



## **SWINDON BOROUGH COUNCIL**

**Municipal Year 2012/13**

**Meeting of Council on Thursday, 18 July 2013**

### **ITEM - MINUTES OF OTHER COUNCIL BODIES**

#### **SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES**

1. Minutes of meeting Monday, 8th April, 2013 of Audit Committee (Pages 3 - 6)
4. Minutes of meeting Tuesday, 25 June 2013 of Audit Committee (Pages 7 - 10)

#### **SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES**

3. Minutes of meeting Monday, 25th March, 2013 of Scrutiny Committee (Pages 13 - 18)
4. Minutes of meeting Monday, 15th April, 2013 of Scrutiny Committee (Pages 19 - 22)
5. Minutes of meeting Monday, 17 June 2013 of Scrutiny Committee (Pages 23 - 28)
6. Minutes of meeting Wednesday, 5 June 2013 of Health Overview and Scrutiny Committee (Pages 29 - 34)
7. Minutes of meeting Wednesday, 27th March, 2013 of Children and Young People's Overview and Scrutiny Committee (Pages 35 - 38)

8. Minutes of meeting Wednesday, 19 June 2013 of Children and Young People's Overview and Scrutiny Committee (Pages 39 - 44)
9. Minutes of meeting Thursday, 4th April, 2013 of Economic, Environmental and Sustainability Overview and Scrutiny Committee (Pages 45 - 48)
10. Minutes of meeting Thursday, 7th March, 2013 of Safer and Stronger Communities Overview and Scrutiny Committee (Pages 49 - 52)

### **SECTION 3 - REGULATORY COMMITTEES**

11. Minutes of meeting Tuesday, 9th April, 2013 of Planning Committee (Pages 55 - 58)
12. Minutes of meeting Tuesday, 7th May, 2013 of Planning Committee (Pages 59 - 60)
13. Minutes of meeting Friday, 17th May, 2013 of Licensing Committee (Pages 61 - 62)
14. Minutes of meeting Thursday, 30th May, 2013 of Licensing Committee (Pages 63 - 64)
15. Minutes of meeting Friday, 22nd March, 2013 of Licensing Panel (Pages 65 - 68)
16. Minutes of meeting Friday, 17th May, 2013 of Appointments Committee (Pages 69 - 70)
17. Minutes of meeting Friday, 17 May 2013 of Appeals Committee (Pages 71 - 72)

### **SECTION 4 - CHILDREN SERVICES BODIES**

18. Minutes of meeting Tuesday, 5th March, 2013 of Schools Forum (Pages 75 - 84)
19. Minutes of meeting Thursday, 14th March, 2013 of Swindon Children's Trust Board (Pages 85 - 92)

### **SECTION 5 - SWINDON AND WILTSHIRE POLICE AND CRIME PANEL, WILTSHIRE AND SWINDON FIRE AUTHORITY, ONE SWINDON BOARD AND TOWN TWINNING**

20. Minutes of meeting Tuesday 26<sup>th</sup> March 2013 of Swindon and Wiltshire Police and Crime Panel (Pages 95 - 106)
21. Minutes of meeting Thursday 30<sup>th</sup> May 2013 of Wiltshire and Swindon Fire Authority (Pages 107 - 112)
22. Minutes of meeting Tuesday 19<sup>th</sup> March 2013 of One Swindon Board (Pages 113 - 120)
23. Minutes of meeting Wednesday 5<sup>th</sup> June 2013 of Town Twinning Network (Pages 121 - 124)

## **Section 1**

# **Special, Audit and Standards Committee Minutes**

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**AUDIT COMMITTEE**

**MONDAY, 8 APRIL 2013**

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

**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.

**32. Public Question Time**

No questions were asked under Standing Order 28.

**33. Minutes**

Resolved - That the minutes of the meeting held on 20<sup>th</sup> November 2012 be confirmed and signed.

**34. Capital Programme and Treasury Strategy Statement 2013/14**

The Committee received a report of the Board Director, Finance, Revenues, Benefits and Property, setting out the new capital programme requirements for 2013/14, the Treasury Management Strategy for 2013/14, including Prudential Indicators up to 2015/16, the Annual Investment Strategy, and the Minimum Revenue Provision Policy Statement.

Resolved – That the report be noted and that the Treasury Management Strategy, Minimum Revenue Provision Policy and Prudential Indicators be accepted.

**35. Annual Statement of Accounts 2012/13**

The Committee, in its capacity as the designated body for approval of the Council's final accounts, received a report providing members with an update on the progress towards the completion of the 2012/13 statement of accounts.

Resolved – that the report be noted.

**36. Adult Care Change Programme and Risk**

The Committee received a report of the Board Director, Commissioning, on the Strategy and Implementation Plan to address the rising demand for services for vulnerable adults and also the identified risks in implementation of the Plan.

Sue Wald, the Council's Head of Commissioning, Children and Adults, presented the report, summarising the background to the development of the Programme and taking members through its key objectives, set against the backdrop of reduced financial resources and a rising demand for adult services, and the desired outcomes and how these will be measured and delivered. It was recognised that Swindon continued to face considerable challenges in continuing to improve the

lives of people locally with diminishing resources, particularly people who are vulnerable because of a disability, long term health condition, mental illness and older age. In response to this on-going situation, the Demand Enquiry programme had been established across all partners working with adults and communities in Swindon to develop an understanding of the problems and ways to address these.

Following her presentation of the report, the Head of Commissioning responded to members' questions on the following issues:

- community involvement in the advancement of the adult care change programme, data protection and CRB checks
- the borough's population forecasts and the impact on the programme of any significant deviations in the projections
- the mitigation of the adults programme key risks
- the predication of the care economy on a low paid workforce and the potential risk for the development of a staffing "resource gap" in some of the care services following economic recovery and the drift to higher paid employment
- the role of ward members and localities in encouraging voluntary and community participation in the adults change programme
- the location of care facilities and sheltered accommodation provision in the northern sector
- the programme's workforce development work stream and project management

Resolved – That the report be noted and that the Head of Commissioning, Children and Adults, be thanked for attending the meeting and for her comprehensive and informative presentation of the detail of the Adult Care Change Programme.

### **37. Internal Audit reports identifying 'significant' risk or 'of concern': Housing Tenancy: anti-fraud and corruption controls**

The Committee received a report on the latest position regarding the implementation of Internal Audit recommendations arising from the audit review of the Council's anti-fraud and corruption controls regarding Housing Tenancy. It was noted that the overall risk assessment to the Council following the initial audit was considered "significant". A follow up review had been carried out by Internal Audit that had found an improved situation, although officers were still working towards implementing a number of audit recommendations.

The Council's Head of Housing Services and its Tenancy Support Manager - Enforcement were in attendance to provide a current position statement and to respond to members' questions on issues raised by the follow-up review, the management response to the audit conclusions and key recommendations, and progress in implementing the action plans.

Resolved – That the report be noted and that the open and honest approach of the Council's Housing Services in both accepting and responding to the Internal Audit assessment of its tenancy anti-fraud and corruption controls be commended.

### **38. External Audit - Fee Letter**

Peter Smith, representing Grant Thornton, the Council's recently appointed external auditors, presented to the Committee the details of the audit fee for the Council and

the scope and timing of the proposed work programme. It was noted that the fee was based on the risk based approach to audit planning, as set out in the Code of Audit Practice and work mandated by the Audit Commission for 2012/13, and covered:

- the audit of the Council's financial statements
- work to reach a conclusion on the economy, efficiency and effectiveness of the Council's use of resources; and
- work on the Council's whole of government accounts return.

Mr Smith also provided the Committee with the name and contact details of the key members of Grant Thornton's audit team supporting the Council.

Resolved – (1) That the detail of the audit fee for the Council and the scope and timing of the proposed work programme be noted.

(2) That members of the Audit Committee be advised of the details of the local authorities comprising the Council's comparator "family group".

### **39. External Audit - Progress Report**

Mr Peter Smith (Grant Thornton) presented a report advising the Committee of the external auditors' progress in respect of the delivery of its audit responsibilities, including a summary of key emerging national issues and developments that might be of interest to the Committee.

Resolved – That the report be noted.

### **40. Internal Audit Plan: 2013/14**

The Head of Internal Audit submitted a report setting out the draft Audit Annual Plan for 2013/14.

Resolved – That the draft Internal Audit Plan for 2013/14 be approved.

### **41. Head of Internal Audit Update**

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in November 2012 and progress made against the Annual Internal Audit Plan. The report also invited members to consider the process for the preparation of the Annual Governance Statement and to recommend any changes they felt were necessary, including the possible expansion of the questionnaire submitted for completion by Board Directors as an element of the review process.

Resolved – (1) That the report be noted.

(2) That the following finalised audit reports, categorised as having risk evaluations of "of concern" and "significant" respectively, be submitted to the next meeting of the Committee for more detailed consideration:

Engagement of consultants

Contract Final Accounts

(3) That the Annual Governance Statement framework (appended to the report) be approved, subject to the enhancement of the Board Directors' Assurance Statement questionnaire in line with members' comments.

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### AUDIT COMMITTEE

TUESDAY, 25 JUNE 2013

PRESENT:- Councillors Des Moffatt, Neil Heavens, Michael Bray, John Haines and Steve Weisinger (Chair)

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

Apologies for absence were received from Councillors Roderick Bluh.

#### 1. **Declarations of Interest**

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

#### 2. **Appointment of Vice-Chair**

Resolved – That Councillor Mick Bray be Vice-Chair of the Audit Committee for the Municipal Year 2013/14.

#### 3. **Public Question Time**

No questions were asked under Standing Order 28.

#### 4. **Minutes**

Resolved - That the minutes of the meeting held on 8<sup>th</sup> April 2013 be confirmed and signed.

#### 5. **Exempt Items - Exclusion of Press and Public**

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

<u>Item No.</u>	<u>Paragraph No.</u>	<u>Minute No.</u>
17	17	16

#### 6. **Annual Statement of Accounts 2012/13**

The Committee received a report providing an update on the current position in relation to the preparation of the Council's Annual Statement of Accounts for 2012/13. The Board Director Resources introduced the report and, with the Finance Manager, Housing, Treasury and Growth, responded to members' specific queries and observations regarding the final accounts' process.

The Board Director referred to the presentation of the final accounts to the

Audit Committee in September of this year and that the scheduled meeting was earlier in the month than had been the case in previous years. He asked if the Committee might consider moving the meeting back to a date later in that month.

Resolved – (1) That the report be noted.

(2) That the Chair take up with the Cabinet Member for Economy, Regeneration and Culture, the feasibility of the Final Accounts for Forward Swindon Limited being submitted to the Audit Committee for consideration.

(3) That, with reference to the scheduled meeting of the Committee in September 2013, the Committee Officer, in liaison with the Board Director Resources and the External Auditors, identify a suitable alternative date later in September.

## **7. Audit Committee: Annual Report 2012/13**

The Head of Internal Audit submitted a report introducing the Committee's Annual Report for 2012/13.

Resolved – That the report be noted.

## **8. Head of Internal Audit Annual Report**

The Committee received the Head of Internal Audit's Annual report for 2012/13. It was noted that it was a requirement of the CIPFA Code of Practice for Internal Audit and the new Public Sector Internal Audit Standards that the Head of Internal Audit deliver an annual internal audit opinion and report that could be used by the organisation to inform its governance statement and that the annual internal audit opinion must conclude on the overall adequacy and effectiveness of the organisation. The Annual Report provided the Committee with assurance from the Head of Internal Audit regarding the work of the Internal Audit section and his opinion with regard to the Council's overall arrangements for internal control.

Resolved – (1) That the report be noted.

(2) That, with reference to the percentage of customer feedback forms returned in respect of each completed Audit, as part of the future Audit process, a note from the Chair, emphasising the importance of receiving feedback, be appended to Internal Audit's requests for feedback from the parties to the Audit.

## **9. Review of the effectiveness of the system of internal audit**

In compliance with the Accounts and Audit (Amendment) (England) Regulations 2011, the Head of Internal Audit submitted a report inviting the Committee to review the effectiveness of the Council's system of Internal Audit. Councillor Moffatt asked that his appreciation of the Head of Internal Audit's willingness to facilitate private discussions with him on audit related matters, over the period of the year, be recorded.

Resolved – (1) That the various areas of assurance and supporting evidence, set out in the report, and the information contained in the Checklist provided in the CIPFA Code of Practice for Internal Audit in Local Government in the UK 2006, appended to the report, and the CIPFA Audit Committee Toolkit Self-Assessment Checklist, also appended to the report, as revised by the Committee during its consideration of the report, be accepted as providing assurance of the effectiveness of the Council's system of Internal Audit.

(2) That the Head of Internal Audit be asked to facilitate individual member discussions with the External Auditors.

**10. Draft Annual Governance Statement**

The Head of Internal Audit submitted a report providing the Committee with details of the draft Annual Governance Statement 2012/13, setting out the Council's governance arrangements and providing an assessment of the performance of those arrangements over the year.

Resolved – That the draft Annual Governance Statement 2012/13, appended to the report, be approved, to be for signed off by the Leader of the Council and the Chief Executive.

**11. External Audit: Audit Plan**

Liz Cave, Engagement Lead with Grant Thornton, the Council's External Auditors, supported by Peter Smith, Audit Manager with Grant Thornton, presented the Audit Plan for 2012/13, detailing, in particular, the work to be undertaken in relation to the audit of risks identified through the planning and review of the national risks affecting the public sector and in support of the Value for Money conclusion.

Resolved – That the External Auditors' Audit Plan 2012/13 be accepted.

**12. External Audit: 2013/14 Fees Letter**

Liz Cave (Grant Thornton), presented to the Committee the details of the audit fee for the Council and the scope and timing of the proposed work programme.

Resolved – That the detail of the External Auditors' Planned audit fee for 2013/14, and the scope and timing of the proposed work programme, be noted.

**13. External Audit: Certification Work Report**

Peter Smith (Grant Thornton) presented a report regarding the certification of claims submitted by the Council and summarising the External Auditors' assessment of the Council's management arrangements in respect of the certification process and highlighting significant matters in relation to each of five claims and returns that were certified for the Financial Year 2011/12.

Resolved – That the report be noted.

**14. External Audit: Progress report**

Mr Peter Smith (Grant Thornton) presented a report advising the Committee of the External Auditors' progress in respect of the delivery of their audit responsibilities, including a summary of key emerging national issues and developments that might be of interest to the Committee.

Resolved – That the report be noted.

**15. Auditing Standards - Communication with the Audit Committee**

Mr Peter Smith (Grant Thornton) presented a report regarding the External Auditors' process in meeting the requirement placed on them to gain assurance from officers of the Council and those charged with governance regarding the ways in which the Council meets its responsibilities in the following areas:

- Fraud
- Law and regulation

- Going Concern
- Related parties
- Accounting for estimates

Resolved – That the report, and management responses set out therein regarding the control processes utilised by the Council, be noted and endorsed.

#### **16. 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 April 2013 and progress made against the Annual Internal Audit Plan. Councillor Des Moffatt referred to the guidance for the retention of CRB disclosure certificates (generally 6 months after the recruitment decision has been made). The Head of Internal Audit explained that this was the current guidance and outlined his understanding of the Council's practices for linking employment details with CRB records through the use of specific identifying numbers for each CRB check carried out.

Resolved – That the report be noted.

#### **17. Internal Audit reports identifying 'significant' risk or 'of concern': Museums Storage**

The Committee received a report on the latest position regarding the implementation of Internal Audit recommendations arising from the audit review of Museums Storage. It was noted that the overall risk assessment to the Council following the initial audit was considered "significant". The Council's Head of Leisure, Libraries, Culture and Traded Services, and the Service Manager for Leisure, Libraries and Culture, were in attendance to provide a current position statement in relation to the management response to the audit recommendations and to respond to members' questions on issues raised regarding the management response to the audit conclusions and key recommendations, and progress in implementing the action plan.

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

(2) That a further progress report be made to an appropriate meeting of the Audit Committee in Autumn 2013.

## **Section 2**

### **Overview and Scrutiny Committee Minutes**

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**SCRUTINY COMMITTEE**

**MONDAY, 25 MARCH 2013**

PRESENT:- Councillors Peter Heaton-Jones (Vice-Chair), John Ballman, Claire Ellis, Brian Ford, Richard Hurley, Colin Lovell, Des Moffatt, Maureen Penny, James Robbins and Alan Bishop

Councillor 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, and Keith Williams, Cabinet Member for Leisure and Strategic Transport were in attendance

Apologies for absence were received from Councillors Kevin Small (Chair), Toby Elliott and Robert Wright

**63. Declarations of Interest**

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. Councillors Colin Lovell, Fionuala Foley and Keith Williams made non-prejudicial declarations of interest in respect of the Committee's consideration of matters relating to Thamesdown Transport, in their capacity as Council representatives on the Board of that organisation. Councillor Williams also declared a non-prejudicial interest in relation to the Committee's consideration of the Options Appraisal as the holder of a Cross Training passport.

**64. Public Question Time**

There were no public questions.

**65. Minutes**

Resolved - That the minutes of the meeting held on 4<sup>th</sup> March 2013 be confirmed and signed.

**66. Consideration of Cabinet Decisions**

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 20<sup>th</sup> March 2013.

*107. Changes to Cabinet Membership 2012/13 - 2013/14*

Resolved – (1) That Minute 107 of the Cabinet be noted.

(2) That this Committee notes the decision of Councillor Rod Bluh to stand down as Leader of the Council and thanks him for his regular attendance at meetings of the Scrutiny Committee and for his constant support of the Council's Scrutiny

function. The Committee also welcomes Councillor David Renard as the prospective new leader of the Conservative Group.

*112. Budget Management 2012/13*

Councillor Mark Edwards, the Cabinet Member for Finance, responded to a question put by Councillor Des Moffatt regarding the use of specific reserves to achieve a balanced budget.

Resolved – That Minute 112 of the Cabinet be noted.

*113. Capital Programme Monitoring - Third Quarter 2012/13*

Resolved – That Minute 113 of the Cabinet be noted.

*114. Options Appraisal - Leisure and Culture Commissioning*

In response to a comment by Councillor Maureen Penny, it was confirmed that answers to questions put during the cabinet open forum, preceding the Cabinet meeting, were being progressed.

Resolved – That Minute 114 of the Cabinet be noted.

*115. Community Governance Review 2013 - Reference from Corporate Governance Review Working Group*

Councillor Dale Heenan, Cabinet Member for Strategic Planning and Sustainability, responded to a question put by Councillor Brian Ford regarding the number of signatories to a petition by Nythe residents calling for the establishment of a Nythe Parish Council.

Resolved – That Minute 115 of the Cabinet be noted.

*116. Motion at Council - Honda Task Force - Summary of Support to Honda*

Resolved – That Minute 116 of the Cabinet be noted.

*117. Additional Primary School Places in North Swindon*

Resolved – That Minute 117 of the Cabinet be noted.

*118. Education Matters - School Admission Arrangements 2014-15*

Councillor David Renard, Cabinet Member for Children's Services, responded to a question put by Councillor James Robbins regarding the proposed admissions arrangements for the University Technical College.

Resolved – That Minute 118 of the Cabinet be noted.

*119. South Marston Education Provision*

Resolved – That Minute 119 of the Cabinet be noted.

*120. Swindon Town Centre Masterplan*



Councillor Garry Perkins, the Cabinet Member for Regeneration and Culture, responded to a question put by Councillor Brian Ford regarding the cost of holding a referendum in the event of any proposal being put forward for the delivery of a Swindon Canal.

Resolved – That Minute 120 of the Cabinet be noted.

*121. Swindon Local Transport Plan - Implementation Plan 2013/14*

Resolved – That Minute 121 of the Cabinet be noted.

*122. Statement of Community Involvement in the Planning Process*

Resolved – That Minute 122 of the Cabinet be noted.

*123. Local Welfare Assistance*

Resolved – That Minute 123 of the Cabinet be noted.

*124. Use of "A" Boards Policy*

Councillor Garry Perkins responded to questions put by Councillors Brian Ford and John Ballman regarding the extension of this policy beyond the town centre and its application in relation to other unauthorised advertising to the detriment of public areas.

Resolved – That Minute 124 of the Cabinet be noted.

*125. Use of Bailiffs - Motion at Council*

Resolved – That Minute 125 of the Cabinet be noted.

*126. The Swindon Health and Wellbeing Board*

Resolved – That Minute 126 of the Cabinet be noted.

*127. Recording and Broadcasting Full Council Meetings - Motion at Council*

Resolved – That Minute 127 of the Cabinet be noted.

*128. Civil Enforcement of Bus Lane and Bus Gate Contravention*

Resolved – That Minute 128 of the Cabinet be noted.

*129. Green Waste*

Resolved – That Minute 129 of the Cabinet be noted.

*130. Motion at Council - Housing Market Support*

Resolved – That Minute 130 of the Cabinet be noted.

*131. Swindon Town Centre Car Parking Rationalisation - Phase 1*

Resolved – That Minute 131 of the Cabinet be noted.

*132. Town Centre Car Parking Spaces*

Resolved – That Minute 132 of the Cabinet be noted.

*133. Wiltshire and Swindon Aggregate Minerals Site Allocations Local Plan - Inspectors Report and Adoption*

Resolved – That Minute 133 of the Cabinet be noted.

*134. Union Square - Growing Places Fund – Muse*

Resolved – That Minute 134 of the Cabinet be noted.

**67. Question and Answer - Cabinet Member for Health and Adult Social Care**

Councillor Brian Mattock, Cabinet Member for Health and Adult Social Care, was in attendance and presented a detailed report summarising progress and performance in respect of the various service areas within his portfolio of responsibility and providing an assessment of what he felt had been done well, what might have been done differently and the challenges facing his portfolio over the next year. He placed the report in the context of the further significant changes to the health service environment over the period of the last year, in response to Government legislation and guidance, including the new public health role for local authorities, and expanded on progress in 2012/13 in relation to:

- the development of the new commissioning model and the establishment of the Swindon Health and Wellbeing Board
- the Joint Strategic Needs Assessment process to assess the health and wellbeing needs of the local population
- the Adult Demand Enquiry (Adult Change Programme) to determine optimum solutions to challenges of increasing demand and reducing resources
- Accountability and the Adults Peer Challenge
  - Managing Expectations Systems and processes
  - SEQOL and its achievements in building upon the development around integrated approaches to Health and Social Care
- Safeguarding and the role of the Swindon Local Safeguarding Board

Councillor Mattock remarked on the budget position, and the successful management of the saving plan to achieve a forecast underspend in 2012/13, the pressures on Adult Social Care and the increasing demand for Adult Social Care services beyond available resources. He concluded his presentation by outlining the following service priorities for 2013/14:

- demand management/demand enquiry work streams
- personalisation
- safeguarding
- public health

Following his presentation of his report, Councillor Mattock responded to members' and health colleagues' specific questions and observations on the following topics:

- the updated forecast underspend on the Adult Social Care budget 2012/13 and the service areas in which the most significant savings have been achieved
- continuing demand pressures in 2013/14 and, in particular, the estimated additional demand pressure on the commissioning of individual care packages
- the presentation of the results and the analysis of the carers survey to the Health Overview and Scrutiny Committee
- the perceived impact of the recent cold weather on the demand for health care services
- the problems of focussing on reducing the cost of adult social care rather than introducing measures to address the future care requirements of an aging population
  - the encouragement of older people to vacate under-occupied private properties in favour of advanced sheltered schemes
- the success of the Homeline service and the feasibility of expanding the service into private care facilities
- the operational and “day-to-day” working relationship between SEQOL and the Council
  - members’ accessibility to SEQOL
- breastfeeding coverage and the significant improvement in the prevalence of breastfeeding
- Commissioning performance and measures to improve performance in relation to “stuck reds”, where performance has been below the required standard for more than 12 months
- the key public health responsibilities transferring to the Council and the role of the Health and Wellbeing Board in providing local strategic leadership across health, social care and public health
  - residents’ perception of changes in the delivery of public health services following the transfer of responsibilities
  - the integration of the Council’s environmental health function with its new public health responsibilities
- adult mental health care and the monitoring of the performance standards of placements outside the borough

Resolved – (1) That Councillor Mattock be thanked for attending the meeting and for his full and open responses to members’ and health colleagues’ questions.

(2) That Councillor Mattock and the Adult and Social Care Directorate be congratulated on successfully meeting the continuing and growing challenge of increasing demand and reducing resources for adult social care provision and the significant achievement of a projected underspend against the Adult Social Care budget in 2012/13.

(In accordance with the National Code of Local Government Conduct, Councillor Brian Ford made a non-prejudicial declaration of interest in respect of the Committee’s consideration of matters relating to individual care packages, on the grounds that his business is licensed to supply long term care packages)

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**SCRUTINY COMMITTEE**

**MONDAY, 15 APRIL 2013**

**PRESENT:-** Councillors Kevin Small (Chair), Peter Heaton-Jones (Vice-Chair), Toby Elliott, Brian Ford, Des Moffatt, Maureen Penny and Robert Wright

Councillor Russell Holland, Cabinet Member for One Swindon, Localities and Housing, was in attendance.

**68. Declarations of Interest**

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

**69. Public Question Time**

There were no public questions.

**70. Minutes**

Resolved – That the minutes of the meeting held on 25<sup>th</sup> March 2013 be confirmed and signed as a correct record.

**71. Question and Answer - Cabinet Member for One Swindon, Localities, and Housing**

Councillor Russell Holland, Cabinet Member for One Swindon, Localities, and Housing, was in attendance and presented a detailed report summarising progress and performance in respect of the various service areas within his portfolio of responsibility and providing an assessment of what he felt had been done well, what might have been done differently and the challenges facing the portfolio over the next year.

Following his presentation of his report, Councillor Holland responded to members' specific questions and observations on the following topics:

- tenant engagement and measures to increase the involvement of less active tenancies
  - the role of the Housing Participation officer
  - the Tenant Academy
  - the tenant consultation policy and the importance of a structured tenant consultation mechanism
- the challenge of the consultation to be undertaken in relation to the proposed rent increase
- the role of Swindon Tenants Voice and the Tenants Association for Sheltered Housing as the key conduits for engagement between the Council and its tenants and the Council's monitoring of the effectiveness of tenants' organisations in advocating the majority view of tenants
- the impact of the retail regeneration of an area, particularly in relation to increased rents payable for retail outlets and the consequent increases in consumer goods' prices

- the failure to consult ward members regarding the proposed regeneration of Bourne Road
- regeneration and the necessary “trade-offs” between the provision of cheaper retail outlets and the enhancement of community facilities
- rural affairs initiatives
  - problems encountered in relation to the rural areas of the borough
  - the relationship between the Council and Parish Councils
- the joint response of the Council and partner organisations to reducing domestic violence and the importance of adopting an holistic approach to resolve the problem
  - the specific and important role of housing services in reducing domestic violence
- “One Swindon” and engagement with ward members
- homelessness and the Council’s funding of the Threshold Housing Link
- the extent of the Councils housing waiting list and actions that might be taken to reduce the numbers on the waiting list
- Housing Services’ Performance monitoring
  - the percentage of urgent repairs not completed within one day and the reasons for such non-completion
  - the criteria for the categorisation of repairs as “urgent” and the tenant’s ability to appeal a categorisation of “non-urgent”
- tenant satisfaction with the Council’s repairs service and the process for review of non-satisfactory performance issues
- welfare reform and the possibility of rooms within the Council’s housing stock, currently designated as bedrooms, being re-designated as other rooms due to their size
  - the spare room subsidy and the criteria for assistance
- anti-social behaviour as a major source of complaints
  - the recording of anti-social behaviour complaints by the Police and by the Council and the correlation between police statistics and the Council’s own statistical data
- the effectiveness of the localities’ principles in developing cross-boundary community networks and facilitating borough-wide community responses to issues that impact on all Swindon borough residents
- the recently revised Cabinet Member portfolios and the Cabinet Member’s view of the manageability of the housing portfolio alongside other significant areas of responsibility
- fuel poverty and photovoltaic schemes

It was agreed that information requested by members during the course of the Committee’s consideration of this item be forwarded to members via the Committee Clerk.

Resolved – That Councillor Holland be thanked for attending the meeting and for his full and open responses to members’ questions.

## **72. Review of 2012-13**

The Committee received a report of the Director of Law and Democratic Services regarding the production of the Annual Overview and Scrutiny report for 2012/13 and, in order to place the Annual Report in context, inviting members to consider the work undertaken by the Scrutiny Committee during the Municipal Year and to highlight

those reviews that they thought had been successful and also those reviews that might have had less positive outcomes. The Committee also received an oral report by Councillor Toby Elliott, in his capacity as the Chair of the Committee's Localities Sub-Committee, on the work done by the Task Group during the year, including the production of a comprehensive member questionnaire, completed by a high percentage of members, on their views of the Locality process and its future, and the possible future role of the Task Group.

Resolved – (1) That the Chair, in liaison with the Scrutiny Officer, be authorised to prepare the Annual Overview and Scrutiny report 2012/13 for submission to the Council.

(2) That it be noted that the final report of the Committee's Task Group to review the finalised accounts of Digital City (UK) Ltd would be submitted to the Scrutiny Committee for consideration in the new Municipal Year.

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### SCRUTINY COMMITTEE

**MONDAY, 17 JUNE 2013**

**PRESENT:-** Councillors Kevin Small (Chair), Andrew Bennett, John Ballman, Michael Dickinson (Vice-Chair), Emma Faramarzi, Brian Ford, Mary Friend, Colin Lovell, Cindy Matthews, Des Moffatt, Maureen Penny, Stan Pajak and Robert Wright

Councillors David Renard, Leader of the Council and Chair of Cabinet, Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet, and Cabinet Member for Health and Adult Social Care, Mike Bawden, Cabinet Member for Strategic Projects and Transformation, Claire Ellis, Cabinet Member for Customer Support and Corporate Services, Fionuala Foley, Cabinet Member for Children's Services, Dale Heenan, Cabinet Member for Strategic Planning and Sustainability, Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, and Keith Williams, Cabinet Member for Highways, Strategic Transport and Leisure, were in attendance.

#### **1. Declarations of Interest**

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

#### **2. Public Question Time**

Roger Ogle, editor of the Link Magazine and a director of Swindon Viewpoint, put a question regarding the Cabinet decision to establish Create Studios as an independent company limited by guarantee with charitable status. The Chair thanked Mr Ogle for his question and assured him that his concern would be raised with the Cabinet member when the Committee considered the matter at Agenda Item No. 5.

Mr Brian Cockbill, a local resident, put a number of "follow up" questions to a series of questions he had previously put to Cabinet regarding Stratton St. Margaret Parish, particularly in relation to the Stratton precept, the likely impact on Stratton St. Margaret of the establishment of a Nythe Parish and the possibility of sharing of business rates with other town and parish councils. Mr Cockbill also remarked that a promised report to Council on the issue of the parish precept remained outstanding. Councillor David Renard, the Leader of the Council, responded to Mr Cockbill's questions at the meeting and, in response to a request by Mr. Cockbill, also agreed to provide a written summary of his answers. On the matter of the allegedly overdue report, Councillor Renard agreed to look into the matter.

Mr Cockbill then put a further number of "follow up" questions to other questions he had previously put to Cabinet, these regarding the Bus Strategy and, in particular, the Number 21 bus service. Councillor Keith Williams, the Cabinet Member for Highways, Strategic Transport and Leisure, responded to Mr. Cockbill's questions at the meeting and also agreed to provide a written summary of his answers.

#### **3. Minutes**

Resolved – That the minutes of the meeting held on 15<sup>th</sup> April 2013 be confirmed and signed.

#### **4. Consideration of Cabinet Decisions**

##### **A. Meeting of the Cabinet held on 12 July 2013**

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 12 July 2013.

##### **7. *Discretionary Housing Payments - Housing Revenue Account (HRA)***

Councillor Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), supported by the Council's Head of Housing Services, responded to questions put by Councillor Des Moffatt regarding the use of Housing Revenue Account funding to support an extended Discretionary Housing Payments policy and the introduction by the Government of the "bedroom tax" to address the issue of under-occupancy of properties.

Resolved – That Minute 7 of the Cabinet be noted.

##### **8. *Adult Community Learning Plan (Minute for Confirmation)***

Resolved – That Minute 8 of the Cabinet be noted.

##### **9. *Budget Management 2012/13***

Councillor Garry Perkins, the Cabinet Member for Economy, Regeneration and Culture, responded to comments by Councillor Bob Wright regarding potential savings resulting from the Cabinet's decision in relation to the future of the Create Studios (Cabinet Minute 14 refers).

Resolved – That Minute 9 of the Cabinet be noted.

##### **10. *Treasury and Capital Update (Minute for Confirmation)***

Resolved – That Minute 10 of the Cabinet be noted.

##### **11. *Secondary School Places***

Resolved – That Minute 11 of the Cabinet be noted

##### **12. *Towards a local Bus Strategy***

Councillor Keith Williams, the Cabinet Member for Highways, Strategic Transport and Leisure, responded to questions put by Councillors Brian Ford and Andrew Bennett regarding the severity of the impact of the bus strategy on rural areas, by comparison with other parts of the borough, and the adequacy of the consultation and research used to underpin the development of the strategy, particularly in relation to the rural services.

Councillor Williams also responded to concerns raised by Councillor Bob Wright regarding the cost effective use of Section 106 funding to facilitate sustainable public transport for new residential or industrial development and the correlation between the bus strategy and the Council's objective of finding new ways to reduce vulnerability and improve health for all.

Resolved – That Minute 12 of the Cabinet be noted

*13. Creation of third sector advice and information hub*

Resolved – That Minute 13 of the Cabinet be noted

*14. Leisure and Culture Change Programme – Create Studios*

Councillor Garry Perkins, the Cabinet Member for Economy, Regeneration and Culture, responded to questions put by the Chair, on behalf of Mr Roger Ogle (Minute 2 above refers), and Councillors Cindy Matthews, Bob Wright and Stan Pajak regarding:

- Create Studio's position within the Council and the reasons for the absence of any consultation on the proposed transfer arrangements
- the media services offered by Create Studios and the use of public funding to subsidise the proposed new company
- the opportunity for the consideration of alternative proposals from other community media organisations, including Swindon Viewpoint, for the enhancement of media services and the achievement of cost savings

A motion put by Councillor Des Moffatt, that Minute 14 be referred back to the Council on the basis of inadequate consultation, was put to the vote but was not carried.

Resolved – That Minute 14 of the Cabinet be noted

*15. The role of Forward Swindon Ltd Shareholder Commissioning Panel*

Councillor Garry Perkins, the Cabinet Member for Economy, Regeneration and Culture, responded to comments made by Councillor Des Moffatt regarding his concerns about the efficacy of the proposed changes to the governance structure of Forward Swindon Limited and, specifically, the arrangements in place to monitor and review the authorisation of expenditure in the commissioning of FSL projects.

Resolved – That Minute 15 of the Cabinet be noted

*16. Development Opportunity for Greenbridge, Swindon*

Resolved – That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the Committee's discussion of the matters referred to in Cabinet Minute 16 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.

Councillor Garry Perkins, the Cabinet Member for Economy, Regeneration and Culture, supported by the Board Director Resources, responded to members' specific questions on the detail of the proposed development opportunity.

Resolved – That Minute 16 of the Cabinet be noted.

B. Meeting of the Cabinet Panel on School Organisation held on 21<sup>st</sup> May 2013

The Director of Law and Democratic Services submitted a report introducing decisions made at the meeting of the Cabinet Panel on School Organisation held on 21<sup>st</sup> May 2013.

*5. Proposal for the permanent expansion of Orchid Vale Primary School*

Resolved – That Minute 5 of the Cabinet Panel on School Organisation be noted.

*6. Proposal for the permanent expansion of the Chalet Special School*

Resolved – That Minute 6 of the Cabinet Panel on School Organisation be noted.

In accordance with the National Code of Local Government Conduct, Councillor Michael Dickinson made a personal pecuniary declaration of interest in respect of the Committee's consideration of Cabinet Minute 8 ("Adult Community Learning Plan") for reasons of his employment.

**5. Leader of the Council: Annual Report**

In accordance with the Council's Constitution, Councillor David Renard, the Leader of the Council, attended this first meeting of the Scrutiny Committee in the Municipal Year 2013/14 to report to the Committee on (a) the Council's performance in 2012/13, particularly in relation to delivery against the Administration's specific priorities and targets, and (b) the Cabinet's plans and priorities for 2013/14 and beyond.

Councillor Renard introduced his report, placing it in the context of a continuing challenging economic and financial situation and summarising outcomes in 2012/13 and priorities for the year ahead in relation to the "Stronger Together" organisational framework and each of the following five priorities of the Council:

- Right skills, right jobs in the right places,
- Work with residents to create well cared for neighbourhoods,
- Make the best use of Swindon's resources inside and outside the Council,
- Together, find new ways to reduce vulnerability and improve health for all,
- Work with people and families to help them fulfil their potential.

In particular, Councillor Renard referred to the emphasis that the Council, under his leadership, would place on the rights and responsibilities of all residents of the

borough in contributing to their local community and to the quality of life in the borough as a whole. He endorsed the focussing of limited resources where they were most needed, protecting the most vulnerable people in society, whilst also recognising that this would reduce the opportunities for the provision and enhancement of more universal services. Councillor Renard felt that it was fair that people be asked to become more involved in community support services and that it was not unreasonable to expect that they should take more responsibility for keeping residential and public areas clean and tidy. He commented that, in moving forward and successfully addressing Council objectives, there was a significant role and responsibility for partners and local businesses in both protecting jobs and creating new jobs, and for Councillors themselves, as community leaders, and he called on members to commit themselves to a greater involvement in the Council's locality agenda.

Following his presentation of the report, members were given the opportunity to put questions to the Leader of the Council. Issues raised by members included:

- Swindon's lower core funding, compared with similar councils, and measures the Council can take to address this continuing funding imbalance
- the securing of a permanent location for the Town Centre Christmas market
  - the business framework to support such exhibition and the quality of such future provision
- the redevelopment of the Locarno/Old Corn Exchange Area
- the Regent Circus development and the future of the Technical College in Victoria Road
- the proposed improvement of gateways into Swindon and the opportunity for new signage to make reference to the town's friendship and co-operation agreement with Torun
- the outcome of the LGA submission to Central Government regarding the significant savings made by local authorities, in line with the government's austerity measures, and the Association's contention that other government departments have been put under considerably less pressure to reduce budgets
- the Council's enforcement of existing byelaws and the feasibility of such responsibility being devolved to the localities
- the reintroduction of the "highways budget" for allocation by each locality area
- car parking capacity in the town centre and the restrictive width of car parking bays in town centre car parks
- the annual maintenance cost of the new town centre car park
- the delivery of new neighbourhood community facilities
- the Council's role in "pump-priming" for economic regeneration and encouraging housing growth and the enhancement of social housing provision within the borough
- the new village store for Wichelstowe and the importance of consultation with Wroughton residents regarding retail provision at Wichelstowe
- the Council's management structure and corporate capacity and its effectiveness in support the Leader and the Executive in running of the Council
- the engagement of backbench members in the executive management of the Council
- the Leader's support of the Thamesdown Drive/Barnfield Relief Road

- the issue of Broadband coverage in the rural areas, particularly in areas identified for future employment use

The Chair thanked Councillor Renard for his informative presentation of his Annual report and for his full and open responses to members' questions.

## **6. Work Programme 2013/14**

The Committee considered a report of the Director of Law and Democratic Services on the results of the 2013/14 Overview and Scrutiny work programme consultation exercise and inviting the Committee to agree a rolling work programme for the Scrutiny Committee for 2013/14, taking into account the issues raised in the Leader of the Council's presentation to this meeting and the results of the consultation exercise.

Resolved – (1) That, subject to the minor amendments to the programming of items referred to during the debate of this item, the draft work programme 2013/14, tabled at the meeting, be approved.

(2) That it be noted that the approved work programme is necessarily flexible in order to accommodate any issues arising, or changes in priorities, over the period of the year.

(3) That it be noted that a report on the continuation of the work of the Committee's Localities Scrutiny Sub-Committee in 2013/14, and the work of the Sub-Committee to date, was intended to be submitted to the next meeting of this Committee.

(4) That Councillors Dickinson and Bennett be the Conservative appointed members on the Localities Sub-Committee. That the Scrutiny Officer be advised of the two Labour appointed representatives on the Sub-Committee as soon as possible.

(5) That, if available, the Council's new model arrangements for the Localities be presented to the next meeting of the Committee.

### HEALTH OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 5 JUNE 2013

PRESENT:- Councillors Nicky Sewell (Chair), Steve Allsopp, Alan Bishop, Wayne Crabbe, John Haines, Derique Montaut, Julie Wright, Roderick Bluh, Michael Bray (Vice-Chair) and James Robbins.

John Gilbert (Board Director Commissioning, SBC), Sue Wald (Head of Commissioning (Children and Adults), SBC), Jan Trethewey (SEQOL), Paul Bearman (Clinical Commissioning Group), Dr Peter Crouch (Clinical Commissioning Group), Kevin McNamara (GWH NHS Foundation Trust), Cherry Jones (SBC), Val Vaughan (Healthwatch).

Councillors Brian Mattock, Cabinet Member for Health and Adult Social Care, was also in attendance.

Apologies for absence were received from Councillors Rochelle Russell, Rex Barnett and Andrew Bennett.

#### **1. Declarations of Interest**

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

#### **2. Public Question Time**

Ms Karyse Day, a resident of Chiseldon, referred to the Committee's previous discussions around the topic of complementary and alternative medicines (CAMs) and asked if the Committee might consider including in its work programme a study around statistical data concerning the sometimes fatal side effects of prescription drugs.

On behalf of Pauline Mather, a local osteopath, Ms Day put questions regarding the use of acupuncture and spinal manipulation for the treatment of back pain and the ability of NHS physiotherapists to provide such treatments effectively.

Ms Day concluded her questions by inviting members to attend the Bristol Homeopathic hospital first anniversary celebrations and to speak to GPs who practice homeopathy.

The Chair thanked Ms Day for the invitation and for her questions and asked her to forward these to the Scrutiny Officer for the preparation of written responses.

Mr Jo Osorio, Healthwatch Swindon, asked the Committee to consider inviting the Area Team of NHS England to report to the Committee on its primary care commissioning activities and, similarly, to invite the Ambulance Service to also report to the Committee on its performance in delivering an ambulance service for Swindon.

The Scrutiny Officer responded to Mr Osorio's questions, advising on the current

position with regard to arrangements for the effective scrutiny of these regional services. Dr. Peter Crouch added that it was his view that it was crucial to effective health scrutiny that NHS England should be represented at meetings of the Health Overview and Scrutiny Committee.

### **3. Minutes**

Resolved - That the minutes of the meeting held on 21<sup>st</sup> March 2013 be confirmed and signed.

### **4. Appointment of Co-optees**

The Committee received a report on the appointment of co-optees to the Health Overview and Scrutiny Committee for the Municipal Year 2013/14, in accordance with the Council's Constitution. In order to represent the public and patients' voices, and to meet its equality and diversity policy, the Committee was invited to confirm the appointment of the following non-voting representatives:

- a nominated member of Healthwatch Swindon
- a representative of the Equalities Advisory Forum

Resolved – (1) That the appointment of non-voting co-opted members to the Committee, representing Healthwatch Swindon and the Equalities Advisory Forum, be agreed.

(2) That Val Vaughan be confirmed as the non-voting representative of the Equalities Advisory Forum on the Committee. That Healthwatch Swindon advise the Scrutiny Officer of its nominated non-voting representative in due course.

### **5. Adults Performance Report**

The Committee received a report providing an update on performance in Adults Services and Health to end March 2013, where data is routinely reported and available, and inviting the Committee to identify priority performance measures for report and consideration as part of its work programme for 2013/14. It was noted that the report particularly addressed community health services commissioned by the Clinical Commissioning Group, through joint commissioning arrangements with the Council and, in particular, services commissioned from SEQOL. The report was presented by Sue Wald, the Council's Head of Commissioning (Children and Adults), who placed the report in the context of significant improvements in community health services in the past year, particularly in the area of single point of access and the treatment of increased numbers in the community and the "tele-health" service, and the major service improvement issues, including delayed transfer of care.

Following her presentation of the report, the Head of Commissioning responded to members' comments and questions on the following issues:

- the recognised resource issue in primary care and the implications for home visiting and the consequent pressures on hospital services
- performance monitoring, "stuck reds" and the implications of the current incompatibility of the IT systems used by SEQOL and the Secondary Users Service database
- the reform of the NHS and health service commissioning



- the NHS England regional structure and the area team covering Swindon

Resolved – (1) That the report be noted.

(2) That the Adults Performance report be submitted twice-yearly to the Committee for consideration.

## **6. NHS Swindon Clinical Commissioning Group**

Paul Bearman, the Executive Director of Commissioning (NHS Swindon), supported by Dr Peter Crouch, presented a progress report of the NHS Swindon Clinical Commissioning Group, providing the Committee with an update of national and local health related issues, with a particular focus on:

- the implementation of the NHS 111 service
- urgent and emergency care pressures
- the memory assessment service
- the significant impact on all health services of the outcomes and recommendations of the Francis Inquiry report into the Mid-Staffordshire Hospital NHS Foundation Trust
- the implications of the under diagnosis of dementia cases
- pressures on the Accident and Emergency service and the attainment of the four hour operational standard
- the additional pressures on health care services generally resulting from an increasing number of alcohol and drug abuse cases
- the quality of the memory assessment service
- the key recommendations of the Francis Inquiry report and the development of an action plan for the local response to the issues
- the increasing number of dementia cases diagnosed each year and the remodelling of service to provide early diagnosis and to respond to the escalating demand for the service
- the effect of the injection of additional financial resources by the Clinical Commissioning Group into the Avon and Wiltshire Partnership on reducing the waiting list for memory services

Resolved – (1) That the report be noted.

(2) That progress reports from the NHS Swindon Clinical Commissioning Group be made to each meeting of the Health Overview and Scrutiny Committee.

## **7. 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. Kevin McNamara, Head of Communications and Stakeholder Engagement at the Hospital, presented the report on behalf of the Chief Executive, highlighting matters of particular significance, including:

- the Hospital's new Nursing Strategy and its additional investment in nursing
- operational performance and performance monitoring
- improving the care environment at the Hospital and the development of a new Children's Emergency Department
- the results of the recent survey of hospital staff and the placement of the hospital in the top three Trusts in the region for the second year running

Following his presentation of the report, Mr. McNamara responded to members' questions and observations on the following issues:

- nursing qualifications and the changed role of nurses
  - the use of nursing auxiliaries
- the positive results of the survey of hospital staff
  - the recruitment challenge facing the hospital
- the change of provider of the shop in the main entrance to the Hospital
  - the hours of operation of the Hospital's canteen services
  - the cost of the catering service
- the promotion of nursing as a vocation, educational attainment and the causes of the national shortage of nursing staff
- visiting hours at the Hospital
  - ward standardisation and the lack of flexibility
- the process of obtaining nursing qualifications and the subsequent placement of qualified nurses
- the ratio of qualified nurses to nursing auxiliaries on each ward
- difficulties in attracting nursing graduates to Swindon and the retention of newly graduated nurses in Swindon
  - staff car parking provision at the Hospital
- the issue of nursing recruitment and training

Resolved – (1) That the report be noted.

(2) That a report on the Hospital's Stroke Action Plan be submitted to a future meeting.

## **8. Avon and Wiltshire NHS Partnership Trust - Community Services Report**

The Committee received a report of the Avon and Wiltshire NHS Partnership Trust that provided a brief commentary on the "Swindon Month 1 2013-14 scorecard" and details of progress to date. The report also provided the Committee with details of a range of issues covering service quality, safety and the patient experience.

Resolved – (1) That the report be noted.

(2) That, in the absence at the meeting of a representative from the Trust, members' advise the Scrutiny Officer of any questions they might have in order that written responses might be obtained from the Trust.

## **9. SEQOL Partner Organisation Update Report**

The Committee received a report providing an update on matters relating to SEQOL, including:

- the relocation of day services for adults with physical disabilities
- the launch of the Swindon diabetes web-site
- the new community phlebotomy service
- the launch of the "I Promote Campaign" by SEQOL Infection Prevention and Control
- SEQOL's emergency planning and business resilience
- the positive outcome of a recent Energy2work networking event
- SEQOL's sponsorship of the Housing Learning Improvement Network Conference
- SEQOL's success in winning the Wiltshire Business Awards 2012, Customer

and Staff Care Award

Resolved – (1) That the report be noted.

(2) That a progress report on the relocation of day services be made to the April 2014 meeting of the Committee.

## **10. Measles Update**

The Committee received a report providing members with an update on Measles and MMR vaccine uptake related issues across the borough and the actions underway to address these. It was noted that there had been some significant media coverage of the measles epidemic in Swansea and that a national 'Catch Up' campaign had been launched, targeting the parents and carers of children aged 10-16 years who have not been vaccinated, to improve the uptake of the Mumps, Measles and Rubella (MMR) vaccination to prevent the further spread of measles.

Resolved – That the report be noted.

## **11. Work Programme 2013/14**

The Committee considered a report of the Director of Law and Democratic Services on the results of the 2013/14 Overview and Scrutiny work programme consultation exercise with partner organisations, councillors and members of the public, and the specific service priorities of health partners, and inviting the Committee to agree a rolling work programme for the Scrutiny Committee for 2013/14.

Sally Smith, the Council's Scrutiny Officer supporting the Health Overview and Scrutiny Committee, introduced the report, commenting on the development and content of the draft work programme and explaining that the work programme was necessarily flexible to allow the Committee to respond to issues that might arise during the course of the year. Members and health colleagues were invited to consider the draft work programme and to suggest health issues that they wished to see added to the programme, taking into consideration:

- the workload of the Committee and of individual members
- the capacity of the Scrutiny Unit and other officers to support a review
- the resource implications of carrying out a review
- the timescales for a review
- the most appropriate method of carrying out a review e.g. Committee meeting, Task Group, Member Champion review

The Scrutiny Officer also sought the Committee's view on the feasibility of grouping together "information reports" as a single agenda item for future meetings. It was anticipated that this approach would be more expedient.

Other issues suggested by members for inclusion in the work programme included:

- Adult Social Care – Demand Enquiry
- Health & Wellbeing Board – draft Strategy and Joint Strategic Needs Assessment
- Local Safeguarding Adults Board – Annual Report
- Alternative and Complimentary medicine
- the commissioning plans for Radiotherapy services being delivered in Swindon
- NHS England – Commissioning Plans for 2013/14
- suicide audit work review

Resolved – (1) That the results of the 2013/14 Overview and Scrutiny work programme consultation exercise be noted.

(2) That the content of the draft work programme 2013/14, appended to the report, be approved, subject to changes in scheduling identified during the Committee's consideration of the report and the inclusion of the additional review topics suggested by members.

(3) That the suggestion that "for information" reports be presented to each meeting of the Committee under a single covering report be accepted.

### CHILDREN AND YOUNG PEOPLE'S OVERVIEW AND SCRUTINY COMMITTEE

**WEDNESDAY, 27 MARCH 2013**

**PRESENT:-** Councillors Nick Martin (Vice-Chair), Andrew Bennett, Emma Faramarzi, Fay Howard, Colin Lovell, Cindy Matthews, Maureen Penny, James Robbins, Nadine Watts, Steve Weisinger, Alan Bishop and Des Moffatt.

**Co-opted Representatives:** - Andrew Wild (Church of England Diocese) and Mr Paul Sunners (Standing Advisory Council on Religious Education).

Apologies for absence were received from Councillors David Wood, Rex Barnett, Rochelle Russell and David Renard.

#### **42. 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 and non-prejudicial declaration of interest in respect of Agenda item 5 (Review into Opening and Closing Schools) as he was a school governor at Lydiard Park Academy.

Councillor Andrew Bennett made a personal and non-prejudicial declaration of interest in respect of Agenda item 5 (Review into Opening and Closing Schools) as he was Chair of the Advisory Board at the Children's Centre at Croft.

Councillor Colin Lovell made a personal and non-prejudicial declaration of interest in respect of Agenda item 5 (Review into Opening and Closing Schools) as he was a school governor at St Luke's School.

Councillor Cindy Matthews made a personal and non-prejudicial declaration of interest in respect of Agenda item 5 (Review into Opening and Closing Schools) as she was a school governor at Oliver Tomkins Primary School.

Councillor James Robbins made a personal and non-prejudicial declaration of interest in respect of Agenda item 5 (Review into Opening and Closing Schools) as he was employed by Churchfields Academy.

#### **43. Minutes**

Resolved: That the minutes of the meeting held on 6<sup>th</sup> March be confirmed and signed as a correct record.

#### **44. Public Question Time**

Mrs Kareen Boyd, Hesketh Crescent, Old Town, enquired as to the procedural processes to be undertaken at the meeting and raised a series of questions relating to the report submitted by the Review Group on the procedures

into the opening and closing of schools within the Borough and as to the Review groups' impartiality in the process and on the subsequent implementation of the recommendations. The Chair thanked Mrs Boyd for her questions and comments, and stated that a written response would be sent to her.

Mrs Bouverie-Brine, Old Town, asked further questions on the Review into the opening and closing of schools within the Borough in particular regarding the drop-in sessions during the consultation process and on a complaint submitted to the Standards Committee.

The Chair thanked Mrs Bouverie-Brine for her questions and comments. He stated that he did not consider it appropriate to discuss a complaint that had been considered by the Council's Standards Committee who had found that there had been no breach of the Councillors Code of Conduct. The Chair agreed to provide Mrs Bouverie-Brine with a fuller written response in respect of her questions.

Mrs Carole Bent, Old Town, asked questions on the Review Group's findings relating to the Croft School, in particular to the openness and transparency of the consultation processes. She asked further questions on the report submitted by the Review group and requested she be able to submit questions by Mr Colin Doubleday.

The Chair thanked Mrs Bent for her questions and comments. The Chair referred to the Review Group's summary of conclusions indicating that there were no failures by the Local Authority and that statutory processes had been followed when opening and closing schools at Croft and Northview. The Chair agreed to provide Mr Doubleday with a written response to his questions.

Mr Boyd, Hesketh Crescent, Old Town, enquired on the timeframe for drafting the report. Mr Keith Carby, Chair of the Review Group, referred to the series of drafts undertaken to ensure submissions made by members of the public were included for their consideration. The Chair agreed to submit a written response indicating the schedule of meetings and timeframe for the collation of the report.

#### **45. Review into Opening and Closing Schools**

The Chair introduced the report on the review of opening and closing of schools and welcomed Mr Keith Carby, Chair of the Review Group and Mr David Wilkie to the Committee.

Mr Keith Carby, Chair of the Review Group, apologised for the late presentation of the report and advised that this was due to a number of factors including the availability of people, and the late submission of information regarding Northview School. He further reiterated the independence, impartiality and integrity of the Review Group who carried out this work in an unpaid capacity and undertook it as a civic duty. The Committee noted Mr Carby's assurance that the report was compiled by the Review Group without assistance by any outside parties and Mr Keith Carby confirmed that the Review Group's remit was solely concerned with reviewing the overall procedures for opening and closing schools in Swindon and did not relate to the merits as to where a particular school should be built.

Mr Kieth Carby summarised the report and in conclusion confirmed that all statutory processes were correctly followed and no Council failures were identified but the report did identify ways in which the consultation process could be improved. He referred to communication during the process and advised that whilst responses to questions from groups and individuals were good, overall communication with the community was identified as an issue.

The Committee welcomed the report and commented on the following points:

- The validity of the Review Group's Terms of Reference.
- The choice of Croft over other areas in the Central Area.
- Issues with traffic access to Croft.
- Public consultation over the Croft site.

Mr Carby responded by confirming the remit had been agreed by the Committee (Minute 6 refers, Work Programme 2012/13) and that this remit did not include location choices and site traffic issues.

The Committee agreed with the Review Group's findings and noted the need for full, transparent and documented consultation processes to be undertaken in any future consultations relating to the opening and closing of schools within the Borough.

Resolved – (1) That the report on the review into the opening and closing of schools within the Borough of Swindon, be noted and its recommendations be endorsed.

(2) That the Committee refers the Review to the Cabinet member for Children's Services and the Board Director of Commissioning to ensure that the following recommendations set out in the Review are fully taken into account in any future opening or closing of schools:

- a. When the prospect of a school being opened or closed occurs in the future all the Members and Officers directly involved should receive a paper from the Director of Law and Democratic Services reminding them of the Authority's obligations to the public, especially to residents and parents in the locality of the school(s) that might be affected. This paper should make crystal clear why, how and when the public will be asked to get involved. In particular, the advice to all Members and Officers should be explicit and plain regarding the nature of any "consultation". The public needs to know which matters they can influence and which are already decided.
- b. Once the process is underway, the Director of Law and Democratic Services should send out reminders and updates at all key points in the process and as dictated by events.
- c. A fully trained Communications Officer/Team should be nominated for all School openings and closings. The nomination should be made as early as possible in the process. This Officer, leading his/her Team, should be made accountable and responsible for all consultation and the associated communications. This should include coordinating responses to all complaints. This will ensure consistency of approach and ensure information is correctly attributed and distributed and complaints are, wherever possible, resolved.
- d. A Communications Plan should be drawn up for such projects and should include sufficient time to deal with complaints and residents' concerns. The Plan should feature the timelines for all aspects of the Communications process. Engagement with the public should begin as early in the process as

possible when considering opening or closing a school so that the views of stakeholders can be taken into account – and be seen to be taken into account. At all times and stages, the nature of, and motive for consultation should be made explicit. Timeframes for the consultation should be proportionate and realistic to allow stakeholders sufficient time to provide a considered response. These matters should be decided on a case by case basis depending on the specific circumstances surrounding a school opening or closing.

- e. Prior to any consultation with the public, a document should be created detailing the reasons for the decision to open or close a school. The process used to arrive at the decision and the people and bodies involved should be made clear. That document should be publicised as the first step in any consultation exercise. The key questions being asked should also be set out simply and clearly. Consultation Meetings should be formally recorded and minuted to try and avoid the disputes of “who said what to whom”.
- f. When commissioning research and the resulting Feasibility Studies in the future, Swindon Borough Council should use a standard document or template that sets out the minimum requirements for such work. This will not only provide the public with knowledge of what the Council always asks external consultants to deliver in these circumstances, but will allow, over time, interested parties to better contribute to any debates over what was taken into account and to have a greater appreciation of how and why the eventual decision was made. Such an approach would also maximise the chances that the new learning gained in every instance of a School opening or closing could be captured and assimilated.
- g. The Standards Committee should be asked to consider whether guidance should be given to Members regarding the specific matter of making comments on any instances of School openings or closures.

(3) That Mr Keith Carby, Mr David Wilkie and Ms Wendy Hall, members of the Review Group, be thanked for their hard work in conducting this Review.



### CHILDREN AND YOUNG PEOPLE'S OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 19 JUNE 2013

PRESENT:- Councillors Emma Famarzi, Colin Lovell, Maureen Penny (Chair), Nadine Watts, Steve Weisinger, Michael Bray, Ann Richards, Joe Tray, Fay Howard and Robert Wright.

Co-opted Representatives: - Mrs Melanie Sancto (Swindon Association of Primary School Headteachers), Andrew Wild (Church of England Diocese) and Mr Paul Sunners (Standing Advisory Council on Religious Education).

Apologies for absence were received from Dick Mattick (National Association of Schoolmasters and Union of Women Teachers), Rachael Matthey (Swindon Association of Secondary Headteacher), Mr David Dawson (Catholic Church Diocese), Councillor Paul Baker and Councillor Mark Edwards.

Also Present: Councillor Fionuala Foley.

#### 1. **Councillor Rex Barnett**

The Chair advised that Councillor Rex Barnett, a valued member of the Committee, had sadly recently died. She expressed her and the Committee's condolences to Councillor Barnett's family.

The Committee held a minute silence in memory of Councillor Barnett.

#### 2. **Appointment of Vice-Chair**

Resolved – That Councillor Emma Famarzi be Vice Chair of the Children and Young People's Overview and Scrutiny Committee for the Municipal Year 2013/14.

#### 3. **Declaration of Interest**

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

Councillor Maureen Penny (Chair) made a personal and non-prejudicial declaration of Agenda Item 7 (Children's Services Performance Report) as she was a member of the Fostering Panel and the Corporate Parenting Advisory Board.

Councillors Fionuala Foley and Joe Tray made a personal and non-prejudicial declaration of Agenda Item 7 (Children's Services Performance Report) as they were members of the Adoption Panel.

Councillor Bob (Robert) Wright made a personal and non-prejudicial declaration of Agenda Item 7 (Children's Services Performance Report) as he was the trustee of a national organisation set up to influence national policy regarding domestic violence.

Councillor Mick Bray made a personal and non-prejudicial declaration of Agenda Item 7 (Children's Services Performance Report) as he was a member of the Corporate Parenting Advisory Board.

#### **4. Minutes**

Resolved – That the minutes of the meeting held on 27<sup>th</sup> March 2013 be confirmed and signed as a correct record.

##### Matters arising

Councillor Fay Howard expressed her concerns over what she considered to be the lack of detail contained within the minutes of the meeting held on 27<sup>th</sup> March 2013. The Committee Officer explained that as per current Council policy, meetings were not recorded and not transcribed verbatim.

Councillor Nadine Watts further commented on the apparent omission of some questions that had been raised at the meeting. In response, the Committee Officer gave further details of how the minutes were compiled and the Chair confirmed that her personal experience of this style of minuting was reflected across other meetings within the Council.

Councillor Bob (Robert) Wright raised the point that without detailed and named minutes, as a Councillor he would not be able to reference specific points as needed from previous meetings. However he agreed with the salient points and resolutions of the minutes.

Councillor Fionuala Foley reiterated that it was not Council policy to record meetings and therefore not humanly possible for verbatim transcription of meetings to be raised as minutes. She also highlighted that minutes would be always be subject to individual committee officers' styles.

Paul Sunners stated that this had been an emotive subject at the previous meeting and that some members of the Committee anticipated an apology by the Chair to the residents of Croft and enquired if an apology would have left the Council liable. The Chair confirmed this matter had been dealt with at the Council meeting of the 11<sup>th</sup> April 2013 (Minute 129, refers).

Resolved: That the Chair to raise the issue of minute taking at meetings with Stephen Taylor, Director of Law and Democratic Services.

#### **5. Public Question Time**

No public questions were submitted for this meeting.

#### **6. Co-optees Report**

The Committee considered a report of the Director Law and Democratic Services regarding the appointment of co-optees to the Children and Young People's Overview and Scrutiny Committee for the Municipal Year 2013/14.

Paul Sunners enquired if the Committee had considered the appointment of either a representative from the Youth Forum or a suitably experienced individual

currently undertaking youth work within Swindon. The Scrutiny Officer confirmed that a member of the Youth Forum had been co-opted onto the Committee but had subsequently resigned due to personal educational commitments. She advised that to date, no nominations had been received from the Youth Forum.

The Committee noted that in September 2013, a meeting was to be held between the Chair, Councillor Fionuala Foley, Cabinet Member for Children Services, and members of the Youth Forum.

Councillor Bob Wright referred to a previous event with young people undertaken with Councillor Mike Bray and advised that the community contained a wide range of individuals from organisations such as Youth Centre, Scouts and Cubs who could be approached to become co-optees.

Resolved - (1) That at the meeting to be held with Swindon Youth Forum in September 2013, the Chair be requested to seek a nomination from the Youth Forum for a Co-optee to the Committee.

(2) That the appointment of Andrew Wild as Church of England Diocese representative to the Committee be confirmed.

(3) That the appointment of David Dawson as the Catholic Church Diocese representative to the Committee be confirmed.

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

Dick Mattick (Swindon NASUWT Branch)

Jackie Smith (Swindon Association of Special School Headteachers)

Paul Sunners (Standing Advisory Council for Religious Education)

Melanie Sancto (Swindon Association of Primary Headteachers)

Rachel Matthey (Swindon Association of Secondary Headteachers)

(5) That the appointment of a Parent Governor Representative to the Committee be submitted as and when nominations were received.

## **7. Work Programme 2013/14**

The Committee considered a report of the Director of Law and Democratic Services on the results of the 2013/14 Overview and Scrutiny work programme consultation and on details regarding the priorities for Children's Services.

The Chair referred to work programme suggestions submitted by Councillors Cindy Matthews, Jim Robins, Stan Pajak and Claire Ellis and commented on items in the work programme including:

1. Troubled Families Agenda. The Chair advised that this would be included in the "Troubled Families" report to be submitted at the 13<sup>th</sup> November meeting of this Committee.
2. Relationship between children on free school meals and academic achievement, with a focus on GCSE results of pupils who receive free school meals. Councillor Bob Wright referred to the academic attainment gap indicated by food, wealth and income factors. John Gilbert, Board Director Commissioning, commented on the work being undertaken with all Local Authority and Academy schools in the Borough.
3. Further to (2) above, the report to encompass "at risk" groups.
4. Relationship between Social Care and Schools. Councillor Bob Wright referred to circumstances young people found themselves in that were detrimental to their wellbeing. The Committee noted that information

requested related to the relationship between schools and social workers, in particular in light of the Early Support Strategy.

5. Council support to schools in the wake of a number of schools becoming academies. The Committee agreed that the report would include information relating to traded services to schools.
6. Review of sex education in Swindon schools.
7. Impact on the Council – Teenage conception rates. Sue Wald, Head of Commissioning, Children and Adults, confirmed that the conception rate was currently at an all-time low and referred to the support provided by the Family Nurse Partnership for 16 to 18 year old young women who were pregnant. She referred to the support and education provided to the young mothers during the pregnancy and after the birth of their child.
8. Out of Borough Placements. The Committee noted the impact these had both financially on the Council and emotionally, on the family. Councillor Bob Wright commented on work undertaken by Councillor Ray Ballman that endeavoured to reduce out of Borough placements by relocating the children and young people back into Swindon. Sara Tough, Head of Children and Families, confirmed that out of Borough placements were normally within a twenty mile radius and the distance varied on a case by case basis. She further advised that placements were monitored to ensure the wellbeing of the young person.

The Chair referred to the task groups to be set up. These related to troubled families, adoption and out of borough placements.

Resolved – (1) That Councillors, Members and stakeholders submitting areas for consideration under this Committee's Work Programme for the Municipal Year, 2013/14, be thanked.

(2) That Paddy Bradley, Head of Commissioning Economy/ Attainment, be requested to include information relating to the relationship between children on Free School Meals in the performance report to be submitted in January 2014.

(3) That Sara Tough, Head of Children and Families, be requested to present the Early Support Plan and training strategy at the next meeting of this Committee.

(4) That Paul Sunners refers the review of sex education in Swindon schools to members of SACRE and request the Chair of SACRE to submit the group's comments at a future meeting of this Committee.

(5) That the Scrutiny Officer refers the review of sex education in Swindon schools to the Safer and Stronger Communities Overview and Scrutiny Committee.

(6) That Members requiring further information regarding the e-safety report presented to this Committee at the meeting on 18<sup>th</sup> January 2012 (Minute 35 refers), contact the Scrutiny Officer.

(7) That, Sally Smith, Scrutiny Officer circulated the proposed Task Groups list.

(8) Further to (7) above, Members advised the Scrutiny Officer on which task groups they wish to volunteer for.

(9) That the report regarding the Impact on Children and Young People following the Welfare Reform be presented at the Committee meeting, 5<sup>th</sup> March 2013.

(10) That the Children's Services Performance Report to be presented on 15<sup>th</sup> January 2013 included information regarding academies.

(11) That the work programme be noted and further revised to incorporate changes agreed at this meeting.

## 8.

### Swindon Women's Aid

Olwen Kelly, Swindon Women's Aid, gave a presentation regarding domestic violence and abuse and highlighted the impact of domestic abuse on children and young people. She explained that the definition of domestic abuse had been amended by the Home Office in September 2012 and referred to the different facets of domestic violence and abuse. In response to questions concerning the work undertaken and the services provided, Olwen Kelly referred to strong partnership working with Children Services, colleges within the town and outreach services.

The Committee thanked Olwen Kelly for the presentation and commented on the following Points:

- The "Bedroom Tax" and its effect on the service provision. Olwen Kelly confirmed that Women's Aid was a national body that lobbied Central Government with the result that these premises were exempt from the "Bedroom Tax".
- The number of children in protective services. Olwen Kelly advised that whilst the figure given in the presentation of three per cent was low, there were a number of reasons for this. She referred to the difference between a child in need and a child at risk and confirmed that through multi-agency working, risk is managed and children protected. She advised that it was nationally known that Swindon provided an excellent service when addressing domestic violence and this was due to robust partnership working.
- Domestic violence against men. Olwen Kelly referred to the support offered to male victims and confirmed that whilst this did occur, domestic violence was predominately against women. With regards to the equality breakdown of victims, Olwen Kelly confirmed that victims came from a range of age, religion and ethnicity.
- Review of policies within Housing and Children Services with regards to service provision to domestic violence victims. Olwen Kelly advised the best way to support victims was when they were able to remain in their own homes. She referred to the often slow process of the Criminal Justice system.

Resolved: (1) That Councillor Fionuala Foley, Cabinet Member, Children Services be requested to examine policies within Housing and Children Services to ensure that they were aimed to improve support for domestic violence victims.

(2) That a report regarding the development of Reducing Domestic Violence Strategy to ensure children and young people's needs were taken into account, be submitted at a future meeting of this Committee.

(3) That Olwen Kelly, Swindon Women's Aid, be thanked for her presentation.

(4) That the Swindon Women's Aid report, be noted.

## 9.

### Children's Services Performance Report.

Sue Wald, Head of Commissioning - Children and Adults, presented a report updating Members of the Committee on the performance within all service commissioning for the period to February 2013. Members noted that the report had been structured to highlight the improvements that had been made, areas where further work would be undertaken and areas where further actions would be required to improve the programme.

The Committee welcomed the report and the Chair referred to a question submitted by Councillor Cindy Matthews regarding what actions were being undertaken to close the attainment gap at Key Stage 4 for pupils on free school meals. John Gilbert, Board Director Commissioning, advised that this was an area of concern for the Borough and that Ofsted had picked up on this as an issue nationally. He advised that work was being undertaken to address this issue across all Key Stages and referred to the detailed report to be submitted to the Committee in January 2014. He commented on the range of actions being undertaken, that included:

- Challenging all secondary schools to narrow the gap.
- Working with the Teaching School.
- Ofsted regional seminars, "Getting to Good".

In response to a query regarding the increasing birth rate and its relevant demographic breakdown, Sue Wald, Head of Commissioning – Children and Adults, confirmed that this rise was in part due to an influx of younger families to North Swindon and the Swindon population was younger than the national average. She referred to the information available in the Joint Strategic Needs Assessment. John Gilbert, Board Director Commissioning, commented on the increased pressure on schools due to the increase in birth rate.

The Committee noted the situation in North Swindon regarding the influx of commuters living locally but commuting outside the Borough for work purposes contrasting with the town centre where the local community with families lived and worked as they were unable to afford the higher house prices out of town.

In response to a question submitted by Councillor Cindy Matthews regarding actions being undertaken due to the decline in common assessment completion, Sara Tough, Head of Children and Families, confirmed that there was no statutory requirement to complete common assessments. She referred to common assessments being used by schools and partners as a means to provide support. She stated that there was a decline across all practitioners in conducting these assessments due to various factors including staffing levels and the complexity of the form. Sara Tough, Head of Children and Families, referred to a training programme that would emphasise the importance of conducting an assessment and sharing of information.

Resolved - That the performance data for the period end of February 2013, be noted.

## **10. Dates of Future Meetings**

Meetings of the Committee during the Municipal Year 2013/14 be held on:

Wednesday, 4<sup>th</sup> September 2013, 6.00 pm in Committee Room 6.  
Wednesday, 13<sup>th</sup> November 2013, 6.00 pm in Committee Room 6.  
Wednesday, 15<sup>th</sup> January 2014, at 6.00 pm in Committee Room 6.  
Wednesday, 5<sup>th</sup> March 2014, at 6.00 pm in Committee Room 6.

**ECONOMIC, ENVIRONMENTAL AND SUSTAINABILITY OVERVIEW AND  
SCRUTINY COMMITTEE**

**THURSDAY, 4 APRIL 2013**

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, Nicky Sewell and Steve Wakefield

Apologies for absence were received from Councillors .

**29. Declarations of Interest**

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. Councillor Cindy Matthews made a non-prejudicial declaration of interest in respect of Agenda Item No. 5 in her capacity as a member of the Swindon Allotment and Leisure Gardens Association (SALGA).

**30. Minutes**

Resolved – That the minutes of the meeting held on 7 February 2013, be confirmed and signed as a correct record.

**31. Public Question Time**

No public questions were received during the meeting.

**32. Allotments: Future Self-Management**

Councillor Fionuala Foley (Cabinet Member for Streetsmart and Corporate Services) and Richard Fisher (Streetsmart Service Delivery Manager) presented a report outlining proposals for the future management of Allotments, following a motion at Full Council on 20<sup>th</sup> September 2012 which stated that the Swindon Allotment and Leisure Gardens Association (SALGA) had expressed an interest in taking on the self-management of Swindon Borough Council's Allotments in June 2012.

A consultation exercise was carried out with allotment holders and 12 responses were received, of which 6 were in favour of self-management, 4 were against and 2 were undecided or had reservations. Following this consultation process, a number of options were taken into account and the preferred option presented to the Committee was to have a single body to administer and manage the allotments. Members of the Committee, however, felt that the response rate to the consultation had been very low and therefore the case for self-management had not been made. Feedback from the Allotment Forum meetings indicated that allotment holders were not happy with the current day to day support from the Council and Mr. Fisher added that it was difficult to support the infrastructure in competition with the other services provided by Streetsmart.

Councillor Foley added that SALGA had indicated an interest a few years ago but had recently lost a number of their committee members and were therefore not in such a strong position to take on the self-management of Allotments. Issues

and ideas raised by Members of the Committee included:-

- Explore the idea of a pilot in, say, Pickards Field;
- Allow the Charity sector to tender for it, for example, Leaves;
- Extend the consultation process and include this as part of the Big Conversation;
- Informing allotment holders, at the time of purchase, what services the fees did and did not cover;
- The reality of expecting an individual organisation to run the Allotments service for £12K;
- This was a statutory service and the Council subsidises the service by £48K;
- Whilst there was a waiting list, it was for specific plots and some had remained vacant for a while. Councillor Foley agreed to publicise these vacant plots in the Members Bulletin;
- This was not a high priority for the Streetsmart Team and had not been raised as a major issue.

The Committee agreed that it was necessary for further work to be undertaken on the report and that the above issues should be considered before being able to make a recommendation to Cabinet.

Resolved – That Members of the Environmental, Economic and Sustainability Overview and Scrutiny Committee request further information to be provided to them in order to make a recommendation to Cabinet on the future self-management of Allotments.

### **33. Mechanics Advisory Group Update**

The Chair updated Members of the Committee on the progress of the Mechanics Advisory Group since the last update given in December 2012. Following the recommendation of Cabinet that the Mechanics Advisory Group report should be referred to the Swindon Heritage Board for its consideration, a meeting had been held, and agreement reached, that the Mechanics Advisory Group and the Swindon Heritage Board should work together in order to consider the recommendations fully.

Councillor Mark Dempsey added that the Mechanics' Institution Trust were also represented at this working group and, at a recent meeting, following a presentation from a representative from the Heritage Lottery Fund, members were keen to work towards preparing a bid to undertake restoration work on the Mechanics Institute. There were two types of bid available and it was likely that a standard bid of between £2 – 5M would be submitted although it was anticipated that approximately 10% of the total cost would have to be found elsewhere. Funding would also be subject to ensuring that a long term sustainable solution be identified for the building. Members of the Committee acknowledged that progress was being made and requested that update reports be submitted to this Committee.

Resolved – (1) That Members of the Economic, Environmental and Sustainability Overview and Scrutiny Committee note and welcome the progress made by the Mechanics Advisory Group.

(2) That progress reports continue to be submitted to the Economic, Environmental and Sustainability Overview and Scrutiny Committee.

### **34. 175 Task Group Update**



The Chair gave a brief overview of the progress made by the Swindon 175 Task Group that was established by this Committee to consider the celebrations of the 175<sup>th</sup> anniversary of the Great Western Works in 2016. He added that the role of the Task Group was to focus upon the economic benefits to Swindon and to support organised events, such as a Royal visit, an educational programme and the development of a link with Shildon.

The Members of the Task Group included Councillors Peter Heaton-Jones (Chair), Steve Wakefield, Mike Bawden, James Robbins and Junab Ali and representatives from other organisations and individuals would be actively encouraged to participate in the Task Group. Two meetings had already been held and the minutes of these meetings were attached to the report for information. Members of the Committee noted the progress of the Task Group and congratulated them on their achievements to date, adding that this would be a focal point for celebrating Swindon's Heritage.

Resolved – That Members of the Economic, Environmental and Sustainability Overview and Scrutiny Committee note and welcome the progress made by the 175 Task Group.

### **35. Inward Investment**

Members of the Committee considered the Inward Investment report that contained information and evidence taken from a number of stakeholders during the Committee's review of Inward Investment that commenced in June 2011. The Chair asked Members of the Committee whether they wished to include any recommendations within the final report or whether it should remain as a live document with updates provided as and when appropriate. Issues raised by Members of the Committee included:-

- The need for cross party support;
- Any recommendations to reflect positively on Swindon;
- The need for updated information and data;
- Information around the electrification of the main railway line and its impact upon Inward Investment to be included within the report;
- Future updates to be reported to this Committee as not reported anywhere else;
- Issues around traffic and congestion within the town to be included within the report;
- The need to continue to work with businesses and partners to encourage Inward Investment into Swindon;
- This continues to be an ongoing process.

The Chair concluded that it would be necessary to submit the report to Cabinet and that he would work with the Vice-Chair and the Lead Member to finalise the report. The Committee also agreed that this would be an on-going process and future updates would be submitted to this Committee.

Resolved – (1) That the Chair, Vice-Chair and Lead Member finalise the Inward Investment report for submission to Cabinet.

(2) That further progress updates relating to Inward Investment be submitted to the Economic, Environmental and Sustainability Overview and Scrutiny Committee.



**SAFER AND STRONGER COMMUNITIES OVERVIEW AND SCRUTINY  
COMMITTEE**

**THURSDAY, 7 MARCH 2013**

PRESENT:- Councillors Brian Ford (Chair), Robert Wright (Vice-Chair), Abdul Amin, John Ballman, Alan Bishop, Toby Elliott, Mary Friend, John Haines, Colin Lovell, Ann Richards, Joe Tray and Julie Wright

**88. Minutes**

Resolved - That the minutes of the meeting held on 24<sup>th</sup> January 2013 be confirmed and signed.

**89. Declarations of Interest**

There were no declarations of interest.

**90. Public Question Time**

There were no public questions

**91. Neighbourhood Justice Panels**

The Head of Public Protection and Streetsmart submitted a report which provided an update on the implementation of Neighbourhood Justice Panels in Swindon. Simon Evans, the Council's Anti-Social Behaviour Manager explained to the Committee that in January 2012, Swindon was chosen by the Ministry of Justice as one of the 15 test areas for the trial of the Neighbourhood Justice Panels. The Neighbourhood Justice Panels are a government trial to test out the concept of restorative justice delivered by members of the community to tackle low level offending and anti-social behaviour.

Mr Evans reported that Swindon is by far the lead test area for the Ministry Of Justice, currently across England 40 Neighbourhood Justice Panels have been completed across all the 15 areas, of these Swindon has completed 30.. The majority of cases, 80%, have been referred by the police the remainder by Anti-Social Behaviour Unit Housing in neighbourhood nuisance cases

Over the last 12 months there has been a 36% reduction in Anti-Social Behaviour in Swindon, whilst this cannot all be attributed to the Neighbourhood Justice Panels it has contributed significantly to this especially in the way the panels tackled the town centre street drinkers.

Mr Evans went into further detail on the Council referred Panels. Representatives from the Police and Mr Evans answered Councillors questions about Neighbourhood Justice Panels and restorative justice in general.

Resolved – (1) That the report be noted.

(2) That a further report concerning Neighbourhood Justice Panels be submitted to

this Committee in approx. nine months time.

## **92. Closed Circuit Television (CCTV) Strategy**

The Head of Public Protection and Streetsmart submitted a report providing this Committee with an update on the CCTV strategy for Swindon. The report outlined enhancements to the CCTV cameras already present in the Swindon town centre.

Phil Smith commented that the CCTV strategy aims to aggregate the existing outdoor public space CCTV cameras owned and operated by Zurich UK Life Centre, The Parade Shopping Centre, Brunel Shopping Centre, and the council's 6 car park locations at Carlton (including the Bus Station), Brunel West, Brunel North, Spring Gardens, Fleming Way and Wyvern. Images from Zurich, The Parade, and Brunel Shopping Centre are to be transmitted back in real time to Swindon Commercial Services Limited monitoring facilities at Waterside Park. There is currently discussion with Zurich UK Life about the timing of the works. All the other sites are being progressed with works due to be completed in the Spring of 2013.

The strategy aims link up the 78 cameras in the car parks, 10 cameras at The Parade, 8 cameras at Zurich and 8 at Brunel and a further 5 new cameras to be installed in the Town Centre covering Commercial Road, Canal Walk and Regent Street whereby currently there no public space surveillance cameras.

The CCTV will be used to pro-actively monitor crime and disorder within the town centre, for crowd safety during large events and to manage and direct emergency services in the event of a major incident.

The CCTV strategy seeks to include public WiFi infrastructure at Regent Street if it can be included in the camera installation works at nominal incremental cost and where an operator of public WiFi services can be interconnected at a suitable point of egress.

Phil Thomas undertook to provide the Committee with details of the current contractor and whether any other company was invited to complete the works.

Councillor Heenan asked that the unit costs for extending the scheme outside of the Town Centre be forwarded to members of the Committee.

Resolved – That the CCTV Strategy, as attached as Appendix 1 to the report, be noted.

## **93. Wiltshire Police Q & A**

Chair's CommentsCouncillor Bob Wright made reference to the displacement of prostitution and the Police proposal to move people travelling out of the Town Centre to "red" routes. Representatives from the Police replied there was a need to

disperse people away from the Town Centre and that the police were fully engaged with the Council's licensing function

**94. Chair's Comments**

The Chair thanked the Committee for all their hard work during the year and commented that he would liaise with the Scrutiny Officer to prepare an Annual Report.

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## **Section 3**

# **Regulatory Committee Minutes**

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**PLANNING COMMITTEE**

**TUESDAY, 9 APRIL 2013**

PRESENT: - Councillors Brian Ford (Vice-Chair), Steve Allsopp, Abdul Amin, Paul Baker, John Ballman, Toby Elliott, Colin Lovell (Chair), Dale Heenan, Richard Hurley, Nick Martin, Teresa Page, Nicky Sewell, Peter Watts and Keith Williams.

Apologies for absence were received from Councillor Vera Tomlinson.

**198. Declarations of Interest**

Councillor Page made a personal and prejudicial interest in respect of application numbered S/13/94.

Councillor Sewell made a personal but not prejudicial interest in respect of application numbered S/COND/13/195

**199. Minutes**

Resolved – That the minutes of the meeting held on 12<sup>th</sup> March 2013, be confirmed and signed.

**200. Public Question Time**

Steve Harcourt, Swindon, asked if the Wichelstowe Design Codes has been adopted. The Head of Planning replied that they had been adopted.

**201. 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;
- (d) The comments of Councillor Bawden in respect of application numbered S/COND/13/195
- (e) The comments of Councillors Crabbe and Richards in respect of application numbered S/13/58
- (f) The comments of Councillor Crabbe in respect of application numbered S/13/94
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/COND/13/195	Wendy Right	Coate Residents Assoc
S/13/58	Hari Dosa	Applicant
	John Newman	Wroughton Parish Council
	Chris Kennedy	Wroughton Parish Council

S/13/94

Mr Allen  
John Newman  
Chris Kennedy

Applicant  
Wroughton Parish Council  
Wroughton Parish Council

Resolved – (1) That, in respect of application numbered S/COND/13/195, this Committee:

(a) Approves the Phase 1 Design Code and discharges condition 5 of outline planning permission S/10/0842, insofar as it relates to this phase of development.

(b) Requests the Head of Planning to ensure that residents in the existing properties in Coate Lane are fully consulted in respect of proposed development at the northern edge through a local meeting to be arranged prior to the consideration of detailed plans for that area to discuss materials, scale and design.

(c) Adopts for Development Control purposes the Phase 1 Design Code, and confirms that all subsequent reserved matters applications for development within the Code area shall be required to comply with the Code unless it can be demonstrated, to the satisfaction of the Local Planning Authority, that individual site circumstances justify a minor departure from it; and

(d) Authorizes the Head of Planning to carry out monitoring and an annual review of the Design Code in order to ensure the delivery of a high quality development and a sustainable community.

(2) That permission be granted in respect of application numbered S/13/58 subject to the conditions set out in the Committee report.

(3) That, in respect of application numbered S/13/94:

(a) This Committee confirms that the plans submitted accurately reflect the area and proposed development and do not misrepresent the building.

(b) Planning permission be granted subject to the conditions set out in the Committee report.

## **202.**

### **Swindon Town Centre Masterplan**

On consideration of (a) a report of the Board Director, Commissioning detailing the process behind the production of the Swindon Town Centre Masterplan, and the public and business consultation which informed it, and (b) the comments of Councillor Moffatt who requested that his opposition to a canal running through any part of the Ward which he represents be recorded.

It is noted that the Swindon Town Centre Masterplan is not a development plan document but will be accorded appropriate weight as a relevant document to guide decisions made on planning applications.

The Plan was approved at the Cabinet meeting held on 20<sup>th</sup> March, 2013.  
(Cabinet minute 120, 2012/13 refers)

Resolved – That this Committee:

(1) Notes the details of the Town Centre Masterplan consultation responses at Appendix 1 to the report;

(2) Authorises the Head of Commissioning: Economy and Attainment to make minor changes to the content of the Town Centre Masterplan, in consultation with the Cabinet Member for Regeneration, as appropriate prior to publication; and

(3) Authorises the Head of Planning, in consultation with the Director of Law and Democratic Services, and the Cabinet Member for Strategic Planning and Sustainability, to use the Masterplan in conjunction with the Central Area Action Plan (2009) to inform negotiations with developers for planning applications relating to the town centre, and as the basis for Development Briefs on priority redevelopment sites.

### **203. Proposed Development on land at Eldene Drive**

The Head of Planning in an oral presentation reminded the Committee that it authorised the grant of permission for a Foodstore (Morrisons) and 3 retail units at Eldene Drive at the October 2013 meeting, with an update at the December meeting. A S106 Agreement was completed and permission granted on 19<sup>th</sup> December 2013.

The Head of Planning advised that the decision had been challenged and an application had been made for a Judicial Review of the decision. The Council and the applicant have countered this challenge and are waiting to hear whether leave will be granted to Review the decision. This is not a right, but at the Court's discretion.

Whilst not conceding the decision process was flawed, the applicant has submitted a new application for the Planning Authority to determine the scheme afresh.

The committee were advised that the consultation period had now ended. No significant new comments had been received and the Member call in period had passed. No Member had called it in and The Head of Planning advised that he is minded to determine the application under delegated powers.

The Committee noted the update and agreed they were content for the decision to be made under delegated authority and did not require the application to be brought before them for determination

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**PLANNING COMMITTEE**

**TUESDAY, 7 MAY 2013**

PRESENT: - Councillors Steve Allsopp, Abdul Amin, Paul Baker, Toby Elliott, Colin Lovell (Chair), Dale Heenan, Richard Hurley, Teresa Page, Nicky Sewell, Vera Tomlinson, Peter Watts and Keith Williams.

Apologies for absence were received from Councillors Brian Ford, John Ballman and Nick Martin.

**204. Declarations of Interest**

Councillor Baker made a declaration of personal and prejudicial interest in respect of Agenda Item No. 7 and left the room during the discussion and voting thereon.

**205. Minutes**

Resolved – That the minutes of the meeting held on 9<sup>th</sup> April 2013, be confirmed and signed.

**206. Public Question Time**

Brian Cockbill, Stratton asked a series of questions concerning the future of the Planning Committee.

The Chair and the Head of Planning responded at the meeting.

**207. 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 application numbered S/13/331 subject to the conditions listed in the Committee report.

**208. Draft Local Development Orders for Groundwell Industrial Estate, Dorcan Industrial Estate and the Swindon BMW Plant**

The Head of Planning submitted a report seeking approval for the Draft Local Development Orders for Groundwell Industrial Estate, Dorcan Industrial Estate and the Swindon BMW Plant and accompanying documents to be made available for public consultation.

Resolved – That this Committee agrees that:

- (1) the Head of Planning be authorised to make the Draft Local Development Orders and accompanying documents available for public consultation for a period of six weeks as soon as is practicable;

- (2) the Head of Planning be authorised to make minor drafting or typographical changes to the content of the document if required prior to public consultation;
- (3) the results of the public consultation are reported to this Committee along with the final version of the Local Development Order, which will incorporate consultation issues as appropriate; and
- (4) that the Head of Planning be authorised to carry out the steps detailed in paragraphs 3.1 to 3.3. of the report.
- (5) that the Head of Planning investigate the possibility of setting up a structure to coordinate improvements to the public realm at the sites.

**LICENSING COMMITTEE**

**FRIDAY, 17 MAY 2013**

**PRESENT:-** Councillors Michael Dickinson (Chair), Abdul Amin, Junab Ali, John Ballman, Roderick Bluh, Alan Bishop, Michael Bray, John Haines, Peter Heaton-Jones, Derique Montaut, Vera Tomlinson, Steve Wakefield and Robert Wright.

Apologies for absence were received from Councillors Andrew Bennett and David Wood.

**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. Minutes**

Resolved – That the minutes of the meeting held on 18<sup>th</sup> May 2012, be confirmed and signed as a correct record.

**3. Public Question Time**

No public questions were received during the meeting.

**4. Local Government Act 1989 - Section 15: Political Balance Arrangements**

Resolved – That, further to Minute 10(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

**5. Appointment of Sub-Committees and Panel**

Resolved – (1) That an Ad Hoc Licensing Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2013/14” and comprising Councillors Abdul Amin, John Ballman, Alan Bishop, Mick Bray, Peter Heaton-Jones, Vera Tomlinson and Bob Wright.

(All Councillors serving on the Licensing Committee be appointed as substitutes to their respective political group.)

(2) That a Licensing Panel be appointed having the functions set out in the document “Swindon Council Constitution 2012/13” and comprising three Councillors to be drawn from Members of this Committee.

(3) That a Private Hire/Hackney Carriage Licensing Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2013/14” and comprising Councillors Junab Ali, Andrew Bennett, Alan

Bishop, Roderick Bluh, John Haines, Derique Montaut and Steve Wakefield.

(All Councillors serving on the Licensing Committee be appointed as substitutes to their respective political group.)



**LICENSING COMMITTEE**

**THURSDAY, 30 MAY 2013**

PRESENT:- Councillors Junab Ali, Abdul Amin, John Ballman, Andrew Bennett, Alan Bishop, Roderick Bluh, Michael Bray, Michael Dickinson, John Haines, Peter Heaton-Jones, Derique Montaut, Vera Tomlinson, Steve Wakefield and Robert Wright.

An apology for absence was received from Councillors David Wood.

**6. 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.

**7. Public Question Time**

No public questions were received during the meeting.

**8. The Establishment of Markets in Swindon Town Centre**

The Committee considered (a) a report of the Head of Public Protection and Streetsmart setting out (i) the results of a public consultation relating to markets in the town centre, (ii) a review of options available for the provision of markets in locations within the town centre, (b) an oral report of the Chair and Members of the Town Centre Market Working Group, and (c) a request from the Head of Public Protection and Streetsmart to formally consult on the establishment of markets in the Town Centre.

Resolved – (1) That the report and its contents be noted.

(2) That the results of the public consultation meetings relating to the establishment of markets in the town centre, as set out in Appendix A to the report and tabled papers be noted.

(3) That the options for the establishment of markets, as set out in Appendix B to the report, be approved for consultation within the following streets, Canal Walk, Havelock Square, Havelock Street, Fleet Street, Theatre Square, Regent Street (the area around the Town Centre Cenotaph) and Bridge Street and that Officers be authorised to advertise the proposal that these streets are redesigned from Prohibited Streets to Consent Streets for the purpose of Street Markets.

(4) That further to (3) above, and following the conclusion of a 28 day consultation period, a further report be submitted to this Committee on 10<sup>th</sup> July 2013, setting out the results of the consultation and setting out a recommendations for the redesignation of streets within the town centre for the purposes of the establishment of a street market.

(5) That, further to (3) above, the Head of Public Protection and Streetsmart be requested to prepare a report setting out (a) Street Market Trading Policy and Service Level Agreement, (b) a Fee Structure for Street Markets, and (c) a review of logistical requirements required for street markets including access to an electricity supply and a review of street furniture within the consultation streets.

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**LICENSING PANEL**

**FRIDAY, 22 MARCH 2013**

PRESENT:- Councillors John Ballman, Andrew Bennett and Richard Hurley.

**72. Appointment of Chair**

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

**73. Minutes**

Resolved – That the minutes of the meetings held on 22<sup>nd</sup>, 23<sup>rd</sup> 25<sup>th</sup> and 30<sup>th</sup> January 2013 be accepted as a correct record.

**74. 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.

**75. Application for a Premises Licence for 37-38 Fleet Street, Swindon, together with a copy of each relevant representation made and supporting documents**

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application for a Premises Licence for 37-38 Fleet Street, Swindon, (b) written objections to the grant of the Premises Licence from Wiltshire Constabulary Mr. Mervyn Claxton (Local Resident) and Mr. Paul Mellor (Chair of Pub Watch), (c) oral submissions by Sergeant Graham McLaughlin, Sian Kalyuka and PC Andy Alexander (Wiltshire Constabulary) in support of their objection and setting out proposed conditions to be appended to any Premises Licence granted, (d) submissions received in support of the application received from Mr Di Liso (applicant) and his solicitor, (e) oral representations from Councillor Bob Wright (Ward Councillor) in respect of the application, (f) questions from Members to the applicants, Wiltshire Constabulary and the representatives of the applicants and answers received, and (g) the Council's procedure for licensing hearings, Government Guidance and the Council's Licensing Policy.

Resolved - After considering: -

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

And taking into account: -

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

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

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

The Panel has determined that the Premises Licence be granted for the following hours:

1. The permitted hours for the sale of alcohol be:  
Tuesday to Wednesday 21:00 until 02:00 (the following morning).  
Thursday to Saturday 21:00 until 04:00 (the following morning)  
Sundays prior to Bank Holidays 21:00 until 04:00 (the following morning).

### Reasons

(i) The Panel considered Police evidence setting out the Hours of incidents in the Fleet Street area but weighed this against the lack of evidence in support of a contention that the applicant would be unable to manage the premises during the hours of operation requested or that he was likely to manage them in a manner that would increase public disorder. In determining the hours of operation the Panel also had regard to assurances from the applicant as to the target customer base and the type of refreshment to be offered.

(ii) Evidence put forward by the Police regarding the club previously using the premises and former management was noted but the Panel considered this in the light of evidence from the applicant that the former management of Angelo's Nightclub would have no role in the current club's operation. Such evidence was not disputed by the Police.

2. The permitted hours for regulated entertainment to recorded music and performance of dance be:  
Tuesday to Wednesday 21:00 until 02:00 (the following morning).  
Thursday to Saturday 21:00 until 04:00 (the following morning)  
Sundays prior to Bank Holidays 21:00 until 04:00 (the following morning).

### Reason

The Panel considered Police evidence setting out the Hours of incidents in the Fleet Street area but weighed this against the lack of evidence in support of a contention that the applicant would be unable to manage the premises during the hours of operation requested or that he was likely to manage them in a manner that would increase public disorder. In determining the hours of operation the Panel also had regard to assurances from the applicant as to the target customer base and the type of refreshment to be offered.

(ii) Evidence put forward by the Police regarding the club previously using the premises and former management was noted but the Panel considered this in the light of evidence from the applicant that the former management of Angelo's Nightclub would have no role in the current club's operation. Such evidence was not disputed by the Police.

2. That the conditions agreed by the applicant and appended to his application be agreed.

### Reason

The Panel agreed that the conditions put forward by the applicant were relevant to the good management of the club.

3. That conditions 1, 2, 3, 5 8 9 and 10 put forward by the Police and agreed by the applicant be approved.

#### Reason

The Panel noted these conditions had been agreed between the applicant and the Police and concurred that the conditions put forward were relevant to the good management of the club.

4. That condition 4 put forward by the Police shall be imposed.

#### Reasons

(i) The Panel noted the evidence from the applicant with respect to the nature of clientele and the type of refreshment to be served at the club. However given the location of the club in the Night Time Economy area and given evidence from the Police as to the success of similar conditions elsewhere in this area the Panel determined that it was prudent, on public safety grounds, to approve this condition.

(ii) The Panel was mindful of comments from the applicant that if such a condition were imposed that he would purchase high quality polycarbonate shatter-to-safe glasses, and in these circumstance the Panel did not feel the condition was disproportionate.

5. That there shall be a minimum of 4 SIA registered door supervisors, excluding the Premises DPS, on duty from 22:00 on a Thursday, Friday, Saturday or any session which begins on a Sunday prior to a Bank Holiday. The manager shall undertake a Risk Assessment of Door Staff provision at all times.

#### Reason

(i) The Panel considered evidence from the applicant and the Police regarding the appropriate level of door supervisors to be on duty. The Panel considered that four door supervisors would be appropriate given the duties to be undertaken and given the premises was split over two floors. The Panel also took into account the capacity of the club and its location.

(ii) The Premises DPS was excluded from being a Door Supervisor for the purposes of this calculation as it was considered that he should not be distracted from his duties of supervision and management.

(iii) The Panel determined that although the specification a minimum level of Door Supervision was necessary the management still had a duty to undertake risk assessments to ensure that this was sufficient to uphold the licensing objectives.

6. That there shall be a last entry time for admission to the premises of

02:30.

Reason

The Panel considered both the submission of the applicant against the imposition of a last entry time and police submissions on the Hours of incidents in the Fleet Street area. The Panel determined that a last entry time would assist in the maintenance of the licensing objectives.

7. That the applicant's offer of a maximum capacity for the venue of 120 patrons plus staff be agreed and imposed on the Premises Licence.

Reason

The Panel accepted the applicants offer to limit the capacity of the club as useful in helping the management maintain the licensing objectives and noted that the Police did not object to the offer made.

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

**APPOINTMENTS COMMITTEE**

**FRIDAY, 17 MAY 2013**

PRESENT:- Councillors David Renard (Chair), Mike Bawden, Ray Ballman, Mark Dempsey, Claire Ellis, Fionuala Foley, Jim Grant, Russell Holland, Richard Hurley, Cindy Matthews, Brian Mattock, Des Moffatt, Stan Pajak, Garry Perkins and Kevin Small.

**1. Minutes**

Resolved – That the minutes of the meeting held on 18<sup>th</sup> May 2012, be confirmed and signed.

**2. Declarations of Interest**

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

**3. Public Question Time**

No public questions were received during the meeting.

**4. Local Government Act 1989 - Section 15: Political Balance Arrangements**

Resolved – That, further to Minute 10(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

**5. Appointment of Sub-Committees**

Resolved – (1) That a Chief Officer Appointments Sub-Committee be appointed having the functions set out in the document “Swindon Borough Council Constitution, 2013/14” and comprising Councillors Claire Ellis, Jim Grant, Brian Mattock, Des Moffatt, Garry Perkins, David Renard and Kevin Small.

(All remaining Members of the Cabinet and Conservative Group Members serving on the Committee and the Members of the Labour Group to be appointed as deputies.)

(2) That a Deputy Chief Officer Appointments Sub-Committee be appointed having the functions set out in the document “Swindon Borough Council Constitution, 2013/14” and comprising Councillors Claire Ellis, Jim Grant, Brian Mattock, Des Moffatt, Garry Perkins, David Renard and Kevin Small.

(All remaining Members of the Cabinet and Conservative Group Members serving on the Committee and the Members of the Labour Group to be appointed as deputies.)





**APPEALS COMMITTEE**

**FRIDAY, 17 MAY 2013**

PRESENT:- Councillor Maureen Penny, Councillor Abdul Amin, Councillor Alan Bishop, Councillor Roderick Bluh, Councillor Wayne Crabbe, Councillor Toby Elliott, Councillor John Haines, Councillor Cindy Matthews, Councillor Rochelle Russell, Councillor Vera Tomlinson, Councillor Joe Tray and Councillor Peter Watts.

Apologies for absence were received from Councillor Paul Baker, Councillor Rex Barnett and Councillor Andrew Bennett.

**1. Minutes**

Resolved – That the minutes of the meeting held on 18<sup>th</sup> May 2012, be confirmed and signed as a correct record.

**2. Declarations of Interest**

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

**3. Public Question Time**

No public questions were received during the meeting.

**4. Local Government Act 1989 - Section 15: Review of Political Balance Arrangements**

Resolved – That, further to Minute 10(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

**5. Appointment of Sub-Committees**

Resolved – (1) That an Ad Hoc Appeals Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2013/14” and comprising Councillors Junab Ali, Abdul Amin, Paul Baker, Andrew Bennett, Alan Bishop, Wayne Crabbe and Vera Tomlinson.

(Deputies: All remaining Members of their respective Groups.)

(2) That an Education Appeals Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2013/14” and comprising 3 Councillors to be drawn from Councillors Abdul Amin, Paul Baker, Rex Barnett, Andrew Bennett, Alan Bishop, Roderick Bluh, Wayne Crabbe, Toby Elliott, John Haines, Cindy Matthews, Maureen Penny, Rochelle Russell, Vera Tomlinson, Joe Tray and Peter Watts.

(Deputies: All remaining Members of their respective Groups.)

(3) That an Introductory Tenancy Review Board be appointed having the functions set out in the document "Swindon Council Constitution 2013/14" and comprising 3 Councillors Abdul Amin, Paul Baker, Rex Barnett, Andrew Bennett, Alan Bishop, Roderick Bluh, Wayne Crabbe, Toby Elliott, John Haines, Cindy Matthews, Maureen Penny, Rochelle Russell, Vera Tomlinson, Joe Tray and Peter Watts.

(Deputies: All remaining Members of their respective Groups.)

(4) That a Social Services Review Panel be appointed having the functions set out in the document "Swindon Council Constitution 2013/14" and comprising 3 Councillors to be drawn from Councillors Abdul Amin, Paul Baker, Rex Barnett, Andrew Bennett, Alan Bishop, Roderick Bluh, Wayne Crabbe, Toby Elliott, John Haines, Cindy Matthews, Maureen Penny, Rochelle Russell, Vera Tomlinson, Joe Tray and Peter Watts.

(Deputies: All remaining Members of their respective Groups.)

(6) That a Staff Appeals Sub-Committee be appointed having the functions set out in the document "Swindon Council Constitution 2013/14" and comprising Councillors Andrew Bennett, Alan Bishop, Wayne Crabbe, Cindy Mathews, Rochelle Russell and Joe Tray.

(Deputies: All remaining Members of their respective Groups.)

## **Section 4**

# **Children Services Bodies Minutes**

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**SCHOOLS FORUM**

**TUESDAY, 5 MARCH 2013**

**PRESENT: -**

**School Members:** Steve Colledge, Chair - Academy Headteacher  
Paul Boyles, Vice-Chair - Academy Governor  
Chris Davis, Primary Headteacher  
Rhian Cockwell, Primary Headteacher  
David Easter, Primary Governor  
Robert Jackson, Primary Governor  
Rachael Matthey, Secondary Headteacher  
Julie Tridgell, Secondary Headteacher  
Jackie Smith, Special Headteacher  
Richard Marshall, PRU  
Lynne Fletcher, Academy Headteacher  
Nick Capstick, Academy Headteacher  
Wendy Conaghan, Academy Headteacher  
Andy Hazelton, Academy Governor

**Non-School Members:** Peter Smith, Trade Unions  
Debbie Waldron, Early Years Representative  
Andrew Miller, 16-19 Partnership  
Graham Taylor, 16-19 Partnership  
Ram Thiagarajah, BME

Councillor David Renard (Cabinet Member for Children's Services) was also in attendance

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

Apologies for absence were received from Janet Urban (Primary Headteacher), Alison Lowe (Primary Headteacher), Derek Fry (Special Governor), Lauren Connor (Academy Headteacher) and Andrew Wild (Diocese - Clifton).

**21. Minutes of Previous Meeting**

Resolved – That the minutes of the meeting held on 15<sup>th</sup> January 2013, be confirmed and signed as a correct record, subject to a correction to the Officer title in Minute 19 (14) to be 'Head of Commissioning – Economy and Attainment'.

**22. Retained DSG 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 advised that since the last report to the Schools Forum there had been a further improvement of £0.141m in the retained DSG, giving a total underspend of £1.641m. Annex A to the report set out detailed information on the changes, which were primarily due to a further underspend in the Education Other Than at School (EOTAS) budget and reduced demand on the Out of Borough Placements budget. In addition there was a balance of £0.33m brought forward from 2010/11 and 2011/12.

The Forum's approval was sought to use part of the underspend within the EOTAS service for a scheme to upgrade teaching facilities, reduce health and safety risks and create a dedicated support hub at the Stratton Education Centre. There was insufficient time to put the contracts in place by the end of the year, but it was suggested that EOTAS be able to use monies for the project up to the value of their final year end underspend (currently £78k), subject to the Forum Chair approving a fully costed business case. This proposal was supported by the Forum.

It was noted that at the last meeting it was agreed that £900k of the project underspend be distributed to schools in 2013-14 via the local formula by temporarily increasing the primary basic per pupil entitlement rate (BPPE), and subject to a benchmarking exercise it was intended to recommend similar for 2014-15. However, the latest information provided by the Department for Education on the balance of funding compared to other Authorities, showed that it might be appropriate to look at other options if looking to ease transition through to a national formula. It was agreed that these options should be considered at the meeting in October 2013.

Resolved – That the Schools Forum:

- 1) Notes that based on information available at the end of January 2013, an in-year underspend of approximately £1.641m is projected against the 2012/13 retained DSG budget.
- 2) Notes that a total of £0.333m remains available from 2010/11 and 2011/12.
- 3) Notes that the total balance of retained funding is available for redistribution is estimated at £1.974m.
- 4) Notes that as confirmed at the last Schools Forum meeting £0.900m of the above funding will be distributed to primary settings in their 2013/14 funding allocations, leaving a balance of £1.074m.
- 5) Approves in principle that funding up to a value of the final year end underspend on the EOTAS service, estimated at £78k, is allocated in 2013/14 to fund improvement works at the Stratton Education Centre, subject to the Chair of the Schools Forum approving a fully costed business case.
- 6) Approves in principle that the balance of funding estimated at £1m be allocated in 2014/15 to meet the requirements of further changes arising from the school funding reform programme, and a report come back to the Forum at the October 2013 meeting to discuss the options.

## **23. Early Education Funding for Disadvantaged Two Year Olds 2013-14**

The Forum considered a report from the Head of Finance – Education and Innovation, on the proposed hourly rate to be paid to providers of Free Early

Education provision for disadvantaged two year olds from 1<sup>st</sup> April 2013, and the wider implications of the funding.

It was noted at the last meeting that free early education would become a statutory entitlement for eligible two year olds from 1<sup>st</sup> September 2013 (looked after children and those meeting 'free school meals entitlement'), with the local authority required to secure provision. The local authority had been allocated £1,425,387 to fund the full cost of the first 20% of pupils (503) places and £559,569 trajectory building funding to begin developing additional capacity. Current take up was 131 places. It was anticipated that the level of funding for 2014/15 (for 924 places) would also be above the level of take up. The local authority had two years to bring up the participation rate, as it was anticipated that places would be funded on actual take up from 2015/16.

Mr Haley advised that the DSG was not ring-fenced and the funding for two year old placements could be used for other purposes. In addition, it was important not to set rates at a high level in line with the level of funding available, if this could not be sustained in future years.

In discussion of what level to set rates at, it was noted that the current funding rate was £4.97, which was lower than the national rate of £5.09. The Forum noted comparisons to other South West area, including information which had been received since the publication of the agenda, giving a regional average hourly rate of £4.99. It was recommended and agreed that the hourly rate of £4.95 was appropriate to be introduced from 1<sup>st</sup> April 2013, with an additional retrospective £0.40 to be paid towards the end of the financial year. It was felt that this would help providers to establish running costs based on the sustainable rate.

As there are likely to be considerable surpluses from this funding in the next two years, it was suggested that the funding could be used to cover the local authority's high needs post 16 responsibility, for which there was a projected shortfall in funding, which was the subject of a separate report.

Nick Capstick expressed concern that there was an urgent need to identify potential clients and to publicise places, so that potential service providers were not putting staff and spaces in place which would not be used. He suggested that some of the funding be used on developing a mechanism to better identify clients and on a project officer to ensure publicity was sufficient.

Paddy Bradley (Head of Commission – Economy and Attainment) advised that activities were already taking place to improve take up and the local authority held the information of families who were eligible. Rather than commit additional funding without understanding the issue, he suggested he discuss with Nick Capstick after the meeting the barriers he envisaged in identifying recipients, and would also check on the principle if any of the funding could be used for project officer. Steve Haley advised that his understanding was that the trajectory fund could be used in this way if required, but not the other allocation, but that this would be checked.

Resolved – That the Schools Forum:

- 1) Agrees the following rates for 2013/14 to be paid to providers of Free Early Education provision for disadvantaged two year olds from 1<sup>st</sup> September 2013:
  - A standard hourly rate of £4.95

- An additional retrospective top up rate of £0.40 per hour to be paid at the year end.
- 2) Agrees to review both rates prior to commencement of the 2014/15 financial year.
- 3) Notes the significant underspend likely on 2 year old provision compared to the DSG funding made available in 2013/14 and 2014/15.
- 4) Requests that the Head of Commissioning, Economy and Attainment discuss with Nick Capstick issues for providers in identifying prospective clients for places and publicising information to them and check if the funding allocation can be used for this purpose, and report back to the Forum at the next meeting.

## **24. Post 16 High Needs Funding**

A report from the Head of Finance – Education and Innovation was tabled at the meeting, to advise Forum members of the new arrangements for funding high needs students aged 16-24 and the enhanced role for Local Authorities in commissioning education provision for such students. The report set out the potential impact of the new responsibilities and funding arrangements, and further work which was taking place.

The Forum heard that all post 16 funding payable to Local Authorities had now been included in the Dedicated Schools Grant from 2013/14. This included a 'place' plus approach for funding all high needs pupils. This had previously been funded through an SEN Block Grant, which was a historic figure not associated with need. Under the national formula Swindon had received £644k funding in 2012/13. In addition, Academies and Further Education Colleges had been funded directly by the Education Funding Agency (EFA) up to £19k with support above that level funding from the Specialist Placement fund.

The Forum was advised that the funding from 1<sup>st</sup> August 2013 was in 3 elements. Element 1 would be consistent across all types of provision (approximately £4,300). Element 2, for additional learning costs, would equate to around £6k per learner and be funded by the EFA, other than for out of borough placements. Element 3, the 'top up' for any further needs, would be funded by the Local Authority from its High Needs Block. The Forum also noted the new responsibilities for the Local Authority to commission places, and monitor places against agreed outcomes.

Mr Haley advised that there was a significant shortfall in the funding available to meet the new responsibilities for 2013/14 of approximately £543k. Representations had been made to the EFA on the allocation for post 16 funding and concerns that the information used by the EFA was incorrect. The outcome of these representations was awaited. It was noted that if the shortfall remained following these negotiations, the shortfall could be covered in the short-term by the additional funding included in the DSG for 2 year old provision.

Rachel Matthey expressed concern that this was not a sustainable position, and that there were already gaps in the pre-16 provision which could do with the additional funding, rather than it being used to fund post-16 provision.

Steve Haley confirmed that it was important for the EFA to get the calculation



correct for funding, in particular ahead of the introduction of a national funding formula. This was an issue being experienced by a number of Local Authorities. Officers would report back to the next meeting with an update on the position from the EFA, however use of the funding for 2 year old funding could cover the shortfall in the short term if necessary.

Steve College suggested that representatives of the Heads Associations should become involved in the F40 group to lobby at a national level for a revised baseline of funding for Swindon. It might be helpful for schools to provide specific examples which could be used to support the case which officers were making to local MPs and to the Government.

Resolved – That the Schools Forum:

- 1) Notes the new arrangements for funding high needs students 16-24 and the enhanced role of Local Authorities in commissioning education provision for high needs students aged 16-24.
- 2) Notes the potential impact on the overall DSG budget for High Needs Students (as set out in the next agenda item).
- 3) Notes the work completed to date with the Education Funding Agency.
- 4) Agrees to receive a further report on the next meeting of the Forum prior to setting funding rates for post 16 High Needs Students (HNS).
- 5) Request that Head of Commissioning, Economy and Innovation provide information to the Chairs of the Heads Associations on the potential for them to contribute to the work of the F40 group.

## **25. Dedicated Schools Grant and School Funding Reform 2013-14**

The Forum considered a report by Steve Haley (Head of Finance – Education and Education) updating the Forum on the 2013/14 Dedicated Schools Grant (DSG) settlement, and seeking approval for a number of budget changes. The Forum were also informed of the Department for Education (Dfe) Consultation ‘Review of 2013-14 School Funding Arrangements’ on which comments were sought by 26<sup>th</sup> March 2013.

Mr Haley talked members through the report, commenting on key issues and answering questions on each section. He highlighted changes since the last meeting in January 2013. The Forum considered each recommendation in turn and voted on each element of the funding formula and proposals.

The Forum made decisions in respect on the following matters:

Estimated DSG Funding available in 2013/14 - Mr Haley advised that he had been able to write out to all schools on 12<sup>th</sup> and 13<sup>th</sup> February 2013 giving their funding allocations in principle. It was noted that the total value of the DSG had increased from £144.6m reported at the last meeting to £145m. However, there was a shortfall of £0.543m in the allocation for post 16 high new responsibilities, which had become clearer since the last meeting, and had been discussed as part of the previous agenda item.

School Licenses – Central Items – The Forum noted that as Copyright Licensing

Agency and Music Publishers Association licences for schools would now be managed centrally by the DfE, £60k had been identified in the retained budget to meet the costs of paying subscriptions on behalf of all Swindon Schools and Academies. It was highlighted that this did not include all licences, and therefore schools needed to check arrangements for other licences they required.

Trade Union Release Time – Central Items – As at previous meetings there had not been a consensus view on the centrally funding trade union release time, the proposal before the Forum was for the money to be delegated out to schools and the LA administer any pooling arrangement required.

The Forum did not support this proposal, and voted to continue with the existing arrangement throughout 2013/14 financial year for the Local Authority to fund Trade Union release time from the retained underspend which would be carried forward at the end of the year, without the need for any school or academy contributions.

High Needs Funding, Notional SEN Budget –

Steve Haley explained the new school funding arrangements with each LA required to identify elements of funding within their local formula to make up a notional SEN budget, and to publish information on that budget. Mainstream schools would continue to fund the first £4k of the £10k of costs for all high needs pupils, with the additional £6k coming from the notional SEN budget.

For 2013/14 it was proposed that the notional SEN budget be made up from 100% of Low prior attainment funding, and 40% of Deprivation Funding. This would provide sufficient funding in most schools. However, in 18 settings it had been identified that costs would exceed funding. It was suggested that the LA allocate high incidence top up funding to these settings from the central SENRAP budget at a cost of £256,750, as set out in Annex A. The Forum voted to approve supporting additional funding in these setting.

Nylands Outreach Service for Emotionally Vulnerable Pupils - The Forum noted that this service was able to be treated as a Borough-wide High Need Commissioned Service at a cost in 2013/14 of £102,700, and this alleviated previous issues of administering top up fees and recharging under its previous designation as an Alternative Provision Service.

SENRAP Top Up Funding – Mainstream Settings – The Forum were advised of the minor changes to the SENRAP processes as set out in Annex E which would be implemented from 1<sup>st</sup> September 2013. It was noted that the funding from 1<sup>st</sup> April to 31<sup>st</sup> August 2013 would be allocated on current levels. The SEN Team would be issuing indicative SENRAP top up funding allocations to each setting at the start of 2013/14 and would indicate at the same time the process and timing of payments for top up fees.

Disadvantaged 2 Year Olds – Early Years – This had been the subject of a separate report and discussion on the agenda.

Three and Four Year Olds – Early Years – The Forum noted that the early years spending in 2013/14 on 3 and 4 year old free nursery entitlement was estimated at £7.5m and that it was anticipated that additional DSG would be provided to fully fund this.

Brimble Hill – High Needs Funding – It was noted that letters had been sent out to relevant headteachers on 12<sup>th</sup> February 2013 advising of the high needs places, top up rates and indicative funding allocations for each setting. Steve Haley advised that a query had been received from the Headteacher of Brimble Hill in the last few days on the allocation for the school. Alison Lowe advised that the issue raised was to be discussed at the next meeting of the Special Schools Headteachers Association (ASSH), but it was not anticipated there would need to be an amendment to the allocation. It was agreed that a representative of the LA would attend the meeting.

Uplands Special School Post 16 Funding – High Needs - The Forum approved the proposal for post-16 to be funded at the same rate as pre-16 placements at Uplands, giving total allocation of £2,947,266. This would give certainty to the school on the level of allocation, even the clarity was still being sought as to the general level of post-16 funding allocation from the EFA.

Mountford Manor SRP Funding – High Needs – It was noted that the EFA had confirmed this should be reclassified as an Alternative Provision setting. The Forum agreed in principle that a top up fee which equated to £11,760 per pupil be approved for 2013/14 for Mountford Manor, giving a total of £118,800. Steve Haley advised that he had a meeting with Nick Capstick this week to confirm the final figures at the school, and he would report back to the next meeting if there was any variation on this figure.

Alternative Provision – EOTAS - High Needs - The Forum had agreed the number of places and provisional top up rates at the last meeting for alternative provision settings. It was noted that the LA had been able to attract specific DSG allocations for the Marlborough House CAMHS service as well as the Hospital Service, and therefore 'place plus' funding was not required for these.

The Forum approved 2013/14 top up rates for Stratton PRU at £8,200 per pupil and Riverside at £8,400 per pupil. The report advised that the LA provision of £8,000 per pupil for Nylands PRU to cover services to pupils at risk of exclusion totalling £64k was sufficient to cover the annual costs of the service of £61,600. As a result it had been anticipated that no top up fees were required. However, there had been a question raised on this annual cost by the school. Steve Haley confirmed he was meeting with Nick Capstick from the White Horse Federation and it would be reported at the next meeting if there was any variation required.

Non-Exclusion Top ups – High Needs - The Forum noted the proposed per pupil funding rates as set out in Annex B to the report that would be used by the LA to recover funding where pupils were permanently excluded or placed in other Alternative Provision settings for fixed or short term periods. This approach had been approved by the EFA.

Mainstream Funding (Final Funding Values) – The Forum noted the final funding factors used to allocate 2013/14 mainstream funding allocations, set out Table 3 of the report. This figure still included the £23k distributed between schools which had previously been used to fund the Trade Union support. It was agreed that the reinstated service would be funded from the DSG underspend this year.

In relation to the level of funding available, it was recognised by the Forum that it would be increasingly difficult for smaller settings to be economically viable in the future, as MFG funding is tapered out.

Deferred Admissions – At the last meeting the financial implications of moving from a January to October PLASC count were raised. The situation had been reviewed by the Admissions and SENAT Manager, and it was noted that children where there were deferred admissions to a compulsory school age, were not included. It was suggested that the Schools Forum receive a report later in the year on options to allocate additional funding from 2014/15 onwards, so that any additional admissions between October to January and / or from October to May could trigger extra funding.

It was asked that the report when coming back not only look at trigger funding for reception age children, but also for other years where pupils are admitted above planned numbers such as a result of admission appeals, or admissions for looked after or military children.

Post 16 – Funding Shortfall – As set out in the earlier agenda item, the Forum noted that the LA was challenging the level of funding allocated by the EFA to cover the new post-16 responsibilities in 2013/14, which appeared to be £533k less than the new costs would be. The Forum noted that the intention would be to fund this from the surplus disadvantaged 2 year old funding throughout 2013/14 and 2014/15 if necessary, although this would not be their preferred option.

Department for Education (DfE) Consultation – The Forum were advised that a further consultation “Review of 2013/14 School Funding Arrangements” had been issued on 14<sup>th</sup> February. Appended to the consultation were graphs showing how other LAs were planning to use funding in October 2012, although it was recognised that there was likely to have been a change this this level. It was agreed that a sub-group of the Forum meet to agree a response to the consultation, which was required by 26<sup>th</sup> March. Steve Haley highlighted the factors on which Swindon in its October response had been different to other LAs, and it was noted that for future years it would be important to look at where the Authority might wish to adjust its DSG factors to be closer to others, to ease the way into a national formula.

Resolved - That the Schools Forum:

- 1) Notes that the estimated value of the 2013/14 DSG notional funding blocks has been revised to £145,014,351, an increase of £429,807 to the 15<sup>th</sup> January 2013 estimate.
- 2) Notes the new arrangements relating to School Licences.
- 3) Agrees that the Local Authority fund Trade Union release time for 2013/14 be funded from the retained underspend at a cost of £22,300, without the need for any school or Academy contributions.
- 4) Agrees the LA proposal to increase the centrally retained high needs budget by £256,750 in order to enhance notional SEN budgets to the 18 settings which have high proportions of statemented pupils (paragraphs 3.13-3.14 and Annex A of the report).
- 5) A representative of the LA attend the next ASSH (Association of Special School Headteachers) for a discussion and clarification of the funding position for Brimble Hill School and an update be reported to the next meeting.
- 6) Notes that the LA has reclassified the Nylands Outreach Service for Emotionally

Vulnerable primary age pupils as a Borough -wide commissioned high needs service and agrees the 2013/14 funding set out in paragraphs 3.15-3.16 of the report.

- 7) Notes an increase of £200,000 to the 2013/14 budget for 3 and 4 year old nursery provision bringing the total to £7,500,000, which it is anticipated will be met from additional grant.
- 8) Agrees that 2013/14 funding for post 16 pupils at Uplands should be at the same rate as pre-16 pupils thereby confirming the indicative funding allocation reported at the January Forum at £2,947,266.
- 9) Agrees 2013/14 top up fees as follows:
  - Mountford Manor SRP - £11,760
  - Stratton Pupil Referral Unit - £8,200
  - Riverside Anxious and Vulnerable Unit - £8,400
- 10) Notes that the LA has agreed with EFA that the Marlborough House CAMHS provision managed by the EOTAS can be funded as Hospital Education via a separate element of DSG which for 2013/14 is £276,315.
- 11) Notes the 2013/14 pupil funding values that will be recovered from mainstream settings for both permanently excluded pupils place at Stratton PRU and short term provision at Riverside, Nylands PRU and the Tuition Service, subject to the Head of Finance – Education and Innovation confirming the level of funding required for Nylands PRU with the White Horse Federation.
- 12) Notes the final 2013/14 mainstream formula funding factor values (Table 3) and allocations to mainstream settings (Table 4 and Annex C).
- 13) Notes the LA's intention to review the issue of deferred admissions prior to 2014/14 budget setting, and the report back on options consider where top up funding is appropriate where classes increase for other reasons, other than deferred admission.
- 14) Notes that the LA is in contact with the EFA regarding a potential shortfall in post 16 funding of £533k, as per the earlier report, and agrees the LA proposal on how, if necessary, this shortfall would be funded in 2013/14 from the surplus disadvantaged 2 year old funding throughout 2013/14 and 2014/15, as set out in paragraph 7.4 of the report.
- 15) Notes the scope and timescale of the latest DfE consultation "Review of 2013-14 School Funding Arrangements" as set out in Annex D to the report, and a sub-group of the Forum be set up to prepare a response by the deadline of 26<sup>th</sup> March 2013.

## **26. Forecasting of School Balances 2012-13**

The Forum considered a report from the Finance Manager – Education on the outcome of the latest monitoring exercise to measure the effectiveness of school financial planning and forecasting for school revenue balances.

It was noted that given the uncertainty over school funding which had arisen from the DfE school funding reform programme, the LA would not be exciting any clawbacks of 2012/13 school balances.

Due to workloads associated with the reform programme, it had not been possible for Officers to report in October on schools planned use of balances.

The end of year position was that 40 schools had been effective in the financial

planning. Only 10 schools would need to provide an explanation to the LA as to the difference in their budgets to estimate, assuming the final balances are in line with the December estimate. One school had moved from a surplus to a deficit forecast position without requesting the Director of Children Services to licence it and would need to provide additional information. The Forum noted that the forecast level for 31<sup>st</sup> March 2013 was expected to be £1.7m higher than the planned position reported in June 2012 when budgets were set.

It was recognised that the process was about supporting schools to be effective in financial planning. Paddy Bradley (Head of Commissioning – Economy and Innovation) advised that recent Ofsted inspections were looking at governance. Jackie Smith advised that ASSH had obtained a useful checklist for schools, which she would circulate.

Resolved - That the Schools Forum notes the indicative position regarding projected 31<sup>st</sup> March 2013 School Balances and that they are £1.7m higher in total than was assumed when school budgets were set in June 2012.

**SWINDON CHILDREN'S TRUST BOARD**

**THURSDAY, 14 MARCH 2013**

PRESENT: Liz Holmes, Valerie Johnstone (Governors), John Gilbert (Group Director), Paul Gregory (Equalities), Phil Thomas (Community Safety), John Popowicz (Fire Service), Mike Howard (LSCB), Councillor Claire Ellis, Bob Buckley (School Representative), Sharon Kirwan (Swindon Association of Secondary Heads), Steve Colledge (Secondary Headteacher) and Caroline Little (NHS Swindon/ Swindon CCG & Swindon Borough Council).

Apologies for absence were received from Councillors David Renard and Cindy Matthews, Teresa Harding (GWH Foundation Trust), Doug Morris (Parent & Carers Advisory Group), and Mr David Dawson (Diocese), Kate Rowe (Sure Start), Andrew Miller (Swindon College) and Teresa Harding (Great Western Hospital NHS Trust).

**29. Minutes**

Resolved – That the minutes of the meeting held on 6<sup>th</sup> December 2012 be confirmed and signed as a correct record.

Matters Arising:

The Board requested that further to Minute 22, School Exclusion in Swindon; National and Local Data - An Overview, updated data relating to 3.11 of the report (Fixed Term Exclusions) be circulated to members.

Further to Minute 22 (2) of the minutes, (That the Head of Commissioning Economy and Attainment inform the Trust Board of the actions to be undertaken in preparation of the adoption of the new directive, "School Responsibility for the Education of Pupils Permanently Excluded"). Paddy Bradley updated the Trust Board and confirmed that the Department For Education indicated that the possible implementation date for the new directive was 2017 as this required a change in primary legislation, in particular to the Education Act 1996. He referred to implementation trials being undertaken across eleven authorities, including Wiltshire and that early indications currently reflected a poor response to its impending implementation.

Resolved – That Nigel Pickering, Additional Provision and Reintegration Manager, be requested to circulate information relating to 3.11 of the report (Fixed Term Exclusions) before the next meeting of this Board.

**30. Public Question Time**

No public questers were submitted for this meeting.

**31. South Marston Education Provision**

The Cabinet Member for Children's Services and the Board Director, Commissioning submitted a joint report concerning the strategic context for future housing development in South Marston that would inform the village Supplementary Planning Document.

The Committee noted that, prior to the Trust Board's consideration of this item, Liz Holmes, Chair of Swindon Children's Trust Board, made a personal and non-prejudicial declaration of interest in respect of Agenda Item 31 (South Marston Education Provision), in her capacity as a Governor of South Marston Church of England Primary School and had left the room during the discussion of this item. Mike Howard, Chair of the Local Safeguarding Children's Board agreed to take the Chair.

Gareth Cheal, Strategic Planning Manager, stated that South Marston had been identified within the Draft Local Plan to accommodate a proposed development of up to 640 homes in the period to 2016. This generated the need to provide an additional one form entry to cater for the increase in children of primary school age.

The Trust Board noted the report and enquired why Option 2 had been chosen. Gareth Cheal, Strategic Planning Manager referred to the consultation exercise that had been undertaken. He confirmed that this option was the preferred option to be presented to Cabinet on 20<sup>th</sup> March 2013 as this was the most cost effective option.

Resolved - (1) That the report on education provision in the event of planned housing development identified in the Draft Local Plan for South Marston, as set out in the joint report, be noted.

(2) That further to (1) above, Cabinet endorse the expansion of the existing school facility to meet the future demand for school places.

## **32. Education Matters - School Transport**

The Cabinet Member for Children's Services and the Board Director, Commissioning submitted a joint report providing (a) an update on the proposed changes to the Education Transport Policy as a result of schools converting to Academy Status and (b) information on the growth of Swindon.

Emily Heaton, School Admissions and SEN Manager, commented on the report, highlighting the details set out in paragraphs 3.8 to 3.12 of the report. These addressed the future growth of Swindon and how Academies were able to determine a catchment area without regard to the Local Authority. She referred to the duty to consult on the Transport Policy and confirmed that a consultation exercise would commence in April 2013 and the results would be presented to Cabinet in June 2013.

The Trust Board commented on the financial implications contained within 3.15 of the report regarding the difference between designated appropriate schools and nearest schools. They noted the need to undertake a wider consultation exercise to encompass provision of transport to all Swindon schools, with particular emphasis placed on public transport. Paddy Bradley, Head of Commissioning, Economy and Attainment, explained the need for a new policy in light of financial constraints on Council budgets and referred to the on-going engagement with commercial bus companies. He highlighted the importance of communication between all parties involved that may identify practical solutions in response to the policy.



The Chair advised that clarity was needed on any consultation documentation to ensure participants understood proposals and outcomes. This would ensure active participation and meaningful feedback from those participants not fully aware of school admission processes.

Resolved - (1) That the consultation on the Education Transport Policy, specifically to consult on changing the wording set out in paragraph 3.13, to provide free home to school transport for children who attend their nearest school and live over the statutory 2 or 3 mile walking distance, or do not have a safe walking route when accompanied by an adult to their nearest school, as set out in the joint report, be approved.

(2) That the Cabinet Member for Children's Service be requested to complete a Cabinet Member Decision Note to commence consultation on this proposal.

(3) That discussions regarding transport issues be undertaken with commercial bus companies and School Associations.

### **33. School Admission Arrangements**

The Cabinet Member for Children's Services and the Board Director, Commissioning submitted a joint report regarding co-ordinated admission arrangements for the normal point of entry (Reception, Year 3 and Year 7), in-year admission arrangements for all Swindon schools and neighbouring Local Authorities and Published Admission Numbers (PAN) for Community and Voluntary Controlled schools in Swindon for September 2014.

Emily Heaton, School Admissions and SEN Manager, commented on the report, highlighting changes as set out in paragraphs 3.6 to 3.8 of the report and advised that the report would be submitted to Cabinet on 20<sup>th</sup> March 2013.

In response to a query regarding the admission of children of UK Service Personnel, Emily Heaton, School Admissions and SEN Manager, explained the admission process and referred to issues that may arise around class sizes due to Infant Class Size legislation. Paddy Bradley, Head of Commissioning, Economy and Attainment referred to the new Admissions Code and how this affected children of UK Service Personnel.

The Trust Board commented on admissions to the University Technical College and how late application processing may affect enrolment of pupils and its subsequent effect on recruitment and retention at schools. Paddy Bradley, Head of Commissioning, Economy and Attainment, advised that post 14 education will change in future as Further Education establishments in Swindon would be allowed to admit 14 year old pupils with effect from September 2014 and he referred to the importance of communication between all parties to ensure pupil's wellbeing.

Resolved – (1) That the Co-ordinated Scheme of Admission Arrangements for the normal point of entry (Reception Year, Year 3 and Year 7) and In Year admissions for all primary schools and secondary schools in Swindon and neighbouring Local Authorities for September 2014, as set out in the appendices to the joint report, be approved.

(2) That the admission numbers for Community and Voluntary Controlled schools for September 2014 as set out in the joint report, be approved.

(3) That it be noted that the proposals referred to in (1) and (2) above were determined by 15<sup>th</sup> April 2013 and will be implemented by the Board Director,

Commissioning for school admission for September 2014 for all new applicants.

### **34. Secondary School Places**

The Cabinet Member for Children's Services, the Board Director, Commissioning and the Head of Commissioning – Economy and Attainment submitted a joint report setting out (a) the increasing forecast demand for additional secondary school places in Swindon up to 2026 (b) the various options for meeting the forecast demand for school places, to propose a wide consultation with a range of stakeholders, (c) the range of options to secure future secondary school places against the reduced finance available and (d) to discuss inviting a free school provider to Swindon to meet the demand for places as described in paragraph 3.7 of the report.

Mr Gareth Cheal, Strategic Planning Manager, referred to the strategic context for the provision of Secondary School Places across the Borough and explained the reasons for conducting a wide consultation on various options for meeting long term requirements. He stressed the importance of the exercise and particularly referred to the proposed future growth of Swindon. The Trust Board noted that the report would be submitted to Cabinet in June 2012 for their endorsement.

The Trust Board welcomed the report and commented on the merits of the expansion of schools against new builds. It highlighted the importance of reviewing similar exercises in the past to help inform future work. In response to concerns expressed regarding transport issues that may arise due to pupils attending out of borough schools, John Gilbert, Board Director Commissioning commented on the need to obtain feedback on how other local authorities managed this matter and to review Swindon's options accordingly. Paddy Bradley, Head of Commissioning, Economy and Attainment, referred to the increase of pupils attending out of borough schools as a result of parental choice. He referred to the Office of National Statistics figures predicting that the population in Swindon would continue to rise until 2026.

Resolved – (1) That the report setting out the various options for meeting the forecast demand for school places, be noted and endorsed.

(2) That the Trust Board refers the report to the Cabinet Member for Children Services and the Board Director, Commissioning requesting that wider consultation is conducted with a range of stakeholders on the various options for meeting the forecast demand for school places.

### **35. Fostering Inspection Report**

The Cabinet Member for Children's Services and the Board Director, Commissioning submitted a joint report concerning the outcome of the recent Ofsted inspection of the Council's Fostering Services.

Sara Tough, Head of Children and Families, introduced the report regarding the outcome of the Ofsted inspection of the Family Placement Team within Swindon's Fostering Services that had been undertaken in November 2012. She highlighted that Ofsted had concluded that the overall effectiveness of the service was judged as "good" and that of the four categories reviewed, the Council was

judged as “good” in three areas relating to outcomes for children and young people, quality of service and safeguarding. Leadership and management were “outstanding” and this was due to the proportion of children being successfully placed with foster carers.

The Trust Board welcomed the findings and enquired how the work undertaken by the Family Placement Team would be reflected in data monitoring. Terry Scragg, Head of Children and Young People in Care, commented on the work undertaken by the team and confirmed that Swindon was good at recruiting families who were willing to adopt young people and confirmed that future inspections would continue to focus on the adoption score card.

Resolved – (1) That the contents of the joint report and the outcome of the Ofsted inspection of Swindon’s Fostering Services, be noted.

(2) That the Board Director, Commissioning, the staff and managers in the Family Placement Team be congratulated on the very positive findings from the recent Ofsted inspection of Fostering Services in Swindon.

### **36. Swindon Children and Young People's Early Support Plan**

Liz Holmes, Chair of the Swindon Children’s Trust Board, submitted a report on the draft Children and Young People’s Early Support Plan 2013-16. She referred to the Trust Board meetings held in September and December 2012 and the discussions undertaken at the Trust Board Conference on 14<sup>th</sup> January 2013 regarding the future focus of the Trust Board. She explained that the Trust Board would focus on early help and intervention and confirmed the need for positive buy-in by all Trust Board Members to ensure this was not seen as a local authority document. She referred to the introduction of a work programme for 2013-14 aimed at co-ordinating work undertaken by the Trust Board and the Local Safeguarding Children’s Board and highlighted that the plan would bring together priorities from existing partnership plans and strategies. Liz Holmes, Chair, commented on the consultation process to be undertaken that would help shape the plan. Paddy Bradley, Head of Commissioning, Economy and Attainment confirmed that further workshops would be conducted to obtain feedback and suggestions.

The Trust Board commented on the report and agreed that there should be participation on a multi-agency basis with representatives taking actions back to their organisations. Work undertaken would need to reflect this approach to ensure its implementation. It was highlighted that areas of responsibilities within the agencies may overlap and some work may already have been undertaken. It was therefore necessary to ensure this was built on and not just duplicated and a single point of contact to co-ordinate information gathered from various agencies would ensure efficient use of resources.

Resolved - (1) That Trust Board Members take the draft Children and Young People’s Early Support Plan 2013-16 to their respective organisations for comments and buy-in.

(2) That further to (1) above, comments be submitted to Victoria Guillaume at [vguillaume@swindon.gov.uk](mailto:vguillaume@swindon.gov.uk) by Friday, 26<sup>th</sup> April 2013.

(3) That the Head of Commissioning – Children and Adults be requested to present a report on the plan to include updates on current issues, items adopted, areas requiring further work and good examples of positive outcomes, at a future meeting of this Trust Board.

**37.****Performance Report**

The Cabinet Member for Children's Services and the Board Director, Commissioning submitted a joint report updating members on the performance within Children's Services for the period to end of December 2012 and requesting the Trust Board to identify priority performance measures for reporting and discussions at future meetings. Sue Wald, Head of Commissioning – Children and Adults, referred to the structure of the report highlighting the improvements that had been made and areas where further work would be undertaken.

The Trust Board noted the report and discussed the following issues:

- Reasons for the recurring gap in information regarding tracking Learning Destinations for young people aged 16-17. Paddy Bradley, Head of Commissioning and Attainment advised resources had been adapted to track this information and work had been undertaken to review how young people were contacted.
- In response to a query regarding the gender, ethnicity and SEN (Special Educational Needs) breakdown for the number of young people in unknown destinations, Paddy Bradley, Head of Commissioning and Attainment advised that the information covered a mix of all groups.
- Data presented in reports. With regards to school absenteeism, the data provided was general in nature and provided no in-depth detail to allow appropriate planning for future actions. More detail would allow partner groups to undertake appropriate actions with positive impact on these areas.
- Future performance monitoring. Reports were to be built around specific aspects as reflected in the Early Support Plan and request for information was to be submitted by partners.

Resolved – (1) That the performance data for the period to end of December 2012, be noted.

(2) That future performance reports were to contain information for circulation and that an agenda be agreed covering detailed points from the performance report that would require specific action by participating partners.

**38.****Demand Enquiry**

The Head of Commissioning - Children and Adults submitted a report concerning the strategy and work streams to address the rising demand for services to vulnerable adults. Sue Wald, Head of Commissioning – Children and Adults, referred to the Demand Enquiry Programme established across all partners working with adults and communities in Swindon to address the rising demand for care services for vulnerable adults in Swindon. The Trust Board noted that whilst Adults Services had person centred planning, it did not benefit from the Every Child Matters concept of working, where there was a single focus to get integrated work conducted between partners. She explained that the local authority had established the Demand Enquiry Programme across all partners working with adults and communities in Swindon to develop an understanding of the problem and ways to address these. John Gilbert, Board Director Commissioning explained the work to be undertaken and welcomed discussions with partner agencies to ensure work streams were engaged and may be led by the appropriate partner.

The Trust Board welcomed the report and noted that whilst the report related to demand on adult services, it would also impact service provision for young people. Liz Holmes, Chair explained that partners on the Trust Board would need to understand the scope of work to be done and the significant role to be played going forward. She suggested that regular updates were presented to the Trust Board by members as and when it affected children and young people.

Resolved – (1) That the Reshaping Demand for Adult services - Adult Care Strategy, be noted.

(2) That, when issues relating to children and young people arise within partner agencies, reports are presented relating to work undertaken.

(3) That the Head of Commissioning – Children and Adults be asked to circulate information on which of the partners have a key involvement in respect to children and young people within the Demand Enquiry Programme.

(4) Further to (3) above, the Head of Commissioning – Children and Adults to select and present a report for in-depth discussion in December 2013.

### **39. Joint Commissioning Board (Adults and Children) - Report and Minutes**

The Cabinet Member for Children's Service and the Board Director Commissioning submitted a joint report and the minutes of the Joint Commissioning Board (Adults and Children) meeting of 4<sup>th</sup> December 2012.

Resolved – (1) That the report and minutes of the Joint Commissioning Board - (Adults and Children) meeting held on 4<sup>th</sup> December 2012, be noted.

(2) That Members of the Trust Board be requested to inform the Chair or Committee Officer if they wish to add an agenda item to the work programme regarding reports submitted to the Joint Commissioning Board.

### **40. Local Safeguarding Children's Board - Report and Minutes**

Cabinet Member for Children's Service and the Board Director Commissioning submitted a joint report setting out the minutes of the Local Safeguarding Children's Board meeting held on 11<sup>th</sup> December 2012. Mike Howard, Chair, Swindon Local Safeguarding Board commented on the changes affecting the running of the Local Safeguarding Board and discussed main points arising from the Minutes.

The Trust Board welcomed the report and commented on identifying ways to inform headteachers when pupils at their schools were subject to domestic abuse in order that child support mechanisms be implemented. The Trust Board highlighted the importance of information sharing through the Information Sharing Protocol.

Resolved – (1) That the report and minutes of the Local Safeguarding Children's Board meeting held on 11<sup>th</sup> December 2012, be noted.

(2) That the Swindon Association of Primary Headteachers be requested to contact Janet Janeway, Senior Public Health Manager, regarding identifying ways of improving communication between schools, the local authority and partner agencies when issues of domestic abuse arise.

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

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## **WILTSHIRE POLICE AND CRIME PANEL**

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### **DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 26 MARCH 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.**

#### **Present:**

Cllr Abdul Amin (Substitute), Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Chris Caswill, Cllr Brian Dalton, Cllr Peter Doyle (Substitute), Malcolm Grubb, Cllr Mike Hewitt, Cllr Peter Hutton, Amanda Newbery, Cllr Teresa Page (Substitute) and Cllr Pip Ridout

#### **Also Present:**

Dr Carlton Brand (Corporate Director), Nicola Calway (OPCC), Professor Allan Johns (OPCC), Kieran Kilgallen (Chief Executive - OPCC), Angus Macpherson (Police and Crime Commissioner) and Cllr Jane Scott OBE

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#### **40 Apologies for Absence**

Apologies were received from Councillor Ali, Councillor Ford, Councillor Humphries and Councillor Wright.

Councillor Amin substituted for Councillor Ali.

Councillor Doyle substituted for Councillor Humphries.

Councillor Page substituted for Councillor Wright.

#### **41 Declarations of interest**

There were no declarations of interest.

#### **42 Chairman's Announcements**

The Chair explained that this was the last meeting for the Wiltshire Council members due to the upcoming elections in May 2013, and thanked members for their work in launching the Panel.

Attention was drawn to the draft minute from the Wiltshire Council Cabinet meeting held on 19 March 2013 at which the draft Police and Crime Plan was

considered. It was explained that the observations made were from a different orientation to the Panel's, being those of a partner organisation.

Councillor Bennett, Malcolm Grubb and Amanda Newbery attended the Local Government Association Police and Crime Panel Conference held on 21 March and it was agreed that a summary note would be circulated to members on their experience.

#### 43 **Minutes and matters arising**

The minutes from the meeting held on 11 January 2013 were presented. An amendment to the last paragraph of minute no. 17 changing the word 'reviewing' to 'approving' was accepted.

##### **Decision:**

**The minutes of the meeting held on 11 January 2013 were agreed as a correct record subject to the amendment detailed above, and signed by the Chairman.**

The minutes from the meeting held on 6 February 2013 were presented. Amendments to minute no. 30 to record the abstentions of Councillors Bennett and Caswill; and to add the words 'or increase in' to the last bullet point of the resolution after the words 'justification for' were accepted.

##### **Decision:**

**The minutes of the meeting held on 6 February 2013 were agreed as a correct record subject to the amendments detailed above, and signed by the Chairman.**

The minutes from the meeting held on 1 March 2013 were presented. An amendment to include the details of the working group set up to review the plan and look at the reporting framework as agreed at the meeting was accepted.

##### **Decision:**

**The minutes of the meeting held on 1 March 2013 were agreed as a correct record subject to the amendments detailed above, and signed by the Chairman.**

#### 44 **Public Participation**

#### 45 **Questions**

There were no questions asked.

46     **Statements**

There were no statements given.

47     **PCC Update report**

The Committee noted the diary report attached.

Angus Macpherson, Police and Crime Commissioner drew attention to the appointment of Professor Allan Johns to the role of Independent Adjudicator and introduced him to the Panel. Professor Johns gave a brief outline of his role, explaining his responsibilities which included settling appeals, investigating complaints against the Chief Constable and monitoring all aspects of complaints and performance monitoring. He confirmed work will start on a formal report to the Panel.

The Commissioner highlighted the work that had been done on the plan and noted the future engagement with the public in understanding the performance of the constabulary and those commissioning.

The Panel drew the Commissioner's attention to the issue of rural crime and to the somewhat dismissive and cursory references in his blog to his meetings with the Panel.

48     **Police and Crime Plan**

Angus Macpherson, Police and Crime Commissioner explained that the Police and Crime Plan would be published on Thursday 28 March. He confirmed that the consultation had generated 130 responses, all of which had been taken into consideration and all would be published on the website with the plan. The Panel was thanked for its comments.

Kieran Kilgallen, Chief Executive – Office of the Police and Crime Commissioner (OPCC), responded to the Panel's recommendations point by point. The written response is attached to these minutes. He confirmed that undertakings had been given around the issue of employment regarding Community Safety Partnerships (CSPs) with commitment given to the funding of posts. A working brief around the engagement and funding of CSP's would be available by the end of April and a report would be brought to the June Panel meeting.

The Commissioner detailed the move to a regime of restorative justice as a large strategic change, the delivery of which must not increase risk areas. He explained that a delivery plan was currently being developed by the Chief Constable which would give greater depth to the metrics and key performance indicators by which the panel would hold him to account. This plan would be circulated to panel members once agreed, which would be towards the end of April.

The Commissioner and his office were thanked for their consideration of the Panel's report and recommendations. The Panel agreed that the working group tasked with looking at the reporting framework structure would meet after the delivery plan had been received with the results brought to the Panel meeting in June.

#### 49 **PCC quarterly report**

When introducing the item the Chairman reminded the panel of its role being not to monitor the work of the force but to monitor the work of the Commissioner in monitoring the force. The Commissioner introduced Nicola Calway from the OPCC who provided the Panel with an explanation of certain data.

The Panel welcomed the depth of data provided and the opportunity to question the PCC on it; however clarification was needed on what should be in the public domain. The suggestion of a quarterly summary report from the OPCC was welcomed, and the Panel agreed that the working group would develop a reporting mechanism in consultation with the OPCC.

Due to the work involved in isolating the OPCC risk register it was not possible to bring it to this meeting. It was agreed that this would be brought to the next Panel meeting in June and targeted around the delivery of the plan.

#### **Resolved:**

- 1. That the Panel continue to receive the data in its current format on a quarterly basis**
- 2. That Panel Members consider and raise any issues with the Commissioner at the meeting following receipt of the quarterly data**
- 3. That, in discussion with the OPCC, the working group develop a summary reporting mechanism to be brought to the next Panel meeting**

#### 50 **Draft PCP PCC Protocol**

Mr Grubb introduced the draft protocol. It was noted that the Panel had two roles – its statutory obligation to support the Commissioner in his work which was difficult to separate from the role set out in section 2 of the protocol.

Amendments to change the word 'they' in the last sentence of 4.1 to 'the PCC' and to add a 4.6 to provide for joint projects stating 'The PCC and PCP may from time to time agree on topics for joint consideration and research. However, it will remain the prerogative of the PCC to decide whether/how any results of such projects should be implemented' were agreed.

The Commissioner was asked to report back to officers.

**Resolved:**

1. To change the word 'they' in the last sentence of paragraph 4.1 to 'the PCC';
2. To add paragraph 4.6 as follows:  
  
4.6 The PCC and PCP may from time to time agree on topics for joint consideration and research. However, it will remain the prerogative of the PCC to decide whether/how any results of such projects should be implemented; and
3. To present the amended protocol to the PCC.

51 **Forward Work Plan**

The Panel noted the forward work plan. It was agreed that the quarterly update scheduled for June would be replaced with receiving the annual report.

A question was raised over the potential induction of new members pending the results of the Wiltshire Council elections and it was confirmed this would be discussed between the Chairman and officers.

The Commissioner suggested the theme of Young People / Business for a future panel meeting, possibly September.

52 **Future meeting dates**

The next meeting of the Police and Crime Panel will be on 12 June 2013 in the Council Chamber, Monkton Park, Chippenham.

Future meeting dates were:

16 September 2013

26 November 2013

The Chairman thanked all for attending.

(Duration of meeting: 10.03 am - 12.50 pm)

The Officer who has produced these minutes is Kirsty Butcher, of Democratic Services, direct line 01225 713948, e-mail [kirsty.butcher@wiltshire.gov.uk](mailto:kirsty.butcher@wiltshire.gov.uk)

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## RESPONSE OF THE POLICE AND CRIME COMMISSIONER TO THE POLICE AND CRIME PANEL RECOMMENDATIONS ON THE DRAFT POLICE AND CRIME PLAN

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### Introduction

The Wiltshire Police and Crime Panel met on Friday 1 March 2013 and received a presentation from me on the draft Police and Crime Plan. I received, shortly thereafter, a report from the Panel which contains 22 recommendations. I have considered each of those recommendations and set out in this response, how I propose to amend my draft plan.

I set out below each of the recommendations followed by my response:

1. *That the front cover pictures be reviewed to present a less frightening impression*

Many of the photographs initially proposed were not suitable. I agree this recommendation and the graphic design has been amended accordingly.

2. *That the PCC's manifesto commitments be moved to the front of the plan*

In some ways, this is a matter of personal style. I am, however, conscious that I have been elected to serve the entire population of Wiltshire and Swindon not just those who read and supported my manifesto. I am happy to be held accountable for delivery of manifesto promises, but I feel it is delivery of the Police and Crime Plan that will be the touchstone of my administration. I therefore propose to leave the manifesto commitments to the annex as originally drafted.

3. *That chapter numbers be added*

I have amended the Plan so that the delivery sections now all appear in separate chapters, beginning with “working with communities to reduce crime and antisocial behaviour” at page 16.

4. *That the Plan included reference to the two missing manifesto aspects – drugs and licensing.*

Whilst I do not accept that these aspects were missing from the Plan, I agree that more detail could be given on the commitment to maintain an effective licensing function. I have made this clear in the Plan. The work of the regional unit (Zephyr) to tackle serious and organised crime will be instrumental in the 25 per cent reduction in serious and organised crime that I propose. This will impact greatly on the drug supply within the county. I do propose additional work on joined up commissioning with the Health and Local Authorities in terms of drug and alcohol services. This will require community safety partnership work and I will provide appropriate updates as this work proceeds.

5. *That the cost of the office of Police and Crime Commissioner be more comprehensively broken down.*

The costings on page 55 now include salary on costs, audit costs and other costs as requested. The total cost of the office is £964,000 and how this makes up the total spend for which I am responsible (£113,4091,000) is set out on page 53.

6. *The Panel repeats the concerns expressed regarding the levels of reserves and request that further consideration is given to both their level and their wider use for delivering other priorities within the Plan.*

I have inaugurated the Innovation Fund which will account for £1m of the reserves. I am reviewing the revised capital programme on strategic integration. Where it is possible to pay a premium out of capital, rather than rent out of revenue, I will seek to do so. This could have a substantial impact on the level of reserves held. As I reminded the Panel at the initial meeting, these reserves are the consequence of decisions taken by Wiltshire Police Authority rather than myself. I am, however, cognisant of the need to make best use of public funds.

7. *That clarity is provided around police staff numbers shown at the bottom of page 48.*

I have amended the Plan to show that the 1,062 full-time equivalent police officers is comprised of the following: 117 NPT Officers (plus 141 PCSOs); 360 Response Officers; 72 Special Operations Officers; 293 Investigation Officers; and 220 other officers. I am about to embark on negotiations for the Stage 2 transfer with the Chief Constable and the Staff Associations. This will identify frontline operational staff who are to transfer to the office of Chief Constable. All other staff will either stay with the Office of the Police and Crime Commissioner or transfer to a local authority as part of the strategic integration. At this stage it would be premature to seek to identify the numbers in each cohort as staff have yet to be consulted. The Stage 2 transfer must be submitted to the Secretary of State for approval and, when approved, it will be a document in the public domain which will provide the information sought by the Panel.

8. *The Plan should include reference to your commitment not to reduce the levels of Neighbourhood Police Team staff and provide a breakdown of the NPT establishment.*

This has been covered in point 7 above. I am awaiting a report from the Chief Constable on a review of the Response and Neighbourhood policing team models which may impact upon the numbers allocated. Preserving frontline officer strength



is a key commitment that I have made and I will make sure the information is in the public domain as soon as it is finalised.

9. *That in setting your priorities, delivery dates and deadlines you ensure that they reflect the information contained in the Joint Strategic Assessment and are fully aligned and co-ordinated with the JSA.*

The JSA was a fundamental source of intelligence in developing the Police and Crime Plan. It is also fundamental to the Chief Constable's strategic assessment of crime in the area. In order to make this clear, I have added a glossary entry explaining what the JSA is and how it has been used.

10. *That priorities be set for the Chief Constable which are measurable and transparent to the Panel and the general public.*

The Chief Constable has been commissioned to deliver the bulk of services required to meet the strategic objectives set out in the Plan. He is developing a delivery plan which shows the costs of activity, their alignment to plan objectives, the outcomes to be delivered and the timescales within which delivery is required. I will receive this plan by mid April 2013 and will then negotiate the details of the commissioned service. When agreed, the delivery plan will be an annex to this Police and Crime Plan. It will be published on the website and will be forwarded to the Panel Chairman for onward transmission to panel members.

11. *That the Plan includes reference to mainstream crime.*

See Response 10 above

12. *That the Plan includes more detail on proposals for addressing rural crime.*

See Response 10 above

13. *That the service standard should be linked to priorities, detail of how they were set and by whom, and include measures by which performance can be monitored and the PCC held to account.*

I have amended the Plan to set out how I intend to hold the Chief Constable to account in public for the delivery of policing in this area. The service standards are set by me following consultation and they will be set out in the final version of the Plan.

14. *That wherever there is an undertaking or objective within the Plan there will be an explanation of how progress towards that objective will be measured and reported, how often, and when the activity is due to start.*

This will be covered by the delivery plan. The Chief Constable and I will account for performance in public on a quarterly basis. There will be a performance regime under the new plan, just as there is a performance regime under the 2012/13 WPA Policing Plan.

15. *That the actual figures for both calls answered within 30 seconds on 101 and 999 calls answered within 10 seconds be amended to show the correct figures (differing figures on pages 35 and 45).*

The figures shown are correct. They relate to different periods. Those quoted earlier in the Plan are the performance figures for the latest six month period. The second figure quoted is the figure current at the date of publication. The footnote will be made more prominent so this difference is more obvious.

16. *That on page 46, within holding the Commissioner to account, the wording be changed to make clear that the Police and Crime Panel are not the first point of contact for complaints about a PCC decision.*

The draft has been amended to make this clear.

17. *That the Plan recognises the statutory powers of the CSPs and shows alignment with their plans and priorities.*

I have included a glossary entry on the Community Safety Partnerships setting out their role, their relationship with my office, and the continuation of funding, albeit at a reduced level set by central government.

18. *That the Plan clearly displays the governance mechanisms exercised by the OPCC over the Chief Constable.*

I have amended the Plan to set out this detail.

19. *That the Plan includes a definition of antisocial behaviour and indicates the baseline for the measurement of the 10% reduction.*

I have set out in the glossary the statutory definition of antisocial behaviour together with observations made by Her Majesty's Inspectorate of Constabulary. In order to quantify any reduction achieved, it will be necessary for all agencies to agree a common definition. This is work I will undertake with partners as part of the commissioning process.

20. *That the Plan includes details on the performance and management of Special Constables.*

The management of all constables, including special constables, is an operational matter for the Chief Constable. However, his delivery plan will set out how he intends to achieve the target recruitment of Special Constables. This should include much of the detail sought by the Panel.

21. *That the Plan provides clarity on how the one off investment fund of £1m will be managed and resourced, including details of eligibility, any restrictions on usage, who approves such bids and the funding process.*

It is not practicable to put this information in the Plan. However, a link to the OPCC website will be inserted in the Plan at this point in order to direct those interested to the website so that they may access the details you have set out above.

22. *That the Plan shows targeted savings in the context of releasing resources.*

This information is contained within the medium term financial strategy, a document which is amended from time to time. Whilst I would be reluctant to put this in the Plan given that it would change over the course of four years, I agree that reference

needs to be made. A link will be included in the Plan to the OPCC website where this information may be found.

My thanks to the Police and Crime Panel for their helpful observations and for the useful discussion of the draft Plan at the two meetings of the Panel in March 2013.

A handwritten signature in dark ink, appearing to read 'Angus MacPherson', with a long horizontal stroke extending from the bottom of the signature.

**ANGUS MACPHERSON**

**Police and Crime Commissioner for Wiltshire and Swindon**

London Road

DEVIZES

Wiltshire, SN10 2RD

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**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY  
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES  
on THURSDAY 30 MAY 2013**

**Present :** Cllrs A Bennett, E Clark, C Devine, P Edge, Mrs M Groom, R Jones, N Martin, C Newbury, G Payne, G Perkins, and Mrs B Wayman.

**17 Election of Chairman**

The Vice-Chairman, Cllr N Martin, took the chair for this item. Members agreed to suspend Standing Order 5.2 for this and the next item of business to avoid the need for secret ballots.

Cllr G Payne was elected Chairman for the ensuing year and took the chair for the remainder of the meeting.

**18 Election of Vice-Chairman**

Cllr N Martin was elected Vice-Chairman for the ensuing year.

**19 Membership**

The Clerk reported that the two constituent authorities had appointed the following to be members of the Authority for the year 2013/14:

Swindon Borough Council

Cllrs A Bennett, N Martin, G Perkins and R Wright

Wiltshire Council

Cllrs E Clark, C Devine, P Edge, Mrs M Groom, R Jones, H Marshall, C Newbury, G Payne, and Mrs B Wayman

**20 Minutes of Last Meeting**

The minutes of the meeting held on 14 February 2013 were confirmed and signed.

**21 Apologies**

Apologies for absence were received from Cllrs H Marshall and R Wright.

**22 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 by the Ethics Committee.

**23 Chairman's Announcements**

In thanking members for the privilege of becoming Chairman of the Authority, Cllr Payne paid tribute to his predecessor, Brig. Hall, and said he would be writing formally to express the Authority's gratitude to him.

The Chairman welcomed four new members to the Authority. He thanked those who had not been re-appointed for their previous service and said he would be sending the Authority's best wishes to Cllr Osborn who was currently unwell.

In other matters, the Chairman:

- informed members that Asst Chief Officer Chris Hartrick would be retiring in July and wished him well for the future;
- congratulated the Service on winning, in partnership with other Services in the South West, the award of European Information Security Project of the Year;
- referred to the achievement of Corsham firefighters in raising a large amount for charity by walking part of the Kennet & Avon canal towpath in full kit;
- hoped as many members as possible would be able to attend the annual medal ceremony on 4 June; and
- referred to a change of date (now 18 July) for the proposed members' training/induction day.

**24 Questions from the Public**

There were no questions from the public.

**25 Membership of Committees and Representation on Outside Bodies**

On considering a paper by the Clerk,

Resolved :

*To approve the nomination of members to the positions, and the appointment of members to the committees and other bodies, as set out in the table appended to these minutes, for the ensuing year, i.e. until the annual meeting of the Authority in 2014.*

The Chairman said that to avoid the need for the Authority to pay a special responsibility allowance in respect of the position, the Conservative Group would not be appointing a formal group leader.

**26 Ethics Committee**

The minutes of a meeting of the Committee held on 14 February 2013 were received.

**27 Programme & Scrutiny Board**

A report of the meeting of the Board held on 25 April 2013 was received. The Chief Fire Officer elaborated on discussions which were taking place at officer level with Dorset Fire & Rescue Service on possible ways of collaborating, and said that he would be making a report to the Board in due course.

**28 Integrated Risk Management Plan (Public Safety Plan)**

On considering a paper by the Asst Chief Officer,

Resolved:

*To approve the draft Public Safety Plan as presented and to approve the commencement of a public and staff consultation exercise on it.*

The Chairman invited individual members having comments on the draft to forward them to the Asst Chief Officer.

**29 Fire Peer Challenge and Operational Assessment**

On considering a paper by the Asst Chief Officer,

Resolved:

- a) *To note the report and outcomes of the Fire Peer Challenge and Operational Assessment which had been carried out by a team from the LGA earlier in the year.*
- b) *To note the Service's action plan in response to the report.*
- c) *To publish the report and action plan on the website.*
- d) *To thank Asst Chief Officer, Chris Hartrick, for his work on this and the previous item of business.*

**30 Finance Review & Audit Committee**

The minutes of a meeting of the Committee held on 19 March 2013 were received.

**31 Protection, Prevention and Intervention**

A short visual presentation was made to members.

**32 Appointment of Successor Clerk to the Authority**

On noting that the current Clerk had given notice of his intention to relinquish the role,

Resolved:

*To appoint a Selection Panel comprising Cllrs G Payne, G Perkins and R Jones and to delegate to it the power (i) to make an appointment to the position of Clerk to the Authority and (ii) to take such other ancillary actions and decisions as may be appropriate.*

The Chairman asked that details of the post as advertised be sent to all members for information.

**33 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.34 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.*

**34 Wiltshire Emergency Services Control 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 endorse the Chief Fire Officer's plan to relocate the Service's Fire Control from the Wiltshire Emergency Services Control Centre to the Service's HQ, Potterne*
- c) *To authorise the Clerk to terminate the Agreement dated 21 August 2001 as between this Authority and the successor bodies to Wiltshire Ambulance Service NHS Trust and Wiltshire Police Authority on a date and on terms to be agreed, after consultation with the Chairman, all members of the Authority and the Chief Fire Officer.*
- d) *To ask the Brigade Manager Finance & ICT to report to the next meeting of the Finance Review & Audit Committee as to the continuing financial liability of the Authority on termination of the Agreement.*

(Duration of meeting 10.30 a.m. to 12.40 p.m.)



**WILTSHIRE AND SWINDON FIRE AUTHORITY**  
**MEMBERSHIP OF COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES 2013/14**

Committee/body	No of places	Allocation of places where rules on political proportionality apply	Member(s) or representatives	Deputies (where permitted)
Finance Review & Audit Cmtee	5	Conservative – 3 Liberal Democrat – 1 Other -1	Councillor C Devine Councillor N Martin Councillor G Perkins Councillor R Jones Councillor R Wright	n/a
Urgency Committee	5	Conservative – 3 Liberal Democrat – 1 Other -1	Councillor A Bennett Councillor C Newbury Councillor G Payne Councillor H R Marshall Councillor E Clark	n/a
Ethics Committee	5	Conservative – 3 Liberal Democrat – 1 Other -1	Councillor Mrs M Groom Councillor N Martin Councillor C Newbury Councillor H R Marshall Councillor E Clark	n/a
Staffing Committee	3	n/a	Councillor H R Marshall Councillor N Martin Councillor Mrs B Wayman	n/a
Programme & Scrutiny Board	4	n/a	Councillor A Bennett Councillor P Edge Councillor N Martin Councillor G Payne	n/a

Local Government Association (LGA) General Assembly	4	n/a	Councillor H R Marshall Councillor N Martin Councillor C Newbury Councillor G Payne	None
LGA Fire Commission	1	n/a	Councillor G Payne	Councillor N Martin
South West Councils (SWC)	1	n/a	Councillor G Payne	Councillor N Martin
SWC Employers' Panel	1	n/a	Councillor N Martin	None
Wiltshire Assembly	1	n/a	Councillor H R Marshall	Councillor C Newbury
Wiltshire Public Service Board	1	n/a	Councillor G Payne	Councillor N Martin

### Programme & Scrutiny Board / Workstreams

### Appeal Committee pool

<u>Workstream</u>	<u>Lead</u>	<u>Deputy Lead(s)</u>	
People & Development	Cllr Mrs B Wayman	Cllr R Jones	Cllr R Jones
Operational Delivery	Cllr H R Marshall	Cllr A Bennett	Cllr H R Marshall
Finance & ICT	Cllr C Devine	Cllr N Martin	Cllr C Newbury
Performance Risk Management & Partnerships	Cllr R Wright	Cllr P Edge	Cllr R Wright
<u>Member Champions</u>			
Equality & Diversity	Cllr R Jones		
Climate Change/Carbon Data	Cllr Mrs M Groom		
	Cllr C Devine		

**NOTE OF MEETING - ONE SWINDON BOARD  
TUESDAY, 19<sup>TH</sup> MARCH 2013**

**Present:** Councillor Roderick Bluh (SBC), Gavin Jones (SBC), Councillor David Renard (SBC), Councillor Jim Grant (SBC), Councillor Stan Pajak (SBC), Alison Chamberlain (SBC), Phil Harrison (JCP), Nigel Tucker (JCP), Liz Rijnenberg (Wiltshire Probation), James Griffin (SBC), Michelle Howard (SEQOL), Nicky Alberry (Chair of Influence), Heather Mitchell (SEQOL), David Wray (VAS), Tony Ranzetta (CCG), Angus MacPherson, (PCC); Robert Pollock, Deputy Director, HM Treasury. Cherry Jones (Public Health), Patrick Weir (SBC)

**Apologies for Absence :** John Popowicz and Chris Hartrick (Wilts Fire & Rescue), Paul Aviss (Wilts Probation), Nerissa Vaughan (GWH), Mike Veale (Wilts Police), Dr. Peter Crouch (CCG), Cllr Russell Holland (SBC), Matt Gott (SBC), John Gilbert (SBC), Jose Ortega (Public Health) and Tom Charnock (Chair of OMG).

<b>1.</b>	<b>Welcome and Announcements</b>	
	Roderick Bluh welcomed everyone to the meeting and set out the agenda for the evening.	
<b>2.</b>	<b>Towards a One Swindon Community Budget</b>	<b>ACTION</b>
	<p>The Board received a report setting out the key issues relating to a One Swindon Community Budget. James Griffin, Head of Strategy, Research &amp; Partnerships, Swindon Borough Council introduced the report noting the conversations on this topic and the STEAM Away Day in January and highlighted key areas for the Board to consider noting that this might form a constituent part of the Board's work in the future.</p> <p>Gavin Jones updated the group on the progress the One Swindon Delivery Board had been making on the projects identified at the Board Away Day in January. (Gateway Workers Project; Repeat Offenders; Integrated Front Line Workforce; Joined up local procurement).</p> <p>Robert Pollock, Deputy Director HM Treasury, introduced himself and explained the work he had been doing with Tri-Borough. He noted that the CLG will contact Council Leaders mid-April inviting them to submit an expression of interest for the next phase of Community Budgets. There will be pre-conditions and they will expect to see evidence of the following in expressions of interest:</p> <ul style="list-style-type: none"> <li>• Strong collaborative leadership and a clear commitment to partnership working</li> <li>• A sustained track record of delivering change in a local area</li> <li>• Change enabled at City Deal/LEP/Local level – not necessarily 'border level'</li> <li>• A Cost/Benefit Analysis and how we would share benefits and how the flows of money move across the partnership.</li> </ul> <p>Board Members raised the Following issues:</p> <ul style="list-style-type: none"> <li>• The level of support Swindon could expect from Whitehall and whether Swindon could access the lessons learnt from the four pilot areas.</li> <li>• Whether Swindon would be able to retain any savings arising from joint working for investment locally.</li> <li>• How any savings could be shared amongst partners, citing the example of the Tri-Boroughs Pilot and the reinvestment arising in Adult Social Care that benefited several partners.</li> <li>• Work being undertaken on the City Deal and the growing economy and the sense of joining up conversations with City Deal and One Swindon.</li> <li>• Whether the savings identified by the Ernst and Young report could be quantified and confirmed.</li> <li>• The need to reaffirm the commitment to partnership working and to substantiate</li> </ul>	

**NOTE OF MEETING - ONE SWINDON BOARD  
TUESDAY, 19<sup>TH</sup> MARCH 2013**

	<p>savings arising from partnership working to ensure a return on investment and to back business cases that offered this opportunity.</p> <ul style="list-style-type: none"> <li>• Whether there would be an opportunity to exit any long term commitment to Community Budgets.</li> <li>• The need to ensure robust Governance arrangements for Community Budgets and ensure partners believed in this process and any commitments entered into.</li> </ul> <p>Robert Pollock made the following comments in response to points raised:</p> <ul style="list-style-type: none"> <li>• There were moves in Whitehall to get all Government Departments aligned on this issue. The Cabinet Office was interested in this area and the key Members to progressing it were Andy Alexander and Eric Pickles.</li> <li>• There will be a spending review in Whitehall during the period April-June and this would be an ideal time to engage as collaborative working would be seen as helping to meet fiscal targets.</li> <li>• Any Whitehall involvement was likely to involve a light touch approach with a smaller budget to support any projects. However this could be balanced by the experience of what worked and other tools such as website support from the LGA.</li> <li>• CLG will be writing to Council Leaders in April to seek levels of interest in participation setting out details and learning opportunities.</li> <li>• The Greater Manchester Pilot suggested that savings made could be reinvested locally. He noted that the savings identified by the Ernst and Young report were unlikely to be substantiated in full.</li> </ul> <p>The Board thanked Robert Pollock for his attendance and for his input and insight into the conversation on community budgets.</p>	
<b>4.</b>	<b>Community Budget Proposals – Outline Business case Proposals</b>	
	<p><b><u>Joined Up Local Procurement</u></b></p> <p>Nicky Alberry (Chair of Influence) gave a short presentation on joined up local procurement highlighting the following points:</p> <ul style="list-style-type: none"> <li>• There was a need for a strong vibrant local economy in Swindon.</li> <li>• There was an opportunity for Influence, the Local Enterprise Partnership and public sector to identify opportunities for local procurement.</li> <li>• There was a need to show the business community that the public sector was serious about local procurement.</li> <li>• The process to date had been cautious to ensure any opportunities were right for both businesses and the public sector.</li> <li>• Nationwide was identified as a role model on local procurement.</li> <li>• Best practice from Brixton Pound and the Bristol Pound were being investigated.</li> <li>• Contracts below £1 million were being targeted – there was an opportunity to identify smaller value contracts and research was required to understand the scale and scope of the project.</li> <li>• There was an appetite amongst local businesses for this type of approach but it was important to keep any approach simple and robust. Nicky Advised that Nationwide was on board and that Intel and Zurich were interested.</li> <li>• In response to a question Nicky confirmed that the analysis would include supply.</li> </ul>	

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The Board was supportive of the proposal and noted:

- That Swindon Commercial Services currently spent 75p in the pound in Swindon via sub-contracts.
- Dedicated support would be required for the project and that Forward Swindon could be requested to help with supplying information.
- That Paddy Bradley's team and Forward Swindon were already working with Nicky.
- That a report was likely to take approximately three months to prepare.
- That a project based approach should be endorsed to avoid red tape on tendering.

It was agreed – That a grant of £5,000 be awarded to support this project from the remaining Performance Related Grant budget – this left a total of £400 in the PRG revenue pot.

**Gateway Project** - Tony Ranzetta (Chief Accountable Officer, CCG)

Tony updated the Board on this project and explained that it is a joint proposal from SBC/CCG outlining the following information:

- The Swindon population is healthier than the English average yet sees more people go to hospital. This is partly because Swindon offers less alternatives e.g. voluntary and community support and *enhanced* primary care services. NE London faced the same problem and recruited navigators from local communities that were placed in primary care teams.
- The project aims to invest in 6 gateway workers in six GP practices and will invest in voluntary sector database for gateway workers to access. This would prevent intervention through supporting families and neighbourhood support.
- Additional benefits would include: (a) ROI which could be in range of 125% to 500%, and (b) NE London had achieved a 20% reduction in admissions to hospital through this model which would be an annual saving opportunity of approximately £10m for health and £4m for social care if rolled out successfully – conservatively we are forecasting 25% of this benefit after three years.
- Tony explained how we could use a number of joined up systems to look at information in a local area. There was a need for some data sharing but the health risk was satisfied by the John Hopkins Model.
- The intention was a locality based project to try and overcome any ward based solutions to issues. It would also help identify areas for intervention within otherwise affluent areas.
- Community Navigators will engage with partners to find the easiest access routes into organisations, this isn't big change but it's a change that makes a big difference. David Wray asked if this ties in to the Horizons project. Tony advised that it will all be joined up and that we need integration from all providers (statutory and voluntary).
- Patrick Weir offered the support of the Localities Team as they have built a large number of networks and relationships in local areas over the last year. Pat requested that the title 'Navigator' is changed as there are a lot of 'Navigator' projects around and it could get confusing.
- Tony asked the Board's assistance with a Peer Review of the project, commitment to the way forward from Partners and agreement to meet 1:1 with him to look for the best access routes.

It was agreed – That the Business Case be supported.

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**Reduce Offending**

Liz Rijnberg (Chief Executive of the Wiltshire Probation Trust) updated the Board on this project highlighting the following points:

- The project looks at a locality based approach to working with offenders.
- The project will initially be with a cohort of 61 known acquisitive re-offenders but aims to grow the model to include work with the Courts around offender support to those who have come out of prison after serving a sentence of 12 months or less.
- Work would involve helping young and vulnerable people to break any from influences that would likely increase re-offending.
- Evidence suggests that IOM works best where it is community based. WPT will fund a full time Probation Support Officer (PSO) who will be based in the Community and have a network of volunteers to help.
- The Board was asked to help with accommodation and facilities in localities for the PSO and volunteers to use for their work and to be visible.
- The presentation was currently to raise awareness amongst Board members and it would be brought back to the Board at a later time to check and challenge its ambition.

Robert Pollock advised that this project reminds him of work that has been done in Tri-borough project and advised Liz to collect basic statistics which will boost the Business Case in the future. It was noted that analyst support would be needed to achieve this and Liz Rijnberg asked the Board for support with this.

She also reported that WPT want to create a Women's Community Project in Swindon and will need a building to base this in. She indicated that she would bring more details on the Women's Community Project to a future meeting.

The Board supported the project and noted the potential savings and whilst accepting the savings benefited member organisations noted that there would be sizable benefits if the Board could receive a proportion of the funding as a credit to reinvest and drive through additional savings.

It was agreed – That the Project be supported.

**Integrated Front-line Workforce**

Patrick Weir (Board Director, Swindon Borough Council) made an presentation to the Board and highlighted:

- This project was at the early stages of definition and had not undergone design work.
- The presentation was meant to share current thinking with the Board with a view to receiving initial feedback.
- The project would assess the potential for a community budget approach, to an integrated front line workforce.
- He set out some context relating to (a) professionals from across organisations working with the same people, the potential to simplify and co-ordinate interventions and the examination of different types of intervention and professional support.
- The project offered big potential across One Swindon Partners.
- It offered strong strategic alignment incorporating principles of localism and building community capacity and could act as an enabler for cross-partner priorities.
- The scale of initial delivery would need to be determined.



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	<ul style="list-style-type: none"> <li>Financial principles, the framework and Human Resource issues would need to be considered.</li> </ul> <p>Patrick advised the Board that a task group is currently working on this project and over the next few months there are 3 workshops planned:</p> <ul style="list-style-type: none"> <li>➤ the first in April will work with Council, Police and Fire to confirm and scope opportunity, Identify issues and risks, create role options</li> <li>➤ the 2<sup>nd</sup> will design roles, build financial model and cost/benefit assumptions, agree implementation principles and approach</li> <li>➤ the 3<sup>rd</sup> will finalise design, agree implementation and resource plan to make it happen. plan, build outline business case for presentation to this Board on 25<sup>th</sup> June.</li> </ul> <p>The Board considered if there was a vision of a what a frontline worker might look like behind this? Are we looking at multi-skilled staff – suggesting behaviour changes and savings in resources. Patrick agreed that this would be the case. The Board considered if partners could envisage committing budgets to this? The Board agreed that they would certainly be interested in the business case and what it showed going forward. Patrick added that the task group are looking at the option of starting small and making sure that the work is correctly scoped rather than going full steam ahead and not getting to the right conclusions.</p> <p><u>It was agreed – to a start small approach and to the continued project work and that the Business Case be presented at the Away Day in June.</u></p>	
5.	<p><b>Enablers</b></p> <p>Tony Ranzetta (Chief Executive CCG) made a presentation to the Board on Enablers including:</p> <ul style="list-style-type: none"> <li>• Timely and shared analysis and intelligence.</li> <li>• A single change management approach.</li> <li>• Shared service redesign capacity</li> <li>• Swindon as the development centre for regenerating the South West</li> <li>• Commitment to integration and the governance arrangements to do so.</li> <li>• The formal links between investment and reward</li> <li>• Pre-prepared responses for foreseeable events (i.e. a major employer going out of business).</li> <li>• Joint applications for grants.</li> <li>• The ability to simulate the benefits of integration.</li> <li>• Taking up the challenge.</li> </ul> <p>Tony talked the Board through enabling functions and some of the things that we need to consider moving forward which will make the business cases more robust. The Board discussed data sharing and if the data is generic info it's easy to share, if the data is around troubled families then safeguards need to be in place. He agreed that the basics need to be shared first.</p> <p>Tony Ranzetta asked the Board to consider the following points in everything we do: ask</p> <ul style="list-style-type: none"> <li>➤ <i>How can I add value by including a partner? Is a partner already doing something I can learn from?</i></li> <li>➤ <i>Do I see One Swindon as my core business (part of my personal objectives and of</i></li> </ul>	

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	<p><i>those who report to me?)</i></p> <p>The Board thanked Tony for his presentation.</p> <p><b>Next Steps</b></p> <p>It was noted that the Away Day on 25<sup>th</sup> June was pivotal and Gavin Jones asked the Board to:</p> <ul style="list-style-type: none"> <li>➤ Commit resources/colleagues to continue to attend Delivery Board</li> <li>➤ Continued support to the development of the business cases.</li> </ul>	
<b>6.</b>	<b>Board Business</b>	
	<p>James Griffin (Head of Strategy &amp; Research, SBC) introduced a report on Community Budgets setting out the context in the increasing financial pressures being faced by partner organisations and setting out a proposed work programme.</p> <p><u>It was agreed</u> – (1) That the Head of Strategy &amp; Research be commissioned to lead and manage the development and implementation of a One Swindon Community Budget as a Programme.</p> <p>(2) That the Head of Strategy &amp; Research be commissioned to submit an assessment of what it takes, resources available, and a programme plan for approval in June 2013.</p> <p>(3) That Members brief their organisations around what a One Swindon Community Budget might look like in the future and get commitment from their organisations to move this project forward.</p> <p>Alison Chamberlain (Partnership and Communities Manager) introduced a report on delegated authorities previously granted to Matt Gott (Board Director Localities) and reported that Matt Gott was leaving the employ of SBC.</p> <p><u>It was agreed</u> – That those delegated authorities previously held by matt Gott (Board Director Localities) be transferred to James Griffin (Head of Strategy &amp; Research, SBC).</p> <p>The Board considered a report by Paula Harrison, Locality Lead, West Swindon in partnership with Tracy Geiran, Wiltshire Probation Service relating to a capital grant fund application £913.50 for the provision of additional equipment to enable community payback activity to result in greater efficiency.</p> <p><u>It was agreed</u> – That the application for funding, as set out in the report, be approved.</p> <p>Wiltshire Constabulary's report was withdrawn.</p>	
<b>6.</b>	<b>Any Other Business</b>	
	<p>The Chair reported that Matt Gott (SBC), Phil Harrison (JCP) and Jose Ortega (NHS Swindon) would no longer be Members of the Board.</p> <p>The Board recorded its thanks and appreciation to Matt Gott, Phil Harrison and Jose Ortega for their work and contribution to the Board.</p> <p>The Board welcomed Nigel Tucker (Job Centre Plus) to the Board.</p> <p>Councillor Roderick Bluh reported that he was stepping down as Leader of SBC and this was therefore his last Board meeting. He thanked everyone for their commitment to the principles of the Board and noted that it was one of the activities he would most miss. He asked the Board to continue the good work it had undertaken and indicated he was sure that the partnership working fostered under the Board would go from strength to strength</p>	



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	and would be at the forefront of delivering even better services for the benefit of Swindon residents.  The Board put on record its thanks and appreciation for Councillor Bluh's leadership and for his strong commitment to the Board and its ideals of partnership working.	
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**Date & Time of next meeting:**

Board Away Day - 25<sup>th</sup> June 2013 @ STEAM (Sir Daniel Gooch) 9.00-2.00



## **TOWN TWINNING NETWORK**

**WEDNESDAY, 5 JUNE 2013**

PRESENT:- Councillors Kevin Small (Chair), Junab Ali, Abdul Amin and Mike Bawden; Roger and Vera Gower (Swindon Salzgitter Twinning Association), Mr Bruce Clarke (Swindon Ocotal Link), Derrick Gustafson (Highworth Twinning Association),

Apologies for absence were received from Andy Lane, John Mayell, Stephen Taylor, Nazma Ramruttun, Hasan Nur and Councillor Michael Bray

### **17. Declarations of Interest**

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

### **18. Public Question Time**

No public questions were received during the meeting.

### **19. Minutes**

Resolved – That the minutes of the meeting held on 27 February 2013, be confirmed as a correct record.

### **Matters Arising**

Minute No. 16 – Application for a Town Twinning Grant.

Roger Gower confirmed that the Swindon Salzgitter Twinning Association had received a grant of £500 from the Council, although the original amount requested, and recommended for approval by the Town Twinning Network, had been £1000. It was agreed that Councillors Kevin Small and Mike Bawden would meet with the Director of Law and Democratic Services to discuss the process for approving Town Twinning grants and the role of the Network in that process.

### **20. Involvement of Schools and Young People in Twinning activities**

Paddy Bradley, Head of Commissioning – Economy and Attainment, attended the meeting to discuss the involvement of schools and young people in Twinning activities. He explained that many schools develop links through their curriculum activities rather than through the more formal Civic Twinning links. He suggested that a task group be established to visit three Secondary and three Primary Schools in Swindon to find out more about their approach to twinning.

Roger Gower added that, during the recent visit to Swindon by a group from Salzgitter, a visit was arranged to Nova Hreod School where the students gave presentations in both English and in German. The visit had been very successful and the school were keen to repeat this in two years' time for the next visit by

Salzgitter to Swindon.

The Network agreed that a task group be established to visit Primary and Secondary Schools and that a series of questions be established prior to the visits to ensure there was a consistent approach to obtaining relevant information in order to develop a strategy for further engagement with young people with regards to twinning activities. The chair asked for any ideas on suitable questions or areas to be explored to be submitted to the clerk as soon as possible.

Members of the Network also discussed the need for a school link with Salzgitter and it was agreed that it would be worth liaising with the University Technical College when the management team were in place.

Resolved – (1) That the Town Twinning Network establish a task and finish group to visit three Secondary and three Primary schools in Swindon.

(2) That the Network receives a report from the task and finish group on its learning from the visits and its recommendation for the future development of the Network.

(3) That any ideas on suitable questions or areas to be explored with the schools be submitted to the clerk as soon as possible.

(4) That the management team at the University Technical College, when established, be contacted with regards to developing a link with Salzgitter.

## **21. Reports from Town Twinning Associations and Links**

The Network considered (a) a report of the Director of Law and Democratic Services listing the Town Twinning Associations and Links in and around Swindon and (b) the following verbal reports from those Town Twinning Associations and Links present at the meeting:-

### **Highworth Twinning Association**

Derrick Gustafson reported that the AGM had been held on 15<sup>th</sup> March and that all officers had been re-elected, including the Chair Richard Pearce. It was also agreed that the annual subscription would be raised from £5 to £10.

16 members had attended the Europe Day in Pontorson from 9<sup>th</sup> – 12<sup>th</sup> May and it was also the 45<sup>th</sup> anniversary of the Pontorson-Wassenberg link.

A fundraising Safari Lunch would be held on 30<sup>th</sup> June which was an opportunity for members to get together socially and a fundraising 'Jazz on the Lawn' would be held on 21<sup>st</sup> July, for which some of the proceeds would go to the Twinning Association. One of the members was also holding a coffee morning on 15<sup>th</sup> September in order to raise funds for the association.

Visitors from Wassenberg were due to visit Highworth on the weekend of 26<sup>th</sup>/27<sup>th</sup> October although no date had yet been arranged for a visit to Wassenberg which usually occurs every other year. There was also no date set for Pontorson to visit Highworth.

### **Swindon Ocotal Link (SOL)**

Bruce Clarke reported that he had resigned as chair, along with four other committee members and that other volunteers had now taken over and the first meeting with the new executive would be held following this Network meeting.

Initial reports on the project established by the Emmanuel Church to work with women indicated that it was working very well and had been well received. The next trip to Ocotal would take place in 2014 and Bruce would be circulating information about this in the near future. The likely cost would be around £1500 for a three week visit.

Bruce added that a postcard had been developed of the mural painted at Lawn Academy last year and that he would let all members of the Network have a copy of the postcard when they were printed. SOL were also in the process of developing a link with a school in Ocotal and letters were being exchanged with the hope of moving onto Skype.

Bruce briefly highlighted the progress made with regards to his radio programme 'It's a wonderful world', including coverage of the recent Salzgitter visit. This had grown out of a conversation held at a Network meeting as to how to promote twinning and link activities.

### **Swindon Salzgitter Twinning Association**

Roger Gower briefly outlined the programme for the recent visit to Swindon by a group from Salzgitter, including:-

- Visit to Coate Water
- Meeting the Mayor at Lydiard House
- Welcome meal
- Visit to Cardiff
- Visit to Nova Hreod School
- Trip to the Wroughton bowls club, which was covered by the Swindon Evening Advertiser
- Farewell event at the Purton Club.

12 Germans and about 24 members/friends took part in the visit and the Germans were provided with copies of the Advertiser before they left to go home.

Roger would be putting a journal together of the visit, including photographs and would circulate this to members of the network. He added that he had had lengthy discussions about the two twinning associations and how they could develop in the future.

### **Chattanooga**

Andy Lane had reported that he was still talking with Forward Swindon regarding a possible business delegation to Chattanooga and that he would be meeting with a UK Trade and Investment representative later this month.

## **22.**

### **Dates of future meetings**

Future meetings of the Town Twinning Network would be held on the following dates:-

25<sup>th</sup> September 2013 at 6pm

4<sup>th</sup> December 2013 at 6pm

2<sup>nd</sup> April 2014 at 6pm

**23.**

**Any Other Business**

The Chair advised that this would be the last meeting for the clerk, Alison Smith and members of the Network expressed their thanks for all her work and wished her well in her new job.