the Council and Chair of Cabinet, David Renard, Deputy Leader of the Council and Cabinet Member for Children's Services, Mark Edwards, Cabinet Member for Finance, Fionuala Foley, Cabinet Member for Streetsmart and Corporate Services, Dale Heenan, Cabinet Member for Strategic Planning and Sustainability, Russell Holland, Cabinet Member for One Swindon, Localities and Housing, Brian Mattock, Cabinet Member for Health and Adult Social Care, Garry Perkins, Cabinet Member for Regeneration and Culture, Vera Tomlinson, Cabinet Member for a Safer and Stronger Borough, and Keith Williams, Cabinet Member for Leisure and Strategic Transport, were also in attendance.

Apologies for absence were received from Councillors Peter Heaton-Jones (Vice-Chair) and Brian Ford

19. Declarations of Interest

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

20. Public Question Time

Mrs Kareen Boyd, a resident of Hesketh Crescent, Swindon, asked whether primary school place planning across Swindon should be reviewed and asked the Scrutiny Committee to initiate an assessment of the complete process that resulted in the delivery of the Croft School.

The Chair felt he was not in a position to determine whether there was a requirement for any such review. Instead, he suggested that the matter be referred to the Council's Children and Young People's Overview Committee for consideration. With reference to Mrs Boyd's request for a review of the process leading to the delivery of the Croft School, the Chair advised that an independent review was currently underway and that it was appropriate to await the outcome of that review.

In response to a supplementary question by Mrs Boyd, asking that the terms of reference of the Croft School review might be amended to take account of matters that she felt had only come to light after the terms of reference were set, the Chair advised that this was not appropriate as the review had already commenced. He agreed that the Review Group be asked to note Mrs Boyd's comments regarding the scope of the terms of reference for the review. The Chair agreed that, on this occasion, reference to Mrs Boyd's questions and his answers would be recorded in the minutes.

Mr Brian Cockbill asked a question regarding the Committee's determination of its work programme for 2012/13 and the committee papers provided to members in

support of that decision. The Chair responded to Mr Cockbill's enquiry and agreed that he be provided with a copy of his response and also with a copy of the agreed work programme.

Mr Cockbill then asked a series of questions, directed to the Leader of the Council, on the following issues:

- was any reduction proposed to the Special Responsibility Allowance paid to the Chair of Planning in light of the recent announcement of the temporary removal of the requirement to apply for planning permission for certain types of development.
- had Electoral Services had received any petitions in response to consultation on the Community Governance Review for the creation of any new Parish Councils and, if so, the details of such petitions; and
- in the light of information now provided, would the Leader of the Council "address as soon as possible" the question to the Cabinet meeting on 5 September 2012, regarding his, the Leader's, duty to ensure that officers and Cabinet Members carry out Council decisions and "any undertaking made by them to members of the public" and to take appropriate sanctions when there is a failure to do so.

The Chair, with the assistance of officers, replied to Mr Cockbill's questions and agreed that written answers should be provided in respect of the outstanding matters identified by Mr Cockbill.

21. Minutes

Resolved – That the minutes of the meeting held on 6th August 2012 be confirmed and signed as a correct record.

22. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 5 September 2012.

33. *Introduction of Deregulatory Planning Measures to Promote Business Growth*

Resolved - That Minute 33 of the Cabinet be noted

34. *Neighbourhood Planning Protocol*

Councillor Dale Heenan, the Cabinet Member for Strategic Planning and Sustainability, responded to Councillor Bob Wright's concerns about members', and the public's, understanding of the relationship and connectivity between community, neighbourhood and local plans and his wish that, in order to promote public ownership of the plans, his wish that the agreed Neighbourhood Planning Protocol should clarify both the distinction between these and their links to one another.

Resolved - That Minute 34 of the Cabinet be noted

35. *Adoption of the Corporate Strategy 2012/13*

In response to a question put by the Chair, Councillor Rod Bluh, the Leader of the Council, agreed that an item would be placed in the Members' Bulletin confirming the arrangements for engaging with all members in the development of Part Two of the Corporate Strategy.

Resolved – That Minute 35 of the Cabinet be noted.

36. *Military Covenant - Motion at Council (Minute for Confirmation)*

Resolved - That Minute 36 of the Cabinet be noted

37. *Budget Management 2012/13*

In response to comments by Councillor Des Moffatt regarding his view of the “strength” of the Housing Rents Account at present, Councillor Russell Holland, the Cabinet Member for One Swindon, Localities and Housing, offered his own assessment of the financial position of the rents account, in terms of income and expenditure and assets and liabilities. Councillor Holland indicated that work was being done on budgets currently but that he would be happy to receive written suggestions from Councillor Moffatt, or any member, on related matters to see how these might be considered in relation to that on-going work.

Resolved - That Minute 37 of the Cabinet be noted

38. *Capital Programme Monitoring - 1st Quarter 2012/13*

Resolved - That Minute 38 of the Cabinet be noted

39. *Capital Building Projects - Partnership Framework Agreements*

Resolved - That Minute 39 of the Cabinet be noted

40. *Recycling Improvements*

Councillor Fionuala Foley, Cabinet Member for Streetsmart and Corporate Services, responded to members' questions and observations on the topic of non-recycled commercial waste and its impact on the Council's recycling targets and landfill requirements. Councillor Foley also provided the meeting with an update in respect of the Council's response to problems recently encountered in relation to its green waste collection service.

Resolved - That Minute 40 of the Cabinet be noted

41. *Local Sustainable Transport Fund Programme*

Resolved - That Minute 41 of the Cabinet be noted

42. *Proposals for the Permanent Expansion of Haydonleigh and Even Swindon Primary Schools*

Councillor David Renard, the Deputy Leader of the Council and Cabinet Member for Children's Services, responded to comments by the Chair regarding matters he had asked to be raised at the Cabinet meeting, regarding his, and residents', concerns over related highways and localised flooding issues, and Cabinet's response that these would be addressed as part of the development planning process. Councillor Renard advised that the report to Cabinet was solely intended to authorise the officers to go to the next stage of consultation and that detailed comment was, perhaps, premature at this time. However, he acknowledged the validity of the points made by the Chair and agreed to raise these with his development control officers.

Resolved - That Minute 42 of the Cabinet be noted

43. *Street Lighting and Traffic Signals Review (Minute for Confirmation)*

Resolved - That Minute 43 of the Cabinet be noted

44. *Stronger Together - Accommodation*

Resolved - That Minute 44 of the Cabinet be noted

SCRUTINY COMMITTEE

MONDAY, 1 OCTOBER 2012

PRESENT:- Councillors Peter Heaton-Jones (in the Chair), John Ballman, Toby Elliott, Claire Ellis, Richard Hurley, Colin Lovell, Des Moffatt, Maureen Penny, Julian Price, David Wood and Bob Wright.

Councillor Garry Perkins, Cabinet Member for Regeneration and Culture, was in attendance.

Apologies for absence were received from Councillors Kevin Small, Brian Ford and James Robbins

23. Declarations of Interest

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

24. Public Question Time

No questions were asked under Standing Order 18.

25. Minutes

Resolved – That the minutes of the meeting held on 12 September 2012 be confirmed and signed.

26. Question and Answer - Cabinet Member for Regeneration and Culture

The Committee received a report setting out the details of the portfolio of Councillor Garry Perkins, Cabinet Member for Regeneration and Culture, and summarising performance in respect of each the following service areas:

- Arts and Culture
- Community Heritage
- Economic Development
- Museums, including STEAM
- Regeneration
- Specific Responsibility for the Lydiard Park Project
- UK Broadband

The report included an assessment of what had been done well over the period of the last 12 months and highlighted the major challenges facing the Regeneration and Culture portfolio in the future. Councillor Perkins was in attendance and responded to members' specific questions and observations on the following issues:

- the Council's work with UK Broadband to provide a wireless Long Term Evolution (LTE) service
 - the accuracy of the Cabinet Member's assertion that Swindon would have the first 4th generation (4G) LTE service in the UK and his comments about the speed, capacity and capability of this service
 - the cost and charging arrangements in relation to the service
 - the benefits to the Council of the new LTE service
 - the importance of the honest and successful promotion of the LTE service
- the economic development of Swindon and the lead responsibility for the development of the borough as a tourist destination
 - the development of the leisure park at the Oasis and its importance in promoting Swindon as a leisure destination
- Swindon's Art Collection and progress in identifying a new and permanent town centre location for the collection
- the storage of the archaeological collection and the need to increase storage capacity to meet future demand
- the failure to deliver on some of the promises set out in the "Our Swindon, Our Community, Our Future" strategy document
- the effectiveness of the public consultation in respect of the proposed Commercial Road revitalisation
 - the issue of statements being made in the press regarding the revitalisation proposals in advance of the completion of the consultation exercise
- the future of the Mechanics Institute and the implications of a possible changed ownership of the premises
- the role and objectives of Forward Swindon, its use of consultants to develop strategic plans and the Cabinet Member's assessment of its performance in delivering benefit to the people of Swindon
 - members' perception of Forward Swindon's limited achievement in delivering private sector development funding
 - the function and operation of the Shareholder Panel representing the Council's interest in Forward Swindon Limited
- the planning and development control implications of the Canal project, particularly in the lower Swindon area
 - possible alternative routes for the proposed canal and the impact of uncertainty regarding land availability on developers' willingness to invest in the borough
- the neglect of the town centre between Canal Walk and Fleet Street and the need for urgent investment in this area
- the status of recommendations in the Cabinet Member's report regarding the future resourcing of the Big Arts Day
 - the use of promotional devices and icons to promote future Big Arts Days
- the importance of the Swindon Borough Local Plan 2026 as the main planning policy document for shaping the development and growth of the borough over the next 15 years and ensuring new development is of the highest quality design and sustainable construction, that it mitigates flood risk and provides open space and affordable housing and ensures developers contribute to the supporting infrastructure
 - the general commitment within the Local Plan to preserve the best industrial sites

Resolved – That Councillor Garry Perkins, Cabinet Member for Regeneration and Culture, be thanked for attending the meeting and for his full and open responses to members' questions on service areas and issues within his portfolio of responsibility.

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HEALTH OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 3 OCTOBER 2012

PRESENT:- Councillors Claire Ellis (Chair), Ray Ballman (Vice-Chair), Steve Allsopp, Alan Bishop, John Haines, Peter Heaton-Jones, Richard Hurley, Derique Montaut, Ann Richards, Rochelle Russell and Julie Wright.

Councillor Roderick Bluh (Leader of Swindon Borough Council), Kevin Connor (AWP), Ruth Fitzjohn (NHS Gloucestershire and Swindon), Dr Jose Ortega (NHS Swindon and Swindon Borough Council), John Gilbert (Swindon Borough Council), Paul Bearman (NHS Gloucestershire and Swindon), Haydn Jones (SEQOL), Sue Wald (Swindon Borough Council) and Nerissa Vaughan (GWH NHS Foundation Trust).

Councillor Bob Wright was also in attendance.

Apologies for absence were received from Councillors Wayne Crabbe, Brian Ford and Maureen Penny and from Jill Crook (NHS Gloucestershire and Swindon) and Heather Mitchell (SEQOL).

21. Declarations of Interest

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

22. Public Question Time

No questions were under Standing Order 28.

23. Minutes

Resolved - That the minutes of the meeting held on 1st August 2012 be confirmed and signed.

24. Chief Executive's Report - Great Western Hospitals NHS Foundation Trust

The Committee received a report of the Chief Executive of the GWH NHS Foundation Trust on key issues and developments at the Great Western Hospital. The Chief Executive introduced the report, highlighting matters of particular significance, and responded to members' questions and observations on the following issues:

- the Trust's continuing work in relation to options to meet the serious financial and operational challenges being faced across the NHS and, in particular, its affiliation with the South West Regional Pay, Terms and Conditions Consortium
- the Trust's investment in the exploration of ways in which changes to pay, terms and conditions might help in protecting jobs and health services
- engagement with staff regarding agenda for change options and initial feedback from staff

- the impact of change on the local population and the anticipated health outcomes of the major changes and the Chief Executive's own perception of the effect on Swindon compared with other regions
- members' concern that affiliation with the Consortium might open "a door of opportunity" for staff to transfer to other areas and the importance of ensuring that the principle focus remains on what is best for Swindon
- the national recognition of the Hospital Trust's Ambulatory Care Service and its work to improve hydration for patients

Resolved – (1) That the report be noted.

(2) That the Hospital Trust and staff be congratulated on the national recognition of the Ambulatory Care Service and work to improve hydration for patients, resulting in the Hospital's positive CQC report in July.

25. NHS Swindon - Chief Executive's Report

Paul Bearman, NHS Gloucestershire and Swindon, presented a report of the Chief Executive, NHS Swindon, on current activity within NHS Swindon and updating the meeting on local and national health-related issues.

Resolved – (1) That the report be noted.

(2) That, with reference to the engagement of stakeholders in relation to changes in service provider for non-urgent patient transport, the Committee be advised of the status of stakeholder feedback to the PTS Project Board for consideration in finalising the service specification.

26. Avon and Wiltshire NHS Partnership Trust - Community Services Report

Kevin Connor, Area Director (AWP), introduced a report on the current position of the Avon & Wiltshire Mental Health Partnership NHS Trust's implementation of the redesign of Community Services, as agreed by NHS Swindon and Swindon Borough Council, and current performance in relation to the service redesign. The report also provided members with a summary position of services and assurance to Swindon Borough Council in relation to the current implementation of the redesign.

Resolved – That the report be noted.

27. SEQOL Partner Organisation Update Report

Haydn Jones, Director of Finance (SEQOL), introduced a report providing the Committee with an update on matters relating to SEQOL. SEQOL's Inaugural report 2011/12 and the Care and Quality Commission's Compliance Report in relation to Whitbourne House were tabled at the meeting

Resolved – That the report be noted

28. Reshaping Demand for Adult Services

The Council's Head of Commissioning (Children and Adults) introduced a report providing the Committee with an update on the development of the draft Strategy and Implementation Plan to address the rising demand for care services for vulnerable adults in Swindon. The Committee was invited to discuss and comment on the draft Strategy, including the context narrative and strategic issues set out in Appendix 3 to the report and proposed work streams, outlined in Appendix 1 to the

report.

Resolved – (1) That the report be noted

(2) That a follow up report be submitted to a future meeting of Health Overview and Scrutiny Committee on progress towards implementation of the transformation of services as part of the Adult Demand programme.

29. Update on HealthWatch

The Committee received a report of the Director of Commissioning advising on progress that had been made in implementing HealthWatch since the Royal Approval of the Health and Social Care Act earlier this year. Mark Feeny, the Contract and Commissioning Officer, introduced the report, expanding on the results of consultations with health service colleagues and the community sector and also summarising the intended main activities of HealthWatch, highlighting the differences from the Local Involvement Network (LiNK), as well as provisions for ensuring that the contacts and work carried out by the Local Involvement Network (LiNK) would be passed on to HealthWatch where appropriate. Mr Feeny advised that it was proposed to commence the tendering process in the next few weeks using the Council's procurement processes.

Resolved – That the report be noted.

30. Development of the Swindon Health and Wellbeing Board

Councillor Rod Bluh, the Leader of the Council, introduced a report on the current position in relation to the development of the Swindon Health and Wellbeing Board, which, with effect from April 2013, in accordance with the provisions of the Health and Social Care Act 2012, would provide a statutory forum where key leaders from the health and care system would work together to improve the health and wellbeing of their local population and reduce health inequalities. Councillor Bluh explained that he saw the Board as providing an opportunity to build strong and effective local partnerships that improved the commissioning and delivery of services across NHS and local government, that would lead, in turn, to improved health and wellbeing for local people. It would be the basic function of the health and wellbeing board to set a strategic direction for health, well-being and social care and to bring together the key health and social care commissioners and the local Healthwatch.

Councillor Bluh advised that, although not a commissioning board in its own right, the Health and Wellbeing Board would have strategic influence over commissioning decisions across health, public health and social care and would also strengthen democratic legitimacy through the involvement of democratically elected representatives and patient representatives in commissioning decisions alongside commissioners across health and social care. The Board would provide a local forum for challenge, discussion and the involvement of local leaders.

Following his introduction of the report, Councillor Bluh, supported by Dr Jose Ortega, the Director of Public Health, responded to members' questions and observations on the following matters:

- the composition of the Health and Wellbeing Board
- the statutory role of HealthWatch and its representation on the Board
- the Diversity Impact assessment conducted at a national level in relation to the development of health and wellbeing boards and arrangements for conducting a local health impact assessment once the health and wellbeing

- strategy is completely developed
- the opportunities and arrangements for local health organisations to provide local data to influence the delivery of an effective health strategy

Resolved – that the report be noted.

31. Diabetes update

Further to Minute 35 (2011/12), the Committee received a report of the Director of Public Health providing an update on the progress of the work being done to improve the provision of services to the people with diabetes in the NHS Swindon area. The report also briefed the Committee on the outcomes of the recent National Diabetes Audit 2010-2011.

Following his introduction of the report, the Director responded to members' questions and observations on the following matters:

- the establishment of specific targets and timeframes for the improvement of diabetic support services
- patient engagement in structured education
- the low percentage of newly diagnosed patients attending the Diabetes Education and Self-management for On-going and Newly Diagnosed (DESMOND) course
- the nature of early engagement with people newly diagnosed as having diabetes
- the Swindon Diabetes Community Champions project for Black and Minority Ethnic communities

Resolved – That the report be noted.

32. Work Programme 2012-2013

The Committee received a report of the Director of Law and Democratic Services inviting members to review the Committee's work programme for 2012/13 and the work undertaken by the Committee to date.

Resolved – (1) That the report and the revised and updated Work Programme for 2012/13 be noted and that the proposed amendments to the work programme suggested at this meeting be endorsed.

(2) That members' comments regarding the on-going and significant transformation of national and local health service provision be noted and that partner organisations be invited to provide commentary in their regular progress reports to the Committee on their "state of readiness" to embrace the changing health environment and also to bring to members' attention those service provision and development issues that are considered to be most significant.

(3) That Sally Smith, the Scrutiny Support Officer, be thanked for her hard work in arranging the recent successful Health Scrutiny Conference.

CHILDREN AND YOUNG PEOPLE'S OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 19 SEPTEMBER 2012

PRESENT:- Councillors David Wood (Chair), Nick Martin (Vice-Chair), Andrew Bennett, Fay Howard, Colin Lovell, Cindy Matthews, Maureen Penny, James Robbins, Rochelle Russell and Nadine Watts.

Co-opted Representatives: - Dick Mattick (National Association of Schoolmasters and Union of Women Teachers), Rachael Matthey (Swindon Association of Secondary Headteacher) and Mrs Melanie Sancto (Swindon Association of Primary School Headteachers).

Apologies for absence were received from Councillors Rex Barnett, Doreen Dart and Emma Faramarzi, Peter Crockett (Association of Swindon Special School Headteachers), Mrs Penny Summers (Standing Advisory Council on Religious Education), Peter Wells (Catholic Church Diocese), Malcolm Barton (Church of England Diocese) and Sam Cantlon (Swindon Youth Forum).

Also Present: Councillor David Renard.

8. Vote of Thanks - Malcolm Barton

The Committee noted the resignation of Malcolm Barton, Co-opted Representative, Church of England Diocese.

Resolved - That Malcolm Barton, Church of England Diocese representative, be thanked for his work for his service to this Community and its predecessors and a letter of thanks be issued on behalf of the Committee.

9. Declarations of Interest

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

Councillor Nick Martin made a personal declaration of interest in respect of item 5 (Cabinet Member Q & A) as he was a Governor of Lydiard Park Academy and Chair of Plas Pencelli, Outdoor Recreation Centre.

Councillor James Robins made a personal and non-prejudicial declaration of interest in respect of item 5 (Cabinet Member Q & A) as he was employed by Churchfields Academy and Item 6 (Children in Care) as he was a foster carer in Swindon.

10. Public Question Time

No public questions were submitted for this meeting.

11. Minutes

Resolved - That the minutes of the meeting held on 21st June 2012, be confirmed and signed as a correct record.

Matters Arising:

Minute No 5 – The Chair advised that the information requested in respect of Item (2), (factors affecting school attendance and exclusions), had been incorporated within paragraph 12.10, (Exclusions) in Agenda Item 5. The Committee agreed that a further report regarding school attendance would not be required at a future meeting. The Chair requested that Councillor Nick Martin liaise with Paddy Bradley, Head of Commissioning – Economy / Attainment regarding the number of students studying Out of Borough and how this affected Swindon's educational data.

Resolved: That a report relating to the achievements of students studying out of borough and how this affects Swindon's educational data be presented at the Committee meeting to be held on 16th January 2012.

12.

Cabinet Member Q & A

Councillor David Renard, Deputy Leader of the Council and Cabinet Member for Children's Services presented a report setting out details of his portfolio and advised that as part of its Scrutiny role, he welcomed the Committee's comments on the work undertaken by Children Services. He commented on the layout of the report as it reflected key strengths identified through the Self-Assessment process undertaken by Children Services.

The Committee considered the report and commented on the following issues:

- The LIFE programme. Councillor Renard confirmed that the programme started in 2009 and had expanded to include a larger number of families. Members noted that the remit and focus of the programme had evolved to support troubled families.
- Oxford Brookes and the University Technical College (UTC) in Swindon. Councillor Renard advised that the UTC was an Academy Trust jointly sponsored by Oxford Brooke's University and Johnson Matthey Fuels Cells. He stated that the Council would have a representative on its Board. He further commented on the partnership working being undertaken and Paddy Bradley, Head of Commissioning / Attainment, elaborated explaining the project structure to be adopted and processes to be undertaken to deliver the UTC by 2014. With regards to the Teaching School run by the White Horse Federation, Councillor Renard explained that it promoted good teaching practices.
- Admissions. The Committee enquired if there was any data regarding the travelling distances for pupils who obtained their first and/ or second preferences during the Admission process. Councillor Renard advised that this information would be circulated to Members. In response to a query regarding the publication of application figures in April 2011, the Committee noted that it was standard practice to publish this in the School Admission booklet published in September and that the information realised in April had been an isolated case in response to a Freedom of Information request.
- NEET figures. The Committee noted that the NEET figures had improved and the target was for 100% of 18 year old students to be in education or training.
- Health of children and young people. Sue Wald, Head of Commissioning, Children and Adults confirmed that the tendering process for Health Watch had been undertaken and this would shape changes in service provision.
- Criteria for short breaks. The Committee sought clarity on the criteria for short breaks. Sara Tough, Head of Children and Families, advised that the criteria had been broadened to ensure more families were included.

- “Signs of Safety” Pilot Scheme. In response to a query regarding this model, Sara Tough, Head of Children and Families, confirmed that this model worked with families to identify their strengths to ensure child safety.
- Plas Pencelli. The Committee enquired if the Cabinet Member for Children was aware that children on free school meals could be subsidised through school budgets to enable them to attend facilities such as Plas Pencelli and take part in some of the available activities. Councillor Renard advised that the pupil premium supported young people from disadvantaged backgrounds to attend these facilities.
- Neighbourhood Learning in Deprived Communities. The Committee noted that work was contracted out to a school funding agency that had targets based on deprivation factors. Learning was conducted at various locations within the Borough.
- Immunisation. The Committee welcomed the information set out in the report. Sue Wald, Head of Commissioning, Children and Adults commented on the partnership working with public health and surgeries.
- Obesity. The Committee enquired why Swindon figures were above the national average. Sue Wald confirmed that figures had not changed over the past two years and it was disappointing that figures had now gone up for Year 6 pupils despite the fact that work had been carried out with schools and school nurses. She advised that work to reduce the obesity figures would be further targeted when Public Health responsibilities passed to the Council with effect from April 2013.
- The increase in number of children in care. Councillor Renard advised that this was a national issue and as the number of children at risk had increased, consequently, the number of children placed in care had also increased. Terry Scragg, Head of Children and Young People in Care, advised that the Council’s systems had been reviewed and they were confident that only young people actually at risk were put into care.

Resolved: (1) That information regarding the travelling distances for pupils who obtained their first and/ or second school admission preferences be circulated to Members of this Committee.

(2) That representatives from Swindon’s Academies be invited to a future meeting to advise the Committee on how they utilised the pupil premium for the benefit of their disadvantaged pupils.

(3) That data set out by geographical area on the numbers of prosecutions resulting from non-attendance at school be circulated to Members of this Committee.

(4) That the Head of Commissioning, Children and Adults, be requested to investigate to obtain information from Public Health reference any national statistics linking smoking with obesity and deprivation and circulate any data to Members of this Committee.

(5) That performance data for 2009 relating to the current 2011 Key Stage 4 Black and Ethnic Minority group be circulated to Members of this Committee.

13. Work Programme

The Committee received a report detailing its updated work programme for the Municipal Year 2012/13. The Council’s Scrutiny Officer advised that an independent review panel on school openings and closures had been established and meetings with affected residents and officers would be held.

Resolved: That the report be noted.

14.

Children in Care

Sara Tough (Head of Children and Families) introduced a report analysing the number of Children in Care in Swindon. The Committee noted that the report aimed to outline the implications of the current trend and offered operational management solutions.

The Committee considered the report and noted the following points:

- The importance of partnership working with the Health Board pending its integration to identify and resolve issues.
- The recruitment of foster carers to address the increase in the number of Children in Care in Swindon.

Resolved: That the report on the increase in numbers of Children in Care, be noted.

15.

Adoption

Terry Scragg, Head of Children and Young People in Care, submitted a report to update the Committee on the functions of the Adoption Services. He explained parts of the adoption process and commented on the work undertaken in support of adopters and adoptees. He added that the number of children adopted had increased over the last year and that Swindon benefited from the positive effects of an increased pool of volunteers from the community wishing to adopt.

In response to a query regarding the placement of Black and Minority Ethnic children, Terry Scragg confirmed that ethnicity matching played a part but the needs of the child were the priority.

Resolved: That the review of the adoption service, be noted.

16.

Munro Commissioning Plan

Sue Wald, Head of Commissioning, Children and Adults, presented a report updating the Committee on the Swindon Munro Commissioning Plan developed to provide a local response to the recommendations contained within in the Munro Review of Child Protection. The Committee noted that the plan would be reviewed by the Swindon Local Safeguarding Children Board.

Resolved: (1) That the Swindon Munro Commissioning Plan, be noted.

(2) That further to (1) above, the Committee receive an update on the Swindon Munro Commissioning Plan at the meeting to be held on the 6th March 2012.

ECONOMIC, ENVIRONMENTAL AND SUSTAINABILITY OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 26 SEPTEMBER 2012

PRESENT:- Councillors Peter Heaton-Jones (Chair), Mark Dempsey (Vice-Chair), Junab Ali, Mike Bawden, Wayne Crabbe, Toby Elliott, Emma Faramarzi, Mary Friend, Richard Hurley, Julian Price, James Robbins and Steve Wakefield.

Councillors Des Moffatt and Bob Wright were also in attendance.

An apology for absence was received from Councillor Nicky Sewell.

8. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. Councillor Emma Faramarzi made a non-prejudicial declaration of interest in respect of Agenda Item No. 7 in her capacity as Chair of the Federation of Small Businesses and as a member of the Influence Board (formerly Swindon Strategic Economic Partnership).

9. Minutes

Resolved – That, subject to it being noted in Minute 4 that costs associated with the Mechanics Institute had not been recovered but that a charge on the freehold of the property had been made in the Council's favour, the minutes of the meeting held on 5th July 2012, be confirmed and signed as a correct record.

10. Public Question Time

With the agreement of the Committee the Chair indicated that Public Questions relating to the Mechanics Institute would be taken as part of Agenda Item 6 (Mechanics Advisory Group). There were no additional Public Questions.

11. Co-ordinated Approach to Strategy Development

The Committee considered a report of the Scrutiny Officer setting out the background to a presentation on a Council Co-ordinated Strategy Development.

Paddy Bradley (Head of Commissioning – Economy and Attainment) and James Griffin (Head of Strategy and Innovation) made a presentation to the Committee setting out the short, medium and long term Council strategies covering core functions, the economy and corporate strategies and how these fitted together. They highlighted the following key points:

- A brief outline of the Council's current strategies.
- The differing scopes and purposes of the strategies.
- An outline of measures of success.
- The long term aspirations set out within the plans (ie Swindon 2030).
- The medium term aspirations which tended to be more precise on desired outcomes (ie One Swindon and Stronger Together).
- The use of economic strategies that covered the whole Council and its

functions.

- Functional strategies, such as the economic strategy, which sets out six priorities and informs and shapes the Core Strategy, Local Plan and sets out the drivers of economic growth and which is therefore of fundamental importance.
- That it was timely to look at the Council's priorities and strategies to ensure they reflected the corporate priorities and the current economic situation and progress in the town centre development.
- It was important to realise that the strategies, including the economic strategy couldn't exist or function in a vacuum.

Members discussed the presentation and raised the following points through questions and answers:

- The Core Strategy was the key economic strategy as it was a strategic document that would influence and inform others covering a wide range of issues from the number of houses being built to the availability of employment land.
- The availability of employment land was a key determining factor in Swindon growth.
- The Core Strategy and Economic Strategy Consultation processes and timetables and the reasons for the differences in these.
- The need for the Committee to adequately consider both strategies.
- Officer accountability for strategies and elements within them.
- The information under-pinning the key economic strategy and the need to ensure this was reviewed to ensure the strategies remained as valid and accurate as possible.
- The role of localities in the consultation process.
- The effect of an ageing population in strategy development.
- The importance of ensuring that policies didn't operate in silos.

Resolved – (1) That the Officers be thanked for their presentation.

(2) That an additional meeting of this Committee be held on Tuesday 23rd October 2012 commencing at 6:00 p.m. to consider the draft Economic Strategy.

(3) That officers submit a report on the Local Plan to the December meeting of this Committee and that this report be the focus of the meeting.

12. Mechanics Advisory Group

The Committee received a report of the Mechanics Advisory Group updating it on its work to date and conclusions and provisional recommendations.

The Chair, with the agreement of the Committee, indicated that the initial discussions would be framed by a series of public questions submitted in writing by Mr. Daniel Rose on behalf of the Mechanics Institution Trust (appended as an appendix to the minutes). Mr. Rose would be invited to briefly introduce the questions prior to their consideration.

Question 1

The Chair apologised to Mr. Rose that the invitation referred to had not been received by the Mechanics Institution Trust which was the result of an oversight. He also outlined the recommendations on page 10 of the agenda papers which had superseded those outlined on page 21 and highlighted the earlier recommendations which still stand, specifically in relation to the continued involvement of the Mechanics Institution Trust. Councillor Garry Perkins (Cabinet Member for Regeneration and Culture) reiterated the Chair's apology indicating he had been under the impression the invitation was from the Mechanics Advisory Group.

Question 2

Mr. Daniel Rose indicated that he understood the context and asked for clarification on references to the renovation of the exterior of the building and whether or not this was the policy of the administration?

Councillor Garry Perkins (Cabinet Member for Regeneration and Culture) was not the policy of the administration but was based upon information to hand. It was anticipated that Forefront Estates would cease to trade and that the property would be taken over by the Crown but a determination on how to move forward would be taken at that time based on the circumstances faced. The Council had examined the costs of bringing the building back into use and had estimated that this would cost in the region of £20-40 million. Discussions regarding funding with the Lottery Funding and English Heritage were on-going but had not reached a conclusion and to date no commitments had been received, and until there was an accurate costing there was unlikely to be a firm commitment. Councillor Perkins noted that if the exterior of the building were renovated this would likely make progress in moving forward easier.

The Chair noted that the wording of bullet point 3 on page 10 would need to be reworded.

Question 3

The Chair indicated that he hoped the Trust's question would be answered in the forthcoming discussions.

Question 4

Mr. Daniel Rose noted the Mechanics Institution Trust's view that it was illogical to split renovation of the building from its future use; potential grant funders would need to understand the public benefit/use.

Councillor Garry Perkins noted the likely way in which Lottery Funding and English Heritage would view any grant determination and noted the building was a Grade 2 Listed Building and its architectural merit.

The Committee, with contributions from Mr. Daniel Rose, and Councillors Des Moffatt and Bob Wright discussed the following issues in response to the outstanding public questions:

- The architectural merits of the Mechanics Trust building in its own right being a Grade 2 Listed Building (and in the top 6% of buildings in the country on this criteria).

- The need to promote the building's architectural merit, its cultural significance and national significance in moving forward.
- The need to promote the Working Group's view on the building rather than relying on the wording provided officers or experts which tended to be formal and dry and not necessarily reflect the true value of the building.
- The skills required to complete any renovation project agreed.
- The potential benefits of the Mechanics Institute Trust and Council working together.
- The potential availability of funding streams through the Mechanics Institution Trust that might not be available directly through the Council.
- The need for a robust business plan when seeking grant funding.
- The need for the Mechanics Institution Trust to ensure its Business Plan was up to date.
- The need to explore partnership working between the Council and Mechanics Institution Trust.
- The money already spent by the Council in ensuring the maintenance of the fabric of the building.
- The option of transferring the ownership of the building to the Mechanics Institution Trust.
- The need to ensure the on-going process remained as open as possible.

In response to a request from Mr. Daniel Rose, Councillor Garry Perkins agreed to re-look at the Princes' Trust Report, and with the agreement of the Princes' Trust, to see if it could be released in part, or full, to the Mechanics Institution Trust.

The Chair thanked all those present for their part in the debate. He also recorded his thanks to Councillors Mike Bawden, Mark Dempsey and Bob Wright for their input, to date, in the Working Group.

The Chair also noted that it might be an opportune time to see grant funding with the Heritage Lottery Fund looking more favourably at single building projects.

He also indicated that it might also be timely for the Mechanics Advisory Group, Cabinet Member for Regeneration and Culture and Mechanics Institution Trust to meet to ensure all three parties were up-to-date with developments and options.

Resolved – (1) That officers be requested to consider the views expressed at this meeting and update the Mechanics Advisory Group report and its recommendations accordingly.

(2) That, further to (1) above, the revised report be circulated to members of this Committee, the Mechanics Advisory Group, the Cabinet Member for Regeneration and Culture, Ward Councillors and Mechanics Institution Trust for information.

13. Town Centre Masterplan Consultation Submission

The Committee considered a report submitted by the Scrutiny Officer setting out the final conclusions and recommendations of the Committee's review into Town Centre Regeneration and changes to the Committee's views over the previous three years and plans had developed.

The Chair outlined the historical context surrounding the report and review

and noted that the full consultation report was available on-line and that the Committee's views would form part of the consultation.

The Committee discussed the report and consultation and raised the following points:

- Discussions with Forward Swindon regarding the consultation exercise.
- The increase in projected population in Swindon, as evidenced in the census and subsequent projections and the need to ensure any plan was robust and relevant to Swindon in the light of this change.
- The report was the reflection of the debate within the town on its future development and the report was a useful addition to the consultation.
- The effect of Strategic Plans on any development.
- The benefits and importance of connecting the town centre to developments across the railway line and to ensure appropriate transport links were established.
- The effect of cross border interaction within any strategic plan.
- The need to have a clearly identified point of contact for inward investment.
- The need to establish a clear vision and flexible plan.
- The need to identify and establish an appropriate mix of usage and shops within the town centre area that can respond effectively to changing consumer trends.
- The need to ensure Swindon's image reflected the fact it was one of the safest towns within one of the safest counties in the country.
- Swindon's heritage and history offered a unique opportunity for attracting businesses.
- The need to ensure transport infrastructure accommodated future development plans.

Resolved – That officers be requested to update the tabled report to reflect the views expressed at this meeting prior to its submission as part of the consultation exercise.

(Councillor Emma Faramarzi made a non-prejudicial declaration of interest in respect of this item as Chair of the Federation of Small Businesses and as a member of the Influence Board (formerly Swindon Strategic Economic partnership.)

14. Inward Investment

The Chair invited Members to discuss the future direction of the Inward Investment review. He updated Members on the current situation and outlined the impact that strategies and strategic policies would have on the report. The Committee also discussed the role and impact of the Government's body of UK Trade and Investment, the identifications and pursuit of international links and the timescales involved.

Resolved – (1) That the Council's Scrutiny Officer be requested to liaise with Forward Swindon to identify (a) the current position on inward investment performance measures, and (b) work and relationships they have with UK Trade and Investment.

(2) That the Council's Scrutiny Officer, in liaison with the Chair, prepare a report on inward investment for consideration by this Committee.

Section 3

Regulatory Committee Minutes

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LICENSING COMMITTEE

TUESDAY, 23 OCTOBER 2012

PRESENT:- Councillors Richard Hurley (Chair), Andrew Bennett (Vice-Chair), Junab Ali, John Ballman, Alan Bishop, Wayne Crabbe, Claire Ellis, Emma Faramarzi, Peter Heaton-Jones, Derique Montaut, Steve Wakefield and Robert Wright.

Apologies for absence were received from Councillors Teresa Page and David Wood.

12. Declarations of Interest

Councillor Emma Faramarzi made a personal declaration of interest in respect of Agenda Item 5 as she was a member of the Influence Board.

13. Minutes

Resolved – That the minutes of the meeting held on 18th July 2012 be confirmed and signed.

14. Public Question Time

No public questions were received during the meeting.

15. Prohibition of Street Trading in Havelock Square, Swindon

The Head of Public Protection and StreetSmart submitted a report reviewing the prohibition of street trading in Havelock Square following the establishment of a weekly market established and operating there and seeking guidance from the Committee on action to be undertaken in light of the Prohibition Order in force at that location.

Resolved – (1) That this Committee supports the reinforcement of the Street Trading prohibition Order in force for Havelock Square and officer action for its maintenance.

(2) That, further to (1) above, this Committee review the current Street Trading Prohibition Orders covering the town centre area as soon as is practicable.

(3) That the organisers and stall holder of the market operating in Havelock Square be encouraged to relocate to Wharf Green or an alternative Consent Street.

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LICENSING PANEL

FRIDAY, 5 OCTOBER 2012

PRESENT:- Councillors Peter Heaton-Jones, Richard Hurley and Steve Wakefield

26. Appointment of Chair

Resolved – That Councillor Richard Hurley Chair this meeting of the Panel.
(Councillor Hurley took the Chair.)

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. No declarations were made.

28. Minutes

Resolved – That the minutes of the meeting held on 24th August 2012 be confirmed and signed.

29. Application to Review a Premises Licence at The Grapes Hotel, 135 Faringdon Road, Swindon SN1 5BJ

The Panel considered (a) a report of the Council's Licensing Officer setting out a request from Trading Standards for a review of the Premises Licence for the Grapes Hotel, 135 Faringdon Road, Swindon, following the failure of the licensee to uphold the Prevention of Public Nuisance Licensing Objective following poor management in relation to environmental noise control, (b) oral representations from Trading Standards Officers and Wiltshire Police in support of their application for review, (c) representations from Mr. John Badge (Enterprise Inns), (d) questions from Members to Environmental Health Officers and the Police and the answers received, and (e) the Council's procedure for licensing hearings, Government Guidance and the Council's Licensing Policy.

The Panel noted the absence of Mr. Allen Mortimer (Designated Premises Supervisor and manager of the Grapes Hotel). The Panel determined that it would proceed in Mr. Mortimer's absence following confirmation that the appropriate notices had been served and displayed on the premises and given that there had been no application for adjournment from Mr. Mortimer.

Resolved - That, having listened to and carefully considered all of the evidence and submissions put forward by the police, the Environmental Health Manager, the representative of Enterprise Inns and a written submission by the legal representatives of Enterprise Inns. The Panel has determined that the Police and Environmental Protection have provided compelling evidence of a history of breaches of the Prevention of Public Nuisance Licensing Objective. There was evidence of the following, excessive noise, breaches of licensing conditions attached to the Premises Licence, drunkenness and violence and poor management relating to the premises.

The Panel, having considered the evidence was not satisfied that any compelling evidence was put forward that breaches of the licensing objectives would not continue at the level currently experienced and that any additional conditions imposed would be complied with.

The Panel therefore determined that:

(1) That Mr Allen Mortimer be removed as Designated Premises Supervisor of the The Grapes Hotel, 135 Faringdon Road, Swindon.

Reasons

(a) The Panel heard compelling evidence of a lack of management and supervisory control as evidenced by breaches of the licensing conditions relating to noise, hours of regulated entertainment and CCTV provision.

(b) The Panel heard that bar staff employed at premises had received no formal training with respect to their role and responsibilities under the Licensing Act.

(2) The Panel conscious of its duty to ensure that the licensing objectives are met determined that the Premises Licence be revoked.

Reasons

(a) The current Management of the Grapes Hotel had been responsible for a series of breaches of the premises licensing conditions relating to noise prevention, hours of operation, allowing patrons to exit the premises to smoke in the garden area after the permitted hours and CCTV installation in the back garden area.

(b) The breaches of the Licensing Objectives had included unacceptable intoxication at the premises and violence.

(c) The current management had ignored written and verbal advice from the Police and Environmental Protection Officers to prevent further breaches of the Licensing Conditions.

(d) The Panel had no confidence that, given evidence before it about failure to comply with the Licensing Objectives and breaches of conditions and compliance with the lease for the premises, that any additional conditions as suggested by the applicants for the review would be adhered to.

(e) The Panel heard evidence that Enterprise Inns were undertaking action to remove Mr. Mortimer from the premises but had, given the evidence before it and lack of co-operation from Mr. Mortimer with Enterprise Inns and the statutory authorities, no confidence that this would happen in the near future.

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

LICENSING PANEL

FRIDAY, 5 OCTOBER 2012

PRESENT:- Councillors Andrew Bennett, Claire Ellis and Derique Montaut

30. Appointment of Chair

Resolved – That Councillor Andrew Bennett Chair this meeting of the Panel.
(Councillor Bennett took the Chair.)

31. Declarations of Interest

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

32. Application to vary a Premises Licence at Mr Mok's 96-97 Commercial Road, Swindon, SN1 5PL

The Panel considered (a) a report of the Council's Licensing Officer setting out a request for a variation of the Premises Licence for Mr. Mok's 96-97 Commercial Road, Swindon, (b) an objection to the variation received from Wiltshire Police, (c) oral representations from Wiltshire Police in support of their objection, (d) representatives from Mr. Mok (licensee) and Mr. Saplander (Partner) in support of their application, (e) questions from Members to the applicants and the Police and the answers received, and (f) the Council's procedure for licensing hearings, Government Guidance and the Council's Licensing Policy.

Resolved - The Panel considered the application for variation of the Premises Licence by the applicant who clarified the application, at the meeting, stating that the business would continue to operate primarily as a restaurant for the consumption of hot food and alcohol on the premises although karaoke, limited dancing and occasional live music would be provided. The Panel also noted suggested conditions put forward by the applicant in response to Police concerns.

The Panel also considered and took into account representations and material put forward by the Police.

And took into account: -

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

And had 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 determined the following: -

1. The application for the extension of the sale of alcohol on the premises, sale of hot food and regulated entertainment from 12.00midnight until 03:00 hours daily be permitted subject to (a) that the sale of food remaining the primary activity at the

premises and that any sale of alcohol is only permitted with the purchase and consumption of hot food, and (b) the conditions set out in (2) to (8) below.

Reason

To ensure the Licensing objectives are maintained and the conditions imposed by this Panel remain effective, and in line with the evidence of the applicants that the character and nature of the business would remain primarily for the provision of hot food and alcohol on the premises with ancillary regulated entertainment for customers.

2. There will be a minimum of one SIA trained door staff on duty between the hours of 12:00 midnight until 3:00 am or when the business stops trading for the day whichever is the earlier.

Reason

To ensure the safety of patrons, to prevent intoxicated persons entering the premises to assist with removing any patrons causing disorder.

3. CCTV shall be installed in the premises covering the exterior and interior and a recording shall be made and kept for a period of no less than 28 days. Such recordings shall be made available to the Police or other authorised officers of the Licensing Authority upon request.

Reason

To assist with the maintenance of the Licensing Objectives.

4. A Challenge 25 Policy shall be operated at the premises for all patrons entering the premises after 12:00 midnight.

Reason

To assist with the maintenance of the Licensing Objectives.

5. All windows and doors (except for egress and access) shall be kept closed during all regulated entertainment after 12:00 midnight.

Reason

To prevent any potential noise nuisance arising from ancillary entertainment.

6. Unbreakable glassware will be used for all alcohol and other drinks purchased after 12:00 midnight.

Reason

To assist with the maintenance of the Licensing Objectives.

7. All staff (including new staff) shall be fully trained to deal with late night drinking prior to the commencement of their duties and full refresher training shall be

undertaken on a 6 monthly basis.

Reason

To assist with the maintenance of the Licensing Objectives.

8. That whilst operating the extended hours granted the management shall be active members of Pubwatch or any successor organisation.

Reason

To assist with the maintenance of the Licensing Objectives.

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

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PLANNING COMMITTEE

TUESDAY, 11 SEPTEMBER 2012

PRESENT: - Councillors Colin Lovell (Chair), Doreen Dart (Vice-Chair), Steve Allsopp, Abdul Amin, John Ballman, Toby Elliott, Brian Ford, Dale Heenan, Richard Hurley, Nick Martin and Keith Williams.

Apologies for absence were received from Councillors Teresa Page and Nicky Sewell.

157. Declarations of Interest

There were no declarations of interest.

158. Minutes

Resolved – That the minutes of the meeting held on 14th August 2012, be confirmed and signed.

159. 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 Minute No. 164, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

160. Public Question Time

Brian Cockbill, Stratton, asked a series of questions centred around Section 106 Agreements.

The Chair and Andy Brown responded at the meeting.

161. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning.
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;

Resolved – (1) That permission to develop be granted in respect of the following applications, subject to the conditions listed in the Committee Reports:

S/12/858 and S/12/995.

162. Introduction of Deregulatory Planning Measures to promote Business Growth

The Cabinet Member for Strategic Planning and Sustainability and the Head of Planning submitted a report concerning a report recently submitted to Cabinet on preparing a series of Local Development Orders (LDOs) at key locations, employment sites and business parks in the Borough.

Resolved – That the Committee notes that the results of the scoping exercise and informal consultation on each of the candidate Local Development Orders (LDOs) will be reported back to this Committee who, in accordance with the statutory requirements, will then consider (a) which of the LDOs will be published for formal consultation; and (b) the results of the formal consultation stage. Where appropriate, this Committee will also have the role of approving the final LDOs.

163. Planning Agreements

The Director of Law and Democratic Services submitted a report concerning the current position in relation to Planning Agreements authorised by members, or by officers under delegated powers, which need to be completed before planning permission can be issued. The report also sets out details relating to Unilateral Planning Obligations (“Unilateral Undertakings”).

Resolved – That the report be noted

164. Enforcement

The Director of Law and Democratic Services submitted a report concerning the current position in relation to enforcement action authorised either by members or by officers under delegated powers.

Resolved – That the report be noted.

FOOTPATHS AND RIGHTS OF WAY COMMITTEE

THURSDAY, 5 APRIL 2012

PRESENT:- Councillors Doreen Dart (Chair), Mark Dempsey (Vice-Chair) and Eric Shaw.

Apologies for absence were received from Councillor Dale Heenan.

26. Minutes

Resolved – That the minutes of the meeting held on 20th March 2012 be confirmed and signed.

27. Declarations of Interest

There were no declarations of interest.

28. Public Question Time

There were no public questions.

29. Application for the registration as a Town or Village Green of Buckhurst Field at Buckhurst Crescent Walcot Swindon

On consideration of (a) a report of the Director of Law and Democratic Services concerning an application for the registration of land as a town or village green in respect of land known as Buckhurst Field, Walcot Swindon, and (b) the comments of the following interested persons/local residents:

John Brown Lee – Chickerall Road

Thomas Jeffrey – Vera Way

Josie Lewis – Tiverton Road

Andrea McGill – Somerville Road

Marion Saunders – Frobisher Drive

Resolved – That the application for the registration of land as a town or village green in respect of land known as Buckhurst Field, Walcot Swindon, be refused.

30. Rights of Way Improvement Plan - Summary 2007-2011

The Director of Planning and Transportation submitted a report concerning the work carried out to date on the Key Issues identified within Swindon's Rights of Way Improvement Plan (ROWIP).

The Rights of Way Improvement Plan will use the following Key Issues as priorities for the Statement of Action for 2012 – 2017.

- Maintenance of existing network

- Improvements to signage
- More links to centres of population with the countryside
- Physical barriers

Resolved – (1) That the progress to date on the Key Issues identified within the Rights of Way Improvement Plan be noted.

(2) That the continued investment in improving and managing access to the countryside be endorsed.

(3) That the suggested revised priorities for the Statement of Action for the period 2012-2017 be noted.

Section 4

Children Services Bodies Minutes

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

MONDAY, 20 AUGUST 2012

PRESENT:- Councillors Alan Bishop, Rex Barnett and Paul Baker.

19. Appointment of Chair

Resolved – That Councillor Rex Barnett Chair this meeting of the Sub-Committee

(Councillor Rex Barnett in 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. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 79 refers).

22. Home to School Transport Appeals

On consideration of (a) a report of the Group Director, Children setting out education transport appeals that officers could not determine under delegated authority, and (b) the comments of parents and representatives attending the meeting and their written submissions.

Resolved – (1) That, due to there being no exceptional circumstances, appeal numbers TA/12/28, TA/11/12 569 & 570, TA/12/87, TA/12/88, TA/12/95 be refused.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

THURSDAY, 18 OCTOBER 2012

PRESENT:- Councillors Andrew Bennett, Rochelle Russell and Paul Baker.

23. Appointment of Chair.

Resolved – That Councillor Andrew Bennett Chair this meeting of the Sub-Committee.

(Councillor Andrew Bennett in the Chair)

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. Home to School Transport Appeals.

On consideration of (a) a report of the Group Director Children setting out education transport appeals that officers could not determine under delegated authority and (b) the written submissions of parents.

Resolved – (1) That, due to the exceptional circumstances set out in the appeals, appeal numbers TA/12/273 be upheld.

(2) That due to the exceptional circumstances set out in appeal number TA/12/280, the appeal be upheld and a bus pass be provided until the end of the academic year 2012/13.

(3) That due to the exceptional circumstances set out in appeal number TA/12/281, the appeal be upheld and fifty per cent of transport costs be provided until the end of the academic year 2012/13.

(4) That due to there being no exceptional circumstances, appeal number TA/12/293 and TA/12/294 be refused.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

TUESDAY, 23 OCTOBER 2012

PRESENT:- Councillors Andrew Bennett, John Ballman and Rochelle Russell.

26. Appointment of Chair

Resolved – That Councillor Andrew Bennett Chair this meeting of the Sub-Committee.

(Councillor Andrew Bennett in the Chair)

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. No declarations were made.

28. Home to School Transport Appeals

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

Resolved – (1) That due to there being no exceptional circumstances, appeal number TA/12/78 be refused.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

TUESDAY, 23 OCTOBER 2012

PRESENT:- Councillors Andrew Bennett, John Ballman and Rochelle Russell.

29. Appointment of Chair

Resolved – That Councillor Andrew Bennett Chair this meeting of the Sub-Committee.

(Councillor Andrew Bennett in the Chair)

30. Declarations of Interest

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

31. Home to School Transport Appeals

On consideration of (a) a report of the Group Director Children setting out education transport appeals that officers could not determine under delegated authority, and (b) the written submissions of parents.

Resolved – (1) That due to the exceptional circumstances set out in appeal numbers TA/12/350 and TA/12/304, the appeals be upheld and bus passes be provided until the end of the academic year 2012/13.

(2) That due to the exceptional circumstances set out in appeal number TA/12/320, the appeal be upheld until the end of the academic year 2012/13.

(3) That due to there being no exceptional circumstances, appeal number, TA/12/380, TA/12/497 and TA/12/498 be refused.

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SWINDON CHILDREN'S TRUST BOARD

THURSDAY, 27 SEPTEMBER 2012

PRESENT: Liz Holmes in the Chair, Councillor Doreen Dart, Councillor Rochelle Russell, Jo Garton (Head teachers), Valerie Johnstone (Governors), Ruth Fitzjohn (Swindon Primary Care Trust), Phil Thomas (Community Safety), Mike Howard (LSCB), Doug Morris (Parent & Carers Advisory Group), Nick Letchet (Swindon College) and Kate Rowe (Sure Start)

Apologies for absence were received from Julie Tridgell (Head teachers), Councillor David Renard, Peter Crockett (Head Teachers & Chair of Schools Forum), Louise Tapper (Swindon Primary Care Trust), Hilary Walker (GWH NHS Foundation Trust), Teresa Harding (CAMS), Peter Wells (Diocese), John Gilbert (Group Director), John Popowicz (Fire Service), Liz Mearns (General Practitioners) and Riana Taylor (Probation Service)

11. Minutes

Resolved – that the minutes of the meeting held on 14th June 2012 be confirmed and signed as a correct record.

12. Public Question Time

The following question was asked by Mr Paul Sunner:

"In relation to the wide-ranging principles of practice within Agenda item 9 Swindon Children's Trust Board – Future Focus of the Board, I have previously sought clarification concerning the criteria that would determine the independence of the Independent Chair of the SCTB – meeting 14th March 2012.

Both preamble and draft terms of reference highlight areas in which an Independent Chair could, if not advised appropriately, compromise their role's implicit impartiality. e.g. Para 3.2.1 (page 156)...it is proposed that the Board would move to being a true multi-agency Board with all agencies contributing to and submitting reports to the Board on different areas of their work relating to safeguarding...

The draft terms of reference para. 7.2 (page 167) states 'Board members will work in the best interests of the wider community...rather than the specific interests of the organisation nominating them'.

There are a number of principles within the terms of reference that could clearly undermine the Chair's role as one perceived as independent pertaining to conflict of interest with the potential to prejudice the interests of an individual and/or organisation.

In the spirit of consultation I would request consideration of the points raised. How might the Chair suggest consultation by the wider community?"

The Chair (Liz Holmes) informed Mr Sunner that his comments would form part of the wider discussion of Item 9 on the agenda, Swindon Children's Trust Board –

Future Focus of the Board, but stressed that proper legal advice would be sought as and when required.

13. Restorative Youth Services Plan 2012-13

The Service Manager, Youth Offending Team (Kevin Leaning) submitted the Restorative Youth Services Plan 2012-13 for information and approval.

Paddy Bradley (Head of Commissioning, Economy/Attainment) referred to the planned transfer of the cost of remands into custody to Local Government in April 2013 and noted that this was not reflected in the financial implications of the report. Mr Leaning explained that this was currently out for consultation with the results becoming available in 2013. However, the proposals were very unfair to some authorities and this could delay the formal outcome of the consultation.

Members commended the way information was presented in the report, especially liking the mix of facts and case studies but asked if specific numbers could also be included, along with the percentage rates, to keep the figures in perspective.

Mr Leaning referred to the funding streams for the Youth Offending Team and advised that the Wiltshire Police Authority were returning the sum of £17,000 which had previously been allocated to Swindon for prevention of offending. All future Youth Justice Board prevention grants would now be diverted to the new Police and Crime Commissioners for Wiltshire (PCC). He was very concerned at the impact this would have on the service and felt that the Police Authority was not properly aware of the work carried out by the Youth Offending Team. He had already made an appointment to meet with the new Police and Crime Commissioner in November to discuss the issue further.

Resolved – The Swindon Children's Trust Board:

- 1) Fully endorses the work of the Youth Offending Team and wishes to thank the Team for their commitment and hard work over the last year.
- 2) Notes and approves the strategy direction for Restorative Youth Services in Swindon, including plans for reducing first time offending and re-offending.
- 3) Recommends the Council to approve the Restorative Youth Services Plan 2012-13, attached as Appendix 1 to the Report.
- 4) Is concerned that the consequences of redirecting funding could have serious outcomes for the work of the Youth Offending Team and believes that serious consideration should be given to the potential impact before a final decision is made in this respect.

14. Raising Participation Strategy (RPA)

Sally Burnett (Commissioner, Routes to Employment) provided the Board with an update on the progress of Swindon's Raising Participation Strategy.

Mrs Burnett commented on the Strategy which set out to ensure that plans were in place to meet the new legislation requiring young people to remain in learning until the end of the year in which they were 17, and which first applied in 2013 and would affect the current year 11 pupils. In 2015 the requirement was for young people to

stay in learning until their 18th birthday and work was continuing to ensure sufficient suitable provision was in place.

Doug Morris (Parent Advisory Group) commented that the Parent Advisory Group had been involved in the process but he could not see this reflected in the report. Mrs Burnett confirmed that the options for catering for disabled children were still being investigated as it was important to consider the whole cohort in order to provide best value within the available budget.

The Chair (Liz Holmes) remarked on the target of 98% of 16 – 18 year olds participating in learning by 2015 and enquired about the missing 2%. In addition she asked if there were strategies in place to pick up on the young people who drop out of learning and also those that Authority had no knowledge of. Mrs Burnett stated that it was recognised that there would be a consistent cohort that would remain outside of learning and for whom learning of any type would not be appropriate. As regards those who drop out of learning, officers had worked with the Colleges to understand the needs of learners and to gain greater knowledge of what support was needed. To try and identify the young people that were currently unknown to the Authority, officers were talking to other young people who would know where they were likely to be found. They were also considering the use of different methods and providers as officers were aware that traditional methods did not always work. Mrs Burnett confirmed that they were liaising with other agencies, such as the Youth Offending Team and Teenage Pregnancy, to reach as many young people as possible.

Mr Nick Letchet (Swindon College) stated that Swindon College was pleased with the protocol and found it to be very helpful.

Resolved – The Swindon Children's Trust Board notes the progress made on the Raising Participation Strategy and provides comments as set out above.

15. Quality Account 2011/12

The Head of Commissioning – Children and Adults (Sue Wald) presented a report describing the community health services for children and young people that were provided by Swindon Borough Council during the financial year 2011-12. This was the first time that a quality account had been provided and although it had to follow a prescribed format it was acknowledged that there was room for improvement.

Members commented on the report, highlighting areas that appeared confusing and endorsing the use of plain English, but generally it was considered to be helpful and informative. Kate Rowe (Sure Start Children's Centre) remarked that she was already considering ways in which it could be adapted for use within her area.

Resolved – the Swindon Children's Trust Board:

- 1) Notes and welcomes The Quality Account report for 2011-12 and provides comments as set out above.
- 2) Will request reports from officers as required when setting the Agenda for future Board meetings.

16. Minutes of Joint Commissioning Board (Adults and Children)

The Head of Commissioning – Children and Adults (Sue Wald) submitted a report with the minutes of the Joint Commissioning Board (Adults and Children) meeting of 4th July 2012.

Resolved – that the report and minutes of the Joint Commissioning Board (Adults and Children) meeting of 4th July 2012 be noted.

17. Children Services Performance Report and Children's Services Self Assessment 2011/12

The Board considered a report by the Head of Commissioning – Children and Adults (Sue Wald) that provided information on the performance in Children Services through performance updates to the end of June 2012 and for July 2012 where data was routinely reported and available. Also considered was the Children Services Self-Assessment detailing performance for the period April 2011 to March 2012. Mrs Wald commented on the report, referring to the increase in the number of children in care up until May 2012 and to various aspects of the Self-Assessment.

Jo Garton (SAPH) remarked on the reports that had been requested by the Board to further investigate data initially provided in the performance report but which were not forthcoming. A report on initial assessments had never materialised and at the last meeting a detailed report on the exclusion data had been asked for but it was not included in the agenda. The Chair (Liz Holmes) endorsed the comments and referred to the need for an additional element within the minutes to avoid issues being overlooked. The Head of Commissioning – Economy/Attainment apologised for the omission of the exclusion data and having clarified that a separate report was required confirmed that it would be included in the next agenda.

Ruth Fitzjohn (PCT) noted that the issue of sexual exploitation had been investigated by the Local Safeguarding Children Board (LSCB) but commented that she would like a report to come to the Trust Board to provide assurance that the matter was being covered. However, it was recognised that this would result in a duplication of work as the issue was within the remit of the LSCB. Mrs Fitzjohn stressed that she simply wanted an assurance and did not want to duplicate any work.

Members commented on other areas within the report including the number of unauthorised school absences within the southern area of the town, the allocation of qualified Social Workers and childhood obesity. It was noted that an obesity strategy had previously been submitted to the Board which did not appear to be having the desired effect. It was therefore felt that the situation should be further reviewed, especially in relation to the younger cohort. Mrs Wald advised that this was the first time there had been an increase in numbers, which had not been anticipated and the issue would be further investigated.

Resolved – the Swindon Children's Trust Board:

1) Notes the performance data for Children Services to the end of June 2012, and with July 2012 updates where data is routinely reported and available and provides

comments as above.

2) Requests the Head of Commissioning – Economy/Attainment (Paddy Bradley) to submit a detailed report on the exclusions data to the next meeting.

3) Notes the Children Services Self-Assessment for the period April 2011 – March 2012, attached as Appendix 1 to the Report.

18. Swindon Children's Trust Board - Future Focus of the Board

The Chair (Liz Holmes) presented a report to generate discussion on the future core purpose, role and focus of the Board and on its relationship with Swindon Local Safeguarding Children Board and the Health and Wellbeing Board.

Mrs Holmes explained that there was no longer a statutory basis for the Trust Board (SCTB) and it was appropriate to review its role and how it could provide value to Swindon Council and its partners. The fact that reports were being considered by multiple Boards had been highlighted at the last meeting and discussions around this issue had continued throughout the summer. Members were now being asked for their views on the Board's future.

Ruth Fitzjohn (PCT) considered that the SCTB had a role to play in providing an overview on all aspects of children services. Although other Boards, such as LSCB and the Commissioning Board dealt with specific areas, there was still a need for an overarching view of the whole process. She also felt that reports that were submitted to SCTB did not always require so much detail, especially where they were submitted to more than one Board. In those instances an executive summary would be adequate and would allow time for more in depth investigation into effective issues. Jo Garton (SAPH) endorsed the view that an executive summary of information would be appropriate on occasions as the amount of paperwork was overwhelming at times. She commented that more people might attend meetings if they had not initially been discouraged by the large agenda and stated that SCTB needed to be more effective and able to provide a quick response to issues. Members endorsed the above views and several expressed disappointment in the drop off in attendance, especially the absence of any police participation.

Several points were mentioned during this discussion including:-

- Partner organisations wished to be more involved as SCTB was currently seen as being Council dominated.
- There should be greater probing of the data within reports and also more questioning of what action was being taken to improve a situation.
- Members would appreciate reports or questions from officers to stimulate discussion on occasions.
- A need to ensure that all aspects of child care were represented by the partner organisations within SCTB.
- To focus the Board's main priorities on what was important for children and then possibly expand from there.

Andrew Ferguson (Solicitor) advised that the SCTB had originally been established to provide an overall view of all relevant partners to inform policy decisions by the Council's Cabinet. Mrs Holmes added that the Board had continuously evolved since its establishment and it now needed to evolve further in order to provide value for all partners. She also enquired whether it was necessary for all policies to

continue being submitting to SCTB as it appeared that some still came to the Board simply because they always had done.

Mrs Holmes informed members that the proposals and views would be developed further before returning to the Board for discussion and asked for volunteers to assist in the process. She concluded by proposing that future meetings should move to a 4.00 p.m. start provided this did not cause undue problems for members, with the possibility that the next meeting would start at this earlier time. Those present agreed that 4.00 p.m. start would be convenient but it was noted that all members would be contacted to confirm.

Resolved – Swindon Children's Trust Board:

- 1) Believes there is a continuing role for the Board and provides its views as set out above.
- 2) Agrees that the Terms of Reference for the Swindon Children's Trust Board be amended to reflect the changing role, purpose and responsibilities of the Board.
- 3) That Ruth Fitzjohn (PCT), Kate Rowe (Sure Start Children's Centres) and Jo Garton (SAPH) along with the Chair (Liz Holmes) work on developing revised Terms of Reference in line with the views expressed at the meeting, which will return to the Board for further discussion and approval.
- 4) Notes the diagram showing Management and Governance Arrangements for Adult and Children Services attached as Appendix 2 to the Report.
- 5) Agrees that future meetings of the Board commence at 4.00 p.m. provided that the change of time does not cause undue problems for members.

19.

Date of Next Meeting

The Board noted that the next meeting would take place on Thursday 6th December 2012 in Committee Room 6 at the Civic Offices, Swindon with a probable start time of 4.00 p.m.

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 25 SEPTEMBER 2012

PRESENT:-

Group A: Mr Mark Cawte (Methodist) (Vice-Chair), Mrs Christian Denominations and Sarah Lane Cawte (United Reformed Church), Other Religions or Religious Reverend David Howell (Swindon Evangelical Denominations Alliance), Mr M S Khan (Muslim Community) and Mr Tony McAteer (Catholic Community).

Group B: Miss Janet French, Reverend Norma McKemey, Church of England Ms Steph Mundin, Mrs Penny Summers and Reverend Beth Brown.

Group C: Mrs Tracy Mason, Miss Lottie Rowe, Mrs Mandy Teacher Organisations Sandleton and Mr Paul Sunners.

Group D: Councillors Doreen Dart (Chair), Claire Ellis, Councillors Russell Holland and Fay Howard.

Also in attendance: Katy Staples (SACRE Advisor).

Apologies for absence were received from Councillor James Robbins, Mr Arun Bedi, Mr David Burbidge, Mr Dinesh Patel and Sarah Foulkes

12. Declarations of Interest

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

13. Public Question Time

No public questions were received during the meeting.

14. Minutes

Resolved – That the minutes of the meeting held on 17th July 2012, be confirmed and signed as a correct record.

Matters Arising – a) Further to Minute 7, the SACRE discussed the survey which was to be sent out to schools on their provision of RE and the teaching of the Locally Agreed Syllabus, and were interested to see the level of response on the statutory teaching of RE. In addition to the survey results, it was suggested that the SACRE could see the extent to which RE had priority in each school's improvement plan. b) Further to Minute 9, it was requested that information be sent out to the SACRE Members by the School Improvement Advisor on the work of the Teaching School in Swindon. c) Further to the attendance list, the Clerk to the SACRE advised that Ms Sara Crabb had stepped down from the Teacher Associations Group and a new representative would be sought from the ATL union.

15. Religious Education at St Francis C of E Primary School

The SACRE were welcomed to St Francis C of E Primary School by Steph Mundin and Mark Tidey and received presentations on their work supporting RE.

Mark Tidey advised that he was a diocese employee based at St Francis, and his title was Home School Link Advisor. The purpose of his role was to work with St Francis and other local schools, and to offer whatever help was appropriate for teaching of RE or the provision of Collective Worship. It was particularly important to him to establish a genuine engagement with each school, and to ask where he could contribute. It was recognised that as a representative of the diocese he was often able to respond more personally to questions of faith than a teacher was able to do, and he welcomed all opportunities to support local schools.

Ms Steph Mundin advised that she was the RE Co-ordinator for St Francis Primary School. The role was about being responsible for teaching and planning a quality, broad and balanced RE curriculum from nursery to year six in line with the Agreed Syllabus and the School's RE policy. This included providing resources and materials, monitoring planning teaching and learning, observing lessons, team teaching, providing support to other teachers in particular NQTs or those new to teaching in a church school, ensuring assessment and monitoring of progress in RE was in place, and ensuring that pupils were receiving a balance of learning across attainment targets. It was recognised it also involved liaising with the Governor responsible for RE, collective worship and PSHE co-ordinators, and reporting to senior leaders in the school, and promoting RE to parents through workshops. RE had higher profile in a church school than in other primary schools. In addition, Steph Mundin outlined the particular way in which RE was taught in foundation stage, using Solihull teaching materials.

Resolved – That Mark Tidey and Steph Mundin be thanked for their excellent presentations and for hosting the SACRE meeting at the school.

16. National Developments in RE

The SACRE considered a report from the SACRE Advisor and Head of Commissioning – Economy / Attainment on national development in RE since the last meeting.

It was noted that the RE Council for England and Wales (REC) had been asked by the Government to carry out a review of the RE curriculum. The timetable and content of the first phase of the review were reported to the meeting. The SACRE would be invited to provide comments by 6th December 2012 on the preliminary report to be issued in November. It was agreed that a small SACRE Working Group be set up to consider the report in detail when issued and recommend to the next SACRE meeting on 4th December the formal response to the consultation.

It was appreciated that the status of the English Baccalaureate was becoming more important for schools, and it would be up to schools to determine the status given to Religious Education in this context. Katy Staples (SACRE Advisor) advised that under the new Ofsted Framework individual subject areas, except English and Maths, would no longer be assessed.

The SACRE members received copies of the National Association of SACREs (NASACRE) Newsletter for Autumn 2012 for information.

Resolved - 1) That the update on national developments be noted.

2) That a SACRE Working Group be set up including Lottie Rowe, Mark Cawte, Tracy Mason, Janet French, Paul Sunners, and any additional members who contacted the SACRE Advisor, to review the preliminary report from the RE Council for England and Wales on the RE curriculum review when issued, and to make recommendations to the SACRE at the next meeting on the formal response to the report.

17. SACRE Self-Assessment

The SACRE had indicated at the last meeting that it would wish to carry out a self-assessment of its role.

The Ofsted Self-Assessment Toolkit for SACREs had been published in 2005, and the SACRE had last carried out a review in 2005. Although some of the context in which the SACRE operated had changed, it was agreed that the toolkit was still a good starting point for the SACRE to discuss its role.

The SACRE split into groups to discuss its own work and performance against the judgements of 'developing', 'established', 'advanced and 'exemplar of good practice'. Each of the groups reported back on their views and it was agreed that the SACRE advisor compile the notes from each group and report to the next meeting.

Resolved – That the summary of the SACRE Self-Assessment views be reported to the next meeting.

18. Date and Time of the Next Meeting

The next meeting of the SACRE was scheduled for 4th December at 6 pm.

David Howell advised that Gorse Hill Baptist Church were hosting a joint event with Swindon Youth for Christ on 8th October 2012 at 7.30 pm to pray for all the schools in Swindon, and talk about the work of organisations and churches working with schools. He invited any member of SACRE who wished to, to attend.

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SCHOOLS FORUM

TUESDAY, 25 SEPTEMBER 2012

PRESENT: -

School Members: Nick Capstick, Primary Headteacher
Chris Davis, Primary Headteacher
Janet Urban, Primary Headteacher
Rhian Cockwell, Primary Headteacher
Paul Boyles, Primary Governor
David Easter, Primary Governor
Steve Colledge, Secondary Headteacher
Rachael Matthey, Secondary Headteacher
Julie Tridgell, Secondary Headteacher
Andy Hazelton, Secondary Governor
Lynne Fletcher, Swindon Academy

Non-School Members: Peter Smith, Trade Unions
Debbie Waldron, Early Years Representative
Ram Thiagarajah, BME

Officers: Paddy Bradley (Head of Commissioning,
Economy/Attainment)

Apologies for absence were received from Robert Jackson (Primary Governor), Peter Crockett (Special Headteacher), Jackie Smith, Derek Fry (Special Governor), Wendy Conaghan (Secondary Headteacher), Maureen Harries (Diocese), Andrew Miller (16-19 Partnership) and Councillor David Renard.

8. Minutes

Resolved – That the minutes of the meeting held on 3 July 2012 be confirmed and signed as a correct record.

9. Membership Arrangements for the Schools Forum

Paddy Bradley (Head of Commissioning, Economy/Attainment) presented a report advising of changes needed to the Forum's membership as a result of new Regulations which come into force on 1 October 2012.

Mr Bradley commented on the report highlighting the changes that would be needed to comply with the Regulations compared to the current membership. A significant change was the requirement for six academy head teachers and members commented on the difficulty of electing representatives as there was no over-arching association for academy heads within the town. It was noted that both the primary and secondary head teacher associations would be meeting within a few days so their final representatives could be determined but the academy heads

would all need to meet to agree their representation. Lynne Fletcher (Swindon Academy) agreed that a holistic approach was required but remarked that the Academy was routinely omitted from consultations and communications because it was a stand-alone establishment. Andy Hazelton (Governor, Secondary Academy) offered to draft a letter to all academies inviting them to a meeting to elect their representatives, if the Local Authority would facilitate such a meeting.

The Forum generally agreed with the new membership structure set out in paragraph 3.12 of the report, with the exception of the governor representation, which was considered to be too low. Members determined that there should be two primary and two academy governors on the Forum, with the total membership adjusted accordingly.

In view of the short time available until the next meeting, it was agreed that the membership should be reconfigured in line with the new Regulations using the current members of the Forum. New areas of representation would be approached and asked to join and any vacancies would be filled in the coming months with the final academy representation in place by January 2013.

Resolved – That the Schools Forum:

1) Notes the requirements of the Regulations and agrees the revised membership as set out in paragraph 3.12 of the report with the exception of the governor representation which should be amended to 2 Primary and 2 Academy Governors. The increase in governors would not affect the head teacher representation and the overall Forum membership would increase to 24.

2) Agrees that its membership be reconfigured in line with the new Regulations using the current members until such time as final appointments are made.

3) Requests the Local Authority to help in facilitating a meeting of academy heads or proprietors to enable them to elect their representatives to the Forum

10.

Date of Next Meeting

It was noted that the next meeting of the Forum would take place on Tuesday, 9 October 2012 at 4.00 p.m. in Committee Room 6, Civic Offices, Swindon.

SCHOOLS FORUM

TUESDAY, 9 OCTOBER 2012

PRESENT: -

School Members:

Chris Davis, Primary Headteacher
Janet Urban, Primary Headteacher
Alison Lowe, Primary Headteacher
David Easter, Primary Governor
Rachael Matthey, Secondary Headteacher
Jackie Smith, Special Headteacher
Derek Fry, Special Governor
Richard Marshall, PRU
Steve Colledge, Academy Headteacher (**Chair**)
Wendy Conaghan, Academy Headteacher
Paul Boyles, Academy Governor (**Vice-Chair**)
Andy Hazelton, Academy Governor

Non-School Members:

Peter Smith, Trade Unions
Debbie Waldron, Early Years Representative
Ram Thiagarajah, BME

Officers:

Paddy Bradley (Head of Commissioning – Economy /
Attainment)
Steve Haley (Head of Finance –Education and Innovation)
Sarah Higgins (Finance Manager- Education and
Innovation)

Councillor David Renard was also in attendance.

Apologies for absence were received from Rhian Cockwell (Primary Headteacher), Robert Jackson (Primary Governor), Julie Tridgell (Secondary Headteacher), Peter Crockett (Special Headteacher), Lynne Fletcher (Academy Headteacher) and Maureen Harries (Diocese).

11. Appointment of Chair

Resolved – That Steve Colledge (Academy Headteacher) be appointed as Chair of the Schools Forum.

(Steve Colledge in the Chair)

12. Appointment of Vice-Chair

Resolved – That Paul Boyles (Academy Governor) be appointed as Vice-Chair of the Schools Forum.

13.

Minutes

Resolved – That the minutes of the meeting held on 25 September 2012 be confirmed and signed as a correct record.

14. Retained Dedicated Schools Grant Budget Position 2012-13

Steve Haley (Head of Finance-Education and Innovation) presented a report on the latest position of the 2012/13 retained Dedicated Schools Grant (DSG) budget.

Mr Haley apologised for the late issue of the papers before commenting on the report. He advised that based on information to the end of August 2012, there was a projected underspend of approximately £1.0m against the retained DSG budget for the current year and annex A to the report provided details on the budget areas which were causing the underspend. The main areas were Academy LACSEG (Local Authority Central Services Equivalent Grant) recoupment and Early Years Nursery provision as projected spend on both budgets was substantially lower than was anticipated when the retained budget was set. In addition, there was a balance of £0.33m brought forward from 2010/11 and 2011/12 making a potential sum of £1.33m available for distribution in 2013/14. To mitigate against any uncertainties, the Local Authority (LA) was proposing to redistribute half of this amount across the local formula in 2013/14 with the remainder being allocated in 2014/15 to provide a cushion for schools and academies across the two years.

Members noted that the LA was still pressing for the return of £222,000 from the Education Funding Agency (EFA) which had been recouped from the LA at the start of the year. This sum related to transitional funding allocated to academies which the LA had expected the EFA to then passport on to the five academies during 2013/14 in accordance with current funding arrangements. As a consequence of the Department for Education school funding reform programme the EFA had confirmed that they would not be passing on the transitional funding as Minimum Funding Guarantee (MFG) protection would apply instead. The EFA would not however refund the £222,000 back to the LA and this matter had now been taken up by the Board Director, Finance, Revenues, Benefits and Property. The Forum added its support to the return of this money from the EFA.

Resolved – That the Schools Forum:

- 1) Notes that based on information available at the end of August 2012, an in year underspend of approximately £1.0m is projected against the 2012/13 retained Dedicated Schools Grant budget.
- 2) Notes that a total of £0.3m remains available from 2010/11 and 2011/12.
- 3) Notes that the Local Authority is provisionally forecasting that £1.3m of funding will be carried forward at the end of the current financial year and agrees to the distribution of £0.650m as part of the 2013/14 budget setting process with approximately £0.650m to be redistributed in 2014/15.

15.

School Funding Reform 2013/14

The Forum considered a report by Steve Haley (Head of Finance - Education and Innovation) regarding the Local Authority's proposals for a range of 2013/14

pre-16 formula and funding issues following the September 2012 consultations. The report included information on the indicative impact of the formula changes on individual settings and proposals on how the LA proposed to manage the costs of meeting the Minimum Funding Guarantee.

Derek Fry (Special Governor) commented on the late issue of the report which had not been circulated until the previous afternoon. It was a lengthy and complex report and he felt that the late distribution did not give members time to properly absorb the information. Mr Haley apologised and explained that this was due to the need to consult and agree proposals via the Schools Forum within a challenging DfE imposed timetable. He also confirmed that reports for the January 2013 meeting should be issued at the proper time.

Mr Haley talked members through the report, commenting on the key issues, highlighting the decisions required by the Forum and answering questions on each section. He explained that extensive consultation had taken place on the funding areas open to local determination and the proposals in the report were based on the feedback from those consultations. He thanked all those who had been involved with the process.

Centrally Retained Funding Proposals

Mr Haley presented draft budget proposals in line with the new categories of retained spending established by DfE starting with "Central Items" as listed in Table 2 which totalled £502,000 and were agreed. Mr Haley then referred to "Central Schools Items" which were shown in Table 3 and included pupil growth. For 2013/14 this was focused on the primary sector as that was where growth was currently taking place. Swindon Association of Secondary Heads (SASH) had confirmed that it was happy with the proposals in principle but considered that this area may need to be revisited once the cohort reached secondary age as the amount allocated for set-up costs might not be sufficient. The Forum noted that the sum of £27,000 initially set aside for infant class size funding had not been considered necessary by Swindon Association of Primary Heads (SAPH) and had been deleted resulting in a total of £574,000 for 2013/14 central schools items, which was agreed.

Funding allocated to services which were subject to de-delegation was detailed in Table 4. These amounts had first to be allocated to all settings and whereas academies would keep the funding to buy into LA services if they wished, maintained schools could collectively agree for it to be de-delegated back to the Local Authority (LA) to avoid the need for Traded Service arrangements.

Both SAPH and SASH had disagreed with the sum of £22,100 allocated to Trade Union release funding so this budget proposal had been deleted by the LA. Peter Smith (Trade Unions) expressed surprise at this decision as he felt an alternative process could prove more costly to schools. He asked that a decision on this matter was deferred until the January meeting to enable him to arrange presentations to SAPH and SASH on the subject and so allow for a more informed decision, which was agreed.

The budget proposal for Schools in Challenging Circumstances (SICC) (financial) had been reduced following discussions with SAPH. This was based on the

understanding that the amount available to maintained schools would be approximately £86,000 and would be available to the LA to support the two smallest primary schools that were particularly detrimentally affected by the requirement to allocate a single value lump sum to all settings in 2013/14. A retained budget of £210,800 (excluding Trade Union funding) was provisionally agreed for delegation items.

The Forum noted that SAPH and SASH had requested that schools should directly receive a share of funding to cover Black and Minority Ethnic Support (EMASS), which they might then choose to use to buy support from the Drove School. Accordingly the LA proposal was to stop central funding of this project and to delegate the current funding of £124,000 as an £80 per pupil enhancement for those pupils with English as an Additional Language (EAL) in 2013/14.

Mr Haley commented on Table 5 of the report which set out proposals for the High Needs Block retained funding that affected Swindon schools. There was no specific requirement to include these items within the consultation process but details were provided for information as has been standard practise in recent years. Both SAPH and SASH had supported the retention of a higher Special Educational Needs Resource Allocation Panel (SENRAP) budget so that high needs pupils (those costing above £10,000 per year) could be supported at higher levels than the current £8 per hour basis. Although the Travellers Children Support funding had been agreed in principle, the amount of £77,000 currently allocated for 2013/14 would be reduced to zero following the resignations of LA staff and the overall high needs retained budget was reduced £3,004,000. Mr Haley also reported that the provisional Out of Borough budget used to fund high needs pupils was estimated at £3,242,000.

A summary of the overall draft retained budget, including a provisional £200,000 reduction in corporate overhead charges, was provided at annex C. Mr Haley explained that this would, due to reduced retained spending, release approximately £1.634m in 2013/14 which the Forum noted could be added to delegated budgets. Various cost pressures were however explained later in the report relating to high needs settings which would require a substantial proportion of this funding.

Early Years Funding Proposals

There were very few issues in this area that required amendment as a consequence of the Department for Education (DfE) funding reforms. One change was the requirement that deprivation funding must be allocated to each settings based on pupil level information and the LA was therefore proposing to use the Income Deprivation Affecting Children Index (IDACI) scores to allocate funding across the early years settings in 2013/14.

Table 6 set out the proposed 2013/14 early years funding factors, which were agreed by the Forum, subject to the LA receiving support from providers via the consultation. Table 7 set out the provisional 2013/14 early years budget.

The Forum was advised that funding for disadvantaged two-year old nursery education of approximately £1.6m would be moved into the DSG from next year and further details would be reported to the 15th January 2013 Schools Forum.

Mainstream Funding Proposals

Section 5 of the report set out the proposed 2013/14 mainstream funding factors and Mr Haley was pleased to report that both SAPH and SASH had agreed with the guiding principles established by the LA which were aimed at maintaining stability where possible. It was noted that the provisional details would need to be approved by the Education Funding Agency (EFA) to ensure that the formula structure was in line with the new School Finance Regulations. Schools Forum agreed the provisional factor values in Table 8. Final factor values reflecting the impact of October 2012 census data on Swindon's DSG would require confirmation at the next Forum meeting for submission to the EFA by 18 January 2013.

A summary of the overall impact on Swindon settings was provided at Table 9 of the report. Although the LA had taken steps to minimise funding changes, Mr Haley explained that it was inevitable that any redistribution would result in some schools gaining and some losing. This was anticipated by the DfE and the Minimum Funding Guarantee (MFG) protection system provided a degree of support for those schools which would lose out as a result of the formula changes. Based on October 2011 pupil numbers, overall gains and losses totalled £1,144,421 and an estimated £585,726 of MFG protection would be payable in 2013/14 to limit losses at 1.5% per pupil. Although it was explained that this figure would be amended in line with the October 2012 pupil numbers it was necessary to determine the methodology by which this amount would be funded. There were two options available:

- A) To reduce the overall cash increase in all gaining schools by a fixed %age, provisionally estimated at 51%.
- B) To limit the % increase per pupil in all gaining schools, provisionally estimated at 1.3%

Mr Haley advised that Option B was, in his opinion, inherently fairer and was the one preferred by both SAPH and SASH. Unfortunately an error had been made in the original calculations used for the consultations (which had since been corrected) and full details of the impact on individual schools were included in annex D to the report. The error affected 4 gaining schools and related to an adjustment relating to Special Resource Provision (SRP) pupils which was needed to ensure there was no double funding. Letters had been sent to the 4 schools and the error meant that at the SAPH presentation the LA had significantly underestimated the extent to which gains in these 4 settings would need to be capped. Mr Haley advised the Forum that the joint Head teachers of Eldene School were very unhappy and had written to the LA seeking an explanation as to why the impact of their corrected capping was disproportionate to other schools. Mr Haley explained that this was due to their gain per pupil (7.2%) being higher than other settings and the capping of gains per pupil at 1.3% would therefore have a bigger impact on Eldene than most other settings. This explanation was accepted by the Forum and Option B was agreed

High Needs Funding Proposals

Mr Haley explained that the LA was required to introduce 'place plus' funding for Special Schools, Special Resource Provisions (SRP) and Alternative Provisions. Funding for special schools and SRP's would be £10,000 for every planned place

and was guaranteed whilst locally determined top-up fees would also be payable based on actual pupil numbers. Members noted and agreed the provisional special school place numbers on which calculations were based as shown in Table 10 and the proposed top up banding rates which were included in Table 11. Mr Haley clarified that funding for speech and language therapy provision had been moved from the retained budget and included within relevant top-up amounts. The total projected funding for each of the special schools was noted, as shown in Table 12, and, although it was appreciated that these amounts were only indicative, it was noted that approximately £340,000 extra funding would be required in 2013/14.

Special Resource Provision (SRP) funding was proposed on the same basis as Special Schools with a DfE determined base figure of £10,000 for every planned place plus a locally determined top-up amount based on actual pupil numbers. Following a meeting with representatives from the schools with SRPs, there was concern that some of the additional places required by the LA in 2013/14 could not be accommodated within the existing facilities. Both Lydiard Park and Kingsdown had advised that they would be unable to expand numbers sufficiently to meet the demand for a possible six to eight additional Autistic Spectrum Complex (ASC) places. The LA was therefore exploring alternative options. Schools Forum agreed the provisional place numbers in Table 13, the top up rates in annex E and the indicative funding allocations in annex F. Members were asked to note that approximately £400,000 of additional funding would be required to provide the extra SRP places in 2013/14.

Mr Haley also explained that the LA was proposing to continue funding a range of borough-wide Special Educational Needs (SEN) outreach and support services, including a 5% increase above current year funding to recognise that this only covers direct costs. Schools Forum supported the proposed funding levels shown in Table 14, noting the additional cost of £46,700.

Paddy Bradley (Head of Commissioning, Economy/Attainment) commented on the significant increase in the number of children diagnosed with ASC over the last two years. This increase was putting pressure on the Advisory Outreach Service, based at Ruskin Junior School, which was already overstretched. Again, the LA was investigating options for a long-term solution, one of which could be to extend the service at Ruskin at an estimated cost of £75,000. This was approved in principle by the Forum subject to full details of the proposal being submitted to the January 2013 meeting.

Funding for the Alternative Provision (AP) Pupil Referral Units would need to be based on 'place plus' at £8,000 per place plus locally agreed top-up fees, details of which were set out in Tables 15 and 16 of the report. Schools Forum agreed provisional rates of £3,000 per primary AP pupil and £8,400 per secondary AP pupil, which due to additional places would require an increase in funding of approximately £56,600 in 2013/14. Wendy Conaghan (Academy Head teacher) remarked that when a student moved to an alternative provision setting they were removed from the school roll and funding was stopped but a fee was also payable and she asked where this money went. Mr Bradley advised that he would investigate this as he was not aware of this procedure.

Conclusions and Summary of Decisions

In conclusion, Mr Haley commented on the cost pressures for 2013/14 and the LA's concerns for future years funding. He stressed that all 2013/14 funding levels in the report were indicative amounts only, as they were based on October 2011 information and final proposals would be submitted to the Forum meeting on 15th January 2013, together with a report on post-16 funding.

Resolved – That the Schools Forum:

1) Notes the outcomes of the consultations relating to 2013/14 pre-16 funding and agrees the Local Authority's proposals with regard to

- **Centrally retained funding** (section 3)
 - Central Items - £502,000 (Table 2)
 - Central Schools Items - £574,000 (Table 3)
 - De-delegation items - £210,800 noting that deletion of the Trade Union Duties release funding would be subject to a final decision at the Forum meeting on 15 January 2013 (Table 4)
 - Drove Black & Minority Ethnic (BME Project) – central funding of £124,000 would be deleted and allocated to schools via an £80 uplift to the EAL funding rate (paragraphs 3.10 to 3.12)
 - High Needs spend affecting Swindon Schools with the exception of Travellers Children Support of £77,000. This amount to be reduced to zero resulting in a total budget of £3,004,000 (Table 5)
 - High Needs out of Borough spend - £3,242,000 (paragraph 3.17)
 - Corporate overheads - £660,000 (paragraphs 3.18 to 3.19)
 - The allocation of general savings from reductions to the 2013/14 retained budget - £1,634,000 to supplement 2013/14 delegated budgets (paragraphs 3.20 to 3.23 and Annex C)
 - The allocation of £650,000 carried forward from 2012/13 to supplement 2013/14 and 2014/15 delegated budgets (paragraph 3.22 & separate report)
- **Early Years funding rates** (Section 4 Table 6) and provisional budget.
- **Mainstream funding** (Section 5)
 - Agrees formula factors and provisional funding rates (Section 5 Table 8)
 - Notes the indicative impact of formula changes on individual settings (Annex D)
 - Agrees that MFG costs are to be funded by capping gaining school budget increases by a % per pupil, provisionally estimated at 1.31% (paragraphs 5.7 to 5.10, Option B)
- **High Need Pupils – Special Schools** (Section 6)
 - Agrees the provisional place numbers (Table 10)
 - Agrees the provisional top up fees (Table 11)
 - Notes the indicative impact of the new place plus funding on individual Special Schools which will require additional funding of approximately £340,000 (Table 12).
- **High Need – Special Resource Provision** (Section 6)
 - Agrees the provisional place numbers (Table 13)
 - Agrees the provisional top up fees (Annex E)
 - Notes the indicative impact of the new place plus funding on individual Special Resource Provision settings which will require additional funding of approximately £400,000 (Annex F).
- **High Needs – Outreach and Support Services** (Section 6)
 - Agrees the proposed 2013/14 delegated funding to relevant settings for Borough wide SEN outreach and support services at an additional cost of

- £46,700 (Table 14)
 - Considers and supports the LA developing proposals to enhance the Autistic Spectrum Complex outreach support service at an additional annual cost of £75,000 (paragraph 6.11 and 6.12)
 - **High Need – Alternative Provision** (Section 6)
 - Agrees the provisional place numbers (Table 15)
 - Agrees the provisional top up fees (paragraph 6.15)
 - Notes the indicative impact of the new place plus funding on individual Alternative Provision settings which will require additional funding of approximately £56,600 (Table 16).
- 2) Notes the LA's conclusions and concerns regarding some of the changes (section 7)

16.

Date of Next Meeting

It was noted that the next meeting of the Forum would take place on Tuesday, 15 January 2013 at 4.00 p.m. in Committee Room 6, Civic Offices, Swindon.

Section 5

Police and Fire Authorities Minutes

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WILTSHIRE POLICE AUTHORITY

MINUTES of a MEETING held at POLICE HEADQUARTERS, DEVIZES, on FRIDAY 20TH JULY 2012

PRESENT: Mr C Hoare (Chairman), Mr J Ali, Mr R Britton, Mr C Caswill, Mr B Ford, Ms J Hillyer, Mr C Humphries, Mr A Johns, Mr A Macpherson, Mrs G Mortimer, Mrs C Soden, and Mrs G Stafford

IN ATTENDANCE: T/Chief Constable P Geenty, Mr M Bennion-Pedley, Mr K Kilgallen, Mr M Prince, and Miss S Kyte

1. **Apologies** Apologies for absence were received from Mr Bluh, Mr Fishlock, Mr Rogers, Mr Sample, and Ms Tawiah.

2. **Public Questions** There were none.

3. **Declarations of Interest** There were none.

4. **Chairman's Announcements**

Death in Service – Richard Baptiste

The Chairman informed Members of the death of Mr Baptiste, a member of Police Staff. The Chairman and Members wished for their condolences to be recorded.

Bluez 'n' Zuz

The Chairman notified Members that Bluez and Zuz had been awarded the Queens Voluntary Award Service. The Chairman stated that, on behalf of Members, he would write to Supt Jerry Dawson congratulating them on this.

Resolved: 1) *To record the condolences of the Chairman and Members on the death of Mr Richard Baptiste.*

2) *That the Chairman would write to Supt Jerry Dawson congratulating Bluez and Zuz on being awarded the Queens Voluntary Award Service.*

5. **Minutes of the Meeting held on 14th June 2012**

Minute 12, Page 4: Mrs Stafford asked whether the T/Chief Constable would be responding more fully to the Authority in relation to Neighbourhood Policing Teams (NPTs) working bank holidays. The T/Chief Constable stated that although he believed this to be an operational matter he was happy to respond due to the impact on the public. The T/Chief Constable stated that the Authority and the Force were looking to reduce costs as quickly as possible and bank holiday working was very expensive. With regard to NPTs working bank holiday there was usually very little risk and threat to the public and was, therefore, not considered best use of resources. However, should intelligence / risk assessments suggest differently then NPTs for the highlighted area would obviously be required to work. Core emergency policing response would always be provided over bank holidays. The T/Chief Constable assured Members that he recognised the community issues in relation to this policy.

Mr Caswill suggested that this should be communicated to the public and that it would seem appropriate to do this at the time the outcome of the NPT review was announced.

- Resolved:
- 1) *To note the response by the T/Chief Constable in relation to bank holiday working.*
 - 2) *To agree to sign the minutes as a true and accurate record of the meeting held on 14th June 2012.*

6. **Outstanding Actions**

Police Authority

27th March 2012, Minute 12: The Chief Executive informed Members that the Authority and Force were currently in negotiations with the National Police Air Service (NPAS) in relation to terms and start date. NPAS were happy for WPA to continue in its contract with Great Western Ambulance Service (GWAS) but at cost to WPA and whilst paying for the national contract. The Authority had responded asking NPAS to take over the contract and a response was currently awaited.

27th March 2012, Minute 13.i.6): The Chief Executive was asked to confirm that these contracts were now in place.

19th April 2012, Minute 20.1): The Chief Executive stated an agreed approach to the consultation was being worked on with the two WPA Councillor Members from the Salisbury area.

14th June 2012, Minute 11.3): The T/Chief Constable stated this had been done and that the action could be closed.

14th June 2012, Minute 12.2): The Chief Executive confirmed that Members comments had been taken on board but that the Joint Annual Report was yet to be published.

14th June 2012, Minute 12.3): This would be covered at Agenda Item 10.

14th June 2012, Minute 19.4): This had been done and the action may now be closed.

14th June 2012, Minute 18): The Chief Executive informed Members that the required amendments to the MEL questionnaire had been carried out and that details of cost were now awaited.

Strategy, Direction and Progress Committee

22nd May 2012, Minute 7): Ms Hillyer stated that the Force action plan in response to the HMIC report Anti-Social Behaviour would be considered at the Value and Productivity Group meeting taking place on 25th July 2012.

22nd May 2012, Minute 8): This would be discussed at Agenda Item 10.

22nd May 2012, Minute 9): Cllr Caswill stated he would have welcomed a discussion with the Force on the staff survey in advance of the Force producing an action plan. The T/Chief Constable stated that he was looking to each business area to generate their own response to the staff survey with guidance from senior managers. The People Strategy was being designed to address some of those significant areas highlighted in the staff survey and the next pulse survey would be conducted at the end of August. The T/Chief Constable informed Members that current sickness levels were good with Police Officers 2.8% below national average and Police Staff 3.9% below. The Force would obtain this information in terms of days for distribution to Members.

22nd May 2012, Minute 10): The staff survey would be the method by which staff moral would be gauged.

Members raised the issue of reports missing for substantive items and not having adequate opportunity to read those reports circulated late. The T/Chief Constable responded that this did not mirror how the Force wished to present items of business but this was a time of busy operational matters. Whilst Members accepted this, some items, such as the Neighbourhood Policing Team (NPT) review, were long standing requests. The T/Chief Constable stated that the NPT review was not as extensive as he would like and further work needed to be done on this linking in with other areas of business and taking into account potential issues arising from the Comprehensive Spending Review (CSR2). NPTs are working well and effective in the current model and there was no intention to change this at this moment in time. Ms Hillyer stated that if this were the case then the Force needed to be clear on what was happening with regard to a strategic NPT review and implement a comms strategy to allay staff fears.

Resolved:

- 1) *That the T/Chief Constable would inform Members of current sickness levels in terms of days.*
- 2) *For the Force to note Member concerns about late or missing papers.*
- 3) *To note Member concerns in relation to the Neighbourhood Policing Team review.*
- 4) *To note the updates provided and to update the Outstanding Actions as detailed above.*

7. **WPA and Force Risk Register**

Cllr Caswill asked the Force what contracts does it currently have with G4S and were these performing satisfactorily? The Assistant Chief Officer stated that there are two contracts. One was to the value of £23k and related to the movement of detainees whilst Melksham custody unit was closed for refurbishment works. The second contract was initially with Essex Forensic Medical Services and had now moved to G4S. £847k had been spent on the contract in 2011 and was performing well. The Force stated that additional pressure on Force resources was expected due to the failure of G4S to provide the required number of security staff for the Olympics. The Home Office had asked for details on contingency plans but additional requirements were not yet known. The T/Chief Constable assured Members that additional resource for the Olympics could be supplied and the Force would still be able to maintain a service to the public.

WPA Risk Register

There were currently 4 red risks on the WPA Risk Register:

- Risk 3.20 collaborative working is being hindered
- Risk 4.10 Estate management which does not deliver facilities with working environments for the Force which are healthy and safe as they should be
- Risk 11.10 Capacity of the Finance team
- and Risk 12.10 Loss of public money

Members asked that these be referred to the Committee / Group owner to be reviewed and to ensure the mitigating factors were being met. These should also be highlighted within the transition programme.

- Resolved:
- 1) *That the four red risks detailed on the WPA Risk Register be referred to the relevant Committee / Group owner to be reviewed ensuring the mitigating factors were being met, and that these be highlighted within the transition programme.*
 - 2) *To note the content of the WPA and the Force Risk Registers.*

8. **Capital Update** A report by the T/Chief Constable had been circulated. The Assistant Chief Officer stated that there was a centrally mandated programme run by the Home Office (Criminal Justice Efficiency Programme) and that, as part of this, there was a capital requirement to invest in video conferencing facilities. The business case for this had been considered at the Change Management Board where the Authority was represented. Whilst not attached to the report, the Assistant Chief Officer informed Members that the Business Case was available for them to view should they wish. Ms Hillyer stated that she noted the internal management requirement for video conferencing was on hold, but she would not want to see this unduly delayed and would like this progressed.

Five further projects were included within the Capital Plan where Authority approval was outstanding. Business cases for these projects would be submitted in due course.

Mr Caswill informed the Force that at the most recent meeting of the Professional Standards Committee, Members were informed that a business case was being formed with regard to CCTV coverage in custody units. Members of that Committee had felt capital funds should be used to bring CCTV coverage up to Home Office standards within the custody units wherever this need was identified.

- Resolved:
- 1) *To note the amended Capital Plan and to approve expenditure to £64k for video conferencing facilities as part of the Criminal Justice Efficiency Programme.*
 - 2) *To note that following the recent meeting of the Professional Standards Committee, Members felt that capital funds should be used to bring CCTV coverage up to date and in line with current Home Office standards and that a business case was being formed to support the works that were required.*

9. **Health and Safety Annual Report** A report by the T/Chief Constable had been circulated. Although there had been a 42% increase in police staff assaults the actual numbers was a rise from 7 in 2010-11 to 12 in 2011-12. Members wished to recognise the work of the Force Health and Safety Manager and the progress the Force had made in relation to Health and Safety matters in recent years.

Resolved: *To welcome the content of the report and to continue to support effective health and safety management within the Force.*

10. **Creating a Sustainable Policing Model for Wiltshire** The Assistant Chief Officer presented to Members an overview on the current position with regard to Vision Wiltshire and future appetite for additional savings. The presentation incorporated Neighbourhood Policing Review (Agenda Item 12) and IT projects (Agenda Item 13). The key points to note were:

- Comprehensive Spending Review 2012 would be due shortly and was expected to contain further significant challenges;
- Response to incidents and time out of station was good;

- Departmental savings and the 'squeezing' of resources had helped to achieve £8m savings so far;
- Further £6m in savings required – Human Resources and Operational Support Services were currently being reviewed and should yield approximately £2m savings;
- Now looking to redesign the 'customer experience' and consider how Neighbourhood Policing Teams fit into this;
- A list of key strategic choices had been developed where the appetite of the organisation and partners needed to be gauged and then prioritised.
- No decision was required to be made at this moment in time and information was shared with Members so they were aware of the current landscape.

Members responded as following:

- Cllr Caswill stated that there were some points within the presentation he would like to see debated;
- Members could not disagree with the key strategic choices listed but would want to ensure property consultation had taken place before the business case appeared to go in a particular direction of travel – what would be the process for writing a business case ensuring maximum consultation but minimum amount of angst for staff? Equally at what stage would the Authority be consulted?
- It was felt that a PCC would want all the listed key strategic choices explored further so any work carried out at this stage would not be wasted – Members were keen that work was not put on hold during this interim process;
- A major concern of Members sitting on the Change Management Board was the progress of IT projects – none of the proposals would be easy to implement without resolving the issues associated with IT. The relevant IT projects needed to be prioritised and there needed to be an understanding as to what was deliverable whilst making sure there was clear accountability for IT projects.

Resolved: *To note the content of the presentation delivered by the Assistant Chief Officer and that this matter would be discussed further at the Value and Productivity Group meeting to be held on 25th July 2012.*

11. **Special Constables** A report by the T/Chief Constable had been circulated. 235 Specials were currently in place with between 60-70 available for independent patrol. In the first six months of this year, Specials had carried out 9,500 hours of patrol (equating to £230k based on the same amount of hours being carried out by Police Officers). Specials had been heavily involved in Solstice and Olympic Torch events. Members expressed their view that the Force should ensure Specials were used to their maximum potential and considered a component part of deployable resources. They should feel included and part of the policing family.

Resolved: *To note the content of the report.*

12. **Neighbourhood Policing Review** Discussed at Agenda Item 6 and Agenda Item 10.

13. **IT Projects** Discussed at Agenda Item 10.

14. **Interim Governance Structure and Scheme of Consent** A proposed Interim Management Board Structure and draft Scheme of Consent had been circulated. It was felt that IT should be more visible on the structure and the T/Chief Constable asked for the Director of Finance to be listed as the Assistant Chief Officer. The Chief Executive informed Members that the Joint Strategic Board was due to meet following the rising of Police Authority to consider the latest transition matters. It was agreed that discussion on these items would be delegated to Joint Strategic Board and any proposed amendments would be returned to full Authority for Members' approval.

Resolved: *That the proposed Interim Management Board Structure and the draft Scheme of Consent would be considered at the next meeting of the Joint Strategic Board and that any proposed amendments would be returned to full Authority for Members' approval.*

15. **Financial and Contractual Regulations**

Resolved: *To defer this item to the September meeting of the Police Authority.*

16. **WPA and PCC Audit Committee** A report by the Chief Executive had been circulated.

Resolved: 1) *To ratify the decision of the Audit and Risk Committee to establish an independent Audit Committee as from September 2012.*

Resolved:

17. **Committee Reports**

| <u>Meeting</u> | <u>Date</u> |
|------------------------|----------------------------|
| Audit and Risk | 25 th June 2012 |
| Professional Standards | 19 th July 2012 |

Resolved: 1) *To note the content of the minutes circulated.*
2) *To note the update provided by Professor Johns on the Professional Standards meeting held on 19th July 2012.*

18. **Group Reports**

| <u>Meeting</u> | <u>Date</u> |
|-----------------------------------|----------------------------|
| Joint Strategic Performance Board | 28 th June 2012 |

The T/Chief Constable informed Members that all crime had reduced by 3% during the first quarter which was against the national trend.

Resolved: *To note the update provided by the T/Chief Constable.*

19. **Conferences and Meetings Attended by Members since the Previous Meeting, and Future Conferences / Seminars**

None have been attended.

20. **Dates of Police Authority Meetings in 2012**

2012

20th September

1st November

21. **Urgent Items** The Chairman agreed to take the following urgent items:

i. Wiltshire Police Voluntary Cadet Corps

A report by the T/Chief Constable had been circulated. The following points were raised by Members:

- Need to promote the initiative within NPTs so they are fully aware of the objectives;
- Need to ensure that the right resource is available to engage with the children;
- Consideration should be given to running a similar scheme in Wiltshire;
- There should be liaison with Area Boards / Localities particularly if the Cadet Corp were looking to promote schemes such as Duke of Edinburgh;
- That the Cadet Corps should consider submitting a grant application to the Community Foundation which distributes funds collected by the Authority as part of the Police Property Act.

Resolved: 1) *To agree to the proposal to introduce a Voluntary Cadet Corps and to pilot this in Swindon.*
2) *That the Chairman would liaise with the T/DCC on the decision to pilot the scheme in Swindon and how it would link with communities.*

ii. People Change Programme

A report had been circulated by the T/Chief Constable. Ms Hillyer stated that this report would be considered at the Value and Productivity Group meeting to be held on 25th July. The one outstanding issue was the timeline for when delivery would commence on these projects but this was understood to be in hand.

Resolved: *To note the content of the report.*

22. **Exclusion of the Public**

Resolved: *In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items 23 and 24 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 3 and 4 of Schedule 12A to the Act.*

23. **Wiltshire and Swindon Road Safety Partnership** A copy of the report which had been submitted to and considered by the Wiltshire and Swindon Road Safety Partnership had been circulated. It was agreed to ask the author of the report to look at this issue again, considering the issues raised by Members and to include academic research that evidences the requirement for the establishment of a new safety camera unit.

Resolved: *To ask the author of the report to review the document, addressing the issues raised by Member, and to include information on academic research that evidences the requirement for the establishment of a new safety camera unit.*

24. **Pensions Administration** A report by the T/Chief Constable had been circulated.

Resolved: *To agree the recommendation contained within the report.*

25. **Confidential Urgent Item** The Chairman agreed to accept the following as a confidential urgent item.

Womad

The T/Chief Constable provided Members with an update on the current situation.

(Duration of Meeting: 10.00am to 1.15pm)

WILTSHIRE POLICE AUTHORITY

MINUTES of a MEETING held at DIVISIONAL POLICE HEADQUARTERS, SEMINGTON, on THURSDAY 20TH SEPTEMBER 2012

PRESENT: Mr C Hoare (Chairman), Mr J Ali, Mr R Bluh, Mr R Britton, Mr C Caswill, Mr B Fishlock, Mr B Ford, Ms J Hillyer, Mr C Humphries, Mr A Johns, Mrs G Mortimer, Mrs C Soden, and Mrs G Stafford

IN ATTENDANCE: T/Chief Constable P Geenty, Mr C Barker, Mr K Kilgallen, Mr M Prince, and Miss S Kyte

The Chairman welcomed everyone to the meeting and introductions were made.

1. Chairman's Report

The Chairman introduced his report and Members posed the following questions:

Performance

Cllr Ford queried why no data was available on the number of independent Special Constables. These were a valuable resource and should be utilised to their maximum capacity.

The Chairman responded that a plan to rectify this was in place with the Force. There was also a disparity within the Force recording system on the number of hours worked by Special Constables meaning accurate data could not currently be provided for this. Cllr Ford asked the Chairman to encourage the Force to enhance the role of the Special Constables and ensure they were fit for independent patrol at the earliest opportunity. The T/Chief Constable informed Members that there were national standards detailing the type and number of hours of training Special Constables were required to undertake. The Force had reduced the level of bureaucracy as much as possible to ensure that the amount of time in tutorship was not excessive. The Force would be working hard over the coming months to ensure as many Specials as possible were fit for independent patrol.

Cllr Caswill stated his surprise that data was not available for the percentage of 'filled Neighbourhood Policing Teams established posts' and hoped that figures for this would be available shortly.

Cllr Humphries queried the poor performance in relation to calls being answered by the Crime Recording Incident Bureau (CRIB) within 30 seconds and to the levels of sickness they were experiencing. This was an area of concern some years ago and investment was made by the Authority to ensure performance reached an agreed standard. This had been achieved but appeared to now be reducing.

The T/Chief Constable stated that an action plan for managing performance in this area had been put in place. The change programme had impacted upon both the Emergency Control Centre and the Force Control Centre and changes in operating procedures were made which affected the CRIB. These changes led to a number of vacancies at a time when the Force had a recruitment freeze in place. The action plan had now been implemented and the T/Chief Constable stated that improvements in performance should be seen at the end of September / early October.

The Chairman assured Members that he would monitor this closely and report back to the next Authority meeting on this issue.

Cllr Humphries asked a supplementary question on whether consideration should be given to informing the public of the reasons for the delay in these calls being answered. The Chairman stated that he would provide a summary of the situation to all Members for them to distribute to the public if they wished.

Cllr Caswill expressed concerned at the level of sickness within the CRIB and hoped that steps were being taken to reduce the pressures the staff were working under. Ms Hillyer stated she would like to be reassured that a similar situation would not arise as in 2010 which seriously dented the public's confidence in the ability of the Force answering the telephone. That reassurance was currently lacking. The T/Chief Constable stated that the Force Recruitment Department had been asked to look at smoothing the recruitment of operators to a monthly basis rather than recruiting a large intake at set times during the year.

Cllr Rideout (Police and Crime Panel Member) and Cllr Bluh questioned the Chairman on the level of domestic violence incidents where children were present. There would appear to be a worrying trend of these increasing but the reasons for this was not understood and a police view on this would be welcomed. The Chairman stated that this was difficult to respond to as partners were also involved in the measuring and recording of this crime type. He believed that there was previously under recording in this area but this was now at the correct level. This was an issue which would continue to be looked at through Multi-Agency Safeguarding Hubs (MASH).

Cllr Britton asked how the success of partnership working would be measured in relation to MASH matters. The T/Chief Constable stated that MASH would need to identify what outcomes they wish to see.

With regard to the quality of vulnerable people action plans, Cllr Caswill observed that 74% of 50 action plans had been assessed as poor. The T/Chief Constable informed Members that the process for the identification of vulnerable people was resource intensive and identified too many people as vulnerable, thus a number of action plans were created but could not be managed as there were too many of them. The Force were now looking to identify those which were considered a high risk and carefully manage responses to the individual with partner agencies. A new policy and process was now being established and would be implemented in January 2013. It was accepted that this problem would not be unique to Wiltshire and the T/Chief Constable confirmed other Forces were being contacted to see how they manage the process.

Presentation of Report

As this was the first report of this type, Members views were sought on the presentation and style of report. Members commented as follows:

- The report lacked a sense of direction of travel.
- Comparison of performance with Most Similar Forces should be included.
- Further information should be provided on performance areas highlighted red and detail on what is being done to address those issues.
- Explanatory narrative around complaints, direction and control complaints, and conduct issues would be useful for Police and Crime Panel Members.

- Resolved:
- 1) *For the Chairman to update Members in relation to Crime Recording Incident Bureau performance at the November Authority meeting.*
 - 2) *That the Chairman would provide Members with a summary of the current situation with regard to Crime Recording Incident Bureau performance which could be shared with the public if required.*
 - 3) *To note Members' comments in relation to the presentation and content of the Chairman's report to Members.*

2. **Apologies** Apologies for absence were received from Mr Macpherson and Ms Tawiah.

3. **Public Questions** There were none.

4. **Declarations of Interest** There were none.

5. **Chairman's Announcements**

Death in Service – Don Anderson

The Chairman informed Members of the death of Mr Anderson who was known to Authority Members through his excellent work on the Force Values and Behaviours. The Chairman and Members wished for their condolences to be recorded.

Murders of GMP Officers

The Chairman stated that both he and the T/Chief Constable had written to Sir Peter Fahey (Chief Constable, Greater Manchester Police) expressing their condolences on the deaths of Pc Fiona Bone and Pc Nicola Hughes. The Chairman had also written to the Chairman of the Authority, Cllr Paul Murphy.

- Resolved:
- 1) *To record the condolences of the Chairman and Members on the death of Mr Don Anderson.*
 - 2) *To note the update provided by the Chairman.*

6. **Minutes of the Meeting held on 20th July 2012**

Resolved: *To agree to sign the minutes as a true and accurate record of the meeting held on 20th July 2012.*

7. **Outstanding Actions for WPA**

27th March 2012, Minute 13.i.4): The Chief Executive stated that a further report would be received from the Community Foundation in advance of the November meeting.

19th April 2012, Minute 20.1): The Chief Executive informed Members that feedback was currently awaited from the Salisbury WPA Councillor Members before further progress on this matter could be made.

20th July 2012, Minute 15): Financial regulations had been drafted and were with the Force for consultation.

20th July 2012, Minute 21): The Chairman stated that he would provide a further update on the Police Cadet Scheme and links with Wiltshire at the next meeting.

20th July 2012, Minute 25): Cllr Ford requested that the financial detail of the agreement reached for the policing of Womad be circulated to all Members. The T/Chief Constable informed Members that the debrief from Womad was currently

ongoing and would include a review of costs and the safety issues. A report would be submitted by the Force to the local authority Licensing Committee. Cllr Ford requested that learning identified from the report be submitted to Swindon Borough Council Licensing Committee for their information. Cllr Humphries reminded the Force that they were entitled to ask for a review of the licence if they believed it necessary.

- Resolved:
- 1) *To ask the Force to forward a copy of the final debrief report on Womad to Swindon Borough Council Licensing Committee for their information.*
 - 2) *To note the updates provided and to update the Outstanding Actions as detailed above.*

8. **WPA and Force Risk Register**

Risk 10.10 (Continued diligence – can the Police Authority maintain an efficient and effective force pending the arrival of Police and Crime Commissioners): To include the establishment of the Corporate Management Board in the mitigating controls for this risk.

Members requested that a consolidated risk register be presented to the November Authority meeting following discussion at the September Audit Committee meeting.

Mrs Stafford expressed concern that the last two Estate Delivery Board meetings had been cancelled as there were a number of issues that remained. As the Value and Productivity Group was no longer meeting, there was also no oversight of estate matters through this Group. A report from the Master Planner was still awaited but there were a number of other matters which were still being progressed in the meantime which Members required updating on. The Force were asked to bring forward the next meeting of the Estate Delivery Board to the earliest date possible. It was also agreed that the Force would submit a report to the final Authority meeting detailing the lessons learned from the move to Monkton Park, Chippenham.

Force Risk Register

The T/Chief Constable stated that a new risk had been included (*Risk 3.1a Management of Vulnerable Victims*), scoring 64 and red. The T/Chief Constable informed Members he was satisfied that a robust action plan dealing with the relevant issues was in place.

- Resolved:
- 1) *To include in the WPA Risk Register the establishment of the Corporate Management Board in the mitigating controls for Risk 10.10 (continued diligence).*
 - 2) *That a consolidated WPA risk register would be presented at the final meeting of the Authority in November.*
 - 3) *To ask the Force to bring forward the next meeting of the Estate Delivery Board to the earliest date possible.*
 - 4) *To ask the Force to submit a report to the November meeting of the Authority detailing the lessons learned from the move to Monkton Park, Chippenham.*
 - 5) *To note the content of the WPA and the Force Risk Registers.*

9. **One Swindon Update** The Chairman gave a brief update on the current work of One Swindon.

Resolved: *To note the update provided by the Chairman.*

10. **Agenda Item Number Not Used**

11. **Update on PCC Transition Project** The business templates for Custody, Diversity, Professional Standards, and Protective Services had been circulated.

Cllr Caswill expressed his concern about the transition of Professional Standards matters from an Authority to a PCC. He felt this was an important area for the Panel and for them to ensure that the right procedures were in place and that this was done within the public domain.

Mrs Stafford stated that the Protective Services business template was still a draft and that she would continue discussions with the Secretariat off line.

Ms Hillyer informed Members that the Value and Productivity Group business template had been completed but needed to be cross referenced with the Human Resources and Procurement documents.

Resolved: *To note the content of the circulated documents and that any outstanding business templates would be submitted to the November Authority meeting.*

12. **Vision Wiltshire Sustainable Policing Model Flight Path and Review of Vision Wiltshire Workstreams** A report by the T/Chief Constable had been circulated. The T/Chief Constable provided Members with a brief overview of the Vision Wiltshire programme. It was felt that there could be further cuts within the next Comprehensive Spending Review so the opportunity was being taken to review the current planned change programme and whether the desired savings were achievable. There would also be consultation with the public on the type and level of service they wished to see. Revised options and proposals would be drafted for consideration by the PCC. Post implementation reviews and learning would be conducted more robustly. The post implementation review for the response model would be completed in October 2012 and submitted to Corporate Management Board for discussion and process for implementing lessons learned. A number of themed workshops would be held to which partner agencies, Police and Crime Panel Members, and Members would be invited to attend. The T/Chief Constable confirmed with Members that although not stated in the report, the public would also be included within the workshops.

Ms Hillyer felt that the report needed to address the IT issues as this was a particular area of concern. The model and plan should be defined first and the IT system identified that would be required to deliver it.

The Head of Finance and Logistics stated that he was in the process of identifying a number of different scenarios on which to base the Medium Term Financial Strategy which would be considered at the Corporate Management Board meeting on 3rd October 2012.

Cllr Britton stated that he felt it was important that the Police and Crime Panel were not simply presented with a report detailing the level of precept and that they were sighted on and understood the reasons for the suggested level.

Resolved: 1) *To note the content of the report.*
2) *To ask the Force to ensure that the involvement of the public is built into the design process.*

- 3) *To ask the Force to ensure that Authority Members and Police and Crime Panel Members are invited to attend the workshops.*

13. **People Services Project** A report by the T/Chief Constable had been circulated.

Resolved: *To note the content of the report.*

14. **Update on Winsor Review** A report by the T/Chief Constable had been circulated. The Head of Finance and Logistics stated that the new Police Officer pension scheme, which would be based on career average, would take effect from April 2015. The age at which a pension could be drawn would also be changed to between 55 and 60 years. There would be close liaison with the Corporate Comms team to ensure every member of staff was aware of the impact on their own personal circumstances.

Resolved: *To note the content of the report.*

15. **Update on Review of Neighbourhood Policing including an update on Anti Social Behaviour Call Handling** A report by the T/Chief Constable had been circulated.

Resolved: *To note the content of the report.*

16. **Implementation of Forging the Links Recommendation**

Resolved: *That a full update would be given by the Force at the November Authority meeting.*

17. **Update on Completion of Collaborative Arrangements within the Region** A copy of a letter from the WPA Chief Executive to Regional Chief Constables and Chief Executives had been circulated. It was expected that collaboration agreements for Telephony Single Point of Contact, Zephyr, Undercover Policing Service, and the new finance system would be completed by 21st September. A further meeting to be held the following week would take place to consider any outstanding agreements.

Resolved: *To note the content of the letter.*

18. **Governance on South West Police Procurement Department** A report by the Chief Executive had been circulated.

- Resolved:
- 1) *To agree that, in line with the new corporate management structure for WPA, decisions on behalf of WPA in respect of procurements undertaken by the South West Police Procurement Department will continue to be made by the WPA Lead Member for Procurement. Whereas delegated authority was given to the WPA Procurement Lead Member subject to discussion at Budget Action Group, in future this will take place at Corporate Management Board.*
 - 2) *To agree that decision making will continue with a delegation to the Principal Solicitor and Head of Finance and Logistics after 22nd November 2012 discharging the respective functions of the Office of the Police and Crime Commissioner and the Force.*

19. Committee Reports

| <u>Meeting</u> | <u>Date</u> |
|------------------------|----------------------------|
| Professional Standards | 19 th July 2012 |

Resolved: *To note the content of the minutes circulated.*

20. Group Reports

| <u>Meeting</u> | <u>Date</u> |
|-----------------------------------|--|
| Joint Strategic Board | 20 th July 2012 16 th August 2012 |
| Budget Action Group | 23 rd July 2012 |
| Value and Productivity Group | 25 th July 2012 |
| Joint Strategic Performance Board | 26 th July 2012 30 th August 2012 |

The Chairman informed Members that the Joint Strategic Board would no longer continue to meet and that the business from that Board would be covered at the Corporate Management Board. This also applied to the Budget Action Group.

Resolved: *To note the update provided by the Chairman.*

21. Conferences and Meetings Attended by Members since the Previous Meeting, and Future Conferences / Seminars

None have been attended.

22. Dates of Police Authority Meetings in 2012

2012
1st November

23. Urgent Items Members agreed that the Chief Executive's report on the Police Helicopter and National Collaboration should be taken within Part I of the meeting.

Police Helicopter and update on National Collaboration A report by the Chief Executive had been circulated.

- Resolved:
- 1) *To authorise the completion of the transfer of the interest of Great Western Ambulance Service (GWAS) in the contract between WPA / GWAS to Wiltshire Air Ambulance Trust (WAAT) on terms approved by the Chief Executive, Treasurer, and the Chief Constable.*
 - 2) *To authorise that WAAT takes over the payment liability of WPA under the contract with Police Aviation Services.*
 - 3) *To authorise the grant of a lease or licence to WAAT of the part of the Headquarters site for use by a helicopter approved by the Chief Executive, Treasurer, and Chief Constable and otherwise on terms approved by those officers.*
 - 4) *To authorise the entry by WPA into the National Police Air Service collaboration on terms approved by the Chief Executive, Treasurer, and Chief Constable.*

24. Exclusion of the Public

Resolved: *In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business*

specified in Items 25-28 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 3 and 4 of Schedule 12A to the Act.

25. Confidential Minutes of the Meeting held on 20th July 2012

Resolved: *To agree to sign the confidential minutes as a true and accurate record of the meeting held on 20th July 2012.*

26. Tri-Service Specialist Ops The T/Chief Constable informed Members that work was being progressed on an implementation plan for presentation to incoming Police and Crime Commissioners with the business case and a commitment to progress from the relevant Chief Constables.

Resolved: *To note the verbal update provided by the T/Chief Constable.*

27. Police Helicopter and update on National Collaboration Considered within Part I of the meeting.

28. Emergency Control Centre A confidential report by the Chief Executive had been circulated.

Resolved: *To authorise the recommendations broadly as agreed within the report.*

(Duration of Meeting: 10.30am to 2.15pm)

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES
on THURSDAY 27 SEPTEMBER 2012**

Present : Cllr Brig. R Hall (Chairman), Cllr C Devine, Cllr P Davis, Cllr Mrs M Groom
Cllr N Martin, Cllr B Mattock, Cllr C Newbury, Cllr J Osborn, Cllr G Payne,
Cllr Mrs B Wayman, Cllr R Wright

36 Minutes of Last Meeting

The minutes of the meeting held on 21 June 2012 were confirmed and signed.

37 Apologies

Apologies were received from Cllr Perkins.

38 Members' Interests

The Chairman reminded members of the need to declare any interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or the Ethics Committee.

39 Chairman's Announcements

The Chairman reported on:

- His attendance at the Firefighters' Memorial Service in the City of London.
- The new season of "Safe Drive-Stay Alive" presentations which he urged those members who had not already attended to do so.
- The appointment of a new Fire Minister, Brendon Lewis MP.
- The Olympic Torch Relay.
- A meeting of SW Council Employers and the topics covered.

40 Programme & Scrutiny Board

(1) The report of the meeting of the Programme & Scrutiny Board held on 28 August 2012 was received.

(2) The Board's annual report for 2011/12 was received.

41 Medium Term Financial Strategy 2013/14 to 2016/17

On considering the report by the Brigade Manager Finance & ICT and taking into account current assumptions and significant issues arising since the last update,

Resolved:

To approve the Medium Term Financial Strategy 2013/14 to 2016/17.

**42 Public Service Network and Security Policy Framework
Premises**

On considering a paper by the Deputy Chief Fire Officer,

Resolved :

To note the report and the project being undertaken to comply with HMG Security Policy Framework.

43 Asset Management Strategy 2013-2017

On considering a paper by the Deputy Chief Fire Officer,

Resolved:

To approve the Asset Management Strategy 2013-2017

44 Finance Review & Audit Committee

The minutes of the meetings of the Finance Review & Audit Committee held on 28 June 2012 and 11 September 2012 were received. It was noted that the Committee, at its meeting on 11 September 2012, had received the external auditor's unqualified report on the audit of the 2011/12 accounts. Noting also the projected year-end underspending on the revenue budget, Cllr Osborn expressed the thanks of Members to Phil Chow, Brigade Manager Finance & ICT and his team for such excellent financial results.

45 Operational Assessment and Fire Peer Challenge

On receiving a presentation and a briefing paper by the Chief Fire Officer,

Resolved:

To note the process, objectives and composition of the Fire Peer Challenge which is planned to be undertaken in January 2013..

46 National Framework Document 2012

On considering a paper by the Chief Fire Officer on the recently-published National Framework Document outlining the Government's expectations of Fire & Rescue Authorities in England,

Resolved:

To note the report.

47 Community Right to Challenge

On considering a paper by the Assistant Chief Fire Officer,

Resolved:

To note the report and to ask officers to prepare for the Authority's consideration a policy on how to respond to any 'community right to challenge' expressions of interest and enquiries.

48 Protection, Prevention and Intervention

A short visual presentation was made.

49 Standards/Ethics Committee

(1) The Standards Committee's final annual report for 2011/12 was received.

(2) The minutes of the meeting of the Ethics Committee held on 3 September 2012 were received.

50 Members' Code of Conduct – Register of Interests

On considering recommendations of the Ethics Committee contained in a paper by the Monitoring Officer and the Clerk to the Authority,

Resolved:

To refer back the recommendations to the Ethics Committee with a request that the

Committee give further consideration to them in the light of comments sent to all members by Cllr Newbury.

51 Arrangements for dealing with complaints of alleged breaches of the Members' Code of Conduct

On considering recommendations of the Ethics Committee contained in a paper by the Monitoring Officer and the Clerk to the Authority,

Resolved:

To approve the arrangements for dealing with complaints of alleged breaches of the Members' Code of Conduct and related documents as appended to the paper presented, subject to the deletion of references in the 'arrangements' to (i) panels and/or sub-groups of the Ethics Committee and (ii) action which may be taken where a complaint is upheld.

52 Revisions to other codes and protocols in the light of the Authority's Members' Code of Conduct.

On considering recommendations of the Ethics Committee contained in a paper by the Clerk to the Authority,

Resolved:

To approve the four revised codes and protocols appended to the paper presented, subject in the case of the code on gifts etc, to the threshold below which a member need not register the offer of a gift being amended to £25.

53 Members' Allowances

On considering a report by the Clerk to the Authority,

Resolved:

To approve a revised Scheme of Members' Allowances as set out in the appendix to the report with immediate effect.

54 Dates of Meetings for 2013

Members agreed the following dates for meetings of the Authority in 2013: 14 February, 30 May, 26 September and 12 December.

55 Exclusion of the Public

Resolved :

In accordance with Section 100A(4) of the Local Government Act 1972, to exclude the public from the business specified in minute no.56 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 paragraph 3 of Part 1 of Schedule 12A to the Act.

56 Wiltshire Emergency Services Centre

On considering a report by the Deputy Chief Fire Officer, Brigade Manager Finance & ICT, and Clerk to the Authority,

Resolved :

a) To note the report.

b) To approve the current Agreement regarding the occupation of the Wiltshire Emergency Services Control Centre being varied, and/or an Agreement or Agreements being entered into with Wiltshire Police Authority and/or the Great Western Ambulance Trust and/or its successor, on terms to be agreed by the Clerk to the Authority and the Chief Fire Officer, to provide for (i) the termination of the Trust's occupation of the Control Centre by 31 March 2013 on the basis set out in paragraph 9 of the report presented, and (ii) the continued use of the Control Centre by the remaining parties, subject to no additional running costs falling on this Authority.

(Duration of meeting 10.40 a.m. to 1.30 p.m.)

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