



SWINDON BOROUGH COUNCIL

Municipal Year 2013/14

Meeting of Council on Thursday, 26 September 2013

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Friday, 5 July 2013 of Special Committee (Pages 3 - 4)
2. Minutes of meeting Tuesday, 6 August 2013 of Special Committee (Pages 5 - 6)
3. Minutes of meeting Monday, 15 July 2013 of Standards Committee (Pages 7 - 10)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

4. Minutes of meeting Monday, 1 July 2013 of Scrutiny Committee (Pages 13 - 14)
5. Minutes of meeting Monday, 29 July 2013 of Scrutiny Committee (Pages 15 - 20)
6. Minutes of meeting Monday, 12 August 2013 of Scrutiny Committee (Pages 21 - 24)
7. Minutes of meeting Tuesday, 16 July 2013 of Health Overview and Scrutiny Committee (Pages 25 - 32)
8. Minutes of meeting Tuesday, 18 June 2013 of Economic, Environmental and Sustainability Overview and Scrutiny Committee (Pages 33 - 36)

9. Minutes of meeting Monday, 24 June 2013 of Safer and Stronger Communities Overview and Scrutiny Committee (Pages 37 - 38)

SECTION 3 - REGULATORY COMMITTEES

10. Minutes of meeting Tuesday, 9 July 2013 of Licensing Committee (Pages 41 - 42)
11. Minutes of meeting Thursday, 1 August 2013 of Licensing Committee (Pages 43 - 44)
12. Minutes of meeting Monday, 1 July 2013 of Licensing Panel (Pages 45 - 46)
13. Minutes of meeting Wednesday, 24 July 2013 of Licensing Panel (Pages 47 - 50)
14. Minutes of meeting Thursday, 29 August 2013 of Licensing Panel (Pages 51 - 52)
15. Minutes of the meeting Tuesday 11 June 2013 of Planning Committee (Pages 53 - 54)
16. Minutes of meeting Tuesday, 9 July 2013 of Planning Committee (Pages 55 - 60)
17. Minutes of meeting Tuesday, 13 August 2013 of Planning Committee (Pages 61 - 62)

SECTION 4 - CHILDREN SERVICES BODIES

18. Minutes of meeting Thursday, 6 June 2013 of Swindon Children's Trust Board (Pages 65 - 72)
19. Minutes of meeting Tuesday, 9 July 2013 of Schools Forum (Pages 73 - 80)
20. Minutes of meeting Tuesday, 7 May 2013 of Education Transport Appeals Sub-Committee (Pages 81 - 82)
21. Minutes of meeting Thursday, 9 May 2013 of Education Transport Appeals Sub-Committee (Pages 83 - 84)

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

22. Minutes of the meeting Wednesday 12 June 2013 of Wiltshire Police and Crime Panel (Pages 87 - 92)
23. Minutes of the meeting Tuesday 25 June 2013 of One Swindon Board (Pages 93 - 98)

Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

FRIDAY, 5 JULY 2013

PRESENT:- Councillors David Renard (Chair), Steve Allsopp (Deputy), Mike Bawden, Claire Ellis (Deputy), Fionuala Foley, Jim Grant, Brian Mattock (Vice- and Des Moffatt.

Apologies for absence were received from Councillors Mark Dempsey, Garry Perkins and Stan Pajak.

1. Declarations of Interest.

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

2. Minutes.

Resolved – That the minutes of the meeting held on 18th March 2013, be confirmed and signed as a correct record.

3. Public Question Time.

No public questions were received during the meeting.

4. Strategic Review of Swindon Commercial Services Ltd. - References from Other Council Bodies: Cabinet

The Committee considered (a) a report of the Cabinet Member for Strategic Projects and Transformation, the Chief Executive and the Director of Law and Democratic Services setting out recommendations arising from the meeting of the Cabinet held on 26th June 2013 concerning the outcomes of a Strategic Review of Swindon Commercial Services Ltd, and (b) the report submitted to the Cabinet meeting on the Strategic Review (Minute 21 of the Cabinet refers).

Resolved – (1) That the joint report of the Cabinet Member for Strategic Projects and Transformation, the Chief Executive and the Director of Law and Democratic Services concerning the Strategic Review of Swindon Commercial Services Ltd be noted.

(2) That, Special Committee on behalf of the Council, confirms and adopts Minute 21(1) of the Cabinet concerning the Strategic Review of Swindon Commercial Services Ltd.

(3) That Minute 21(2) of the Cabinet be noted.

(Councillors Steve Allsopp, Jim Grant and Des Moffatt asked that their abstention in the vote on the above resolutions be recorded.)

5. Appointments to Council Committees and Other Bodies.

The Director of Law and Democratic Services reported orally in respect of proposed changes to the membership of Council bodies requested by the Council's Conservative Group.

Resolved – (1) That the Special Committee, on behalf of Council approves the following appointments:-

Committee	Councillor Appointed	Councillor Replaced
Planning Committee	Mary Friend	Rochelle Russell
Appointments Committee	Rochelle Russell	Richard Hurley
Footpaths and Rights of Way Committee	Alan Bishop	Vacancy
Corporate Parenting Advisory Board	Colin Lovell	Vacancy

(2) That the advice of the Director of Law and Democratic Services regarding membership of the Swindon and Wiltshire Local Transport Body be noted.

SPECIAL COMMITTEE

TUESDAY, 6 AUGUST 2013

PRESENT:- Councillors Brian Mattock (Vice-Chair, in the Chair), Mark Dempsey, Fionuala Foley, Des Moffatt, Mike Bawden, Steve Allsopp (Deputy), Claire Ellis (Deputy), Richard Hurley (Deputy) and Ann Richards (Deputy).

Apologies for absence were received from Councillors David Renard (Chair), Jim Grant, Garry Perkins and Stan Pajak.

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.

7. Minutes

Resolved – That the minutes of the meeting held on 5th July 2013 be confirmed and signed as a correct record.

8. Public Question Time

No public questions were asked under Standing Order 28.

9. Exempt Items - Exclusion of Press and Public

Resolved – That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the additional oral Agenda Item (Shareholder Consent Matters - Swindon Commercial Services Ltd.) on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned. (Minute 11 refers.)

10. Appointment of Director to the Board of Swindon Commercial Services Ltd.

The Director of Law and Democratic Services reported that further to the decision of the Council on the Strategic Review of Swindon Commercial Services Ltd. (Minute 4 refers), it was necessary for the Council, as shareholder, to appoint a new director to serve on the Board of Swindon Commercial Services Ltd. following the retirement of the former Managing Director. He explained the reasons for seeking to make the proposed appointment at this time and the role and responsibilities.

Councillor Des Moffatt asked if a decision would be taken to fill the vacancy that had arisen for a private sector representative on the Board of Swindon Commercial Services Ltd.

The Director of Law and Democratic Services and the Board Director, Service Delivery advised that steps were underway to identify a suitable person to fulfil this role.

Resolved – That Mr Bernie Brannan, Board Director, Service Delivery, be appointed as a director to serve on the Board of Swindon Commercial Services Limited (SCS).

11. Shareholder Consent Matters - Swindon Commercial Services Ltd.

The Director of Law and Democratic Services reported that further to the decision of the Council on the Strategic Review of Swindon Commercial Services Ltd. (SCS) (Minute 4 refers), various 'Shareholder Consent' matters under the Memorandum of Understanding between the Council and SCS might arise for determination by the Council, including any change in the membership of the SCS Board which might be sought by the company.

Resolved – That the update of the Director of Law and Democratic Services be noted.

STANDARDS COMMITTEE

MONDAY, 15 JULY 2013

PRESENT:- Councillor David Wood (Chair), Councillors Fay Howard, Teresa Page, Michael Bray and John Haines, Mr Trevor Davies and Mr David Dawson (Co-opted representatives) and Mr Paul Morris and Peter Morgans (Independent Persons).

1. Introductory Remarks

At the invitation of the Chair, the Director of Law and Democratic Services commented on the position regarding Parish Council representation on the Committee. The Director explained that the Swindon Area Committee of the Wiltshire Association of Local Councils had initially put forward three nominations, for only two vacancies that exist on the Committee for Parish Council representation, and that revised nominations were awaited. The two former Parish Council representatives on the Committee were in attendance and it was explained that, for this meeting, they would be public observers only.

2. Appointment of Vice-Chair

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

3. Declarations of Interest

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

4. Minutes

Resolved – That the minutes of the meeting held on 18th March 2013 be confirmed and signed as a correct record.

5. Public Question Time

Ms Karen Boyd, a resident of Hesketh Crescent, referred to the Committee's Annual Report and asked if the content had been agreed with the two local Members of Parliament. At the Chair's request, the Director of Law and Democratic Services responded to Ms Boyd's question.

Ms Boyd put a second question, asking who had determined that the public and press be excluded from the Committee's consideration of Agenda Item 10 ("Ethical Compliance Report"). At the Chair's request, the Director of Law and Democratic Services responded to Ms Boyd's question.

Carole Bent, a resident of Old Town, asked about the percentage of complaints made by members of the public over the last 12 months that had been upheld by the Standards Committee. At the Chair's request, the Director of Law and Democratic Services responded to Ms Bent's question.

Ms Bent put a second question to the meeting. She referred to comments she said had been made by Robert Buckland MP regarding the Council's standards procedures and asked what the Committee might do differently in the coming year to improve public confidence in its elected representatives and public institutions. At the Chair's request, the Director of Law and Democratic Services responded to Ms Bent's question. In addition, the Chair requested that Ms Bent provide him with details of the particular comments, attributed to Mr Buckland, that she had referred to in putting her question.

6. 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 involved 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 Nos.</u>	<u>Minute No.</u>
10	1 and 2	10

7. Standards Committee Annual Report

The Committee was asked to consider its Draft Annual Report 2012/13, which document provided a record of the work of the Standards Committee for the period 1 July 2012 to 16 May 2013.

Resolved – (1) That the Draft Standards Committee Annual Report 2012/13 be agreed, subject to the correction of textual errors in the document identified by members during their consideration of the report.

(2) That, with reference to members' comments during their debate of this item, the Director of Law and Democratic Services prepare a Press Release aimed at raising public awareness of the Standards Committee and its role in promoting and maintaining high standards of conduct by councillors and co-opted representatives, the release to particularly emphasise the ways in which members of the public can refer matters to the Monitoring Officer and, subsequently, the Committee for consideration.

(3) That the former clerk for the Committee, Sarah Lawrence, be advised of members' thanks for her work in compiling its Draft Annual Report 2012/13.

8. Annual Work Programme

The Committee considered a report of the Director of Law and Democratic Services inviting the Committee to agree its Work Programme for 2013/2014.

Resolved – (1) That, subject to (2) and (3) below, the Committee's Work Programme for 2013/2014, as appended to the report, be agreed.

(2) That it be noted that the Committee's proposed consideration at its next meeting of updates to the Independent Persons Protocol would be dependent on the Independent Persons meeting with the Director of Law and Democratic Services beforehand to discuss issues relating to the suggested draft protocol.

(3) That the Committee Clerk confirm, and advise members of, the scheduled dates of Standards Committee meetings in the Municipal Year 2013/14.

9.

Ethical Framework Update

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

- a reference from the Council's Children and Young People Overview and Scrutiny Committee
- a proposed review of the standards regime by the Committee on Standards in Public Life
- dispensations
- the adoption of the Independent Persons Protocol
- the membership of the Standards Committee
- training issues.

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

(2) That the Director of Law and Democratic Services report to the next meeting on the issue of possible guidance for members in relation to invitations to comment on instances of school openings or closures.

(3) That the indication from the Committee on Standards in Public Life, of its intention to undertake a review in 2014/15 of the standards regime under the Localism Act arrangements, be noted and that the Director of Law and Democratic Services provide updates as necessary following any such review.

(4) That it be noted that no dispensations had been granted by the Monitoring Officer since the last meeting.

(5) That the adoption of the Independent Persons Protocol, appended to the report, be further considered after the Independent Persons have met with the Director of Law and Democratic Services to review the draft protocol and to discuss related issues, including the adoption of the code by other authorities and the role of the Hoey Ainscough Associates Ltd.

(6) That it be noted that revised nominations were awaited from the Swindon Area Committee of the Wiltshire Association of Local Councils in respect of the two Parish Council vacancies on the Committee.

(7) That the issues reported in relation to member and Parish Councillor training be noted.

10.

Ethical Compliance Report

The Committee considered a report of the Director of Law and Democratic Services regarding the outcome of various ethical framework compliance matters, including the details of Whistleblowing cases received since the last Committee and the outcome of any completed investigations in relation to these, the whistleblowing protocol and the issues of protecting complainants from possible unfavourable treatment, and the outcome of Code of Conduct Complaints received since the last meeting.

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

(2) That it be noted that the Director of Law and Democratic Services was liaising with the Head of Internal Audit on the issue of the whistleblowing protocol and the protection of complainants from unfavourable treatment and would report to a future meeting on the matter.

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Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 1 JULY 2013

PRESENT:- Councillors Andrew Bennett, John Ballman, Michael Dickinson (Vice-Chair), Emma Faramarzi, Brian Ford, Mary Friend, Cindy Matthews, Des Moffatt, Stan Pajak and Michael Bray.

Councillors Dale Heenan, Cabinet Member for Strategic Planning and Sustainability, and Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), were also in attendance.

Apologies for absence were received from Councillors Kevin Small (Chair) and Maureen Penny and from Councillor David Renard, Leader of the Council and Chair of Cabinet, and Councillor Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet, and Cabinet Member for Health and Adult Social Care.

7. Declarations of Interest

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

8. Public Question Time

Mr Brian Cockbill, a local resident, put questions regarding:

- the frequency of Cabinet members' usage of public transport;
- communication that the Leader of the Council might have had with the Wiltshire Association of Local Councils and Local members of Parliament regarding "the funding of local council tax"; and
- the outcomes of questions he had put to the Council meeting on 21st February 2013 regarding drainage and highways issues relating to Stratton Road.

The Chair thanked Mr Cockbill for his questions. He advised that the matter regarding Cabinet Members' use of public transport was not relevant to this meeting but he agreed to advise those members of the request for information and invite them to reply directly to Mr Cockbill if they wish. He agreed that the other matters be referred to the Leader of the Council and to the Cabinet Member for Highways, Strategic Transport and Leisure, to provide written responses.

9. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 26 June 2013.

21. *Strategic Review of Swindon Commercial Services Ltd (Minute for Confirmation)*

Resolved - That Minute 21 of the Cabinet be noted

22. *Kimmerfields (Union Square) - Future Investment and Financial Implications*

In accordance with Section 100A(4) of the Local Government Act 1972, the Committee determined that the public be excluded during the discussion of the matters referred to in Cabinet Minute 22, on the grounds that this would involve 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 Dale Heenan, the Cabinet Member for Strategic Planning and Sustainability, responded to comments made by Councillor Des Moffatt regarding the net annual revenue implications of the proposed capital investment in Kimmerfields.

Resolved - That Minute 22 of the Cabinet be noted.

10. Overview & Scrutiny Annual Report

The Committee received the draft Annual Overview and Scrutiny Report for the 2012/13 Municipal Year.

Resolved – That the draft Annual Overview and Scrutiny Report 2012/13 be accepted and agreed for submission to the Full Council for approval.

11. Overview update

The Committee received a report of the Director of Law and Democratic Services on the work programmes established by the Council's Overview and Scrutiny Committees for 2013/14.

Councillor Brian Ford, the Chair of the Safer and Stronger Overview and Scrutiny Committee, and Councillor Emma Faramarzi, the Chair of the Economic, Environmental and Sustainability Overview and Scrutiny Committee, introduced the work programmes of their respective committees. In the absence of Councillor Nicky Sewell, Chair of the Health Overview and Scrutiny Committee, Councillor Mick Bray introduced that Committee's work programme. In the absence of Councillor Maureen Penny, the Chair of the Children and Young People's Overview and Scrutiny Committee, Councillors Mick Bray and Emma Faramarzi, introduced that Committee's work programme.

The Chairs of the Overview and Scrutiny Committees, or their representatives, summarised each committee's priorities for the year and the main scrutiny reviews to be undertaken, and responded to members' questions on issues raised in each presentation.

Resolved – That the updated information presented to the meeting in respect of the work programmes of each of the Council's Overview and Scrutiny Committees be noted.

SCRUTINY COMMITTEE

MONDAY, 29 JULY 2013

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

Councillors Brian Mattock, Deputy Leader of the Council , Vice-Chair of Cabinet, and Cabinet Member for Health and Adult Social Care, Claire Ellis, Cabinet Member for Customer Support and Corporate Services, Russell Holland, Cabinet Member for Finance, Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), and Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, were also in attendance.

Apologies for absence were received from Mary Friend and Colin Lovell and from Councillors David Renard, Leader of the Council and Chair of Cabinet, and Keith Williams, Cabinet Member for Highways, Strategic Transport and Leisure.

12. Declarations of Interest

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

13. Public Question Time

No public questions were asked.

14. Minutes

Resolved – That the minutes of the meetings held on 17th June and 1st July 2013 be confirmed and signed as a correct record.

15. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 24 July 2013.

26. *Education Matters - School Transport*

In the absence of the Cabinet Member for Children's Services, Councillor Garry Perkins, the Cabinet Member for Economy, Regeneration and Culture, responded to questions put by Councillors Bob Wright, Andrew Bennett and Maureen Penny regarding:

- the highway and transportation impact of the Council's School Place Planning Strategy and the associated Education Transport Policy
 - the suggestion that the provision of a greater number of good quality local schools is the most appropriate way of reducing educational transport costs

- the success of the consultation exercise in influencing the development of the revised Education Transport Policy
- the position of parents in rural areas whose first choice for school places cannot be met
- demographic factors influencing the availability of school places
 - the exacerbation of future placement pressures when children continuing to attend a school after the family has moved out of the catchment area
- the feasibility of providing free public transport to all schools across the borough
- the importance of ensuring that parents are aware of potential education transport costs when making their school placement choices

Resolved - That Minute 26 of the Cabinet be noted.

27. *Swindon Borough Council Housing Tenancy Strategy*

Councillor Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), responded to questions put by members regarding:

- action proposed to be taken by the Council to assure vulnerable tenants, particularly residents of Category 1 and Category 2 sheltered housing schemes, that their tenancies will be unaffected by any revised Housing Allocations Policy
- the requirement under the Localism Act for Councils to prepare housing tenancy strategies and the level of discretion available to individual Councils in developing that strategy
- the initial period of fixed term tenancies, as proposed in the draft strategy document appended to the Cabinet report
- the nature and extent of the proposed consultation to inform the Housing Allocations Policy
- the Council's response to tenants' groups initial, negative reception of the draft housing strategy document
- the implications of the proposed strategy for the housing accommodation aspirations of current Band C applicants and the importance that any strategy should prioritise those individuals with the greatest genuine housing need
- the recognition of the significant benefits that can accrue from extended familial support for vulnerable adults and the potential for this support to be recognised within the allocations policy
- the definition of the term "formal volunteer", used in the report
- the option to review tenancies and the relative insecurity of a fixed tenancy period of even 10 years
 - criteria for the review of fixed term tenancies
- the potential for political gain as a result of a reduced housing waiting list following the introduction of a revised allocations policy
- the proposed housing tenancy strategy and the potential for legal challenges on grounds of inequality of opportunity
- the continuing review of the housing tenancy strategy in relation to income ratios and other pertinent housing market factors
- the average length of a council housing tenancy
- the position of the majority group on the Council on the issue of future Swindon expansion

Resolved - That Minute 27 of the Cabinet be noted.

28. *Sussex Square Regeneration*

Councillor Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), and Councillor Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet, and Cabinet Member for Health and Adult Social Care, responded to questions put by Councillors Andrew Bennett, Des Moffatt and Bob Wright regarding:

- the availability of Section 106 Planning Agreement monies to support this project
- the source of the £2.5m capital receipts to be used to support the project
- the total number of residential units to be provided through the regeneration project
- the role of the HRA in funding the scheme and the retention within the HRA of receipts accruing from the lease of the retail units
- the proposal that the social housing element of the project will be based on affordable rents
- the likelihood of HCA monies being made available to support the scheme

Resolved - That Minute 28 of the Cabinet be noted.

29. *Budget Management 2013/14*

Councillor Russell Holland, Cabinet Member for Finance, responded to a question put by Councillor Andrew Bennett regarding the agreement to delay the requisite increase in the pension deficit payments to be made by Thamesdown Transport Limited.

Resolved - That Minute 29 of the Cabinet be noted.

30. *Capital Programme Monitoring - Fourth Quarter 2012/13*

Councillor Russell Holland, Cabinet Member for Finance, supported by the Board Director Finance, responded to questions put by the Chair and Councillors Bob Wright and Des Moffatt regarding:

- the decision to reduce the village centres budget as part of the revenue budget process to reduce the impact on debt charges
 - the implications of that decision for village centre capital schemes, particularly the Toothill centre scheme
 - the lottery money given to the Toothill community and confirmation that this should not be used to subsidise local authority expenditure in that area
- the increase in the budget for highway works at Islington Street and the need to ensure that expenditure of Section 106 monies is used for the benefit of the community in the area of the associated development
- the use of unallocated "Sustrans" grant to support the budget increase
- the revenue effect of increased capital spend in the town centre

Resolved - That Minute 30 of the Cabinet be noted.

31. *Investing in a Families Contact Point, Clarence House, Swindon*

Resolved - That Minute 31 of the Cabinet be noted.

32. *Public Sector Transformation*

Resolved - That Minute 32 of the Cabinet be noted.

33. *Swindon Town Centre Car Parking Rationalisation - Phase 2*

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, responded to questions put by Councillors Bob Wright, Brian Ford, Stan Pajak, Des Moffatt and Mick Bray regarding:

- the annual operational costs associated with the new Whalebridge multi-storey car park
 - the capital cost of the new car park in relation to the on-going financial pressures faced by the Council
 - options to the proposed decommissioning and landscaping of smaller surface car parks in the town centre
- the design of new and replacement town centre buildings to make them more secure and less open to criminal invasion and damage
 - the use of Police Authority architectural services to aid in the “designing out” of crime
- the current level of the Council’s Regeneration Reserve budget
- the Cabinet Member’s projections regarding the future commercial occupancy of the Kimmerfields site
- the status of Cabinet Member’s previously expressed hope that the Wyvern Theatre might be extended as part of the town centre development proposals
- the implications of the proposed closure of the Wyvern multi-storey car park for the many disabled drivers who use that car park and for patrons of the Menzies Hotel who also use that car park

Resolved - That Minute 33 of the Cabinet be noted.

34. *Options Appraisal - Leisure and Culture Commissioning*

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, responded to questions put by the Chair and Councillors John Ballman, Bob Wright:

- backlog maintenance and clarification of the backlog maintenance total
- the cost of the refurbishment and future maintenance of the Milton Road facility as the main driver for the proposed options appraisal and the possibility that an alternative solution, specifically focussed on the future of that facility, might have been neglected
- the absence from the report of information about the revenue implications of the elements of capital spend detailed in the report
- the implications of the proposals for the future ownership of the Milton Road facility

Resolved - That Minute 34 of the Cabinet be noted.

It was agreed that information requested by individual members during the course of the Committee's consideration of this item should be forwarded to the Committee Clerk for distribution to Scrutiny Committee members.

16. Cabinet Member Question and Answer - Cabinet Member for Highways, Strategic Transport and Leisure

It was noted that Councillor Keith Williams, Cabinet Member for Highways, Strategic Transport and Leisure, was unable to attend the meeting due to work commitments and that, consequently, this item would be deferred for consideration at a future meeting.

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SCRUTINY COMMITTEE

MONDAY, 12 AUGUST 2013

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

Councillors Russell Holland, Cabinet Member for Finance, and Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, were also in attendance.

An apology for absence was received from Councillor Stan Pajak.

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.

18. Public Question Time

No public questions were asked.

19. Welfare Reform and Benefit Changes

Councillor Russell Holland, Cabinet Member for Finance, was in attendance and presented to the Committee a report on the detail of recent welfare reform and benefit changes and the impact of these on Swindon residents. In accordance with a request by the Chair, Councillor Holland's presentation focussed on:

- the specific reforms introduced
- changes that had been made to the benefits system and the effect of these changes for Swindon residents
- the Council's process for delivering the required changes and how it will monitor and review the impact of the changes on local residents
- revisions made to Council policies and future development plans to accommodate the welfare reform and benefit changes

Following his introduction of the report, Councillor Holland responded to members' questions and observations in relation to the following matters:

- the Cabinet Member's assessment of the impact of the changes as less significant than anticipated and the increased level of arrears, over a relatively short period of time, on the rental accounts of tenants whose properties have been assessed as under-occupied
- the number of applications received for discretionary housing payments
 - the position of applicants whose applications for discretionary housing payment awards are not approved
- the data relating to the numbers of claimants impacted by the Council Tax Support (Benefit) changes
- Council Tax Collection and Recovery
 - the increase in the numbers of council tax reminder letters issued
 - the increase in the numbers of council tax summonses issued

- the total number of claimants affected by the under-occupancy changes to housing benefit and the number of these that were Swindon tenants
 - the availability of support for non-Swindon tenants
- the abolition of the discretionary elements of the National Social Fund as part of the Welfare Reform Bill
- the stated aims of the Local Welfare Assistance policy agreed in March 2013 and the apparent lack of any specific reference therein to children and families or single parents
- the prioritisation of payments received in respect of attachment of earnings orders (in cases of both rent and council tax arrears)
 - the current number of council tenants in both rent and council tax arrears
- the impact of the welfare reforms on tenants of Registered Social Landlords and the level of support being provided by these landlords
- the lack of progress in relation to the motion agreed at Council regarding the development of a sheltered housing scheme in The Hawthorns
- the level of officer support available to assist tenants in resolving issues around the individual tenant's rent and council tax payment commitments
 - the ability of officers to make personal visits to tenants in order to provide assistance
 - the number of tenants who had requested assistance before a situation was reached that the Council had to necessarily intervene
- the Cabinet Member's assessment of the overall revenue impact of the welfare reforms on Housing and the Council and the recognition that the impact of the changes on a tenant's individual circumstances can be very significant
- the increasing use of food banks by families and individuals in serious need and the recognition of a possible correlation between pressures to pay bills and a rise in health issues related to poor or inadequate nutrition
- the Emergency Assistance Fund claim data and the analysis of the diversity information available about claimants for assistance
 - the breakdown of claimants according to Ward
- best practice and the availability of comparative data regarding the responses of other authorities to the welfare changes
- the council's Fair Debt Policy
- the implications for the Housing Revenue Account of any further reduction in the Benefits subsidy the Council receives from Central Government
- the Council's debt write off policy, the recommended delegated levels for write offs and the details of amounts that had actually been written off
- the possibility of a survey to determine client's satisfaction with the support services offered by the Council in relation to welfare reforms changes

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 – (1) That Councillor Russell Holland, Cabinet Member for Finance, be thanked for attending the meeting to present this report and for his full and open responses to Members' questions and observations.

(2) That an update report on the impact of welfare reform changes be made to the Committee in November (following the presentation of this information to the next scheduled meeting of the Swindon Benefits Strategy and Welfare Reform Group).

20. Cabinet Member Question and Answer Session - Cabinet Member for the Economy, Regeneration and Culture

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, was in attendance and presented a detailed report summarising progress and performance in respect of each of the following service areas within his portfolio of responsibility:

- Arts and Culture
- Community Heritage
- Economic Development
- Museums, including Steam
- Regeneration (except Wichelstowe and Village Centres project)
- Specific Responsibility for Lydiard Park Project
- UK Broadband
- FSL Ltd (in his capacity as Client Lead Member).

At the request of the Chair, Councillor Perkins, in his presentation of the report, commented specifically on those elements of his portfolio which he felt had been most successful, those where a different approach might have produced better results and the lessons that might have been learned as a consequence, and the challenges he expected to be faced by the Council relation to these service areas in the coming year and beyond.

Following his presentation of the report, Councillor Perkins, with the assistance of his support officers, responded to members' specific questions and observations on the following topics:

- the attraction of manufacturing industries to Swindon and the capability of the current education system to both encourage and prepare students for careers in the manufacturing industries
- the detail and anticipated outcomes of the Leisure and Culture options appraisal
 - measures to reduce the cost of arts and cultural services provision in Swindon and to ensure that such provision is accessible by all sectors of the community
- the future of the "Big Screen" in Wharf Green as a "stand alone" feature
- initiatives to support the promotion of commercial apprenticeship opportunities with small and medium-sized business enterprises
- members' experiences of the Council's failure to advise them of major issues affecting their wards, in advance of press statements being made by the Council, and the requirement for a protocol to be put in place to prevent such instances in future
- the recognition that the Local Enterprise Partnership (LEP) monies of £5m is, essentially, a loan to the Council that will have to be repaid
- the development of the UK Broadband initiative
 - broadband coverage in the rural areas
 - the provision of effective broadband coverage as an essential element in promoting local plan designated employment areas in the east of the borough

- the improvement of broadband coverage in business parks where the Council has a freehold interest
 - the importance of consulting rural areas representatives about any proposals to enhance broadband coverage in their areas
- recognition of Swindon's improved cultural offer
- the Council's support of the development of plans to celebrate 175 years of the Great Western Rail Works
 - recognition within the celebration proposals of Swindon's Railway heritage beyond the "steam age"
- the success of the Council's car parking policy in the town centre
- the promotion of Lydiard Park as a major Council asset
 - maximisation of the commerciality of the Park and placing it on a sound commercial footing
- the Big Arts Day
- work to reduce the level of subsidy for theatre provision and the position regarding the current contract for services at the theatre
- the apparent exclusion of Central Ward councillors from meetings regarding Fleet Street
 - the levels of capital expenditure proposed for the enhancement of Commercial Road (£5m) and Fleet Street and Faringdon Road (£2.5m)
- the MUSE project and the attraction of major companies to occupy the development
- the current position regarding the provision of a new health centre as part of the town centre development proposals
- traffic management in the town centre and the adequacy of the existing and proposed highways infrastructure to support the new developments

Resolved – That Councillor Perkins be thanked for attending the meeting and for his full and open responses to members' questions and observations.

(In accordance with the National Code of Local Government Conduct, Councillor Michael Dickinson made a non-prejudicial declaration of interest in respect of the Committee's consideration, under this agenda item, of any matters relating to his employer, Swindon New College.)

HEALTH OVERVIEW AND SCRUTINY COMMITTEE

TUESDAY, 16 JULY 2013

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

John Gilbert (Board Director Commissioning, SBC), Heather Mitchell (SEQOL), Dr Peter Crouch (Clinical Commissioning Group), Cherry Jones (SBC), Val Vaughan (Healthwatch), Gill May (Swindon CCG), Jennifer Howells (NHS England), Nerissa Vaughan (GWH), Hilary Walker (GWH) and Oonagh Fitzgerald (GWH).

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

Apologies for absence were received from Councillor Rochelle Russell and Paul Bearman (CCG).

12. Declarations of Interest

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

13. Public Question Time

No public questions were asked.

14. Minutes

Resolved – (1) That the minutes of the meeting held on 5th June 2013 be confirmed and signed, subject to the amendment of the list of attendees to show Val Vaughan as representing the Equalities Advisory Forum.

(2) That, further to Minute 6(2), it be confirmed that progress reports from the NHS Swindon Clinical Commissioning Group would be made to the Committee on a bi-monthly basis.

15. NHS England

Further to discussion at the last meeting of the Committee, regarding the commissioning activities of NHS England and the effective scrutiny of regional health services, Jennifer Howells (NHS England) was in attendance. Ms Howells made a presentation to the meeting that provided an overview of the aims and ambitions of NHS England and its specific roles, particularly in relation to its allocation of resources to CCGs and its support of the CCGs, through its Area teams, in commissioning services on behalf of their patients. Ms Howell expanded on NHS England's Specialised Commissioning function, its Health and Justice Commissioning and Armed Forces Commissioning responsibilities and provided a summary of population, budget and health service provision for the local area (Bath and North East Somerset, Gloucestershire, Swindon and Wiltshire). She concluded her presentation by briefly outlining the structure of the Local Area Team and its

development priorities.

Following her introductory presentation, Ms Howells responded to members questions and observations on the following issues:

- responsibility and accountability for ensuring the delivery of stated objectives and improved outcomes for patients
- health care provision for service veterans and the importance of ensuring that GPs are provided with the individual's service health records
- the total health budget allocation for the region and the reasons for the apparent imbalance in allocation per head of population in Swindon
- the implications for local health funding of the increasing rate of population growth in Swindon
- consultation and accountability in relation to specialised commissioning decisions

The Chair thanked Ms Howells for attending the meeting and for her informative presentation.

16. Joint OSC for South West Ambulance NHS Foundation Trust

The Committee received a report on the acquisition of the Great Western Ambulance Service by the South West Ambulance NHS Foundation Trust and the implications of that organisational change for the continuing monitoring and scrutiny of the service. It was noted that, at its final meeting on 28th June 2013, the former Great Western Ambulance Service Joint Overview and Scrutiny Committee had instructed that all the participating local authorities consider whether a joint Overview and Scrutiny Committee should continue to monitor and hold to account the South West Ambulance Trust.

Resolved – (1) That this Committee supports the continuation of the joint Overview and Scrutiny Committee for the former Great Western Ambulance Service area.

(2) That the Committee recognises that officer support is required to support the continuation of the Joint Overview and Scrutiny Committee, and also the limitations on the level of support the Council can provide, but confirms that it would wish the function to be continued nonetheless.

(3) That the Committee welcomes the offer received from the South West Ambulance NHS Foundation Trust of additional officer support for the joint OSC function.

17. Report from Chief Nurse - Great Western Hospitals NHS Foundation Trust

The Committee received a report on developments in nursing at the Great Western Hospitals NHS Foundation Trust and addressing some of the issues raised at a previous meeting regarding nurse recruitment.

Hilary Walker, Chief Nurse at Great Western Hospitals NHS Foundation Trust, introduced the report, placing it in the context of the diverse range of nursing services provided by the Trust across a significant geographical area and in a number of diverse care settings. She commented that, whilst modern nursing continued to share the same important constants that are well known and

recognised by the public, the complex healthcare needs of patients and the advancement of medical technologies had undoubtedly raised expectations of healthcare services and, consequently, nurses with advanced knowledge and skills were essential for the successful delivery of modern healthcare services. The Hospital Trust's Nursing Strategy had been developed against this background, reflecting the new national strategy ("Compassion in Practice") and building on it, through a process of engagement with front line nursing staff, to deliver a document that described the Trust's ambitions across seven broad domains including:

- leading the best patient, relative and carer experience
- strengthening leadership and professional practice
- driving improvements in safety and quality of care
- delivering effective and efficient services
- leading a healthy and happy work life
- measuring impact and improvement
- delivering a workforce fit for the 21st century.

The Committee noted that the strategy had been ratified by the Trust Board in November 2012 and that, subsequently, a 'Nursing and Midwifery Advisory Committee', chaired by the Chief Nurse, had been established to drive the strategy forward and to monitor its implementation.

Following Ms Walker's introduction of the report and the nursing strategy document, Oonagh Fitzgerald, the Hospital Trust's Director of Human Resources, outlined the Trust's investment in optimising its nursing resources and the specific measures that had been taken to recruit to high calibre people to additional registered nursing posts, including:

- the launch of the "We've got space for you" recruitment campaign
- the development of a centralised recruitment process and the enhancement of that process to promote an explicit and consistent approach to test and develop early work focussing on the candidates' values, attitudes and behaviours
- the development of an International recruitment campaign
- the development of the "Return to Acute care" programme.

After their presentation of the report, Ms Walker and Ms Fitzgerald responded to members' questions and observations on the issues raised, including:

- the "Return to Acute Care Programme" and "fast-track" options for Registered Nurses working in the Independent Care Sector, who have no recent experience of acute care, but who might wish to return to that environment
- career opportunities in health care delivery for individuals who have not obtained the State Enrolled Nurse qualification
- the important support role of nursing assistants and health care assistants
- the optimum ratio of Registered Nurses and Nursing Auxiliaries to support the best patient outcomes and the implications of a recognised reduction in the availability of Registered Nurses

- the proposed level of the Hospital Trust's investment in front line Registered Nurses and whether this can be proven to represent value for money
- the breakdown of nursing staff according to gender and the average retirement age of nursing staff
- the "uniqueness" and "attractiveness" of the Trust's recruitment offer for nursing staff and making Swindon a "destination of choice" for hospital staff
- the selection process and the enhancement of the process to focus on the values, attitudes and behaviours of candidates
- recognition of the need for nurses to develop new skills and acquire new levels of knowledge and understanding and the possibility that relevant training courses will be available through Swindon's new University Technical College
- the availability of staff car parking as an important element of the nursing recruitment offer
- opportunities for the local authority to support the Trust's recruitment drive

Resolved – (1) That the report be noted.

(2) That Hilary Walker and Oonagh Fitzgerald be thanked for attending the meeting to present the report and the Strategy document and for their full and open responses to members' questions.

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

Nerissa Vaughan, the Chief Executive of the Great Western Hospitals NHS Foundation Trust, presented a report to the Committee on the final report of the Inquiry led by Sir Robert Francis QC into care failings at Mid Staffordshire Hospitals NHS FT. It was noted that the inquiry report detailed 290 recommendations, of which approximately 63 directly related to NHS providers. Ms Vaughan commented on the Department of Health's initial response to the report and outlined the Trust's own specific action plan responding to the report recommendations pertinent to the Hospital, split across the following five themes (identified by Sir Robert Francis QC in his report):

- creating the right culture with values that put patients' first
- getting fundamental standards right
- openness, transparency & candour
- compassionate caring and committed nursing
- accurate, useful and relevant information

Following her presentation of the report, the Chief Executive responded to members questions and observations on a number of issues, including:

- the Trust's whistleblowing policy and measures to protect whistleblowers
- the Hospital Trust's position with regard to the inclusion of confidentiality clauses in employment contracts
- the Hospital Trust's representation on the Liddington Parish liaison group
- the backdrop of media coverage of the failing of hospital services and the positive media management measures that might be taken to reassure residents of Swindon of the high quality of the healthcare services provided by the Great Western Hospital

Resolved – (1) That the report be noted.

(2) That a progress report be made to the November meeting of the Committee on the Hospital Trust's and the Clinical Commissioning Group's implementation of the Action Plan, the report to include any initial feedback received from the public in response to the action plan recommendations.

19. Health and Wellbeing Draft Strategy

The Committee received a report regarding progress in the development of the Swindon Health and Wellbeing Strategy and inviting members to consider the priorities identified in the first draft of the Strategy (appended to the report).

Cherry Jones, the Council's Acting Director of Public Health, introduced the report, placing the Draft Strategy in the context of the new vision for the leadership and delivery of public services set out in the Health and Social Care Act 2012, and its support of the principle of local clinical leadership and democratically elected leaders working together to deliver the best health and care services based on the best evidence of local needs. It was noted that the Act placed a duty on the Health and Wellbeing Board to produce a Health and Wellbeing Strategy.

The Acting Director advised that the strategy had been commissioned by the Swindon Shadow Health and Wellbeing Board with the aim of improving the health and wellbeing of children and adults in the borough and reducing health inequalities. It was noted that the strategy document had been developed and informed by the needs of the local population, as outlined in the Joint Strategic Needs Assessment (JSNA), and aligned with One Swindon priorities, national and local frameworks and feedback from various stakeholders following a widespread and continuing consultation process.

The Acting Director highlighted the main elements of the draft strategy for the meeting, including

- the overarching framework for health and care commissioning plans across the borough
- the draft strategy vision that everyone in Swindon lives a healthy, safe, fulfilling and independent life and is supported by thriving and connected communities
- the five outcomes identified for the strategy along with a number of related priorities
 - every child and young person in Swindon has a healthy start in life
 - adults and older people in Swindon are living healthier and more independent lives
 - improved health outcomes for disadvantaged communities
 - improved mental health, wellbeing and resilience for all
 - creation of sustainable environments in which communities can flourish.

The Committee noted that consultation on the draft strategy was on-going and that the strategy would be further revised in response to feedback already received before the final consultation round was undertaken. Additional areas to be addressed in the revised strategy would include:

- homelessness
- domestic violence
- end of life care
- the positive contribution of older people within the community

- offender health.

Following her introduction of the report, the Acting Director responded to questions put by members on the following issues:

- the high rate of hospital admissions for alcohol specific conditions for under 18 year olds compared with the national average
 - the situation regarding admissions for alcohol specific conditions for adults
- the identification of young carers and the broader issues around the subject of directed support for young carers
- the inclusion in the strategy of available comparative data in relation to each outcome and the identified local issues
- the timetable for the final iteration of the strategy and the production of an action plan(s) for delivery of outcomes.

Resolved – (1) That the report and progress in relation to the development of the Swindon Health and Wellbeing Strategy be noted.

(2) That the consultation document be revised to address issues raised by members during the course of the Committees debate of the matter, including:

- the stronger emphasis in the strategy of the issue of alcohol related health issues and hospital admissions (adults and under 18 year olds) might be more strongly emphasised in the strategy
- the identification of young carers and the broader issues around the subject of directed support for young carers
- the inclusion of available comparative data in relation to each outcome and the identified local issues

(3) That a further progress report be made to the November meeting of the Committee.

20. Dementia Joint Strategic Needs Assessment (JSNA)

The Committee received a report advising on the outcome of the Dementia JSNA and seeking members' support for its recommendations and raising awareness of the issues facing people with dementia in Swindon.

After an initial review of the JSNA process as a tool to identify the health care needs of the local population and inform care strategies, Cherry Jones, the Council's Acting Director of Public Health, and Penny Marno, Performance Contracts Manager Adult Social Care, introduced the report, taking members through the findings and recommendations of the Dementia JSNA, as set out in the "Dementia JSNA bulletin" tabled at the meeting.

Following their introduction of the report, the officers responded to members' questions and observations on a number of related issues, including:

- initial contact with GPs and the appropriateness of relatives and/or carers highlighting concerns regarding a patient's memory
- the extent of the waiting list for memory clinic access
- the Alzheimer Society's projection of the number of people with dementia by 2020
- the availability of, and access to, support services for the carers of people with dementia

Resolved – (1) That the recommendations set out in the Dementia JSNA, Bulletin tabled at the meeting, be supported.

(2) That the development of a Dementia Strategy and Action Plan for Swindon be supported.

(3) That the positive role of the Committee in the development of the dementia strategy be acknowledged and that, in order to facilitate its contribution, the Committee be advised of the timetable for development so it can schedule when it might best receive progress reports.

21. Clinical Commissioning Group Francis Report Action Plan

The Committee received a report providing a summary of the main issues and key recommendations raised in the second report from the public inquiry carried out by Robert Francis Q.C. into the events at Mid Staffordshire Hospital. Gill May, Executive Nurse, Swindon Clinical Commissioning Group, introduced the report, taking the Committee through the Commissioning Group's commitments in implementing the key recommendations of the report, significant to the Swindon CCG as a commissioner of health services, and placing these actions in the context of anticipated outcomes.

Resolved – (1) That the key recommendations raised in the second report from the public inquiry carried out by Robert Francis Q.C. into the events at Mid-Staffordshire Hospital be noted.

(2) That the commitments set out by the CCG, to ensure the Inquiry report recommendations are implemented and embedded in practice, be noted..

22. Commissioner and Provider updates

Further to Minute 11, the Committee received update reports from the following Commissioners and Providers:

- Great Western Hospitals NHS Foundation Trust
- SEQOL
- Avon and Wiltshire NHS partnership Trust.

Resolved – That the reports be noted.

23. Work Programme 2013/14

The Committee received a report of the Director of Law and Democratic Services regarding the development of its work programme for 2013/14. In particular, the Committee was invited to consider individual reviews it might wish to conduct through the establishment of Task Groups.

Resolved – (1) That the updated work programme, detailed in the report, be noted.

(2) That a Task Group comprising Councillors Julie Wright, Rod Bluh, Derique Montaut and Nick Sewell be established to conduct a review of the health and health care aspects of the Options Appraisal for the transformation of Leisure and Culture Commissioning.

(3) That a Task Group comprising Councillors Mick Bray, Derique Montaut and Rod Bluh be established to conduct a review of the implications of reduced public transport services on people's access to health services.

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

TUESDAY, 18 JUNE 2013

PRESENT:- Councillors Mark Dempsey, Junab Ali, Roderick Bluh, Wayne Crabbe, Toby Elliott, Emma Faramarzi (Chair), Mary Friend, Julian Price, Fay Howard, Maureen Penny and Nicky Sewell

Apologies for absence were received from Councillors Mark Edwards and Steve Wakefield.

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. Appointment of Vice-Chair

Resolved – That Councillor Toby Elliott be Vice-Chair of the Economic, Environmental and Sustainability Overview and Scrutiny Committee for the 2013-14 Municipal Year.

3. Minutes

Resolved – That the minutes of the meeting held on 4th April 2013, be confirmed and signed as a correct record.

Matters Arising

Inward Investment (Minute 35) – The Overview and Scrutiny Officer advised that the report on Inward Investment had not yet been finalised and that this item would be included as part of the 2013/14 work programme.

175 Task Group (Minute 34) – Councillor Garry Perkins asked for assurance that this task group would continue. The Chair stated that she had spoken to the organisers of this group to offer her support and added that this would also be included within the 2013/14 work programme.

4. Public Question Time

No public questions were received during the meeting.

5. Economic, Environmental and Sustainability Overview and Scrutiny Committee

Members of the Committee were provided with an information pack outlining details of the Overview and Scrutiny function of the Council and, in particular, the role of the Economic, Environmental and Sustainability Overview and Scrutiny Committee. The Overview and Scrutiny Officer advised that he would be happy to deal with any queries from Members of the Committee.

6.

Work Programme 2013/14

The Committee received a report from the Overview and Scrutiny Officer setting out details of the Annual Overview and Scrutiny work programme consultation exercise and details of suggested topics for the Economic, Environmental and Sustainability Overview and Scrutiny Committee work programme for 2013/14. There were seven Cabinet Members whose portfolios were relevant to the work of this Committee and each one had been invited to put forward suggestions for inclusion in the work programme.

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Culture outlined some of the following issues for consideration by the Committee:-

- Economic stability of the town, in particular youth unemployment and employment opportunities in general.
- Master plan of the town and the Local Plan – how this could be implemented to aid economic recovery of the town.
- Scrutiny of the Town Centre and Western Route option for Canal re-instatement. Whilst Members felt that was an important issue, it was agreed that there were more urgent issues for the Committee to consider.

Further suggestions put forward by other Cabinet Members and Members of the Committee included:

- Southern Relief Road/Wichelstowe. Members were advised that a cross-party working group had already been established to consider the Wichelstowe project and that it would not be productive to duplicate the work. Members were agreed, however, that it would be useful to have an input into the overall transport strategy for the town.
- How to support and assist Self-Build in the Borough.
- Review of council approach to Business Rates – this was a very current issue and Members were keen to take this forward.

Other topics that were carried over from the 2012/13 work programme included:-

- Review the delivery of and performance of the Economic Strategy as agreed by the Committee in 2012/13.
- Allotments future self-management – Members agreed in 2012/13 to receive further information before coming to any conclusions.
- Continuation of the Mechanics Advisory Group which was established in 2012/13.
- Continuation of the Swindon 175 Task Group which was also established in 2012/13.
- Completion of the Inward Investment report.

The Committee agreed that the work programme for 2013/14 would include:-

- Receipt and approval of the final report on Inward Investment.
- Unemployment and employment opportunities in the town, particularly focussing on youth unemployment.
- Review of the Transport Strategy.
- Review of the performance of the Economic Strategy.
- A Task Group, comprising Councillors Price, Bluh and Elliott be established to consider Self-Build in the Borough.
- A Task Group, comprising Councillors Faramarzi, Penny, Bluh and Ali be established to consider the Council's approach to Business Rates.

- The Mechanics Advisory Group continues, to include Councillor Bluh in its membership.
- The Swindon 175 Task Group continues, to include Councillor Faramarzi in its membership.
(It was agreed that the current Members of the Mechanics and Swindon 175 task groups would be asked if they wished to continue on these groups before other members were approached to participate).

The Overview and Scrutiny Officer agreed to circulate the draft work programme to Members of the Committee and to ask for any further ideas as to how these topics could be progressed.

Resolved – That Members of the Economic, Environmental and Sustainability Overview and Scrutiny Committee agree the above work programme for the 2013/14 Municipal year.

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

MONDAY, 24 JUNE 2013

PRESENT:- Councillors Brian Ford (Chair), Robert Wright, Abdul Amin, Alan Bishop, Mary Friend, John Haines, Ann Richards, Joe Tray, Julie Wright, Andrew Bennett, Neil Heavens, Vera Tomlinson, Michael Bray and Richard Hurley

Apologies for absence were received from Councillors Peter Heaton-Jones.

95. Appointment of Vice-Chair

Resolved – That Councillor Vera Tomlinson be Vice-Chair of this Committee for the Municipal Year 2013/14.

96. Minutes

Resolved - That the minutes of the meeting held on 7th March 2013 be confirmed and signed.

97. Declarations of Interest

Councillors Robert and Julie Wright made personal but non-prejudicial interests as they are members of the Domestic Violence Task Group.

98. Public Question Time

There were no public questions.

99. Work Programme

The Overview and Scrutiny Officer submitted a report setting out details of the Annual Overview and Scrutiny work programme consultation exercise and details of suggested topics for the Safer & Stronger Overview and Scrutiny Committee work programme for 2013/14.

The report provides this Committee with details of how the work programme consultation exercise has been conducted to date and what will occur in regards to work programme development at the first meeting of the Municipal Year.

The report also included, at Appendix A, proposals by the Chair for the Committees work programme in the 2013/14 municipal year. The purpose of these proposals was to provide the Committee with the thoughts of the Chair and to promote debate and discussion around contents for the work programme.

The Committee discussed in some detail Dog Fouling. Phil Thomas undertook to contact the Locality Leads to promote the use of Council “dog-poo” bags.

Resolved – (1) That the work programme as set out below be approved for the Safer & Stronger Scrutiny Committee for the 2013/14 Municipal year, taking into account the priorities and suggestions of relevant Cabinet Members, the views and suggestions of Members of the Committee and the results of the annual work programme exercise.

12th September 2013

Drugs, Violent Crime and Licensed Premises
Neighbourhood Watch and Street Watch
Wiltshire Police Question and Answer Session
Cabinet Member Question and Answer Session

12th December 2013

Domestic Violence Strategy
Community Safety Partnership
Wiltshire Police Question and Answer Session
Cabinet Member Question and Answer Session

20th February 2014

Probation Service (to include Community Payback Scheme)
Parking on and obstruction to Footpaths (to include Street Parking and general parking problems)
Wiltshire Police Question and Answer Session
Cabinet Member Question and Answer Session

10th April 2014

Neighbourhood Justice Panels
Fire Authority
Wiltshire Police Question and Answer Session
Cabinet Member Question and Answer Session

(2) That the Children's and Young Persons Overview and Scrutiny Committee be asked to take the lead and set up a Task Group to look at Sex Education in Schools, with Councillors Richards and Tomlinson as members from this Committee.

(3) That a meeting of the By-Laws Task Group be arranged in the near future.

(4) That an Anti-Social Behaviour Task Group be set up, to include Members of the Licensing Committee and incorporating Neighbourhood Justice Panels and comprising of Councillors Amin, Bennett, Richards and Tomlinson.

(5) That a Travellers and Gypsies Task Group be set up comprising of Councillors Haines, Tomlinson and Tray.

(6) That the proposed Site Visits as set out in the report be agreed.

100. Wiltshire Police Question and Answer Session

Representatives from Wiltshire Police attended the meeting in order to take part in a question and answer session with members of the Committee on policing matters.

Section 3

Regulatory Committee Minutes

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LICENSING COMMITTEE

TUESDAY, 9 JULY 2013

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

In attendance: Councillor Richard Hurley.

Apologies for absence were received from Councillors Junab Ali and Michael Bray.

9. Declarations of Interest

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

10. Minutes

Resolved – That the minutes of the meetings held on 17th and 30th May 2013, be confirmed and signed as a correct record.

11. Public Question Time

No public questions were received during the meeting.

12. The Establishment of Markets in Swindon Town Centre

The Committee considered (a) a report of the Head of Public Protection and Streetsmart setting out the response to the formal public consultation relating to Street Markets in Swindon Town Centre in accordance with Minute 8 of this Committee, (b) a copy of the advertisement placed in the Swindon Evening Advertiser in respect of the re-designation of streets in Swindon Town Centre, and (c) responses received in respect of the consultation.

Resolved – (1) That the responses to the formal consultation exercise on the re-designation of streets in the Town Centre to permit Street Markets be noted.

(2) That Council be recommended to approve that the following streets which are currently designated as Prohibited Streets be changed to Consent Streets to permit Street Trading in the form of Street Markets in accordance with Schedule 4 of the Local Government (Miscellaneous) Provisions Act 1972:

Canal Walk
Havelock Square
Havelock Street
Fleet Street
Theatre Square
Regent Circus
Cenotaph Area.

13.

Community Alcohol Partnership

The Committee considered (a) an oral report of the Head of Public Protection and Streetsmart regarding the current status of the creation of a Community Alcohol Partnership in Swindon, and (b) documentation tabled for Members' information regarding Community Alcohol Partnerships.

Resolved – (1) That the report be noted.

(2) That the Safer and Stronger Executive Board be requested to manage the establishment of any Community Alcohol Partnership in Swindon.

(3) That this Committee receive regular reports on the progress of establishing Community Alcohol Partnerships in Swindon and their status when established.

LICENSING COMMITTEE

THURSDAY, 1 AUGUST 2013

PRESENT:- Councillors Abdul Amin, John Ballman, Andrew Bennett, Alan Bishop, Michael Bray, Michael Dickinson, John Haines, Derique Montaut, Vera Tomlinson and Robert Wright.

Apologies for absence were received from Councillors Junab Ali, Roderick Bluh, Peter Heaton-Jones, Stan Pajak and Steve Wakefield.

14. Declarations of Interest

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

15. Public Question Time

No public questions were received during the meeting.

16. Membership of Sub-Committees

The Director of Law and Democratic Services reported orally concerning a request received from the Conservative Group to amend their representation on the Ad-Hoc Licensing Sub-Committee.

Resolved – That Councillor Michael Dickinson replace Councillor Peter Heaton-Jones as a Conservative Group Member serving on the Ad-Hoc Licensing Sub-Committee.

17. The Establishments of Street Markets in Swindon Town Centre

The Committee received (a) a report of the Head of Public Protection and StreetSmart setting out a proposed policy for Street Markets operating in Swindon Town Centre following confirmation by Council of Minute 12(2) of this Committee at its meeting held on 18th July 2013, and (b) a proposed fee structure tabled at the meeting.

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

(2) That the Street Trading Policy as set out in Appendix A to the report of the Head of Public Protection and StreetSmart be approved subject to Bullet point 1 of paragraph 4.1 of the policy being amended to read: “Street markets within one area will be limited to one per calendar month (this is in addition to any planned Farmers Markets and any Christmas Market which shall be exempt from this policy”.

(3) That the proposed fee structure tabled at the meeting be approved.

(4) That the Head of Public Protection and StreetSmart be authorised, in consultation with the Chair, to vary the Street Market Policy or Swindon Town Centre Street Market Fee Structure, as set out in the report, should this prove necessary for the effective establishment of a Street Market in Swindon Town Centre.

(5) That Council be recommended to approve that the Head of Public Protection and StreetSmart be given delegated authority to vary the Swindon Town Centre Street Market Fee Structure, in consultation with the Chair of the Licensing

Committee, should this prove necessary for the effective operation of a Street Market in Swindon Town Centre.

LICENSING PANEL

MONDAY, 1 JULY 2013

PRESENT:- Councillors John Ballman, Alan Bishop and Michael Bray

1. Appointment of Chair

Resolved – That Councillor Mick Bray Chair this meeting of the Panel.
(Councillor Bray took the Chair.)

2. Minutes

Resolved - That the minutes of the meeting held on 22nd March 2013 be confirmed and signed.

3. 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.

4. Application to vary the Premises Licence in respect of the Queens Tap, 74 Station Road, Swindon

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application for a variation to the Premises Licence held by the Queens Tap Public House, 74 Station Road, Swindon, (b) local residents, and the Council's Environmental Health Team, (c) oral submissions by Simon Evans (local resident against the grant of the variation of the Premises Licence, (d) submissions received in support of the application received from the applicant and Pearce Warne (Solicitor to the applicant), (e) oral representation by Damon Greed clarifying the submission of the Environmental Health Representation opposing 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, the Secretary of State's 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

1. That, subject to the conditions set out in the report and the additional condition

set out below, the Panel determined that the Premises Licence be granted for the following hours:

Provision of Live Music

Monday to Wednesday	08:00 and 00:00
Thursday to Saturday	08:00 and 02:00

Provision of Recorded Music or similar activities set out in the application

Monday to Wednesday	08:00 and 00:00
Thursday to Saturday	08:00 and 02:00

Sale of Alcohol and Hours of Operation

Monday to Wednesday	08:00 and 00:00
Thursday to Saturday	08:00 and 02:00

Reasons

(i) The Panel received no evidence that there was poor or ineffective management at the premises, indeed it was confirmed by objectors that there was good management in place.

(ii) There was no clear evidence submitted to the Panel that the requested hours would cause substantial nuisance to local residents and that the premises opposite the Queens Tap had similar hours of operation.

(iii) The Panel heard evidence that the management wanted to act as a good neighbour and the applicant offered a condition stating that local residents would be provided a "hot line" number to call in the event that any noise reached an unacceptable level.

(2) That Annexe 2 of the current licence reading "Plays, films, indoor spectator sports, boxing, wrestling and the performance of dance are not permitted" be removed from the licence.

Reason

(i) No objection the removal of this condition was received and the Panel found no reason not to approve the request.

(3) That the landlord provide neighbouring properties telephone details to call in the event that they suffer significant disturbance from the premises during entertainment.

Reason

(i) The condition offered by the applicant was deemed to appropriate in assisting in the good management of the premises.

LICENSING PANEL

WEDNESDAY, 24 JULY 2013

PRESENT:- Councillors Andrew Bennett, John Haines and Derique Montaut.

5. Appointment of Chair

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

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. Application for Premises Licence The Brunel Rooms, Havelock Square, Swindon

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application for a Premises Licence for The Brunel Rooms, Havelock Square, Swindon, (b) written objections to the grant of the Premises Licence from Wiltshire Constabulary, local residents, the Council's Environmental Health Team, (c) oral submissions by PC Mike Diffin, Sian Kalyuka and Inspector Burt (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 the applicant and Directors of Brunel Rooms, Swindon Limited, (e) oral representations from Mr Gareth Drinkwater (Local Resident) against the grant of the application requested, (f) oral submissions by (f) oral representations from Mr Damian Green supporting the Environmental Health Representation opposing the application, (g) the views of Councillor David Wood on the potential for nuisance to residents within his ward and regarding the inclusion of a condition for a last entry time to the premises, (h) questions from Members to the applicants, Wiltshire Constabulary and the representatives of the applicants and answers received, and (i) 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

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

Plays

Monday to Sunday 10:00 to 23:00

Boxing/Wrestling

Monday to Sunday 19:00 to 23:00

Sale by Retail of Alcohol (for consumption on & off the premises), Films, Live Music, Recorded Music, Performances of Dance

Sunday to Wednesday 10:00 to 01:00

Thursday 10:00 to 03:00

Friday and Saturday 10:00 to 04:00

Sunday before Bank Holiday Monday 10:00 to 04:00

New Year's Eve, from the end of permitted hours until the start of permitted hours on New Year's Day.

An "all night event" on up to 6 times per calendar year, where Alcohol, Films, Live Music, Recorded Music, Performances of Dance will be provided from 10:00 to 06:00.

Late Night Refreshment

Sunday to Wednesday 23:00 to 01:00

Thursday 23:00 to 03:00

Friday and Saturday 23:00 to 04:00

Sunday before Bank Holiday Monday 23:00 to 04:00

New Year's Eve 23:00 to 05:00

An "all night event" on up to 6 times per calendar year, where Late Night Refreshment will be provided from 23:00 to 05:00.

The hours that the premises will be open to the public will be:

Sunday to Wednesday 10:00 to 01:30

Thursday 10:00 to 03:30

to Saturday 10:00 to 04:30

Sunday before Bank Holiday Monday 10:00 to 04:30

New Year's Eve, from the end of permitted hours until the start of permitted hours on New Year's Day.

An "all night event" on up to 6 times per calendar year from 10:00 to 6:30.

Reasons

(i) The Panel accepted the applicants' offer to reduce their requested hours for musical entertainment on Thursdays from 4:30 am until 3:00am on the basis that the later hours requested on Fridays and Saturdays were for events.

(ii) The Panel considered Police evidence against the opening hours 04:30 on Fridays and Saturdays and in particular the evidence relating to problem hotspots

and potential for breaches of the licensing objectives. However apart from police shift patterns the police failed to provide evidence as to why this situation would be worse at 04:30 when they had offered a 03:00 closing time, subject to the application of conditions on the Premises Licence. The panel noted the police contention that the later people were able to consume alcohol the greater the risk of incidents however the Panel noted that full training was to be given to staff prior to commencement of their duties and that there would be refresher training and that the applicant was aware of their duty not to sell alcohol to inebriated patrons.

(iii) The Panel in reaching its decision took into account that the applicants had shown a willingness to address Police concerns; and that with the exception of the police request to cease entertainment and the sale of alcohol at 03:00 on Fridays and Saturdays the applicant had agreed to all 28 conditions requested by the Police as set out on pages 37 to 40 of the agenda papers. This agreement had included the installation of an ID scanner bought by the applicants following a request from the police.

(iv) The Panel heard evidence that policies and procedures to be operated at the club were to be approved by the company providing the Door Supervisors.

(v) The Panel took into account the potential noise nuisance arising from the club, especially in the early morning and the objections of the Council's Environmental Health Team and local residents. The Panel heard evidence from the applicants that the newly installed speaker system was directed away from the building roof and was calibrated for noise quality and not loudness. It was mindful of the hours of operation other establishments in the town centre area and determined that by conditioning that a noise reduction plan be agreed with the Council's Environmental Health Team within two months of operation that this potential nuisance could be minimised.

(vi) The Panel did not take into account police comments relating to the Director of the Company making the application as it had no power to remove the individual concerned from his position as a Director.

(vii) The Panel considered the experience of the club management in the light of the size of the establishment. The panel heard assurances from the Directors of the company applying for the Premises Licence that the Manager would have full operational control of the running of the premises during the hours of operation of the establishment. It further noted that the manager had been in a deputy or assistant manager role at the premises whilst it operated as the Brunel Rooms and Liquid and Envy.

(viii) The Panel considered Police evidence setting out the potential for incidents in the Havelock Square area. In particular it took account of information set out on police produced maps of "hot spots" and "Red Routes" tabled at the meeting.

2. That the conditions tabled by the police and agreed by the applicants on pages 37 to 40 of the agenda papers shall be imposed on the premises licence with the exception of Condition 7 which shall be amended to the effect that all glasses used on the premises shall be Polycarbonate shatter to safe plastic, paper or other inherently safe container approved in writing with the Licensing Authority.

Reasons

(i) The conditions (with the exception of the hours of operation) requested by the Police were agreed by the applicants.

(ii) The panel determined that the imposition of the conditions agreed by the applicant would assist in the maintenance of the Licensing Objectives.

(iii) The use of Polycarbonate shatter to safe plastic, paper or other inherently safe container approved in writing with the Licensing Authority was seen as beneficial in the maintenance of the Licensing Objectives. The Panel noted the management request to use safe to shatter glass in the VIP area but noted that there were good quality alternatives available to the management.

3. That the Door Supervisor positioned in the smoking area shall be part of the noise monitoring team and shall liaise immediately with management concerning any noise issues arising.

Reason

To reduce the risk of noise nuisance occurring that would affect neighbouring properties.

4. That within one month of the commencement of entertainment the management of the Brunel Rooms will arrange for a full noise assessment, during periods of entertainment by a qualified individual and the report arising from this assessment will be lodged with the Licensing Authority. Within one further month the management shall agree in writing a noise containment policy with the Council's Environment Health team and that this policy once approved shall come into immediate effect.

Reason

(i) To reduce the risk of noise nuisance occurring that would affect neighbouring properties.

(ii) To ensure a suitable policy that is fit for purpose is in operation to prevent noise nuisance affecting neighbouring properties.

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.

LICENSING PANEL

THURSDAY, 29 AUGUST 2013

PRESENT:- Councillors Junab Ali, Michael Bray and Vera Tomlinson.

8. Appointment of Chair

Resolved – that Councillor Mick Bray Chair this meeting of the Panel.
(Councillor Bray took the Chair.)

9. Declarations of Interest

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

Councillor Brian Ford made a non-prejudicial declaration of interest in respect of Agenda Item 4 in his capacity as member serving on the Council's Planning Committee. He noted no application had been made in respect of this site and that should one be received he would consider it solely on the merit of the application.

10. Application for Premises Licence, Morrisons, 47 Devizes Road, Wroughton, Swindon

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application for a Premises Licence for Morrisons, 47 Devizes Road, Wroughton Swindon, (b) additional papers received from the applicant, within the prescribed time limits, confirming Arkells Brewery were willing to surrender the current Premises Licence issued to the site, (c) written objections to the grant of the Premises Licence from local residents supported by Councillors Wayne Crabbe and Brian Ford (Ward Councillors), (d) oral submissions by Councillor Kennedy (Wroughton Parish Council), Dr. Russell, Mr and Mrs Cane in support of their objection and Councillor Brian Ford (Ward Councillor) in support of constituents who had submitted written objections, (d) submissions received in support of the application received from Clare Johnson, Gosschalks Solicitors (solicitor to the Applicants) and Kelly Nichols (representing Morrisons) (e) questions from Members to the Applicants and Objectors and answers received, and (i) the Council's procedure for licensing hearings, the Secretary of State's 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;

Resolved - That a Premises Licence be issued to Morrisons for the site at 47 Devizes Road, Wroughton, Swindon for the following hours of operation:

Monday to Sunday – 07:00 hours until 23:00 hours.

Reasons

(1) The Panel discounted objections relating to highway issues, planning issues and competition as it had no legal power to consider them and noted that where applicable these would be the subject of separate applications to the proper authorities..

(2) The Panel considered objections raised in respect of possible underage sales but were content that appropriate safeguards were in operation based on (a) the testing procedures outlined by the representative of Morrisons at the hearing, (b) the existing policies operated by Morrisons, including a Challenge 25 Policy, and (c) the training programme for employees set out at the hearing.

(3) The Panel considered objections based around potential nuisance caused by youths congregating in the car park on the site but found no evidence to support this view and heard evidence from the applicants in respect of management policies to prevent such situations arising.

(4) The Panel considered objections based on potential noise nuisance, particularly in the late evening including traffic resulting from visits to the store. The Panel found that there was no evidence to suggest that there would be significant issues arising from the site and furthermore noted that there had been no reviews brought against other stores in the village on these grounds. It further noted that the site was previously used as a public house with a licence until 2:00am and determined that the use of the site as a supermarket was likely to create less potential nuisance than this former use.

(5) The Panel considered the potential for additional alcohol related problems arising from the grant of a Premises Licence but found no basis to uphold such an argument based on the management experience and history of the management Morrisons stores and given the fact that there were already premises in the village selling alcohol. The Panel heard no evidence that a Morrisons store at the proposed location would create any drunkenness or social disorder.

PLANNING COMMITTEE

TUESDAY, 11 JUNE 2013

PRESENT: - Councillors Steve Allsopp, John Ballman, Toby Elliott, Colin Lovell (Chair), Richard Hurley, Teresa Page, Nicky Sewell, Vera Tomlinson (Vice-Chair), Peter Watts, Nick Martin, Andrew Bennett, Alan Bishop and Rochelle Russell.

Apologies for absence were received from Councillors Brian Ford and Abdul Amin.

209. Declarations of Interest

There were no declarations of interest.

210. Minutes

Resolved – That the minutes of the meeting held on 7th May 2013, be confirmed and signed.

211. Public Question Time

There were no public questions.

212. 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;
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/13/180/HECO	Simon Chambers	Agent
	Mr Horne	Kingsdown Lane
	Owen Jenkinson	Blunsdon PC
S/13/146/SASM	Mathew Chelam	
S/RES/13/485	John Cohu	Agent
	Chris Kennedy	Wroughton PC
	Steve Harcourt	Wroughton Campaign Group
S/13/167	Andy Miles	Agent

Resolved – (1) That consideration of application numbered S/13/180 be deferred pending a re-consideration of issues raised.

(2) That the Head of Planning be authorised to grant permission in respect of application numbered S/13/146 subject to the conditions listed in the Committee

report and any alterations, amendments or omissions that may be necessary and subject to the completion of a planning obligation to secure the necessary infrastructure mitigation arising from the development.

(3) That the Head of Planning be authorised to approve the Reserved Matters in respect of application numbered S/RES/13/485 subject to the conditions set out in the report, including any amended or additional conditions, and the expiry of the revised consultation period.

(4) The Head of Planning be authorised to grant planning permission in respect of application numbered S/13/167 subject to the conditions as set out in the Committee report together with authority to alter, amend or omit any as necessary and subject to the completion of a planning obligation to secure the necessary infrastructure mitigation arising from the development.

PLANNING COMMITTEE

TUESDAY, 9 JULY 2013

PRESENT: - Councillors Brian Ford, Steve Allsopp, Abdul Amin, John Ballman, Toby Elliott, Colin Lovell (Chair), Richard Hurley, Teresa Page, Nicky Sewell, Vera Tomlinson (Vice-Chair), Peter Watts, Nick Martin, Andrew Bennett and Alan Bishop.

213. Declarations of Interest

Councillor Amin made a personal but non prejudicial interest in respect of application numbered S/13/435.

Councillor Martin made a personal but non prejudicial interest in respect of agenda item 11, The Old Town Hall and Corn Exchange, Old Town, Planning Brief.

214. Minutes

Resolved – That the minutes of the meeting held on 11th June 2013, be confirmed and signed.

215. Public Question Time

There were no public questions.

216. 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 Additional Information Sheet circulated before the meeting;
- (e) The comments of Councillors Bob Wright, David Renard and Dale Heenan in respect of application numbered S/13/555
- (f) The comments of Councillors Bob Wright, Julie Wright and Dale Heenan in respect of application numbered S/13/435
- (g) The comments of Councillors Roderick Bluh and Nadine Watts in respect of application numbered S/13/503
- (h) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/13/00555	Scott Tacchi	Mott MacDonald
	Martha Parry	Swindon Civic Voice
S/13/435	Martha Parry	Swindon Civic Voice
	Mark Cambell	Agent
S/13/503	Philip Richmond	Okus Area Residents Assoc

Shaun Whitfield
James Bodman
Geoff Newball

DPDS
25 Okus Road

S/13/180

Ian Jankinson
Andy Miles

Blunsdon Parish Council
Agent

Resolved – (1) That the Head of Planning be authorised to grant planning permission in respect of application numbered S/13/555 subject to the conditions as set out in the report together with authority to amend, add, omit any conditions as necessary and to secure the necessary infrastructure mitigation arising from the development in consultation with the Cabinet Member for Highways Strategic Transport and Leisure.

(2) That, with reference to application numbered S/13/555, Listed Building Consent be granted in respect of application numbered S/LBC/13/556 subject to the conditions listed in the report.

(3) That the Head of Planning be authorised to grant permission in respect of application numbered S/13/435 subject to a legal agreement being entered into to secure a claw back of developer contributions should the development achieve a profit of 15%, and subject to the conditions listed in the report which can be added to, amended or omitted as appropriate. If by 30th July 2013, the legal agreement has not been completed, the Head of Planning may refuse planning permission for the following reason:

The applicant has failed to enter into a legal agreement to secure the necessary infrastructure provision to mitigate the development. As such the proposal is contrary to policy DS8 of the Swindon Borough Local Plan 2011 (2006) and the Council's adopted 'Developer Contributions 2010 Update' Guidance Note (Nov, 2010).

(4) That permission be refused in respect of application numbered S/13/503 for the following reason:

The proposed extension, by reason of its size and location will have an adverse impact on the amenities of the occupants of No. 25 Okus Road by reason of an overbearing appearance, loss of outlook and loss of light, contrary to Policies DS6 and H15 of the adopted Swindon Borough Local Plan 2011, the Residential Extensions and Alterations Supplementary Planning Document and the National Planning Policy Framework.

(5) That in respect of application numbered S/13/180: (a) permission be refused for the following reasons:

- 1. The Local Planning Authority is not satisfied from the information supplied that there would be no detrimental impact or adverse harm caused to the rural character of Kingsdown Lane, arising from the vehicle movements associated with the proposed use, which is not an essential requirement directly related to the economic or social needs of the rural community and as such the proposal is considered to be contrary to Policy ENV9 of the Swindon Borough Local Plan 2011 (2006). It is considered that the development is contrary to adopted policies (as set out above) and does not meet the NPPF requirement for sustainable development, and there is no material consideration which indicates otherwise.*

2. *The introduction of a waste transfer station at Small Acres would have an adverse impact upon the level of amenity enjoyed by residents of properties along Kingsdown Lane by reason of the disturbance arising from vehicle movements associated with the proposed use contrary to Policy DS6 d) of the Swindon Borough Local Plan 2011 (2006) and Policy WDC2 of the Wiltshire and Swindon Waste Development Control Policies Development Plan Document (2009). It is considered that the development is contrary to adopted policies (as set out above) and does not meet the NPPF requirement for sustainable development, and there is no material consideration which indicates otherwise.*

(b) That, with reference to paragraph 13 of the report, concerning the unauthorised use of land at Edenfield, Officers are authorised to take enforcement action, if necessary.

217. The Old Town Hall and Corn Exchange, Old Town Planning Brief

On consideration of (a) a report of the Head of Planning (i) updating the Committee on the current planning circumstances in respect of the Old Town Hall and Corn Exchange (Locarno) site, specifically in respect of new proposals that are emerging for the regeneration and redevelopment of the derelict listed buildings and adjoining areas; and (ii) seeking approval of the Committee for the publication of the draft Old Town Hall and Corn Exchange Planning Brief for public consultation purposes; and (b) the comments of Councillors Roderick Bluh and Dale Heenan.

Resolved – That this Committee:

- (1) Approves the publication of the draft Old Town Hall and Corn Exchange Planning Brief for public consultation purposes.
- (2) Authorises the Head of Planning to undertake public consultation with residents, local societies and other interested parties, and to report back on the representations received with a view to formally approving the brief, with any revisions as considered necessary, for Development Management purposes.
- (3) Authorise the Head of Planning, in consultation with the Chair of Planning Committee, to make minor typographical and presentational changes to the content of the document if required.

218. Draft Eastern Villages Supplementary Planning Document

The Head of Planning submitted a report updating the Working Party on the preparation of a draft Supplementary Planning Document (SPD) for the new Eastern Villages (EV).

The EV SPD sets out the expectations and requirements of development within the area, as part of the Local Development Framework for Swindon providing additional detail to supplement and build on the strategic policies of the emerging Swindon Borough Local Plan 2026. It is important that the document has been subject to public scrutiny in advance of the Public Examination on the Local Plan, which could take place as early as September, 2013.

The EV SPD:

- Provides a detailed planning framework for the delivery of economic growth through a mixed use development, to reflect high standards of urban design and sustainability. The document provides a context to secure necessary infrastructure and key transport objectives whilst maximising opportunities for regeneration and other benefits within the wider community.
- Provides a planning framework to guide the implementation of development.
- Establishes development principles for the Eastern Villages that will deliver high quality design and supports sustainable communities.
- Provides a catalyst for local people, stakeholders and service providers to express their aspirations for the site and adjoining areas, and
- Offers greater certainty around the development outcomes.

Resolved – That the Planning Committee:

- (1) Approves the draft Eastern Villages Supplementary Planning Document (attached at Appendix 1 to the report) in order that it and associated supporting technical studies and other relevant documents be made available for public consultation as soon as possible, in accordance with the arrangements set out in paragraphs 2.14 and 2.15 of the report.
- (2) Authorises the Head of Planning and the Director of Law and Democratic Services to make minor changes to the content of the document, if required, prior to publication in consultation with the Cabinet Member for Sustainability and Strategic Planning, as appropriate, and to take all necessary steps to carry out the public consultation.

219. Draft South Marston Supplementary Planning Document

The Head of Planning submitted a report updating the Working Party on the preparation of a draft Supplementary Planning Document (SPD) for South Marston. The South Marston SPD is intended to provide a detailed planning framework for South Marston, setting out the expectations and requirements of development within, and adjacent to, the village, providing additional detail to supplement and build on the strategic policies of the emerging Swindon Borough Local Plan 2026. It is important that the document has been subject to public scrutiny in advance of the Public Examination on the Local Plan, which could take place as early as September 2013. The SPD for South Marston has been drafted in collaboration with the South Marston Village Working Party and other stakeholders including representatives of the primary school, and the Parish Council is broadly supportive of its content, including the proposed development of 500 homes as part of the Eastern Villages allocation and other development within the village including Crown Timber, Thornhill Industrial Estate and other greenfield/infill sites.

The SPD will:

- Provide a planning framework to guide the implementation of development.
- Establish development principles for South Marston that will deliver high quality design and supports sustainable communities.
- Provide a catalyst for local people, stakeholders and service providers to express their aspirations for the site and adjoining areas, and
- Offer greater certainty around the development outcomes.

The draft SPD, is a culmination of an extensive early engagement process initiated by the Parish Council stretching back to 2006, and develops the policies based on

the Parish Council's „Vision for South Marston (2007), and broad development principles that have been agreed with the Parish Council

Resolved

– That the Planning Committee:

- (1) Approves the draft South Marston Supplementary Planning Document (attached at Appendix 1 to the report) in order that it and associated supporting technical studies and other relevant documents be made available for public consultation as soon as possible, in accordance with the arrangements set out in paragraphs 2.14 and 2.15 of the report.
- (2) Authorises the Head of Planning and the Director of Law and Democratic Services to make minor changes to the content of the document, if required, prior to publication in consultation with the Cabinet Member for Sustainability and Strategic Planning, as appropriate, and to take all necessary steps to carry out the public consultation.

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PLANNING COMMITTEE

TUESDAY, 13 AUGUST 2013

PRESENT: - Councillors Brian Ford, Steve Allsopp, Abdul Amin, John Ballman, Toby Elliott, Colin Lovell (Chair), Richard Hurley, Teresa Page, Nicky Sewell, Vera Tomlinson (Vice-Chair), Peter Watts, Nick Martin, Andrew Bennett, Alan Bishop and Mary Friend.

Apologies for absence were received from Councillors .

220. Declarations of Interest

There were no declarations of interest

221. Minutes

Resolved – That the minutes of the meeting held on 9th July 2013 be confirmed and signed, subject to Minute 217 (5) (b) being amended by the removal of the words “if necessary”

222. 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 items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

<u>Item No.</u>	<u>Paragraph No.</u>
10	1 and 2

223. Public Question Time

There were no public questions

224. 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 Additional Information Sheet circulated before the meeting;
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/13/458	Jacob Visor	Nova Herod School

Resolved – (1) That consideration of application numbered S/13/0458 be deferred to a future meeting, to enable further public consultation to be carried out by the applicants. This will give members of the public further opportunity to find out more about the proposed scheme and for their feedback to be considered, before a decision is made by the Planning Committee.

225. Adoption of Employment Site Local Development Orders

The Head of Planning submitted a report seeking the adoption by this Committee of the Local Development Orders for Groundwell Industrial Estate, Dorcan Industrial Estate, Blagrove Business Park and the Swindon BMW Plant.

Resolved - That this Committee agrees that:

- (1) the Local Development Orders for Groundwell Industrial Estate, Dorcan Industrial Estate, Blagrove Business Park and the Swindon BMW Plant are formally adopted;
- (2) the Head of Planning be authorised to make any necessary amendments to the BMW Plant Local Development Order arising from the Transport Assessment and Drainage Strategy being prepared for the site;
- (3) the Head of Planning be authorised to make minor drafting or typographical changes to the content of the documents if required prior to publication; and
- (4) the Head of Planning be authorised to carry out the steps detailed in paragraph 3.1. of the report.

226. Planning Agreements

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

Resolved – That the report be noted

227. Enforcement

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

Resolved – That the report be noted.

Section 4

Children Services Bodies Minutes

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SWINDON CHILDREN'S TRUST BOARD

THURSDAY, 6 JUNE 2013

PRESENT: Liz Holmes Chair), Councillor Fionuala Foley, Councillor Cindy Matthews, Sharon Kirwan, Liz Holmes, Katherine Bryan (Head Teachers), Valerie Johnstone (Governors), Teresa Harding (GWH Foundation Trust), John Gilbert (Group Director), Phil Thomas (Community Safety), Mike Howard (LSCB), Doug Morris (Parent & Carers Advisory Group), Mr David Dawson, Louise Campion (Swindon Primary Care Trust), Steve Colledge (Schools Forum) and Councillor Michael Bray.

Apologies for absence were received from Paul Gregory (Equalities), Andrew Miller (Swindon College), Bob Buckley (School Representative) and Supt. Gavin Williams (Police).

1. Minutes

Resolved – That the minutes of the meeting held on 14th March 2013 be confirmed and signed as a correct record.

Matters Arising:

The Trust Board noted that information relating to Minute 22(2) of the minutes, (Preparation for the adoption of the new directive, School Responsibility for the Education of Pupils Permanently Excluded) had been circulated.

2. Public Question Time.

Mr Paul Sunners, Swindon Resident asked a number of questions regarding Swindon Youth Service and the engagement of Swindon Youth Partnership with the Trust Board.

The Chair advised that a written response had been prepared and circulated at the meeting. She remarked that the Trust Board welcomed such engagement and welcomed future opportunities to interact with young people.

3. Healthy Weight Strategy Consultation

The Cabinet Member for Children's Services and the Board Director, Commissioning submitted a joint report setting out the draft Swindon Healthy Weight Strategy. Fiona Dickens, Public Health Programme Manager, invited the Trust Board to comment on the strategy as part of the wider consultation process. She referred to the key consultation areas including the overall strategy, aims and attaining agreed goals.

The Trust Board welcomed the strategies Swindon context. The Chair asked if the strategy could explain more about why we use Body Mass Index (BMI) to measure obesity as the strategy says this measure has limitations. The Chair enquired what actions were being considered to address public engagement, particularly when communicating with parents and the emotive issue of BMI in children as part of the National Child Measurement programme (NCMP). Fiona Dickens outlined the ways of communicating with parents as part of the NCMP, particularly highlighting actions that could be adopted to enable healthier lifestyle

choices. She offered to circulate the NCMP parent feedback letter to members of the Trust Board. There was discussion around what more could be done to reduce obesity in Swindon. Fiona Dickens said that structured whole school programmes, which included the local community, which support a healthy diet and an increase in physical activity, offer have some evidence of effectiveness in stopping a rise in obesity and in some schools where intensive work has been carried out there has been a decrease in obesity.

In response to a query regarding the scope of the strategy, Fiona Dickens commented that some consultation feedback queried the overall spectrum of the strategy as being too wide given that the action plan was aimed at tackling overweight and obesity issues. The Board discussed the focus of the report and agreed that the title 'Healthy Weight Strategy for Swindon' should remain the same and noted the following points:

- The strategy should focus on tackling obesity, rather than trying to include other issues arising from the whole weight spectrum, including underweight, safeguarding and eating disorders, which are covered elsewhere in clinical care pathways and/ or strategies. The terms of reference of the strategy need to be changed to reflect this shift in focus of the strategy.
- With regard to the Vision, the Trust Board agreed that 'healthy lifestyle' should be included as is what the strategy is trying to achieve.
- Interventions. As well as sports, Arts might have a part to play in delivering the strategy.

The Board noted how this strategy would complement work being undertaken by the Local Safeguarding Children's Board.

Resolved – (1) That Fiona Dickens to circulate to Trust Board members, for information, the NCMP feedback letter sent out to parents regarding healthier lifestyles.

(2) That the Strategy be updated to reflect the Trust Board's comments.

(3) The Acting Director of Public Health be requested to include the Board's responses in the consultation process.

4. Children and Young People's Early Support Strategy 2013-16

The Chair of the Swindon Children's Trust Board submitted a report regarding the Children and Young People's Early Support Strategy 2013-16 and its delivery plan. She referred to the updates made in the report, particularly to the references in the introduction of the report that had been prepared by the Youth Parliament. She advised the Trust Board that she had approached the Youth Parliament as to how best it could interact with the strategy. It had agreed that it could align with the strategy within three key areas of the Children and Young People's Plan and requested support from Trust Board Members as and when required.

Resolved: (1) That Council be recommended to approve the final draft of the Children and Young People's Early Support Strategy 2013-2016 and the Delivery Plan.

(2) That the contribution of the Youth Forum to the Plan, including the Foreword from the Swindon Members of the Youth Parliament, and the additional priorities recommended by the Youth Forum, be noted.

(3) That, it be agreed that, a progress report on the delivery of the Children and Young People's Early Support Strategy 2013-2016 be submitted to this Board

in December 2013, and at six monthly intervals thereafter.

(4) That, it be agreed that, the Children and Young People's Early Support Strategy form the basis of the Children's Services Self-Assessment from 2014.

(5) That, it be agreed that, the Plan be published on the Swindon Borough Council website at <http://www.swindon.gov.uk> once it is finalised and printed copies only made available on request.

(6) That the Children and Young People's Early Support Strategy 2013-2016 and the Delivery Plan, be endorsed.

(7) That Trust Board members support the Youth Parliament in their work.

(8) That Victoria Guillaume, Commissioner – Strategies, be thanked for her work in the preparation of the Strategy.

5. Self Evaluation of Effectiveness of Early Help Services

The Chair of the Swindon Children's Trust Board submitted a report (a) updating members of feedback received from partners on the Trust Board and (b) information relating to individual agencies' early help offer and evaluating the quality and impact of their work. The Chair thanked all the agencies who had submitted responses and advised that suggestions received would be utilised to inform future discussions.

Recommendations received from Trust Board members were circulated and the Chair requested that members identified key themes from the responses that may inform best practice around both service delivery and evaluation of quality and impact across all agencies involved in delivering and commissioning early help services for children, young people and families.

The key themes discussed by Trust Board members were:

- Differentiation between everyday high quality service delivery and identifying and implementing early support provisions where needed.
- Individuals or departments taking ownership of issues from identification to resolution utilising their skills and expertise. Outreach work was highlighted as such an example.
- Early help support not being age dependent but a clear definition of what constitutes early help should be established particularly where a young person needing support was already identified within the system. It was noted that early help commenced when young people or their families were already in the system.
- Concerns were expressed as to how co-ordinated the support from various agencies actually was.
- Concerns were noted regarding whether the early help services were tailored to individual needs or offered across the board to those identified as in need.
- Feedback received indicated the voice of the child and working with the whole family was strong.
- Quality of service across all agencies. Clarity on consistency needed as not clear what defined good quality.
- Service delivery remit varies across agencies and a wider view of how to help the child and families needs to be improved.
- Agencies evaluated their services differently. Case studies illustrated this, particularly at the early help stages. The Trust Board noted the need to work on having a culture of evaluation with the possibility of co-ordinating systems.

- Example of good practice - STEP implement an exit form service procedure and this data informs future provision. A procedure that may be adopted in other agencies.
- Sharing services. The Trust Board noted that some agencies may be hampered by barriers that prevented collectively sharing information.
- Safeguarding – Required all services to have appropriate safeguarding policies in place.
- Whilst case studies reflected specific successes, the everyday good work undertaken by agencies was not widely publicised. The Trust Board queried, as a Body, if this information should be given wider public acknowledgement.
- Whilst the Common Assessment Framework was utilised across agencies, it was debated if a template could be produced that would help staff and may increase sharing of information and knowledge.
- Salamander – An example of good practice of co-ordinated working.

The Chair enquired if Trust Board members had experience of early help or multi agency work to share and enquired if the experience was positive or negative. She further requested the Trust Board members to comment on where or when they became involved and how quickly were multiple agencies involvement triggered.

Responses:

- Query regarding multi agency working around child protection and Children in Care where there was a statutory requirement and a clear structure as compared to children in need where the quality depended on the individual providing the service. The need to identify if this occurred was debated and ways of addressing this situation identified.
- Information and communication. Need better communicate information in the public domain. The need to increase public awareness on service available.
- “Early help” – Clarity on the tag line meaning to various agencies. Variable meaning, so there was a need to understand an agreed definition.
- Processes may work well, but dependent on other pressures and variables within the agencies involved.
- Good at “immediate” help as provided during office hours. The need for clarity of process during out of hours situations.
- The need to ensure good communication and co-ordinated approach between agencies.
- Early intervention. The Trust Board agreed that information was available regarding support. There was a need for greater clarity for young people and families on who to contact and where the information was available. This co-ordination needs to be cross county.

The Chair thanked Trust Board members and advised that these insights allowed clarity on actions may need to be undertaken. She referred to discussions to be held with Sue Wald, Head of Commissioning Children and Adults, to review ways of moving this forward and this may be included as part of the Strengthening Families framework.

Resolved – (1) That the Self Evaluation of Effectiveness of Early Help Services report be noted.

(2) That the Chair be authorised to action recommendations made by Trust Board members.

(3) That the Fire Service Department to submit a case study regarding Salamander project to members of the Trust Board for their information.

6. Ofsted Inspection School Improvement Service

The Cabinet Member for Children Service and the Board Director Commissioning submitted a joint report relating to the new Ofsted Inspection of local authority services for supporting improvements on schools and other service providers. Paddy Bradley, Head of Commissioning, Economy and Attainment referred to the published framework setting out working arrangements between the Local Authority and Academy schools in Swindon and advised that consultations have been undertaken with Schools Associations and headteachers regarding the Education Improvement Strategy. He referred to the duty on Local Authorities to monitor schools' performance and Ofsted would carries out focused and targeted reviews of schools where they had concerns. He further commented on the various trigger points that would initiate a schools' review by Ofsted.

The Trust Board welcomed the report and commented that they were pleased to see this protocol being developed as this would ensure academies were not disconnected and isolated. It was noted that there was a ground swell of opinion within Swindon for them to remain part of the overall school community and for them to add value across the board.

Resolved: (1) That the new Ofsted inspection arrangements, be noted.

(2) That the protocol setting out the working arrangements between the Local Authority and Academy schools in Swindon, be noted.

7. Minutes of Local Safeguarding Children's Board

The 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 12th March 2013. Mike Howard, Chair, Swindon Local Safeguarding Board referred to the report and advised that the focus of that meeting was on a Safeguarding case study and how agencies worked together to communicate. He referred to Item 6 of the Swindon Local Safeguarding Board Minutes and highlighted the ambiguity regarding the meaning of safeguarding for different agencies. He referred to work undertaken to clarify the definition of safeguarding.

The Chair welcomed Janet Janeway, Senior Public Health Manager, and the Trust Board noted the work she had undertaken with the Local Safeguarding Board. The Board noted the Chair's comments regarding possible commonalities of work between the two Boards.

Janet Janeway gave a presentation to raise awareness regarding domestic violence, particularly relating to intimate partner violence and its impact on children. She explained the work being undertaken by agencies and referred to the emerging themes that resulted from needs assessments. She referred to the process of conducting a needs assessment and explained that these aided work undertaken by the Community Safety Partnership.

The Trust Board agreed it was a relevant and informative presentation and noted the need to focus on this work at a future meeting. It noted that this work cut across all agencies and that as a whole, make a substantial contribution. This work ideally needed to be co-ordinated under one Body.

Resolved: (1) That the report and minutes of the Local Safeguarding Board meeting held on 12th March 2013, be noted.

(2) That a report be submitted to a future meeting of the Board setting out future work relating to domestic violence.

(3) That Trust Board members be requested to contact Janet Janeway at jjaneway@swindon.gov.uk with any insights or comments relating to work on the prevention of domestic violence.

(4) That Janet Janeway, Senior Public Health Manager, be thanked for her presentation.

8. Children's Services Performance Report

The Cabinet Member for Children Services and the Board Director Commissioning submitted a joint report updating Members of the Board on the performance within all service commissioning for the period to February 2013. The Trust Board to asked to comment where data was available and to identify performance measures for reporting and discussion at future meetings. She advised 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.

Sue Wald, Head of Commissioning, Children and Adults, referred to work undertaken in consultation with stakeholders regarding the revised Common Assessment Framework and the initial internal piloting of the Single Assessment Part 1. Louise Campion, Principal Officer, Health and Wellbeing delivery, added that training would be undertaken with more focus on assessment rather than form completion.

Louise Campion referred to the "Breastfeeding Welcome" which was a national scheme that Swindon had signed up to and requested the Trust Board's support to recommend to Council that Council owned premises sign up to this scheme.

Janet Janeway, Senior Public Health Manager, updated the Trust Board regarding measles figures and advised that Swindon had not been adversely affected and there were less reported cases this year than last year. She also updated the Trust Board on neighbouring authorities figures.

Resolved: (1) That members be requested to submit comments regarding the Children, Young People and Families Service consent form to the Commissioner – Strategies at vguillaume@swindon.gov.uk by 1st September 2013.

(2) That Trust Board Members submit their views on the effectiveness of the new process and training at the meeting of the Swindon Children's Trust Board in December 2013.

(3) That the Cabinet Member Children Services, be requested to look into the breast feeding scheme to be adopted across all Council owned premises.

(4) That the performance data on Children's Service Performance for the period to end of February 2013, be noted.

9. Minutes of Joint Commissioning Board (Adults & Children)

The Cabinet Member for Children's Service and the Board Director Commissioning submitted a joint report and the draft minutes of the Joint Commissioning Board (Adults and Children) meeting of 5th March 2013.

Sue Wald, Head of Commissioning, Children and Adults, commented on the Voluntary Sector consultation relating to adult sector and advised that Joint Commissioning Board members agreed to implement a series of recommendations regarding de-commissioning and re-commissioning some services to ensure wider partnership working.

Resolved – That the report and minutes of the Joint Commissioning Board (Adults and Children) meeting held on 5th March 2013, be noted.

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SCHOOLS FORUM

TUESDAY, 9 JULY 2013

PRESENT: -

School Members: Steve Colledge, Chair - Academy Headteacher
Paul Boyles, Vice-Chair - Academy Governor
Chris Davis, Primary Headteacher
Rhian Cockwell, Primary Headteacher
Alison Lowe, Primary Headteacher
David Easter, Primary Governor
Ray Williams, Primary Governor
Rachael Matthey, Secondary Headteacher
Jackie Smith, Special Headteacher
Richard Marshall, PRU
Lynne Fletcher, Academy Headteacher
Nick Capstick, Academy Headteacher
Lauren Connor, Academy Headteacher
Wendy Conaghan, Academy Headteacher

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

Officers:

Apologies for absence were received from .

1. Minutes of Previous Meeting

Resolved – (1) That the minutes of the meeting held on 5th March 2013, be confirmed and signed.
(2) That the updates provided by Paddy Bradley (Head of Commissioning – Economy and Attainment), regarding (i) discussions at the last meeting of a possible change to the Authority's process and practice in relation to funding for disadvantaged two year olds, and (ii) the copyright licencing arrangements in relation to the archival use of "youtube" video clips by schools, be noted.

2. Final Dedicated Schools Grant Outturn 2012-13

Steve Haley (Head of Finance – Education and Innovation) presented a report on the final 2012/13 Dedicated Schools Grant (DSG) outturn position following closure of the Local Authority's (LA's) 2012/13 final accounts.

Mr Haley made particular reference to Table 1 in the report, summarising the actual budget position at year end, compared with the projected position in March 2013, and commented on both the higher underspend than envisaged, to be carried forward into 2013/14, and the agreed budget commitments for that year, including monies to be retained within the Education Other Than at School (EOTAS) budget

for the development of that project. Mr Haley referred to the absence from the report of any reference to the Forum's previously agreed commitment on the issue of trade union release time that, for this year only, the Authority would fund the existing service at a cost of £23k, meaning that the balance currently available to be carried forward into 2013/14 was actually £1.160m (not £1.183m indicated in the report).

With reference to the medium term retained budget position, Mr Haley advised that there had been an underspend on the budget for the last 3 years but he was not confident that this position could realistically be maintained in future, due primarily to the much more severe risk of managing the new high needs block. He felt that even attaining a break even budget position would be something of an achievement.

Mr Haley drew the meeting's attention to paragraph 3.13 of the report, regarding equal pay claims and, specifically the implications for schools and academies of the Dumfries and Galloway ruling and the likelihood that the retained budget might need to be enhanced to accommodate future claims settlements.

Resolved – (1) that the final position on the 2012/13 retained budget be noted.
(2) That it be noted that, after the allocation of funding previously agreed by the Schools Forum, the total balance currently available for redistribution is £1.160m.

3. Update on 2013/14 Dedicated Schools Grant Funding and Related issues

Steve Haley (Head of Finance – Education and Innovation) presented a report providing an update on (i) the final 2013/14 Dedicated Schools Grant (DSG) settlement, (ii) disadvantaged 2 Year old funding, (iii) the post 16 high needs student costs and funding position and (iii) the various cost pressures on the 2013/14 mainstream funding position, (iv) SRP and other high need setting cost pressures, (v) the proposed introduction of a new High Needs top up rate, (vi) the funding of additional SEN places, (vii) revised EOTAS alternative provision top up fees, and (viii) the proposed entry into a Service Level Agreement for Travellers' children

Final DSG Settlement

Mr Haley confirmed that the final 2013/14 DSG settlement was £145,554,233. He advised that this figure was, effectively, now fixed and that any further variation could only be as a result of changes to 3 and 4 year old funding.

Paddy Bradley ((Head of Commissioning – Economy and Attainment) commented on the implications of the relaxation of the eligibility criteria for take up of disadvantaged 2 year old funding, and the expectation that the "Grow2gether" capital project would open seven new providers offering additional 2 year old places. Regarding this latter point, and in response to a question by the Chair, Mr Bradley outlined process used by the local authority for the commissioning of the seven new providers.

Resolved – (1) That the 2013/14 DSG settlement for Swindon, confirmed at £145.554m, be noted.
(2) That, in respect of disadvantaged 2 year old funding, it be noted that an in year underspend of up to £1.067m is forecast based on current take up and existing

spending plans.

Disadvantaged 2 year Old funding

Mr Haley reported on the calculation of the amount of DSG allocated for 2 year olds and the forecast underspend in the current year.

Resolved – That the forecast underspend of up to £1.067m, based on current take up and existing plans, be noted.

Post 16 High need students costs and funding

Mr Haley advised that the assumed position in January 2013 had been that additional funding to meet the new post 16 responsibilities would match costs but this had not proven to be the case and that, as discussed by the Forum at its March 2013 meeting, costs would clearly exceed available funding by some £823k. It had been agreed by the Forum, at that meeting, that the relatively generous settlement in the Disadvantaged 2 year old element of the DSG settlement be used, if necessary, to offset the post 16 shortfall in the short term. It was noted that a request for the Education Funding Agency (EFA) to review the authority's post 16 position had resulted in a one-off allocation additional DSG of £349,650 but that this still left a funding gap of approximately £500,000. Mr Bradley advised that, based on the estimates from providers, approximately 410 high need students had applied for further education placements (289 in colleges, 24 in ISP's, 19 in non-maintained special schools, 6 in other LA special schools, 7 in Swindon sixth forms, 44 at Uplands sixth form and a further 21 post 19 students at Uplands Adult Education Trust and that, if all these were funded, the DSG allocation would be exceeded by over £2m.

Mr Bradley commented that, bearing in mind the cap placed on Swindon's learner numbers in 2013/14 and the capped budget, and that it remained the duty of the authority (not the providers) to identify numbers of high need students, the authority had imposed the strict criteria, in line with EFA guidance, and excluded approximately 100 students from being eligible for high needs funding. He continued, commenting on the funding option for students in FE colleges who are not High Needs under the criteria and, in respect of those students who are acknowledged as meeting the criteria, the necessity for the moderation of costs to ensure that the packages of support meet the needs of the student, are reasonable and are costs that the EFA have advised cannot be met within Element 1 funding. It was noted that these factors represent very significant challenges for the authority and providers and that negotiations would continue with a view to securing appropriate placements for all high needs students which meets needs and represent best value for money within the financial constraints detailed in the report.

Mr Haley presented a supplementary report to the meeting, providing an update on the post 16 high needs funding. The report detailed available funding for the 2013/14 financial and academic year, the latest post 16 cost estimates available in respect of each provider's new and existing funding responsibility (including new funding responsibility for potential late applicants and Independent Specialist providers and existing responsibilities for out of borough, special schools and mainstream sixth forms) and a summary of proposed allocations for part and full year. Mr Haley took members and delegates through the report, expanding on the

detail of each provider's estimate of their overall funding responsibility and inviting the Forum to note the position of the various providers. He concluded his presentation of the supplementary report by guiding forum members through a summary of the overall position for the 2013/14 Academic Year (Part C of the report), setting out new and continuing responsibilities. It was noted that the total of number of students (314) requiring high needs funding far exceeded both the number cap and the available funding envelope and that, as a consequence, the financial position was extremely difficult, and this even before consideration might be given to further potential costs in the form of unmet funding requests and the contingency provision for late applicants.

The Forum was asked to note:

- the overall post 16 funding position and in particular the level of disadvantaged 2 year old funding that would have to be allocated to meet the post 16 shortfall.
- the risk of not funding 52 students at Swindon College, that the College had indicated that it would not offer students a place if the authority was unable to provide the level of funding requested. That these learners would need to be placed with other providers and it was not clear whether there would be feasible alternative options for every learner, presenting a risk that learners might not be able to start an appropriate course in September
- that any support the Forum might give to the allocation of funding for learners who did not meet the high needs criteria would be inconsistent with other providers and contrary to EFA guidance.

Following the presentation of the report and the supplementary report, Mr Haley and Mr Bradley responded to members questions and observations on the matters raised, including:

- the new process for the determination of high needs and the commissioning of places
- the reasons why some providers seem in a better position than others to meet their new funding responsibility
- the achievement of the best outcomes for high needs learners and the future challenge of the disassociation between need and financial resources
- the importance of recognising that this issue will impact upon some of the most vulnerable families within the community
- recognition that this change in funding arrangements has been politically led and the value of making the Department aware of the Forum's concern at the impact of reduced funding on vulnerable young people
- the impact of the real financial cuts being made in post 16 education and the increased numbers of applicants
- the legal position of the authority to ensure places for high needs students that "meet their needs" and its legal and ethical position in relation to students who do not meet the high needs defining criteria
- the recognition that responsibility for the determination of high needs lies with the authority, not the provider, and the apparent discrepancy between the authority's high needs assessment criteria and those applied by different providers in accepting students as high needs learners
- tribunal arrangements and legal challenge by learners not deemed eligible under the high needs criteria
- the numbers of high needs places initially identified by providers and the numbers subsequently assessed by the authority as meeting the high needs

criteria

- the inclusion in the allocation projections of 21% “uplift” monies and the impact of withdrawing that funding where possible

Resolved - (1) That the overall post 16 high needs funding position, as set out in the supplementary report tabled at the meeting, be noted and that it be agreed that the surplus on disadvantaged 2 year old funding be used to give transitional financial support to providers to allow them to meet their high needs funding responsibility for the period of the 2013/14 Academic Year (as summarised in Part C of the supplementary report tabled at the meeting, excluding the identified further potential costs).

(2) That a working group be established, comprising representatives of the different academic bodies on the Forum, to draft a letter to the Department regarding the Forum’s concerns about future education funding, particularly in relation to post 16 high needs funding but to include other matters of concern to each of the bodies represented on the Forum. That each of the bodies represented on the Forum advise the chair of their groups’ representative on the working group.

(3) That forum members’ remarks about the complexity of this issue (post 16 high needs funding) and the difficulties of giving the matter proper detailed consideration when reports are tabled at the meeting, be noted and that, in future, reports to the Forum on academic funding issues should present all alternative options for the Forum’s consideration, including alternative proposals and solutions that might be put forward by providers.

Update on mainstream cost pressures

Mr Haley introduced a number of issues that had arisen in relation to 2013/14 mainstream funding levels, in the period since these were set at the meeting of the Forum on 5th March 2013, and sought the Forum’s agreement to the proposed response in relation to each of these.

Croft Academy Trigger Funding

Resolved – That it be noted that approximately £77,135 of unplanned spend would need to be met from the 2013/14 pupil growth fund to provide trigger funding to Croft Academy and that further payments would need to be budgeted for in future years.

Orchid Vale Expansion

Resolved – That the payment of £10,000 additional funding to Orchid Vale School to cover additional teaching costs arising from the capital programme delay be supported.

Update on SRP and other High Need Setting Cost Pressures

Mr Haley and Mr Bradley reported on requests that had been received for additional funding in relation to high needs settings.

The Ridgeway ASC SRP Unit - pump priming for set up and early operating costs for the first two years

Resolved – That the payment of enhanced top ups for the first two years of a new provision opening be supported and that £43,284 be allocated to Ridgway ASC SRP in the current financial year.

Redoaks SRP British Sign Language (BSL) Provision

Resolved – That, as part of a wider on-going review of provision of hearing impaired services, the payment of additional funding of £14,300 to the Redoaks Hearing Impaired SRP to enable the training of in house staff be supported.

Ridgeway Hearing Impaired SRP

Resolved – That the payment of additional funding of £18,000 to the Ridgeway HI SRP, of which £10,500 would fall in 2013/14, be supported.

White Horse Federation Issues

Resolved – That the requests for additional funding from the White Horse Federation in relation to leadership and management costs be not approved. That the issue of enhanced financial support for SRPs in relation to their leadership and management costs be reviewed as part of the general review of the 2014/15 funding proposals and that, in cases where a setting is found to be due an increase, consideration be given to its retrospective application for the 2013/14 Financial Year.

Proposed Introduction of new High Needs Top Up Rate

Mr Haley reported on payment by the Commissioner for Education of enhanced top ups in line with recommendations of the SENRAP Panel following its review of the detailed business cases submitted by providers for top up funding in exceptional cases where the needs of individual students are particularly complex.

Resolved – That, where appropriate, the payment of enhanced top ups by the Commissioner for Education, based on recommendations by the SENRAP Panel, backdated to 1st April 2013, be supported.

Funding of additional SEN places

Mr Haley reported on the contingency retained within the 2013/14 budget for high needs pupils and the Authority's position in relation to additional place funding in cases where an individual Special School or SRP is asked to take pupils above their planned number.

Resolved – That it be noted that, where additional places are required above planned numbers, the Authority's "default position" is that only top up fees will be payable, although individual cases will be considered.

Revised EOTAS Alternative Provision top Up Fees

Mr Haley reported on (i) the revised treatment of exclusions and other income and, in particular, the revised top up fees payable to EOTAS in respect of students attending Stratton and Riverside, and (ii) the revised treatment of non-exclusions

income from 2014/15 and to support the LA's proposal to consult on the basis of increasing delegation.

Resolved – (1) That the revised treatment of exclusions and other income and the revised top up fees payable to EOTAS for Stratton and Riverside be noted.
(2) That the revised treatment of non-exclusions income from 2014/15 be noted and that the Authority's proposal to consult on the basis of increasing delegation via an uplift of approximately £383.93 to the secondary Low Prior Attainment factor be supported.

Proposal to enter into a Service Level Agreement for Travellers' Children

Mr Bradley reported on the Authority's decision not to centrally retain funds to support the education needs of Travellers' children and the implications of this decision in relation to support for the children of fairground and circus workers.

Resolved – That the creation of a new centrally retained high need budget of £5,000 to commission education provision for children of fairground and circus workers be agreed.

4. School Funding Reform Changes 2014/15

The Forum received a report on the school funding reform changes affecting mainstream settings required for 2014/15 arising from the Department for Education (DfE) 4th June 2013 announcement. It was noted that further work was required to fully understand the position for high needs settings as, although the general principles appear to remain unchanged, next year's funding levels had not been quantified and there were some detailed changes to be implemented. Further guidance was due to be released by the DfE on this matter.

The report also set out the areas of funding to which the Authority was already committed to review and also those areas which we were to be reviewed by the DfE for 2014/15. It was noted that whilst some changes were mandatory others were optional and proposed consultation plans covering mainstream and pre 16 high need settings were set out in the report. It was a key requirement of the reform changes that all settings must be consulted regarding changes that affect them and that the Authority could not, therefore, limit its consultation to the Schools Forum but that it would continue to report to, and seek the view of, the Forum on the outcomes of consultation event.

Resolved – That the key requirement of the school funding reform changes to consult all settings on the changes that affect them, and the event programme set out in the report for consultation with affected schools, be noted.

5. Forecasting of School Balances 2012-13

The Forum received a report advising on the final position, as at 31st March 2013, of school revenue balances compared to the position forecast by schools in December 2012. It was noted that the Authority was required to monitor the level of school balances held by schools to provide assurance to the Council's Board Director Resources regarding the financial sustainability of individual schools and to help ensure the local fair funding formula is as equitable as possible.

Resolved – (1) That it be noted that:

- the majority (61%) of Swindon maintained schools were accurate in forecasting their year end balances as measured by the thresholds agreed by Schools Forum
- only 7 schools reported significant variances between their forecast and actual outturn positions and will be contacted by the LA for explanations
- actual school balances were 43% higher than the December forecast of £3.5million
- the Authority would present further information on the planned use of school balances to the October meeting of the Schools Forum when it would make recommendations for any potential claw backs.

(2) That it be noted that Abbey Meads Primary School had been incorrectly “red rated” in the report due to the inclusion in the final balance figure of the school’s community facilities balance.

(3) That, with reference to their concerns regarding the presentation and content of this report, the agreed criteria for the revised scheme for monitoring and managing schools balances be re-circulated to delegates in order to facilitate a review of the forecasting process, particularly in relation to the reporting of significant variances between schools’ forecast and actual outturn positions.

6. New Schools Financial Value Standard

The Forum received a report providing an update of the position for Swindon schools in submitting their initial Schools Financial Value Standard (SFVS) self-assessments, as required by DfE.

Resolved – (1) That it be noted that the Council’s Chief Finance Officer had submitted the assurance statement to the DfE confirming that all relevant Swindon schools had completed an SFVS review in accordance with the statutory deadline.

(2) That it be noted that the Council would review each SFVS response over the next few weeks and might contact individual schools to verify evidence to support their assessments.

7. Dates of Meetings for 2013/14

The Forum was asked to note its schedule of meetings in the 2013/14 Municipal Year.

- 8th October 2013
- 21st January 2014
- 11th March 2013

EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

TUESDAY, 7 MAY 2013

PRESENT:- Councillors Andrew Bennett, Joe Tray and Paul Baker.

1. Appointment of Chair

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

(Councillor Bennett took the Chair).

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. Minutes

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

4. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 5 refers).

5. Home to School Transport Appeals

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

Resolved – (1) That, due to there being no exceptional circumstances, appeal numbers TA/13/538, TA/13/589 and TA/13/590 be refused.

(2) That, due to the exceptional circumstances outlined in the appeal, appeal number TA/3/592 be upheld and a taxi provided until the end of the academic year 2012/13.

(3) That, due to the exceptional circumstances outlined in the appeal, appeal number TA/13/518 be upheld and a contribution towards petrol expenses be allocated.

(4) That due to the exceptional circumstances set out in the appeals, appeal numbers TA/13/583 and TA/13/569 /304, be upheld and bus passes be provided until the end of the academic year 2012/13.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

THURSDAY, 9 MAY 2013

PRESENT:- Councillors Alan Bishop, Abdul Amin and Claire Ellis.

6. Appointment of Chair

Resolved – That Councillor Alan Bishop Chair this meeting of the Sub-Committee.

(Councillor Bishop took the Chair).

7. Declarations of Interest

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

8. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 9 refers).

9. Home to School Transport Appeals

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

Resolved – (1) That, due to there being no exceptional circumstances, appeal numbers TA/13/565, TA/13/586, TA/13/596, TA/13/601, TA/13/602 and TA/13/606 be refused.

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Section 5

Police and Fire Authorities Minutes

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 12 JUNE 2013 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

Cllr Abdul Amin, Cllr Glenis Ansell, Cllr Andrew Bennett, Brand, Cllr Richard Britton, , Cllr Brian Ford, Malcolm Grubb, Cllr Russell Hawker, Cllr Charles Howard, Cllr Peter Hutton, Cllr Julian Johnson, Amanda Newbery, Cllr Linda Packard and Cllr Teresa Page

Also Present:

Dr Carlton Brand - (Corporate Director, Wiltshire Council), Kirsty Butcher – (Senior Democratic Services Officer, Wiltshire Council), Kevin Fielding – (Democratic Services Officer, Wiltshire Council), Prof Allan Johns – (OPCC), Kieran Kilgallen – (Chief Executive OPCC), Sarah Kyte – (OPCC), Angus Macpherson – (PCC) and Chris McMullin – (OPCC)

1 Election of Chairman

Nominations were sought for the position of Chairman for the municipal year 2013/14.

Decision

- **Councillor Cllr Richard Britton was elected Chairman of the Wiltshire Police and Crime Panel for the 2013/14 municipal year.**

Councillor Richard Britton in the Chair

2 Election of Vice-Chairman

The Chairman sought nominations for the position of Vice-Chairman of the Wiltshire Police and Crime Panel for the 2013/14 municipal year.

Decision

- **Councillor Brian Ford was elected Vice-Chairman of the Wiltshire Police and Crime Panel for the 2013/14 municipal year.**

3 Apologies for Absence

There were no apologies.

4 Minutes and matters arising

Decision:

- **The minutes of the meeting held on 26 March 2013 were agreed as a correct record and signed by the Chairman.**

5 Declarations of interest

Councillor Peter Hutton declared a non-pecuniary interest as he was the Portfolio Holder for Public Protection at Wiltshire Council.

6 Chairman's Announcements

The Chairman welcomed everyone to the first meeting of the Panel since the local elections.

Introductions were given by all in attendance.

The Chairman raised the question as to who were the Swindon BC substitutes, it was agreed that this was still being resolved, but should be sorted out within the next couple of weeks.

7 Public Participation

There were no questions asked or statements given.

8 PCC update report

The Panel noted the diary report attached.

In response to questions the Commissioner confirmed the need for a consistent and joined up CCTV provision with the right protocols of retention. Governance arrangements were discussed at the Commissioner's meeting with Avon and Somerset on 9 June 2013 together with the opportunity to mould and engage in regional debate. The Commissioner expressed his keenness to have a framework agreement which brought the region together both strategically and operationally.

9 PCC Annual Report

The Commissioner presented the Annual Report 2012/13.

The Panel noted the Annual Report attached.

Questions and points raised from the report included:

- The Chairman advised that the Panel would have liked to have viewed a draft of the Annual report.

Anti-social Behaviour

- Will you continue to try and improve anti-social behaviour (ASB) figures?
a. Yes, ASB is one of the core themes in the Crime Plan.
- Strategic Priority Balance Scorecard for the year show a downturn to the half year – why?
a. A written response will be provided to this question
- How can the figures contained in the annual report for ASB be improved?
a. We all have a part to play in tackling ASB, communities need to be innovative in their approach, if we are to move forward. Partnership working is very important if we are to make positive steps in this area. The key is engagement, not enforcement.
- The importance of community funding for the victims of ASB, and not just the perpetrators of it.
- The Importance of good dialogue with local communities.
a. Area Boards have a big role to play in this.
- There is a worry that going to high level commissioning will lose the synergy that the CSP produced at grass roots level with others
a. We are currently looking at one pot of money for Wiltshire and Swindon, and to commission jointly for services needed

The Chairman requested a summary of the outcome of this line of development.

- The Panel showed concern over the expectation that the leaders of both Wiltshire and Swindon will know about all local issues and hoped that the PCC engage with the local force and Area Boards / Localities when looking at funding for ASB

Unlocking Resources

- Can the Panel be re-assured that the Police will be able to spend more time on the beat, rather than dealing with paper work etc?
a. The Chief Constable is confident that this can be achieved.

Performance Level Tables

- Why are these tables not in the annual report?
a. Data is currently shown in the old Wiltshire Police Authority format, the OPCC would ensure that future data would be provided as requested to the Panel.

Policing Levels

- The Panel requested the data for Policing levels during the previous year.
a. Agreed that the OPCC would provide the Panel with this data.

Trafficking of Controlled Drugs

- Is there a strategy level in place?
a. Yes, a strategy level is in place. The Force is looking to improve on its arrest/conviction rates.

Neighbourhood Watch

- The importance of working with these groups was noted. A strong Neighbourhood Watch partnership was vital, as was the need to feed into the process.

The Chairman thanked the Commissioner for the report.

10 **OPCC Risk Register**

The Commissioner outlined the OPCC Risk Register and advised that it was very much a work in progress. He welcomed the help and support of the Panel in finalising the structure of it.

Decision

- **That a Task & Finish Group consisting of Cllrs Ansell, Bennett, Britton and Ford with Malcolm Grubb and relevant OPCC staff would be set up to look at the Risk Register structure.**
- **That at the request of the PCC, this item would be taken at the start of future meetings.**

11 **PCP/PCC Protocol**

The Commissioner advised that he was looking to pull together good working practices, with the OPCC still in its infancy it was vital that both good and bad practices were scrutinised.

The Panel felt that it was vital that they were working with the OPCC.

It was agreed that the OPCC would keep the PCP informed of progress/developments with the protocol.

12 **Performance Reporting Framework**

Amanda Newbery outlined the Performance Framework document that was tabled at the meeting.

Decision

- **That the OPCC would produce a template which could be “married up” to include comments from a PCP working group and sent to the PCP on a quarterly basis for completion.**

13 **Complaints against the Commissioner**

A report, “Complaint Investigations, Appeal Determinations and Monitoring of Wiltshire Police Professional Standards by the Office of the Police and Crime Commissioner”, drafted by Allan T Johns – Independent Adjudicator and Complaints Investigator was tabled at the meeting.

The report is attached to these minutes.

Questions and points made included:

- That complaints should be dealt with in a more timely manner.
 - a. *The time that it takes for Wiltshire Police to deal with its complaints does stack up when viewed against other forces.*
- Is the Police complaints handling system aligned with the various Ombudsman scheme?
 - a. *It draws in various Parliamentary and Health ombudsman legislation.*
- It was requested that future reports are submitted as part of the quarterly report process in tablet format.

14 **Forward Work Plan**

The Panel noted the forward work plan.

- The Chairman requested that the MEL survey data be made available to the Panel at the September meeting.

15 **Future meeting dates**

Decision

- **It was agreed that future Panel meetings would take place at venues around throughout the County.**

The next meeting of the Police and Crime Panel will be on Monday at 16 September 2013.

Future meeting dates were:

26 November 2013.

(Duration of meeting: 10.00 am - 12.15 pm)

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

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ONE SWINDON BOARD AWAY DAY – NOTE OF MEETING TUESDAY, 25TH JUNE 2013

Present : Gavin Jones (SBC), Cllr David Renard (SBC), John Gilbert (SBC); Nigel Tucker & Jill Annal (JCP), Liz Rijnenberg (Wilts Probation), James Griffin (JGr) (SBC), Michelle Howard (SEQOL), Nicky Alberry (Influence), Heather Mitchell (SEQOL), Liz Holmes (Chair of CTB), Tony Ranzetta (CCG), Kieran Kilgallen (PCCs Office), Ian Jeary (Wilts Fire & Rescue), Pat Geenty (Wilts Police), Cllr Brian Mattock (SBC), Anita Randon (GWH), Cherry Jones (SBC), Alison Chamberlain (SBC).

Apologies for Absence : John Popowicz (Wilts Fire & Rescue), Paul Aviss (Wilts Probation), Nerissa Vaughan (GWH), Dr. Peter Crouch (CCG), Cllr Stan Pajak (SBC), David Wray (VAS), Cllr Jim Grant (SBC), Angus MacPherson (PCC)

Guests: Colin Levine and Rose Mahon (Nelson Trust), Dan Gascoyne (Essex County Council)

1.	Welcome and Announcements	
	Gavin Jones welcomed everyone to the meeting and set out the agenda for the meeting and identified the key objectives for the day.	
2.	Resourcing Community Budgets for Success	ACTION
	<p>JGr advised the meeting that the agenda packs included the Expression of Interest that was submitted to CLG in April, and confirmed that 40 other Local Authorities also submitted Expressions of Interest. He noted that it also set out One Swindon Board's commitment to a Community Budget as part of this submission and referred to the tour of Partners during May to test the waters around establishing a team of seconded staff to work on individual projects and was struck by the commitment of partners. He felt there was a sense of momentum and that there was a willingness to further develop a programme of work.</p> <p>Following the roundtable meeting in June, our 'ask' of Whitehall needed to be detailed and specific, and this has been shaped through discussions with partners. It contains 3 main elements:</p> <ul style="list-style-type: none"> • Better understanding around pooling/sharing resource and rewards • Integrated Frontline Workforce –capacity to push to agenda forward • Digital Service Redesign / behavioural redesign. <p>A decision is expected from Whitehall in the next couple of weeks but he felt Swindon's submission had a number of key strengths including its leadership. Whitehall was continuing to keep a watching brief including where it might be able to support the process.</p> <p>NA enquired whether the submission had enough emphasis on Growing Economy – she felt that the balance didn't seem quite right. GJ agreed that we needed clarification around the City Deal process, and whether the Board focuses everything on economy through City Deal or whether be included in both — Swindon's growing economy needs to leap off the page. Tony Ranzetta felt that a Context statement at the beginning of the EOI is needed to join things together more.</p> <p>The Board noted the presentation.</p>	
4.	Business Case Update and Review	
	Joined Up Local Procurement : Nicky Alberry (Chair of Influence) gave a short presentation on joined up local procurement highlighting the following points:	

**ONE SWINDON BOARD AWAY DAY – NOTE OF MEETING
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- An update on progress to date
- There was a lot of local spend that could be recycled into the local economy through the development and use of the right models.
- Local contracts should be mindful of the Social Value Act.
- The engagement of the Somerset Chamber of Commerce to undertake a piece of research around local procurement and areas of commonality.
- They will look at developing:
 - a supply chain project around the UTC
 - developing a dynamic and interesting on-line portal to address some of the barriers to procuring locally for small businesses. The portal will be a simple and straightforward tool which will match the buyer with the provider. It will enable large packages of work to be broken down into smaller more manageable packages which will allow SMEs to bid for contracts.
 - The possibility of running a test around a local project (for example the University Technical College or on a larger scale Witchelstowe) to identify benefits.
 - It is intended to run a workshop in July to share initial findings.

The Board discussed the following issues:

- Was the project being ambitious enough? Is there a bigger prize? Nicky advised that the business community's ask is not to launch something without proving it first. The ambition is to ultimately stimulate the Swindon economy, but also link to social aspects including apprenticeships, Plan 500 etc.
- SME contracts in the public sector.
- Would a Swindon Pound add local value?
- The need for local procurement to be dynamic and easy to use.
- Where did public services fit? It was noted that that public sector partners are very involved, work started with SBC to start to understand any barriers. Group discussed national procurement initiatives, and the fact that the Police use the South West Procurement Hub (this would be discussed separately).
- The benefits of the system being flexible enough to facilitate local businesses to improve skill sets.

Gateway Project

Tony Ranzetta (Chief Executive, CCG) updated the Board on this project, He gave a brief update on the history of this business case and reported on progress to date. This business case is on target at the moment. Next steps include:

- tapping into other funding streams;
- looking for independent evaluation of the process so far to get baseline assessments
- project is ready to go live early and he is already looking at the next project at the other end of the pathway.

The Board discussed the update including the following issues:

- The need to integrate the role of prevention and commissioning of services to help alleviate demand.
- If more money was invested into this project would it produce quicker better

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	<p>Patrick Weir made an presentation to the Board and highlighted:</p> <ul style="list-style-type: none"> • That this business case was not as well advanced as the others and he's still at the visioning stage. The ultimate aim is a One Swindon joined-up, linked-in workforce. With this in mind, the Ask from Whitehall was around a dedicated and independent resource to help co-ordinate and move this project forward. • Whilst the project was proceeding with care, opportunities such as using frontline staff to identify issues across organisations was still being examined against the backdrop of a changing skillset amongst the workforce. <p>The Board discussed the presentation and raised the following points:</p> <ul style="list-style-type: none"> • How will we quantify benefits and share rewards? • How will it work in practice? • What is partners' involvement? • What is the evaluation process? • How would engagement operate and how could a measure on prevention and reduction on demand be produced? • Why was there a requirement to pilot the initiative – wasn't there an opportunity to learn from a "live" project? • Whether the Board was getting hung up on the practicalities of the integrated workforce, the project should be about Public Value, about merging resources, providing a simple One Stop Shop approach. • Pat Geenty indicated that he is keen to put resource into this project and will ask Andy Tatum to take the lead on this project to give more momentum into getting this off the ground more quickly. <p>The Board thanked the Project Leads for their work together with those who made presentations and reiterated their support for all the projects..</p>	
5.	<p>ISIS Project</p> <p>Rose Mahon and Colin Levine from the Nelson Trust joined the meeting to talk about the ISIS Project, which is currently being run in Gloucester. It is intended to replicate the project in Swindon.</p> <ul style="list-style-type: none"> • ISIS is a residential addiction treatment centre which also includes education, family support and resettlement housing, it is a specialist service for women offenders which addresses both women's offending behaviour and their presenting bio-psycho-social needs. • It has intensive one to one key working, psycho-educational group work, access to multiple agencies under one roof and accepted NHS patients on abstinence based 3-6 month residential basis. • In 2009 the Project received an award from the Centre for Social Justice. • In Swindon there were approximately 75 "in the system" and 20 serving prison sentences. • Two thirds of women entering the prison system nationally lose their home and this affects over 18,000 children. • The project gives on-going practical support and teaches life skills & supports integration. • The project was willing to share data it collected on a quarterly basis with the Board. • By addressing the various needs of women in a safe environment it helped 	

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	<p>reduced their dependence on public sector services.</p> <p>After the presentation The Board raised the following points:</p> <ul style="list-style-type: none"> • Enthusiasm for the project and whether the project had sourced premises in Swindon yet. Rose Mahon advised that they are looking at Town Centre premises and had two options under consideration. • There might be some common interest with services provided by the probation service, especially their outreach work. <p>The Board thanked Rose Mahon and Colin Levine for their presentation and welcomed further updates on the project as it developed in Swindon.</p>	
6.	<p>Joined Up Research</p> <p>James Griffin (Head of Strategy & Research, Swindon Borough Council) and Anita Randon (GWH) gave a joint presentation around customer commonality. They asked the Board to sponsor a workshop to look at some of our linked communities.</p> <p>The Board discussed the following points:</p> <ul style="list-style-type: none"> • How to resource the work to maintain progress. • The need for common definitions to be used or at least understood, for example the se of the term community often meant different things to different partners. • The need to target resources to increase the likelihood of reducing pressures on service delivery. • The mapping of organisational priorities to identify common areas of interest. • The advantage of good intelligence and a supple system both internally and in helping communities understand what help is available to them. • The potential benefits of being able to bring common energy, as opposed to individual energy any problem. <p>It was agreed that the Delivery Board will run a workshop in August, structured interviews will be held during July/August, report back to Leadership Board before the meeting in October.</p>	
7.	<p>Presentation on Community Budgets</p> <p>Dan Gascoyne (Essex County Council) gave a presentation on Community Budgets and outlined the experiences of Essex during the Community Budget pilot last year. He talked about the language used in community budgets and suggested not focussing too heavily on savings - it is not all about the finances.</p> <p>The presentation included:</p> <ul style="list-style-type: none"> • Some of the research arising from the pilot areas, and in particular, lessons learnt from Manchester. • Areas of potential savings in Essex over the next five years. • The project team originally working on the Government submission. • The strategy on what to spend and where to identify savings. • The importance of people understanding the process and value to them. • The identification of key priority areas within Government Guidelines. • Single response intervention. • Cost benefits and validation within any Government submission. • The benefits of a Governance Project Board with Leads clearly identified in 	

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	<p>order to allow them to communicate effectively with each other and to facilitate effective management and solid governance.</p> <p>In Essex their final business cases are:</p> <ul style="list-style-type: none"> • Integrated Commissioning/ Family solutions – troubled families/ Skills for growth / Deal for Growth/ Reducing Domestic Abuse/ Reducing Reoffending/ Strengthening Communities <p>He emphasised the importance of:</p> <ul style="list-style-type: none"> • robust governance arrangements from the outset • robust programme management is essential & reporting lines need to be in place. • Don't think of community budgets as an initiative, it's more than that, it's a transformational journey. <p>Essex has a programme cost/benefit summary both in cash and in kind by Partner and each project is broken down.</p> <p>The Board asked, what had been the biggest challenge during the process? Dan Gascoyne replied that the biggest problem, was the buy-in of all key players/ownership/sponsorship and keeping everyone informed at each stage of the process.</p> <p><u>It was agreed</u> that the next steps for the Board were:</p> <p>(1) To strengthen the Community Budget narrative .</p> <p>(2) Accelerate and develop the Integrated Workforce Business case.</p> <p>(3) Continue with customer commonality work – interviews and workshop.</p> <p>(4) Continue work on the existing Business cases .</p>	
8.	Mr. Chris Hatrick, Wiltshire Fire and Rescue	
	The Board expressed their thanks to Chris Hatrick, Wiltshire Fire and Rescue who recently retired. They thanked him for his hard work over the years on the Partnership Board and wished him well in the future.	
9.	Date and Time of Next Meeting	
	It was noted that the next meeting of the Board would be held on Tuesday 23 rd July, 6-8pm, Civic Offices in the Function Room.	

