



SWINDON BOROUGH COUNCIL

Municipal Year 2013/14

Meeting of Council on Thursday, 7 November 2013

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Tuesday, 24 September 2013 of Audit Committee (Pages 3 - 8)
4. Minutes of meeting Monday, 7 October 2013 of Standards Committee (Pages 9 - 12)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

3. Minutes of meeting Monday, 16 September 2013 of Scrutiny Committee (Pages 15 - 16)
4. Minutes of meeting Friday, 20 September 2013 of Scrutiny Committee (Pages 17 - 22)
5. Minutes of meeting Monday, 14 October 2013 of Scrutiny Committee (Pages 23 - 24)
6. Minutes of meeting Wednesday, 25 September 2013 of Health Overview and Scrutiny Committee (Pages 25 - 28)
7. Minutes of meeting Wednesday, 4 September 2013 of Children and Young People's Overview and Scrutiny Committee (Pages 29 - 34)

SECTION 3 - REGULATORY COMMITTEES

8. Minutes of meeting Monday, 23 September 2013 of Licensing Committee (Pages 37 - 38)
9. Minutes of meeting Wednesday, 9 October 2013 of Licensing Panel (Pages 39 - 42)
10. Minutes of meeting Friday, 18 October 2013 of Licensing Panel (Pages 43 - 46)
11. Minutes of meeting Tuesday, 10 September 2013 of Planning Committee (Pages 47 - 50)
12. Minutes of meeting Friday, 23 August 2013 of Education Transport Appeals Sub-Committee (Pages 51 - 52)
13. Minutes of meeting Friday, 27 September 2013 of Education Transport Appeals Sub-Committee (Pages 53 - 54)

SECTION 4 - CHILDREN SERVICES BODIES

14. Minutes of meeting Thursday, 19 September 2013 of Swindon Children's Trust Board (Pages 57 - 62)
15. Minutes of meeting Tuesday, 25 June 2013 of Standing Advisory Council on Religious Education (Pages 63 - 66)
16. Minutes of meeting Tuesday, 1 October 2013 of Standing Advisory Council on Religious Education (Pages 67 - 72)

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

17. Minutes of the meeting Monday 16 September 2013 of Wiltshire and Swindon Police and Crime Panel (Pages 75 - 82)
18. Minutes of the meeting Thursday 26 September 2013 of Wiltshire & Swindon Fire Authority (Pages 83 - 86)
19. Minutes of meeting Tuesday 23 July 2013 of One Swindon Board (Pages 87 - 90)
20. Minutes of meeting Wednesday 25 September 2013 of Town Twinning Network (Pages 91 - 92)

Section 1

Special, Audit and Standards Committee Minutes

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AUDIT COMMITTEE

TUESDAY, 24 SEPTEMBER 2013

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

An apology for absence was received from Councillor Roderick Bluh.

18. Declarations of Interest

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

19. Public Question Time

No questions were asked under Standing Order 28.

20. Minutes

Resolved – (1) That the minutes of the meeting held on 25th June 2013 be confirmed and signed.

(2) That, further to Minute 6(2), the Chair raise with the Cabinet Member for Economy, Regeneration and Culture, members' request that they be given the opportunity to inspect the Final Accounts of Forward Swindon.

21. 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 paragraphs of Part 1 of Schedule 12A of the Act.

<u>Item No.</u>	<u>Paragraph No.</u>	<u>Minute No.</u>
14	7	30

22. Consideration of Exempt Information

The Committee received a report of the Director of Law and Democratic Services on its existing administrative arrangements for the consideration of reports containing exempt information, as defined in Part 1 of Schedule 12A of the Local Government Act 1972. The report had been submitted in response to a claim made by a local media organisation that it had obtained a copy of a report submitted to the Audit Committee at its meeting on 25th June 2013 that had been categorised as containing "exempt information" and was "Not For Publication". Members were invited to determine whether alternative administrative arrangements should be introduced in relation to the Committee's consideration of confidential reports.

Resolved – That the Committee's current administrative arrangements for the consideration of "Not For Publication" reports, containing material categorised as

“exempt information”, be maintained, subject to the following additional requirements:

- Such private and confidential reports to be circulated to members with the agenda papers but under separate cover
- Such private and confidential reports to be returned to the Committee Officer, or such other appropriate officer, immediately following the meeting at which the report is considered to arrange for their confidential disposal
- copies of such private and confidential reports should not be held on the Council's password secured website until after the meeting of the Committee at which the material was to be considered.

23. Annual Governance Statement

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

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

24. Annual Statement of Accounts 2012/13 and External Audit: Audit Findings

Annual Statement of Accounts 2012/13

The Committee received a report introducing the Council's Annual Statement of Accounts for 2012/13, updated for audit changes as at Monday 16th September. The Board Director Resources, with the Finance Manager, Housing, Treasury and Growth, presented the report, highlighting the main areas of adjustment since the completion of the draft accounts within statutory timescales in June 2013, and responding to members' specific queries and observations regarding the content of the accounts (appended to the report).

Resolved – (1) That the report and the Annual Statement of Accounts 2012/13, including the updated information provided at the meeting, be noted.

(2) That, subject to the amendments highlighted in the officers' presentation of the report to the Committee, the Annual Statement of Accounts 2012/13 be approved.

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

External Audit: Audit Findings

The Committee received a report of the Council's External Auditors, Grant Thornton, highlighting the key matters arising from their audit of the Council's financial statements for the year ended 31 March 2013.

Liz Cave, Engagement Lead (Grant Thornton), and Peter Smith, Audit Manager (Grant Thornton), introduced the report, taking the Committee through the following

elements of the report in detail and responding to members questions on related issues:

- findings in respect of significant matters and risks identified at the audit planning stage and additional matters that arose during the course of their work
- findings in respect of other risks of material misstatement identified in the Audit Plan
- findings in relation to accounting policies and key estimates and judgements made and included with the Council's financial statements
- adjustments to the draft financial statements, identified during the audit process
- the assessment of internal controls relevant to the preparation of the financial statements
- other communication requirements
- the Value for Money (VFM) conclusions in relation to the Council's responsibilities to put in place proper arrangements to:
 - secure economy, efficiency and effectiveness in its use of resources
 - ensure proper stewardship and governance
 - review regularly the adequacy and effectiveness of such arrangements.

Resolved – That the report be noted and that the External Auditors' intention to give an unqualified VFM conclusion stating that, in all significant respects, the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, be welcomed.

25. External Audit: Review of the Council's Arrangements for Securing Financial Resilience

The Committee received a report of its External Auditors, Grant Thornton, regarding their review of the arrangements put in place by the Council to secure financial resilience, undertaken as part of the statutory external audit to support its Value For Money (VFM) conclusion. Liz Cave, Engagement Lead (Grant Thornton), introduced the report, placing the review in the context of the Government's on-going national financial austerity measures and the significant ensuing financial challenges faced by the Council as a result of reduced central government funding. Ms Cave explained that the process used by the External Auditors to consider the robustness of the Council's financial systems and processes had involved a detailed review of each of the following risk areas:

- the Council's key indicators of financial performance
- its approach to strategic financial planning
- its approach to financial governance
- its approach to financial control.

Ms Cave took the Committee through the report, expanding on the summary observations and risk assessment in respect of each of the risk areas and outlining the specific recommendations (key points for consideration) made to the Council for consideration in relation to each area of review.

Resolved – (1) That the report be noted.

(2) That the management response to the External Auditors' key points for consideration, arising from the review, be further considered at a future meeting of the Committee.

26. External Audit: Audit Committee Update for Swindon Borough Council

Mr Peter Smith (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at 24 September 2013, in respect of the delivery of their audit responsibilities, including a summary of key emerging national issues and developments that might be of interest to the Committee.

Resolved – That the report be noted.

27. External Audit: Grant certification work plan for Swindon Borough Council

Mr Peter Smith (Grant Thornton) presented the Grant Certification Work Plan, outlining Grant Thornton's approach to the management of the certification process, and setting out the indicative scale fee for grant claim certification. The report also included a summary of expected claims and returns for the year ended 31 March 2013.

Resolved – That the report be noted.

28. Draft Internal Audit Charter

The Committee received a report of the Head of Internal Audit regarding the requirement for an updated Internal Audit Charter that meets the requirements of the Public Sector Internal Audit Standards. It was noted that the Audit Committee had a strategic role to ensure that the Council's assurance framework was operating effectively and that, to this end, it should seek assurance that key areas that contribute to this framework are operating properly.

Resolved – That the updated Internal Audit Charter, appended to the report, be approved.

29. Head of Internal Audit Update

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in June 2013 and progress made against the Annual Internal Audit Plan. The Committee noted that the results of Internal Audit's customer feedback exercise indicated that 90% of customers rated the service as good or excellent.

Resolved – (1) That the report be noted.

(2) That the One Swindon Partnership Governance internal audit report, categorised as having a risk evaluation of "Of Concern", be submitted to the next meeting of the Committee for more detailed consideration.

30. Internal Audit reports identifying 'significant' risk or 'of concern': IT Back-up Arrangements

The Committee received a report on the latest position regarding the implementation of Internal Audit recommendations arising from the audit review of IT back-up and retention arrangements for servers located on the Civic Campus. It was noted that the overall risk assessment to the Council following the initial audit was considered "of concern". The Council's Head of ICT Strategy was in attendance to provide a current position statement in relation to the implementation of audit

recommendations and to respond to members' questions on issues raised regarding the management response to the audit conclusions and key recommendations and progress in implementing the action plan.

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

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STANDARDS COMMITTEE

MONDAY, 7 OCTOBER 2013

PRESENT:- Councillor David Wood (Chair), Councillors Brian Ford, Toby Elliott, Fay Howard and Teresa Page and Mr Trevor Davies, Mr Mike Compton, Mr Richard Hailstone and Mr Peter Morgans.

Apologies for absence were received from Councillors Rod Bluh and Mick Bray and Mr. Paul Morris.

11. 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.

12. Minutes

Resolved - That the minutes of the meeting held on 15 July 2013 be confirmed and signed.

13. Public Question Time

Ms Karen Boyd, a resident of Hesketh Crescent, Swindon, put questions regarding:

- the Council's process for dealing with complaints against officers
- the consequences of the failure of members or officers to comply with governance guidelines
- the maximum sanctions against members or officers in the event of a breach of the Code of Conduct.

The Chair advised Ms Boyd that written responses would be provided to her questions.

Ms Carole Bent, a resident of Old Town, Swindon, put questions regarding

- the Committee's perception of public confidence in the Council's complaints procedure
- the distribution to members of the Standards Committee of her correspondence with officers and the Chair on the issue of the Council's standards procedures and its practice in relation to the recording of public questions in the minutes of meetings
- the timeframe for the Committee's review of the Council's standards procedures

The Chair responded to Ms Bent's questions.

Mr Arthur Beltrami, a resident of Spencer Close, Swindon, put a question regarding support available to members of the public in submitting Code of Conduct complaints. At the Chair's invitation, the Director of Law and Democratic Services responded to Mr Beltrami's question.

Ms Claire Bouverie-Brine, a local resident, asked that a complaint she had made about a member of the Council be re-opened in the light of what she saw as new evidence. The Chair advised Ms Bouverie-Brine that she would be provided with a written response to her question. The Chair, with the assistance of the Director of Law and Democratic Services, also responded to further questions put by Ms Bouverie-Brine regarding:

- her right of challenge in the event that she felt the answer to her initial question to be unsatisfactory
- support available to members of the public in submitting Code of Conduct complaints

14. 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 paragraphs of Part 1 of Schedule 12A of the Act.

<u>Item No.</u>	<u>Paragraph No.</u>	<u>Minute No.</u>
7	1 and 2	16

15. 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
- dispensations
- the Independent Persons Protocol
- the membership of the Standards Committee
- updates to codes and protocols
- the Council's updated Ethical Audit Self-Assessment
- the Department for Communities and Local Government's revised Plain English Guide for Councillors; and
- training issues.

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

(2) That the Independent Persons Protocol, attached at Appendix 1 to the report, be adopted.

(3) That the Ethical Audit Desktop Analysis, attached at Appendix 2 to the report, be endorsed.

16. 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 sources of allegations over the past few years, and the details of

Code of Conduct Complaints received since the last meeting.

Resolved – That the Ethical Framework Compliance report be noted.

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Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 16 SEPTEMBER 2013

PRESENT:- Councillors Kevin Small (Chair), Andrew Bennett, John Ballman, Emma Faramarzi, Mary Friend, Colin Lovell, Cindy Matthews, Des Moffatt, Maureen Penny, Robert Wright, John Haines and Steve Weisinger.

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

Apologies for absence were received from Councillors Michael Dickinson (Vice-Chair), Brian Ford and Stan Pajak

21. Adjournment of Meeting

The Director of Law and Democratic Services advised that the draft minutes of Cabinet were not able to be circulated on Friday 13th September, as would normally be the case, and that these had been circulated earlier today. He asked whether members wished a short adjournment to allow members to consider the draft minutes or whether it might be sufficient, for the purposes of the meeting, if the Cabinet Members were asked to provide a detailed introduction of each of the draft Cabinet minutes.

Councillor John Ballman moved, and Councillor Bob Wright seconded, a motion that the meeting be adjourned to a future date.

Resolved – That this meeting be adjourned until a future date.

(The meeting re-convened at 5.00 p.m. on Friday 20th September)

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SCRUTINY COMMITTEE

FRIDAY, 20 SEPTEMBER 2013

(CONTINUATION OF THE MEETING ADJOURNED FROM 16TH SEPTEMBER 2013)

PRESENT:- Councillors Kevin Small (Chair), Andrew Bennett, John Ballman, Emma Faramarzi, Mary Friend, Cindy Matthews, Des Moffatt, John Haines and Steve Weisinger.

Councillors David Renard, Leader of the Council and Chair of Cabinet, Mike Bawden, Cabinet Member for Strategic Projects and Transformation, Claire Ellis, Cabinet Member for Customer Support and Corporate Services, Fionuala Foley, Cabinet Member for Children's Services, Dale Heenan, Cabinet Member for Strategic Planning and Sustainability, Russell Holland, Cabinet Member for Finance, Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, Keith Williams, Cabinet Member for Highways, Strategic Transport and Leisure and Toby Elliott were also in attendance.

Apologies for absence were received from Councillors Michael Dickinson (Vice-Chair), Brian Ford, Colin Lovell, Maureen Penny, Stan Pajak and Robert Wright

22. Declarations of Interest

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

23. Public Question Time

Kareen Boyd, a resident of Hesketh Crescent, Old Town, Swindon, put questions regarding the funding and management of the University Technical College Design and Build contract and the possibility that the Council might incur penalty charges as a result of the adjournment of the Scrutiny meeting from Monday 16th September until Friday 20th September. Ms Boyd also asked that the answers to her questions be recorded in the minutes of the meeting.

The Chair thanked Ms Boyd for her questions. He responded to her questions regarding the adjournment of the meeting and the Council's practice regarding the recording of answers to public questions. With regard to the issues she had raised regarding the funding and management of the UTC contract, the Chair advised that these would be addressed later in the meeting, when the Committee reviewed the relevant Cabinet decision (Minute 25 refers).

Brian Cockbill, a resident of Stratton St. Margaret, put questions regarding

1. a local bus service
2. pedestrian rights of way on the highway, specifically in that area of Regent Circus where the light controlled pedestrian crossing facility had recently been removed
3. the Mechanics Institute

4. the status of responses to questions he had put to the Council meeting on 17 July 2013 regarding the Community Governance review
5. the Scrutiny Committee's Digital City Task Group review

Councillor Keith Williams, the Cabinet Member for Highways, Strategic Transport and Leisure, supported by Councillor Toby Elliott, responded to Mr Cockbill's question nos 1 and 2. The Chair indicated that he would discuss the matter of pedestrian crossing in Regent Circus with the Cabinet Member outside the meeting and advise Mr Cockbill of the outcome of that discussion. The Committee was advised that the Council's Director of Law and Democratic Services had provided Mr Cockbill with written response to his questions nos 3 and 4 in advance of this meeting. The Chair and Councillor Des Moffatt, the Chair of the Committee's Digital City Task Group, responded to Mr Cockbill's question no. 5.

24. Minutes

Resolved – That the minutes of the meetings held on 29 July and 12 August 2013 be confirmed and signed as a correct record.

25. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 11 September 2013.

39. Implementation of the Local Bus Strategy

Resolved – That Minute 39 of the Cabinet be noted.

40. Children's Centres - re-provision of services

Councillor Fionuala Foley, Cabinet Member for Children's Services, responded to questions put by members of the Scrutiny Committee regarding:

- maintaining provision for families and the closure of several centres currently providing children's services facilities and activities
- the consultation undertaken in relation to the proposed re-provision, the apparent reduction in the level of resources focussed on the most vulnerable people and the implications of proposals that several centres would, effectively, become pre-schools
- the future leasing and management arrangements in relation to the Croft and Eldene centres
- the provision of an outreach service in these areas
- the decision to maintain the "Ladybird" facility in Highworth rather than the "Saplings" facility in Stratton
- the distinction in the report between the two different definitions used to identify "vulnerability" and the implications of this variation for the allocation of resources
- the categorisation of children's services as preventative services and the methodology for determining the success of such preventative services
- the importance of, and the success of, the outreach service in the borough's rural areas

- the effectiveness of the consultation exercise undertaken in relation to the proposed re-provision of services, the validity of outcomes, and the percentage of respondents
- the feasibility of substantially increasing the consultation budget and the likelihood that such provision might detrimentally impact on available resources for services for vulnerable people
- the conclusion of existing contracts in March 2015 and the Council's intention to tender for services in Autumn 2014 (as stated in the report)
- the basis for the composition of the proposed "super cluster"
- the suggestion that resources available for provision in Pinehurst and Penhill would be reduced as a result of the proposals
- the record of the proposed split between vulnerable and non-vulnerable provision for the allocation of resources
- members' routes for redress under the proposed new provision arrangements
- the level of member consultation regarding the proposals
- the plans to consult parents regarding the proposals and for communicating with parents regarding outcomes
- the future of the Croft Children's Centre building for use by either Children & Families Services or early years' education and the timescale for making the determination regarding its future usage
- the implications of the proposals for individual centres and the families that use them
- the petition managed by the Swindon Advertiser regarding the proposed re-provision of services

Resolved – That Minute 40 of the Cabinet be noted.

41. Budget Management 2013/14

Resolved – That Minute 41 of the Cabinet be noted.

42. Capital Programme Monitoring First Quarter 2013/14

Resolved – That Minute 42 of the Cabinet be noted.

43. Debt Management

Resolved – That Minute 43 of the Cabinet be noted.

44. Draft Swindon Sports Strategy 2013-2017

Resolved – That Minute 44 of the Cabinet be noted.

45. Options Appraisal Leisure and Culture Commissioning - Theatre Provision

Councillor Garry Perkins, the Cabinet Member for Economy, Regeneration and Culture responded to members' questions on the following issues:

- the anticipated level of any future subsidy and the factors that will influence that level of subsidy

- the different offers of the Wyvern and the Arts Centre and how the Cabinet Member envisaged that the uniqueness of the Art centre offer would be maintained as part of any new contract arrangements
- the receptiveness of the Council to any proposals that might be put forward by the advocates of an Independent Arts centre
- the evidence to support the Cabinet's position that negotiating a contract extension with the existing supplier would deliver better value than undertaking a full procurement exercise
- the importance of ensuring the transparency of negotiations for any proposed extension of the theatre management contract
- the availability of comparative cost information in respect of both the procurement and contract negotiation options
- the recognition that there is very limited scope to attract bidders with a demonstrable and sustained record for quality theatre provision and that the current provider had significant experience and a proven track record of national theatre management

Resolved – That Minute 45 of the Cabinet be noted.

46. Swindon's Energy Future - Solar Barrier Along A419 - Motion at Council

Resolved – That Minute 46 of the Cabinet be noted.

47. Local Government Ombudsman Review 2013

Resolved – That Minute 47 of the Cabinet be noted.

48. Wichelstowe Development - Joint Venture Strategy

Resolved – That Minute 48 of the Cabinet be noted.

49. UTC Swindon (Design and Build Contract and Council Contribution to Set-up Funding)

At the request of the Chair, Councillor David Renard, the Leader of the Council, responded to questions put during public question time, at the start of this meeting, regarding the UTC Design and Build contract.

Resolved – That Minute 49 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 be forwarded to the Committee Clerk for distribution to Scrutiny Committee members.

26. Cabinet Member Question and Answer - Cabinet Member for Customer Support and Corporate Services

Councillor Claire Ellis, Cabinet Member for Customer Support and Corporate Services, was in attendance and presented a detailed report summarising progress and performance in respect of each of the following service areas within her portfolio of responsibility:

- Human Resources, Personnel & Trades Union Relations (including Staff Nursery)
- Member Development
- Customer Services, including the One Stop Shop
- Health and Safety
- Civic Campus
- Digital by Default
- IT Strategy and Core Processes, ICT delivery
- Programmes and IT Projects
- Community Buildings,
- Property portfolio
- Building & Engineering
- Building Services, cleaning, catering & security services
- Customer Experience
- Swindon Traded Services

At the request of the Chair, Councillor Ellis, in her presentation of the report, commented specifically on those elements of her portfolio that she 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 she expected to be faced by the Council relation to these service areas in the coming year and beyond.

Following her presentation of the report, Councillor Ellis responded to members' specific questions and observations on the following issues:

- the members' hotline facility and member training in relation to the Council's organisational structure and service areas and responsibilities
- the council's "digital by default" on-line offering
- problems with the online bulletin service and the compatibility of the electronic diary with some devices
- the availability to members of locality-based contact information
- employees' terms and conditions of service and the implications of SCS services being taken back "in-house"
- organisational changes and pay scales
- the Council's response to the recent LGA regional pay consultation
- the suggestion that a number of Council employees were earning only slightly above minimum wage

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

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

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SCRUTINY COMMITTEE

MONDAY, 14 OCTOBER 2013

PRESENT:- Councillors Kevin Small (Chair), Andrew Bennett, John Ballman, Oliver Donachie, Emma Faramarzi, Mary Friend, Cindy Matthews, Des Moffatt, Maureen Penny, Stan Pajak, Vera Tomlinson and Robert Wright

Councillor Dale Heenan, Cabinet Member for Strategic Planning and Sustainability, was also in attendance

Apologies for absence were received from Councillors Michael Dickinson (Vice-Chair) and Brian Ford

27. Declarations of Interest

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

28. Public Question Time

Mr Brian Cockbill put a series of questions regarding (a) the Council's practice in relation to confirming the minutes of meetings and (b) the Digital City (UK) Ltd and the UK Broadband projects.

It was noted that answers had been provided to Mr Cockbill's questions regarding the confirmation of minutes in advance of the meeting. The Chair, with Councillors Heenan and Moffatt, where they were able to, responded to Mr Cockbill's questions, and supplementary questions, regarding the Digital City (UK) Ltd and the UK Broadband (UKB) projects. The Chair asked that written responses be provided in respect of Mr Cockbill's two other questions regarding the UKB project.

29. Minutes

Resolved – That the minutes of the meeting held on 16th September 2013 (adjourned until 20th September 2013), be confirmed and signed as a correct record.

30. Cabinet Member Question and Answer

Councillor Dale Heenan, Cabinet Member for Strategic Planning and Sustainability, 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:

- Planning Policy
- Neighbourhood Planning
- Community Infrastructure Levy
- Development Management
- Landscape Projects
- Sustainability Projects
- other technical services.

At the request of the Chair, Councillor Heenan, 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 Heenan, supported by the Council's Head of Planning Services, responded to members' specific questions and observations on the following topics:

- the use of sites at Davis Place and Cricklade Road to provide new public use for a small car park (Davis Place) and improved public realm (both sites)
- the design brief for the former Corn Exchange and the funding for any ensuing scheme
- Mouldon Hill Phase 2 and the funding of footpath provision schemes in the area of the park
- the use of S106 monies for Mouldon Hill
- the Community Infrastructure Levy (CIL) and changes to the regulations in relation to the use of S106 monies, particularly in relation to the pooling of monies to a maximum of five schemes from April 2014
 - central public realm
- the outcome of the Local Plan Appeal hearing in relation to the Hook Street development
- the programme for the delivery of the refurbishment of Village Centres
 - the allocation of funding for these refurbishment projects
 - the timescale for the refurbishment of the Toothill Village Centre
 - the reduced level of financial resource allocated for the Toothill project and the Cabinet Member's reassurance of his expectation that the refurbishment will proceed as soon as the design and consultation on the Liden scheme is completed
 - the cost framework for delivering the Village Centre refurbishment projects
- the council's Housing Strategy and Local Plan provision for future housing development
- funding for the improvement of the St Mark's Recreation ground

Resolved – (1) That Councillor Heenan be thanked for attending the meeting to present this report and for his full and open responses to members' questions and observations.

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

HEALTH OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 25 SEPTEMBER 2013

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

Cherry Jones (SBC), Paul Bearman (CCG), Jennifer Howells (NHS England), Julie Hughes (NHS England), Nerissa Vaughan (GWH), Kevin McNamara (GWH), Heather Mitchell (SEQOL), Val Vaughan (Equalities Advisory Forum), Carolyn Bell (GWH), Gill May (CCG) and Sue Wald (SBC).

Apologies for absence were received from Councillors Wayne Crabbe and Rochelle Russell and Dr. Peter Crouch.

24. Declarations of Interest

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

25. Public Question Time

Rosemary Philips asked a question regarding patient data sharing between health partner organisations and other relevant service agencies. Kevin McNamara, Great Western Hospitals NHS Foundation Trust, responded to Ms Philips' question. Mr McNamara also responded to a second question put by Ms Philips regarding the improvement of the format of correspondence between the hospital and its visually impaired patients to make such correspondence more legible to the patients concerned.

26. Minutes

Resolved - That the minutes of the meeting held on 16th July 2013 be confirmed and signed.

27. Great Western Hospitals NHS Foundation Trust - Stroke Care

The Committee received a report of the Chief Executive at the Great Western Hospitals NHS Foundation Trust, apprising members of key issues and developments in relation to stroke care at the Hospital. Carolyn Bell, Unscheduled Care Project Manager at the Hospital, presented the report and responded to members' questions on the following issues:

- the symptoms of a transient ischemic attack (TIA)
- the timeframe for the development of a document to provide a clear joint care plan for patients
- the key national indicator for improved stroke care by caring for patients in a dedicated stroke unit
- specialist stroke therapy and the position in relation to patients who might not have not received all the specialist therapies within the specified 72 hours

timeframe

- the implications of the reported slow increase in stroke numbers and the reasons for the increase
- the national early supported discharge initiative
- the TIA service and the management risk factors
 - arranging intervention in order to reduce the risk of full stroke
- the accuracy of the patient risk factor assessment

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

Resolved – That the report be noted.

28. Ophthalmology at Great Western Hospital

The Committee received a report of the Chief Executive of the Great Western Hospital NHS Foundation Trust responding to concerns previously expressed by members regarding appointment delays and other problems in relation to the Hospital's Ophthalmology Department. The Chief Executive presented the report, expanding on the range of conditions and procedures carried out by the Ophthalmology department, the increasing demand for those services and the measures being taken by the Hospital Trust in relation to its "Eyes To The Future" project and to improve the quality of ophthalmic care going forward.

Following her presentation of the report, the Chief Executive responded to members' and health colleagues' questions on the following issues:

- the growth in the demand for the service and the numbers of patients overdue a follow-up appointment
- the terms of reference for the review of the hospital's ophthalmology service and the input of the Royal College of Ophthalmologists to the review
- recruitment and staffing levels within the department
- the format of correspondence between the hospital and its visually impaired patients
- the specific implications for the ophthalmology service of age-related macular degeneration and the related increase in demand for social care services

Resolved – (1) That the report be noted.

(2) That a further report be made to the Committee meeting in April 2014 on the outcomes of the review of the ophthalmic care at the Hospital.

(3) That the independent advice and input to the review provided by the Royal College of Ophthalmologists be made available to members of the Committee for information.

(4) That, as part of this service provider's regular update reports to the Committee, members be kept apprised of recruitment issues within the Hospital's Ophthalmology department.

29. NHS Swindon CCG Joint Winter Planning Report

The Committee received a report of the Patient Involvement Manager with the

Clinical Commissioning Group (CCG) providing an update on the approach of the Swindon health community to the production of the winter plan. Paul Bearman of the CCG introduced the report, placing it in the context of NHS England guidelines for winter planning and the increasing demand that an aging population places on health services. Mr Bearman advised that the draft winter plan was currently being reviewed by the area team and that all stakeholders would be engaged in the winter plan development process in advance of the adoption of the plan before the end of October.

Following his presentation of the report, Mr Bearman, with Gill May, the CCG's Director of Nursing, responded to members' questions on the issues raised, including:

- member and health colleague reservations regarding the delivery and the effectiveness of the NHS "111 service" and winter planning in relation to the provision of that service
- the implications of no additional funding allocations being made available locally to support winter planning for urgent and emergency services
 - the process utilised to determine additional funding allocations and the fairness of the treatment of Swindon in comparison with other areas
 - the apparent "disincentive" of targeting of financial resources to areas of greatest concern and under-performance

Resolved – (1) That the report be noted.

(2) That the finalised Winter Plan be submitted to the next meeting of the Committee for consideration.

(3) That the Chair be authorised to write to the Secretary of State for Health advising of members' concerns regarding the lack of transparency of the decision-making process for the allocation of funding to ensure safety and sustainability of urgent and emergency care and, in particular, the apparent disparity in the funding given to lower performing areas and that made to better performing health regions, including Swindon.

30. NHS England Direct Commissioning Objectives

The Committee received a report from NHS England on the changed commissioning arrangements in the NHS and providing an update on the objectives of the NHS England commissioning responsibilities. The report set out the objectives that NHS England's Bath, Gloucestershire, Swindon & Wiltshire Area Team had established for its areas of Direct Commissioning.

Jennifer Howells and Julie Hughes of NHS England presented the report to the Committee, taking members through each Area Team's direct commissioning responsible areas and placing each area of service commissioning in the context of:

- national priorities for 2013-15
- expected outcomes of implementing national guidance locally in 2013-2014
- the 2015-16 "end state ambition".

The presentation also introduced members to the NHS England direct commissioning objectives and expanded on the practical implications of implementing the plans.

Resolved – (1) That the report be noted.

(2) That the commissioner and provider update to be submitted to the January 2014 meeting of the Committee be utilised to keep members apprised of issues relating to the provision of Armed Forces health services.

31. 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
- NHS Swindon Clinical Commissioning Group.

Resolved – (1) That the reports be noted.

(2) That a position statement be made to the January 2014 meeting of the Committee regarding the development of the long term cancer strategy for Swindon and the development of the radiotherapy service.

32. Work Programme

The Committee received a report of the Director of Law and Democratic Services regarding the development of its work programme for 2013/14.

Resolved – That the Committee's updated work programme, detailed in the report, be noted.

33. Chair's Announcement

The Chair remarked on a recent London to Paris charity cycle ride and on behalf of the Committee congratulated Kevin McNamara and the team representing the Hospital on their success in raising £18k for the Children's Emergency Department.

CHILDREN AND YOUNG PEOPLE'S OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 4 SEPTEMBER 2013

PRESENT:- Councillors Maureen Penny (Chair), Emma Faramarzi, Colin Lovell, Cindy Matthews, James Robbins, Nadine Watts, Steve Weisinger, Michael Bray, Ann Richards, Joe Tray and Mark Edwards.

Co-opted Representatives: - Rachael Matthey (Swindon Association of Secondary Headteacher), Andrew Wild (Church of England Diocese) and Mr Paul Sunners (Standing Advisory Council on Religious Education).

Apologies for absence were received from Councillor Paul Baker, Dick Mattick (National Association of Schoolmasters and Union of Women Teachers), Mrs Melanie Sancto (Swindon Association of Primary School Headteachers) and Mr David Dawson (Catholic Church Diocese).

Also present: Councillor Fionuala Foley.

11. Declarations of Interest

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

Councillor Maureen Penny (Chair) declared a non-pecuniary interest in Agenda Item 5 (Fostering) as she was a member of the Fostering Panel.

Councillor James Robbins declared a non-pecuniary interest in respect of Agenda item 5 (Fostering) as he was a foster carer.

12. Minutes

Resolved – That the minutes of the meeting held on 19th June 2013 be confirmed and signed as a correct record.

13. Public Question Time.

No public questions were submitted for this meeting.

14. Fostering

Sara Tough, Head of Children and Families, submitted a report regarding the different forms of foster care and included details about how these operated. Terry Scragg, Head of Children and Young People in Care introduced Sharon Iles, Family Placement Officer who worked with foster carers.

The Chair welcomed the foster carers to the meeting and following introductions, enquired as to why they had chosen to become foster carers, how long they had been foster carers, age range of children being fostered, impact on family lives, the challenges faced by foster carers and the advantages and disadvantages of the services provided. The foster carers referred to the on-going

support received from the Local Authority including training and respite care.

The Committee thanked the foster carers and discussed the following points:

- The need for foster carers in Swindon and enquired regarding the methods that could be utilised to encourage members of the community to become foster carers. The need to have more publicity was discussed but it was noted that the best way was by word of mouth.
- The relationship between schools and foster carers. The Committee was informed of the positive support provided by schools.
- Recruitment process – Ease of initial contact and follow-on processes. The foster carers said that it was a positive experience and Terry Scragg explained the process undertaken to recruit foster carers. Members noted that the process from application to a Panel interview was between six and eight months.
- The number of foster carers and placements. Members noted there were 152 active foster carers and 200 placements. They further noted that whilst a number of foster carers went on to adopt children and young people, special guardianship status was also an option and this was determined by the needs of the child.
- Awareness of fostering services – this suffered from a lack of visibility in the community. The Committee was informed of an advertising campaign that utilised buses, newspaper articles and promotional stands at fairs.
- The number of children and young people placed with foster cares in Swindon. Terry Scragg advised that 82% of children and young people were placed with Swindon families. Members noted that whilst the majority of young people were placed within the community, the needs of the child dictated where they were placed.
- As Corporate Parents, the amount of pocket money allocated to foster children and young people. Terry Scragg responded at the meeting.

The Chair, on behalf of the Committee, thanked the foster carers for attending the meeting and requested them to forward any suggestions to support or improve service provision be submitted to the Scrutiny Officer.

Resolved – (1) That the foster carers be thanked for attending the meeting and providing a first-hand insight into foster caring.

(2) That the fostering report, be noted.

15. Children Services Performance Report.

Sue Wald, Head of Commissioning, Children and Adults, presented a report updating Members of the Committee on the performance within all service commissioning for the period April 2012 to end of March 2013 and for the first quarter, April 2013 to June 2013. She referred to the areas covered in the report that included information on the safeguarding process and commented on the changes throughout the year, particularly to the continued increase in social work contacts, referrals and child protection activity.

Members of the Committee enquired on the following points:

- Child Obesity Data. Sue Wald advised that validated figures would be available from November 2013.
- The challenge of the NEET (Not in Education, Employment or Training) figures. Paddy Bradley, Head of Commissioning Economy & Attainment

advised that the issue was age related. The figure for “not known” was low and declining for 16 and 17 year olds. The issue becomes visible at 18 on movement from full time education to employment. The age group 18 to 24 suffered from a lack of jobs resulting in high unemployment for this age group. Work was being undertaken by the “Raising Participation Age Group” who commissioned an 18 to 24 Strategy in collaboration with colleges with the aim of tracking and supporting this age group.

- In response to a query regarding the percentage breakdown of NEET figures, Paddy Bradley provided information on 16, 17 and 18 year olds. The Committee also noted that the Economic, Environmental and Sustainability Overview and Scrutiny Committee were reviewing the issue of young people not in education, employment or training.
- Breastfeeding coverage. The Committee enquired if follow-up visits between the initial visit and six week check were undertaken to ensure the family was able to cope and to enquire whether breast feeding was continuing. Sue Wald confirmed that health visitors attended and determined what further support was required using their professional skills.
- Secondary School attainment levels indicators. The Committee noted that GSCE results were available, but was un-validated at present and that no Key Stage 3 data was formally gathered and reliance placed on Key Stage 4 data.
- The difference between contact and referral safeguarding figures. Sara Tough confirmed no direct correlation should be taken as contacts do not always result in a statutory assessment referral. Work was being undertaken with the One Stop Shop to ensure that contacts were being referred to the correct team.
- Clarity on the definition of “lower than the national average”. Sue Wald explained that some data was compared nationally and other data compared with statistical neighbours.
- Increase in core assessments being undertaken. Sara Tough explained the increase and advised that a new base line had been set. She advised that staff discussions were being undertaken to ensure resources were allocated appropriately, particularly at the service front end.
- In response to a query regarding work being undertaken to reduce the teenage conception rate, Sue Wald explained that previously it was thought there may be a link between educational attainment and pregnancy rates as conception rates were high when attainment was low. She referred to awareness raising work being undertaken by the community to raise aspiration in young people. This had resulted in a downward trend over a number of years and that data showed that in areas of deprivation, there were higher rates of teenage conception.

Sara Tough referred to the Early Support Strategy that had been presented to the Swindon Children’s Trust Board on 6th June 2013 and advised that the document set out priorities for the delivery of early support and worked as a complimentary document alongside the Local Safeguarding Children’s Board business plan and all this formed the overall plan for Children Services. The Training Plan related to a new training programme regarding the Common Assessment and the Early Help Plan that would be formally launched in November.

Resolved – (1) That the Head of Commissioning, Children and Adults be

requested to include child obesity validated data in future performance reports.

(2) That the performance for the period April 2012 to end of March 2013 and for the quarter to June 2013, be noted.

16. Children's Services Revenue Monitoring - To note.

The Chair introduced the report for noting and requested the Committee to comment. Steve Haley, Head of Finance, Education and Innovation referred to the three funding sources relating to Core Education Budget, Dedicated School Grant and Children and Social Care.

The Committee enquired why completion of on-line monitoring forecasts programme was never 100%. Steve Haley advised that the report identified high and low risk areas and the reasons for non-completion were various and included such events as sickness, but further advised that high risk areas were always reviewed.

Resolved- (1) That, further to Point 2 of Annex A of the report (Completion of Online Monitoring Forecast), the Head of Finance, Education and Innovation be requested to include an exception report as part of future data submitted.

(2) That, the Board Director Finance, Revenue, Benefits and Property be requested to submit the Children's Services Revenue Budget Monitoring report for noting at future meetings of this Committee.

17. Work Programme.

The Committee received a report of the Director and Law and Democratic Services detailing its updated work programme for the Municipal Year 2013/14. The Committee noted the coming changes to the education system that encompassed changes at all Key Stage levels and included Ofsted reporting. They expressed their concerns that these changes were not yet highlighted for the Committee. It further noted that the Committee would need to have a flexible work programme to ensure these items were identified as these affected all young people currently in the education system. Paddy Bradley, Head of Commissioning & Attainment referred to the new Ofsted Inspection Framework and advised that part of this included a review of the Authority's Local School Improvement Services. He advised that part of the process included inspectors engaging with members of the Children's Overview and Scrutiny Committee.

Sue Wald, Head of Commissioning Children and Adults informed the Committee of the new Ofsted Framework Inspection for Safeguarding and Looked After Children and that guidance would be launched in November 2013. She advised that the Chair and a selection of Committee members would be interviewed by the Ofsted Inspection team and explained the procedure.

Resolved: (1) That, the Head of Commissioning & Attainment to circulate a briefing note regarding the impact and implications of the new Ofsted Inspection Framework for Swindon before the next meeting of this Committee.

(2) That, the Head of Commissioning & Attainment, be requested to submit a report on the School Improvement Inspection Framework at the Committee meeting of the 13th November 2013.

(3) That, the Head of Commissioning & Attainment, be requested to submit a report on Skills and Employment Strategy, at the meeting of the 15th January 2014.

(4) That, if required, the Head of Commissioning Children and Adults,

together with the Scrutiny Officer, to set up a special meeting aimed at informing Committee members of the Ofsted Inspection process.

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Section 3

Regulatory Committee Minutes

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LICENSING COMMITTEE

MONDAY, 23 SEPTEMBER 2013

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

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

18. Declarations of Interest

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

19. Minutes

Resolved – That the minutes of the meetings held on 9th July and 1st August 2013, be confirmed and signed as a correct record.

20. Public Question Time

No public questions were received during the meeting.

21. Review of Scheme of Delegation of Functions under the Licensing Act 2003

The Licensing Manager submitted a report setting out a review of the Scheme of Delegations of Functions under the Licensing Act 2003 following its amendment by the Police Reform and Social Responsibility Act 2011 and additional duties imposed on the Licensing Authority.

Resolved – That, subject to the concurrence of the Council, the Head of Public Protection and Streetsmart be delegated the functions set out in paragraph 3.16 of the Licensing Manager's report, and the Council's Scheme of Delegations be amended accordingly.

22. Provisions of the Scrap Metal Dealers Act 2013 and Fees

The Licensing Manager submitted a report setting out (a) the provisions of the Scrap Metal Dealers Act 2013, (b) the Council's responsibilities under the Act, and (c) a proposed set of fees applicable for Council functions under the Act.

Resolved – (1) that, subject to the agreement of the Council, the fee structure applied to Council functions and responsibilities under the Scrap Metal Dealer Act 2013 be as set out in Appendix 1 to the minutes.

(2) That the fee structure be submitted to this Committee for review within twelve months of commencement in order to ensure that it covers the Council's costs associated with the work generated by the administration and enforcement of the provisions of the Act.

LICENSING PANEL

WEDNESDAY, 9 OCTOBER 2013

PRESENT:- Councillors Junab Ali, John Ballman and Michael Dickinson

An apology for absence was received from Councillors Andrew Bennett.

11. Appointment of Chair

Resolved – That Councillor Michael Dickinson Chair this meeting of the Panel.

(Councillor Dickinson took the Chair.)

12. Minutes

Resolved – That the minutes of the meetings held on 1st and 24th July and 29th August 2013 be confirmed and signed.

13. 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.

14. Application to Review the Premises Licence of the Nine Elms Public House, Old Shaw Lane, Swindon

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application to review the Premises Licence held by the Nine Elms Public House, Old Shaw Lane, Swindon, made by a local resident, Mr Dennis Law and joined by five "other persons" and supported by a petition containing twenty signatures seeking the removal of permission for outdoor entertainment at the location, (b) written representation supporting the maintenance of the current Licensing conditions received from four local residents, (c) oral representations from Mr Law and Mr Smart (Local Residents) in support of the application submitted, (d) written and oral representatives on behalf of Punch Taverns PLC by Mr Larenbury (Solicitor to the Licensee) and Messrs Johnson and Peterson, (e) questions from Members to the Licensee and representatives of Punch Taverns PLC, (f) the Council's procedure for licensing hearings, Government Guidance and the Council's Licensing Policy.

Resolved – That after considering: -

1. The application for a Review of the Premises Licence made by Mr Law on behalf of and supported by local residents
2. Submissions made by representatives of the Licensee and supported by local residents:

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 public nuisance

The Panel has determined that the conditions applied to the Premises Licence be amended as follows:

1. All regulated entertainment outside the building cease by 22:30 hours.

Reason

(i) The condition (applying to the marque) was offered by the Licensee and the Panel determined that, subject to it being amended to cover the outdoor area, was based on evidence that the problems raised by objectors related to four events in the current year and that this was a proportionate response.

(ii) The Panel took into account whilst reaching this determination that the Nine Elms ran one all-day event each year known as the “Nine Elms Stock” Festival and the other events held were entertainment for weddings, christenings and other family events.

(iii) The Panel heard evidence that the interior of the building was not suitable for the hosting of musical entertainment and felt it would be disproportionate to remove the venue’s ability to host musical events.

(iv) The Panel noted that there were no representations from the Statutory Authorities and that there was local support for both the amendments and retention of the current licensing conditions.

(v) The Panel were mindful that the events referred to in the review were held within a limited time period (approximately six weeks) but considered that given the number of events referred to at the hearing that this was not unreasonable.

2. A management plan for the proper management of the premises during events held outside the building will be drawn up within 28 days, with a copy provided to the Licensing Authority.

Reason

(i) This condition was offered by the Licensee and the Panel determined that it would assist the management in reducing the potential for noise nuisance to neighbouring properties and was a proportionate response.

3. That the management shall ensure that those parties providing the regulated entertainment understand that the management has ultimate control over the volume at which entertainment can be provided.

Reason

(i) This condition was offered by the Licensee and the Panel determined that it would assist the management in reducing the potential for noise nuisance to neighbouring properties and was a proportionate response.

4. That a telephone number shall be made available to residents living in the vicinity in order that they can contact the management of the premises should they wish to complain about the volume of entertainment being undertaken.

Reason

(i) This condition was offered by the Licensee and the Panel determined that it would assist the management in reducing the potential for noise nuisance to neighbouring properties and was a proportionate response.

5. A log of complaints will be maintained at the premises. This log will record any complaints received, the time and date of the complaint, the name of the person complaining, the person taking the call and any remedial action taken thereafter. This log will be made available to the Licensing Authority, Police and the Council's Environmental Health Team on reasonable request.

Reason

(i) This condition was offered by the Licensee and the Panel determined that it would assist the management in reducing the potential for noise nuisance to neighbouring properties and was a proportionate response.

6. The management offered a condition that they would give ten notice of events to local residents. The Panel determined that this condition should not be appended to the licence.

Reason

(i) The Panel determined that given the number of events held at the location, and given the nature of bookings received that any such condition would be restrictive and not proportionate.

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

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LICENSING PANEL

FRIDAY, 18 OCTOBER 2013

PRESENT:- Councillors Junab Ali, John Haines and Steve Wakefield.

15. Appointment of Chair

Resolved – That Councillor Junab Ali Chair this meeting of the Panel.
(Councillor Ali took the Chair.)

16. Declarations of Interest

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

17. Application to Review the Premises Licence held by Longs Bar, Victoria Road, Swindon

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application made by the Wiltshire Police to review the Premises Licence held by the Longs Bar, Victoria Road, Swindon, (b) written representation supporting application for Review received from Wiltshire Police, (c) oral representations from Sarah Lefeure (Barrister to the Police), Sian Kalyinka (Police Licensing Officer) and PC Michael Diffin (Wiltshire Police Night Time Economy Manager) in support of the application, (d) written representatives opposing the application received from Mr Nigel Musgrove (Cousins Business Law), (e) oral representation opposing the application by Mr Nigel Musgrove (Cousins Business Law), Mr George Arkell (Premises Licence Holder) and Mr Michael Sheridan (Designated Premises Supervisor), (g) written submissions received from Lincoln's Inn Consultancy Limited opposing the application, (h) questions from Members to the Police representatives, Mr Nigel Musgrove, Mr Michael Sheridan and Mr George Arkell and answers received, and (i) the Council's procedure for licensing hearings, Government Guidance and the Council's Licensing Policy.

Resolved – That after considering: -

1. The application for a Review of the Premises Licence made by the Wiltshire Police
2. Submissions made by representatives of the Applicant and the Licensee:

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 Protection of Children from Harm

(1) That Mr Michael Sheridan be removed from his position as Designated Premises Supervisor.

Reasons

(i) Mr Sheridan was the Designated Premises Supervisor for Longs Bar during the period when on four occasions sales of alcohol were made to underage test purchasers during operations conducted by the Police.

(ii) The Panel considered a letter from Lincolns Inn Consultancy Limited regarding the legitimacy of the underage sales tests conducted by Wiltshire Police. The Panel determined that in the absence of any corroborative evidence to support the letter the contents would not form part of its decision. The Panel further noted that there was no suggestion from Messrs Arkell, Musgrove or Sheridan that the test purchases had not been correctly undertaken.

(iii) The Panel noted that Section 11.27 of the amended Home Office Guidance set out that the illegal purchase and consumption of alcohol by minors should be treated particularly seriously and that 11.30 of the same Guidance indicated that the responsible authorities should consider revoking the licence if it considers this outcome is appropriate.

(iv) The Panel noted that Section 11.23 of the amended Home Office Guidance indicated that it is the duty of the Licensing Authority to take steps with a view to the promotion of the Licensing Objectives in the interest of the wider community.

(v) The Panel noted that paragraph 9.12 of the of the amended Home Office Guidance indicated that the Police were an essential source of advice and information on the impact and potential impact of licensable activities and in particular with reference to the Crime and Disorder Licensing Objective; the Panel took this into consideration when reaching its decision.

(vi) The Panel considered the fact that Mr Sheridan had appeared before a Licensing Panel on 5th December 2012 in relation to an application by the Wiltshire Police for a review of the Premises Licence following a failed test purchase by two under age volunteers. This had followed a previous failure in February 2010 involving volunteers aged 15 and 17 respectively.

(vii) Further sales to minors during test purchase operations occurred on 26th February 2013 and 13th July 2013.

(viii) The Panel heard evidence from the Police that Mr Sheridan appeared to intervene to allow under age test purchasers to gain access to the Premises after they had initially been refused access by door staff. This evidence was disputed by Mr Sheridan and the Panel determined that this evidence would not form part of its decision. Likewise disputed timescales for the notification to the Police of malfunctioning CCTV equipment was also not considered.

(ix) The Panel took into consideration the fact that Mr Sheridan had undergone a period of illness. The Panel listened carefully to the evidence from Mr Sheridan regarding his health and whilst the panel was sympathetic to the health issues Mr Sheridan faced it determined that as Designated Premises Supervisor it was his responsibility to ensure appropriate measures, including if necessary the appointment of alternative management, to ensure that the Licensing Objectives

were upheld.

(x) The Panel noted that following a Review of the Premises Licence brought by Wiltshire Police in December 2012 additional conditions relating to the use of a Challenge 25 Policy, supervision of under 18s at the bar after 9:00pm and the use of SIA qualified door staff had been imposed on the Premises Licence as a proportionate response to the review application. It also noted that the systemic management failures on the prevention of underage sales continued despite these additional conditions, advice from the Police regarding the prevention of underage sales, advice on staff training and, based upon evidence from Mr George Arkell, advice from the Brewery. The Panel heard no evidence to persuade it that the culture of sales to minors had changed and that further sales to minors would not occur.

(xi) The Panel noted the installation of an ID Scanner at the premises. However, given evidence from Mr Sheridan that there were problems with its current operation and further the failure by Mr Sheridan to consistently use other management tools and policies the Panel was not persuaded that the sale of alcohol to minors would be prevented.

(xii) The Panel considered evidence of the logbooks showing refusals of sales but determined that given the failure to pass four under age test purchases and three in nine months that the management and adherence to management policies was at best inconsistent. This was evidenced by Mr Sheridan's statement that a member of staff had refused to serve what appeared to be an under aged customer immediately prior to a volunteer being served.

(xiii) The Panel considered evidence relating to training including annual training from an outside provider, records of training, the ABV training packs, signage, door supervisor duty logs and staff wearing Challenge 25 badges. The Panel accepted that such training was in place and noted Mr Sheridan's statement that he was working to put in place appropriate management systems. However the panel determined that, given the track record of underage test purchase failures, management was not consistently enforcing this policy and training appeared to be ineffective. Given that a Challenge 25 Policy was conditioned this showed a lack of adherence to the training or failure of management to ensure its enforcement.

(xiv) The Panel noted Mr Sheridan's twenty-two years in Swindon in various licensing roles but its primary concern was the circumstances relating to the review.

2. That the Premises Licence for Longs Bar, Victoria Road, Swindon, be revoked.

Reasons

(i) The Panel heard evidence from the Premises Licence Holder that he had no management control over the activities at Longs bar.

(ii) The Panel heard evidence from the Premises Licence Holder that in his opinion he couldn't impose or insist that effective management controls be put in place at Longs Bar because of the lease agreement in operation. The Panel did not accept the principle that the lease agreement of a public house could or should take precedence over the legislation setting out the Licensing Act or over the

maintenance of the Licensing Objectives.

(iii) The Panel determined on the basis of information provided at the hearing that there were no effective management policies in operation by the Premises Licence Holder to promote the Licensing Objectives at Longs Bar.

were no effective management policies in operation by the Premises Licence Holder to promote the Licensing Objectives at Longs Bar.

(iv) The Panel noted evidence that Arkells Brewery were made aware of the problem of underage sales at Longs Bar through emails and meetings with Wiltshire Police.

(v) The Panel heard evidence that following failed underage test purchases intervention from the Premises Licence Holder was through advice and the offer of support. The Panel determined that failure by the Premises Licence Holder to instigate a policy review or a review of policies leading to the failure of upholding the Licensing Objectives and to rely on the Police and Licensing Authority to oversee compliance with the Licensing Objectives at the bar was an abdication of responsibility for events that were known to be occurring in a property that the brewery owned.

(vi) The Panel noted that the Premises Licence Holder had funded the installation of an ID Scanner at the premises. However, noted from the evidence of Mr Sheridan that there were problems with its current operation.

(vii) The Panel noted the regret of the Premises Licence Holder in respect of the failed underage tests purchases but determined that to the Premises Licence Holder ought to have taken proper action to ensure the Licensing objectives were upheld at the premises.

(viii) That given the evidence of the Premises Licence Holder the Panel was not confident that the Premises Licence Holder would intervene to ensure compliance should further breaches of the Licensing Objectives occur at Longs Bar.

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 appeal must be commenced within 21 days of the determination being sent to both parties.

PLANNING COMMITTEE

TUESDAY, 10 SEPTEMBER 2013

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

Apologies for absence were received from Councillors Brian Ford, Nicky Sewell and Nick Martin.

228. Declarations of Interest

There were no declarations of interest

229. Minutes

Resolved – That the minutes of the meeting held on 13th August 2013 be confirmed and signed.

230. Public Question Time

There were no public questions

231. 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;
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/13/570	Nik Lyzba	Agent

Resolved – (1) (a) That Head of Planning to grant planning permission in respect of application numbered S/13/570 subject to the recommendations contained within the report, as well as subject to determining whether or not it is appropriate to apply current parking standards to the scheme in the light of the extant planning permission.

(b) That an informative should be added to the planning permission to encourage the developers to enter into further negotiations with Swindon and Cricklade Railway regarding any reclaimed structures.

(2) That the Head of Planning be authorised to grant listed building consent in respect of application numbered S/LBC/13/571 following the referral of the application to the Secretary of State and he has advised that he does not wish to

intervene and subject to the conditions as set out in the report together with authority to amend / add / omit any as necessary

(3) That permission be granted in respect of application numbered S/13/594 subject to the conditions listed in the report as amended below:

Amended Conditions:

4. Within 2 months from the date of this permission, the proposed waste storage areas and waste management/collection measures shall implemented and made available for use in accordance with details that have first been submitted to and agreed in writing by the LPA and retained for as long as the development hereby permitted remains on site.

Reason: In the interests of providing suitable waste facilities.

5. Within 3 months of the date of this permission the site shall be landscaped in accord in accord with details that have first have been submitted to and approved in writing by the Local Planning Authority The scheme of landscaping shall include a schedule of proposed hard and soft materials including plants to be used and a timetable of works. The approved scheme shall be implemented in accord with the agreed details.

Any tree or shrub planted in accordance with the scheme which is removed, dies or becomes diseased within a period of five years from first being planted, shall be replaced by one of a similar size and the same species.

Reason: To ensure the appearance of the development is satisfactory and to prevent car parking in an unacceptable location

232. Employment Site Local Development Orders: Consultation

The Head of Planning submitted a report seeking approval from the Committee for the Draft Local Development Orders for the Swindon Honda Plant, South Marston Industrial Estate and Keypoint, and accompanying documents to be made available for public consultation.

Resolved – That this Committee agrees that:

- (1) the Head of Planning be authorised to make the Draft Local Development Orders for the Swindon Honda Plant, South Marston Industrial Estate and Keypoint, and accompanying documents available for public consultation for a period of six weeks as soon as is practicable;
- (2) the Head of Planning be authorised to make minor drafting or typographical changes to the content of the documents if required prior to publication;
- (3) the results of the public consultation on the Draft Local Development Orders are reported to this Committee along with the final version of the Local Development Orders, which will incorporate consultation issues as appropriate; and
- (4) the Head of Planning be authorised to carry out the steps detailed in paragraphs 3.1 to 3.2. of the report.

233. Enforcement in Respect of Untidy Land (section 215 notices) Town and Country Planning Act 1990

The Head of Public Protection and Streetsmart submitted a report concerning the current position regarding the use of section 215 notices, the potential scope of these notices and the implications of changing the current position.

Resolved – That this Committee agrees that:

- (1) the Head of Public Protection and StreetSmart, in consultation with the Director of Law Democratic Services, and the Head of Planning be authorised to amend the Council's Planning Enforcement Protocol (Appendix B to the report) to allow the Council, where considered expedient, to issue section 215 notices in respect of lands with overgrown and untidy gardens;
- (2) the Head of Public Protection and StreetSmart in consultation with the Head of Planning be authorised to carry out internal consultation to explore using Localities Teams to seek a local resolution in the first instance in respect of cases of overgrown and untidy gardens within their Wards.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

FRIDAY, 23 AUGUST 2013

PRESENT:- Councillors Abdul Amin, Andrew Bennett and Alan Bishop.

10. Appointment of Chair

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

(Councillor Bennett took the Chair).

11. Declarations of Interest

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

12. Minutes

Resolved – That the minutes of the meeting held on 9th May 2013, be confirmed and signed as a correct record.

13. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 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).

14. 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/13/71 and TA/13/201 be refused.

(2) That, due to the exceptional circumstances outlined in the appeal, appeal number TA/3/155 be upheld and a taxi provided until the end of the academic year 2013/14.

(3) That due to the exceptional circumstances set out in the appeal, appeal number TA/13/120 be upheld and a bus pass be provided until the end of the academic year 2013/14.

(4) That due to the exceptional circumstances set out in the appeal, appeal number TA/13/52 be upheld.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

FRIDAY, 27 SEPTEMBER 2013

PRESENT:- Councillors Rochelle Russell, Peter Watts and Andrew Bennett.

15. Appointment of Chair

Resolved – That Councillor Rochelle Russell Chair this meeting of the Sub-Committee.

(Councillor Russell took the Chair).

16. Declarations of Interest

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

17. 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).

18. 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/13/145, TA/13/252 and TA/13/132 be refused.

(2) That, due to the exceptional circumstances outlined in the appeal, appeal number TA/3/241 be upheld with a contribution towards a bus pass to be made by the appellant.

(3) That due to the exceptional circumstances set out in the appeal, appeal number TA/13/287, TA/13/368, TA/13/369 and TA/13/370 be upheld and a bus pass be provided until the end of the academic year 2013/14.

(4) That due to the exceptional circumstances set out in the appeal, appeal number TA/13/141 be upheld until 20th December 2013.

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Section 4

Children Services Bodies Minutes

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SWINDON CHILDREN'S TRUST BOARD

THURSDAY, 19 SEPTEMBER 2013

PRESENT: Liz Holmes (Chair), Councillors Michael Bray, Fionuala Foley and Cindy Matthews, John Gilbert (Group Director), Mike Howard (LSCB), Valarie Johnstone (Governors), Kate Rowe (Sure Start), Cherry Jones (Public Health), Debbie Kalyinka (Primary Headteachers), Keith Ewart (Wiltshire Police) and Janet Janeway.

Also Present: Claire Messenger, Early Intervention Foundation.

Apologies for absence were received from Sharon Kirwan (Secondary Headteachers), Phil Thomas (Community Safety), Andrew Miller (Swindon College) and Mr David Dawson (Diocesan).

10. Minutes

Resolved – That the minutes of the meeting held on 6th June 2013 be confirmed and signed as a correct record.

11. Public Question Time

Mr Jo Osario, Engagement Officer for Healthwatch Swindon, requested that the Committee note and welcome the partnership working opportunities between Trust Board Members and Healthwatch Swindon for the benefit of children and young people in Swindon.

Resolved – That the Swindon Children's Trust Board welcome the work and future partnership work to be undertaken by Board members with Heath Watch Swindon.

12. Swindon Children's Trust Board - Revised Terms of Reference

The Chair of the Swindon Children's Trust Board introduced a report regarding the amended terms of reference for the Swindon Children's Trust Board. Andrew Ferguson, Head of Litigation and Personal, advised that a small working group reviewed the terms of reference that now clarified the role of the Board and he stated that it would now concentrate on key high level, strategic issues. The Chair referred to the level and nature in which the Board would operate, how it would define its working relationship with other Boards and demonstrate how their work would be supported.

The Chair noted the following changes to the membership:

- General Practitioner Representative – Now Clinical Commissioning Group.
- Strategic Health Authority Representative to be deleted as now represented by the Clinical Commissioning Group.

Resolved – (1) That, following changes stated above, the Terms of Reference for the Swindon Children's Board Trust, be approved.

(2) That, the Board Director Commissioning, Children and Adults, be requested to submit the Terms of Reference for the Swindon Children's Trust Board, to Cabinet for approval.

13. Self Evaluation of Effectiveness of Early Help Services - Follow up

The Cabinet Member for Children's Services and the Board Director Commissioning presented a report on effectiveness of Early Help Services. Sue Wald, Head of Commissioning, Children and Adults, referred to a successful joint application with Wiltshire Council to be an Early Intervention Place and introduced Claire Messenger from the Early Intervention Foundation, to update the Board on the Foundation's work.

Claire Messenger, Early Intervention Foundation, referred to the establishment of the Foundation in July 2013 as an independent charity set up following the report to Government by Graham Allan, MP setting out early intervention methods to tackle emerging problems for children, young people and their families. She informed the Trust Board on work undertaken by the Foundation that included advocate work, assessment programmes and advice to service providers. The Board noted that the Foundation would provide timely reviews on research undertaken, identify gaps and signpost service providers to current literature. Sue Wald, Head of Commissioning, Children and Adults commented on the benefits of the Foundation and referred to work undertaken to date by the Foundation.

The Board noted the positive impact of the Salamander LIFE project that demonstrated good partnership working. The Chair enquired if any assessments or reviews reflecting positive feedback and community relationship improvements had been undertaken by Police Community Support Officers participating in the Salamander Life Project.

The Board discussed information sharing between partners and noted that a cultural shift may be required to improve communication. They noted the need to focus on specific aspects of safeguarding that included early help.

Resolved – (1) That, Keith Ewart, Police representative, be requested to circulate information regarding Police Community Support Officer involvement and community relation benefits of the Salamander Life Project.

(2) That, the Board Director, Economy & Attainment, be requested to circulate information regarding school attendance and school exclusions of pupils in the Salamander Life Project.

(3) That further to paragraph 1.5 of the report, the Board Director, Economy & Attainment be requested to circulate revised questions to Members of the Board.

(4) That further to (3) above, Members to respond by end of December 2013.

14. Children's Trust Board Performance Report

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report updating Members of the Board on the performance within all service commissioning for the period April 2012 to end of March 2013 and for the first quarter, April 2013 to June 2013. Sue Wald, Head of Commissioning, Children and Adults, 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.

The Chair welcomed the report and commented on the report format that

enabled members to easily capture data for review. The Board noted the following points:

- Placement Stability figures. Sue Wald confirmed the figure related to the period April 2012 to end of March 2013 and explained factors affecting data.
- Common Assessment Completion. Sara Tough, Head of Children and Families referred to the strong working relationship between teams that had evolved ensuring more integrated work.
- Exclusions. Due to the robust pupil support process in place, permanent exclusion had decreased. Fixed period exclusions were monitored.

Resolved - (1) That the report be noted.

(2) That, the Head of Commissioning & Attainment, be requested to circulate information on the number of fixed term exclusions.

15. Swindon Tuition Service

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report to inform members of the work that takes place in Swindon to support children of compulsory school age who were not educated in school.

Nigel Pickering, Additional Provision and Reintegration Manager, supported by Rosemary Pearce, Proprietor of the Shed Project, gave a presentation regarding the Swindon Tuition Service and the Shed Project. They referred to the challenges faced by "hard to reach" pupils and explained that the service provided flexibility of learning within a set policy framework.

After the presentation, Nigel Pickering and Rosemary Pearce responded to the Boards' questions and observations including:

- Budget for the project.
- Programme for the young people attending the Shed Project.
- Age range of young people taking part in the Shed Project.

Resolved – (1) That the report be noted.

(2) That Nigel Pickering and Rosemary Pearce be thanked for attending the meeting to present the report and presentation and for their full and open responses to members' questions.

16. Children's Services Self Assessment 2012/13

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report detailing performance for the period April 2012 to end of March 2013. Sue Wald, Head of Commissioning, Children and Adults, explained the report reflected work undertaken on the One Swindon Priorities and reflected areas for development.

The Chair enquired on issues that affected adoption timescales. Sara Tough, Head of Children and Families, advised that due to various factors that included improved communication between partners, there had been significant improvement in timescales.

Paddy Bradley, Head of Commissioning & Attainment referred to cyber bullying faced by children and young people in schools and stated that it was

essential to expand knowledge and understanding of cyber bullying and what could be done to counter it. The Board requested further information relating to difficulties encountered and how best to engage with schools. The Trust Board noted the work being undertaken by the Local Safeguarding Children's Board through its sub-group led by Huw Ford and noted that this work was guided by the Sexual Exploitation Strategy.

Resolved – (1) That the Head of Commissioning & Attainment be requested to undertake more detailed work during 2013/14 on the Common Assessment Framework (CAF) / Single Assessment and to report back at a future meeting.

(2) That the Head of Commissioning & Attainment be requested to undertake more detailed work during 2013/14 on the 'attainment gap' for children on free school meals, linking that to the Growing Economy Programme, school standards and the child poverty agenda, and to report back at a future meeting.

(3) That the Chair of the Local Safeguarding Children's Board be requested to circulate a briefing note regarding cyber bullying work being undertaken by the Local Safeguarding Children's Board.

17. Improving Health Outcomes for Children and Young People: Invitation To Sign The Pledge

The Chair of the Swindon Children's Trust Board submitted a report regarding the invitation by the Department of Health, Local Government Association, Royal College of Paediatrics and Child Health and Public Health England to Lead Members for Children's Services and Chairs of Health and Wellbeing Boards to sign a pledge entitled 'Improving health outcomes for children and young people'.

Cherry Jones, Acting Director of Public Health explained the five pledges the Trust Board was requested to sign up to and advised that work would challenge the current position to improve outcomes.

Resolved – That the Cabinet Member for Children Services, in collaboration with the Chair of the Trust Board, be requested to sign the Pledge: 'Improving health outcomes for children and young people', and to promote improvement through delivery of the Children and Young People's Early Support Strategy.

18. Swindon Youth Offending Team Youth Justice Plan 2013-14

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report on the Restorative Youth Service Plan for 2013/14 for information and approval.

Kevin Leaning, Head of Service, Helping Children and Families referred to the Model of Swindon Young People Offending 2012/13 data, on partnership working with the Police, Probation Services, Children Services and Health Services and explained how the model assisted Trust Board members in their work.

In response to a query regarding the ethnicity breakdown of participants of the "U turn Service", Kevin Leaning referred to the Diversity Impact Assessment conducted on the plan and commented on work undertaken to increase participation by minority ethnic groups in counselling and substance misuse services. He informed the group of the impact that generational cultural traits were having on service take-up.

The Chair commented on restorative justice schemes and Keith Ewart, Police referred to the work being undertaken by the Police.

Resolved – (1) That the Trust Board notes and approves the strategy direction for Restorative Youth Services in Swindon, including plans for reducing first time offending and re-offending.

(2) That the Trust Board recommends Cabinet to approve the Restorative Youth Services Plan 2013-14, attached as Appendix 1 to the Report.

19. Minutes of Local Safeguarding Children's Board

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report setting out the minutes of the Local Safeguarding Children's Board (LSCB) meetings of 11th June 2013.

Mike Howard, Chair, Swindon Local Safeguarding Children Board (LSCB), commented on the Minutes and informed the Board of the main points arising from the LSCB meeting. He referred to discussions undertaken that included the following:

- Performance reports. The LSCB and Swindon Children's Trust Board both received regular performance reports and these emphasised different data aspects.
- Definition of Missing Children. Police reassurance was given that "absent" children were included on the risk register.
- Social Care Institute for Excellence review had been undertaken and addressed child neglect issues.
- Domestic Abuse Needs Assessment commissioned by the LSCB and delivered by Public Health.
- Advocacy Annual report.

The Trust Board noted a conference was to be held in November 2013 regarding child neglect and would also introduce a framework to support all practitioners working to identify and address this issue.

Resolved – That the report and the minutes of the Local Safeguarding Children's Board meeting of 11th June 2013, be noted.

20. Reports for Noting

The Board Director Commissioning, Children and Adults, submitted a report to inform Trust Board members of the Corporate Parenting Strategy, to note the minutes of the Joint Commissioning Board (Adult and Children) and to present the Threshold document for information.

The Trust Board noted that Councillor Mick Bray was the Chair of the Corporate Parenting Board.

Resolved – That the Corporate Parenting Strategy, minutes of the Joint Commissioning Board (Adult and Children) and the Threshold document, be noted.

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 25 JUNE 2013

PRESENT:-

Group A: Christian Denominations and Other Religions or Religious Denominations	Mr Arun Bedi (Sikh Community), Mr David Burbidge (Baptist Church), Mr Mark Cawte (Methodist), Mrs Sarah Lane Cawte (United Reformed Church), Reverend David Howell (Swindon Evangelical Alliance) and Mr M S Khan (Muslim Community)
Group B: Church of England	Ms Steph Mundin
Group C: Teacher Organisations	Mrs Tracy Mason, Miss Lottie Rowe, Mrs Mandy Sandleton, Ms Mel Shepherd, Ms Catherine Lomax and Mr Paul Sunners
Group D: Councillors	Councillors Fay Howard, James Robbins, Alan Bishop and Fionuala Foley

Apologies for absence were received from Miss Janet French, Reverend Norma McKemey, Mrs Penny Summers, Reverend Beth Brown, Mr Tony McAteer, Mr Dinesh Patel and Councillor John Haines.

1. Appointment of Chair and Vice-Chair for Municipal Year 2013-2014

Resolved – (1) That Mr Mark Cawte be Chair of the SACRE for the Municipal Year 2013/14.

(Mark Cawte took the Chair.)

(2) That Lottie Rowe be Vice-Chair of the SACRE for the Municipal Year 2013/14.

2. Declarations of Interest

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

3. Public Question Time

No public questions were received during the meeting.

4. Chair's Announcements

David Howells advised the SACRE that after sixteen years of visits to secondary schools he was piloting a QCF in Luton for Voluntary work in Education, the first of its kind. This included some units for Learning and Support Level 3. The Diploma followed three pathways, Education of Teachers youth and children work and pastoral/chaplaincy/therapeutic work. A similar course might also be run in

Swindon in the future.

The SCARE wished David Howells every success with his project.

Mark Cawte reported that at the meeting held on 19th June the Children and Young People's Overview and Scrutiny Committee ask that SACRE be consulted on whether it wished to be part of a Review of Sex Education in Swindon, and if so, to submit its comments back to the Committee. This was supported by Mr Sunners, the SACRE representative on the Committee.

The Chair advised the SACRE that the Clerk has checked the legal powers of the SACRE which are very specifically limited to supporting Religious Education and Collective Worship, and that it is not allowed to step outside of this scope. He requested that if any faith representatives on SACRE feel that they or their communities would like to be consulted on any recommendations arising from such a review by the Children Young People or the Safer and Stronger Overview Committees the clerk will forward the appropriate details to the Scrutiny Officers.

The SACRE discussed the review and SACRE's involvement in it, the moral and educational involvement within SACRE's work and noting the advice of the Chair and Clerk determined that any involvement should be on a personal level.

5. Minutes

Resolved – That, subject to the last sentence of Minute34 being amended to read “The SACRE were concerned that at least one school had not entered any pupils for RE examinations for a four year period and what this meant in terms of access to RE for pupils in the school” the minutes of the meeting held on 19th March 2013, be confirmed and signed as a correct record.

6. Membership Update

The SACRE Advisor submitted a report seeking the views of SACRE as to whether it considered it was appropriate to make changes to its membership following the Census 2011 returns. It was noted that there could not be changes to Groups B or D and so any changes would be to Groups A or C. Any proposed changes would need to be confirmed by Swindon Borough Council.

Group A – This group differed across SACRE's and tended to reflect local identity. It was noted that the Buddhist and Jewish faiths were not represented on Swindon's SACRE. It was noted that Mr Gurchoran Singh Lyal had been nominated to replace Mr Arun Bedi as a Sikh community representative. There had been no request for representation received from the Buddhist faith group in Swindon.

The SACRE discussed the educational advantages of having representation from all the major faith groups on the SCARE. The SACRE Advisor also drew Members' attention to paragraph 3.6 of her report and the request from Humanists both locally and nationally for representation on this group. The SACRE debated the merit and potential issues of Humanist representation on the Swindon SACRE, which if agreed, would need to be a co-opted member.

Group C – The three teacher representative vacancies was noted.

Resolved - (1) That Mr Arun Bedi be thanked for his service and a representative of the Sikh community on this SACRE and the nomination of . Mr Gurchoran Singh Lyal as a Sikh representative on SCARE be noted.

(2) That officers approach the local Buddhist and Jewish faith communities to ascertain if they wish to be represented on the Swindon SACRE and if positive responses are received a nominee to serve on SACRE.

(3) That the British Humanist Association be approached to nominate a representative to serve on SACRE, pending confirmation of the appointment and term of office at the next meeting of SACRE.

(4) That nominations for vacancies in teacher representation be sought, if possible encompassing all the relevant bodies representing teachers and headteachers in Swindon.

(5) That further to (1) to (5) above, the nominations of representative be considered at the next meeting for confirmation by Swindon Borough Council at its meeting in November 2013.

7. Examples of Work at Network Meetings

The SACRE Advisor and Head of Commissioning – Economy/Attainment submitted a report provided examples of activities carried out at RE Network meetings and updated Members on the Network meetings for RE Teachers and Co-ordinators in Swindon.

The SACRE split into groups to undertake examples of the activities and following their conclusion discussed the responses made by groups and lessons that could be drawn from them.

Resolved - (1) That the report be noted.

(2) That the SACRE Advisor be thanked for organising the activities undertaken at the meeting and commended them to the Secondary Teaching and Learning Group for RE.

8. National Developments in RE

The SACRE Advisor and Head of Commissioning – Economy/Attainment submitted a report (a) updating Members on national developments in relation to religious Education, (b) attaching a letter dated 7th June 2013, received from the Religious Education Council of England and Wales concerning the Phase 3 Draft Programme of Study for Review, and (c) a copy of Religious Education Draft Programme of Study for Key Stages 1-3.

SACRE noted that the response deadline was 5th July 2013 and undertook a brief discussion of each key stage as set out in the supporting documentation.

SACRE also discussed the next part of the national debate on the function of SACRE and the role of Religious Education in OFSTED inspections. It was noted that an Early Day Motion on religious tolerance was expected.

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

(2) That the Groups represented on this SACRE be requested to forward any feedback on the Religious Education Draft Programme of Study for Key Stages 1-3 to the SACRE Advisor for inclusion in a combined response from this SACRE.

(3) That it be noted that SACRE Members can submit individual responses to the consultation.

(4) That a report on the national debate on the role of SACREs be submitted to the next meeting.

(5) That officers write to Swindon's two Members of Parliament seeking their support in the forthcoming Early Day Motion on religious tolerance.

9. SACRE Development Plan 2012-14

THE SCARE considered a joint report of the SACRE Advisor and Head of Commissioning – Economy/Attainment updating Members on SCARE's development plan, work undertaken and expenditure allocated.

Further work by the Sub-Group was necessary to progress 3(b) (To develop and strengthen the local element of the locally agreed syllabus and it was hoped that a date could be arranged to undertake this work. It was anticipated that this would go to teachers groups in October 2013 and be reported back to SACRE in December 2013. There was discussion regarding the amalgamation of 3b and 4b on the work plan.

It was reported that the walk would need to be postponed unless volunteers were willing to take it forward.

Resolved – That the report and Development Plan for 2012-2014 be noted.

10. Dates and Times of Meetings

It was noted that meetings of the SCARE would be held on:

Tuesday 1st October 2013 commencing at 6:00pm

Tuesday 3rd December 2013 commencing at 6:00pm; and

Tuesday 18th March 2014 commencing at 6:00pm

Meetings would be held in the Civic Offices, Euclid Street unless an alternative venue was volunteered.

11. Ms Sarah Lawrence

The Chair reported that after ten years' service as Clerk to Swindon SACRE Sarah Lawrence was leaving Swindon Borough Council in July 2013.

Resolved – That SACRE's appreciation for the work undertaken by Sarah Lawrence on behalf of this SACRE be recorded. SACRE also recorded its best wishes to Sarah in her new job.

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 1 OCTOBER 2013

PRESENT:-

Group A:
Christian Denominations and
Other Religions or Religious
Denominations

Mr David Burbidge (Baptist Church), Mr Mark Cawte (Methodist) (Chair), Mrs Sarah Lane Cawte (United Reformed Church), Reverend David Howell (Swindon Evangelical Alliance), Mr M S Khan (Muslim Community) and Mr Tony McAteer (Catholic Community)

Group B:
Church of England

Reverend Norma McKemey and Ms Steph Munda

Group C:
Teacher Organisations

Mrs Mandy Sandleton and Mr Paul Sunners

Group D:
Councillors

Councillors Fay Howard, Alan Bishop and John Haines

Also in attendance:

Katy Staples (SACRE Advisor) and Sarah Foulkes (School Improvement Adviser)

Apologies for absence were received from Councillor James Robbins, Miss Janet French, Mrs Penny Summers, Mrs Tracy Mason, Miss Lottie Rowe (Vice-Chair) and Councillor Fionuala Foley

12. Declarations of Interest

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

13. Public Question Time

No public questions were received during the meeting.

14. Chair's Announcements

i) Stuart Figini

The Chairman welcomed Stuart Figini, Committee Officer and new Clerk to the SACRE, to the meeting. SACRE were informed that Stuart had just started at Swindon Borough Council and came from Wiltshire Council where he was also a Committee Officer. The Chairman wished him well for his time at Swindon.

ii) RE Review

The Chairman reported that the SACRE responses to the national developments in RE had now been forwarded to the Religious Council for England and Wales.

iii) New NASACRE Website and Log-on Details

The Chairman explained that NASACRE had a new website and informed SACRE of the log-on and password details.

iv) Agreed Syllabus – Electronic Version

It was noted that the current version of the agreed syllabus was available on the Swindon Borough Council website at the following link:

<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13113&path=0>

v) South West Conference for SACRE's

The Chairman reported that the South West Conference for SACRE's would be held on Thursday 20 March 2014 at Dillington House, Ilminster.

Paul Sunners expressed an interest in attending the conference on behalf of SACRE.

vi) Annual Report 2013

The Chairman explained that the SACRE Advisor, Katy Staples was due to start drafting the SACRE Annual Report for 2013 and asked members to forward any relevant items from schools or pupils, including photographs and pupils work that could be incorporated within the report to either the SACRE Advisor or the Chairman.

15. Minutes

Resolved:

That, subject to the letter 's' being removed from David Howell's name on pages 3 and 4, the minutes of the meeting held on 25 June 2013, be confirmed and signed as a correct record.

16. Membership Update

The SACRE considered a report of the SACRE Advisor about proposed changes in the membership of SACRE.

The Director of Law and Democratic Services reminded SACRE that at their last meeting on 25 June 2013 they had asked for the British Humanist Association to be approached for a representative to serve on SACRE. It was noted that a Humanist representative could only be co-opted to serve on SACRE as currently they were prevented by law from being full members of Group A.

It was noted that representatives from Group A, Christian Denominations and other Religions or Religious Denominations, Group B, The Church of England and Group C, Teacher Associations had one and a half years remaining on their term of office and it was suggested that a Humanist representative should be appointed for the same term.

SACRE also considered the appointment of Buddhist and Jewish representatives to Group A. The Chairman explained that he had been in touch with the Jewish Board of Deputies and also the Network of Buddhist Organisations for nominations.

Resolved:

1. That Council be recommended to increase the representation of Group A, Christian Denominations and other Religions or Religious Denominations on SACRE from eight to ten, to include two additional representatives from the Buddhist and Jewish faiths.
2. That a Humanist representative be co-opted to attend future meetings of SACRE with a term of office up to Annual Council 2015 to coincide with the remaining term of office of those representatives from Group A and B.
3. That the British Humanist Association be asked to nominate a representative to attend future SACRE meetings following consultation with the local Humanist grouping.

17. Debate on the Future of SACREs

The SACRE considered the report of the SACRE Advisor updating members on the debate on the Future of SACRE's in response to a presentation from Dr Mark Chater, Director of the Culham Institute at the NASACRE 2013 AGM.

A copy of the presentation by Dr Chater was circulated and the SACRE were asked to split into groups to respond to a number of questions in relation to i) the extent to which members concurred with Dr Chater's analysis of SACRE's and ii) did SACRE's need new structures to transform and sustain RE for today and tomorrow.

SACRE in considering the above points on the whole concurred with the majority of the analysis made by Dr Chater. It was suggested that SACRE's had a huge amount of responsibility but lacked power. The support received from the SACRE Advisor was very welcome and made a significant and valuable contribution, especially in the support given to teacher's professional development. It was noted that there was a need for SACRE to be more proactive and to raise awareness of its role within the school environment at every opportunity.

SACRE suggested that a Sub-Group be established to develop a strategy and actions to promote the role of Swindon SACRE in schools and academies for Headteachers , Teachers and Pupils.

Resolved:

1. That the report and the presentation by Dr Mark Chater be noted.

2. That a Sub-Group be established to develop a strategy and actions to promote the role of Swindon SACRE in schools and academies for Headteachers , Teachers and Pupils, with the following membership:

- Mr Mark Cawte
- Steph Mundin
- Mr Paul Sunners
- Any other volunteers to contact the SACRE Advisor as soon as possible

18. Examples of Work at network Meetings

SACRE received a report from the SACRE Advisor who provided examples of activities carried out at the most recent RE Cluster and Network meetings and updated Members on the Network meetings for RE Teachers and Co-ordinators in Swindon.

The SACRE split into groups to undertake an example of an activity provided to primary school children who had the opportunity to visit places of worship. Members then discussed their responses to the activity.

Resolved:

To note the report.

19. Development Plan

SACRE considered the report of the SACRE Advisor which provided updates to the SACRE Development Plan 2012-2014.

The SACRE Advisor referred to priority 2b of the SACRE Development Plan and suggested that a Sub-Group meeting was necessary to look at developing new distinctively local Swindon RE units of work for Swindon schools and academies.

It was suggested that there needed to be an evaluation of the RE material available for schools, especially as some schools may have already developed some material for their own use, which could be made available for wider school use. It was also noted that many people with a faith background were involved in charitable and faith based work and it would be useful to have a profile of those involved along with the type of activity undertaken.

The SACRE members also proposed other avenues for sourcing information about how people have and continue to make a difference in their local area.

Resolved:

1. That the report and Development Plan 2012-14 be noted.

2. That a Sub-Group be established to look at developing new distinctively local Swindon RE units of work for Swindon schools and academies, with the following membership:
 - Mr Mark Cawte
 - Mr David Burbidge
 - Rev David Howell
 - Mr M S Khan
 - Mr Tony McAteer
 - Any other volunteers to contact the SACRE Advisor as soon as possible
3. That the Sub-Group be asked to report their findings back to the next meeting of SACRE on 3 December 2013.

20. National Developments

The SACRE considered a report from the SACRE Advisor which provided information about national developments in relation to religious education.

In particular the SACRE Advisor highlighted the following:

- RE Review 2013: New Guidance - updates were available on the Religious Education Council of England and Wales website, with a launch of the RE Review being held at 5:30pm on Thursday 28 November 2013 at the Graduate School of Education at Bristol University.
- Inter Faith Week: 17-23 November 2013 – The Chairman asked for information about any school events linked with the Inter Faith Week and encouraged SACRE members to attend any events being held during the week
- The Swindon Interfaith Group Annual Civic Celebration 'More than enough?' being held on Wednesday 23 October 2013 at the Pilgrim Centre, Regent Street, Swindon at 7:30pm.

Resolved:

That the report be noted.

21. Date and Time of the Next Meeting

It was noted that meetings of the SCARE would be held on:

- Tuesday 3rd December 2013 commencing at 6:00pm; and
- Tuesday 18th March 2014 commencing at 6:00pm

Meetings would be held in the Civic Offices, Euclid Street unless an alternative venue was volunteered.

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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 16 SEPTEMBER 2013 AT ASSEMBLY ROOM - DEVIZES TOWN HALL, DEVIZES, SN10 1BN.

Present:

Cllr Abdul Amin, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Oliver Donachie (Substitute), Malcolm Grubb, Cllr Charles Howard, Cllr Peter Hutton, Cllr Julian Johnson, Amanda Newbery and Cllr Linda Packard

Also Present:

Kirsty Butcher – (Senior Democratic Services Officer, Wiltshire Council), Kevin Fielding – (Democratic Services Officer, Wiltshire Council), Prof Allan Johns – (OPCC), Kieran Kilgallen – (Chief Executive OPCC), Angus Macpherson – (PCC) and Chris McMullin – (OPCC)

Cllr Sue Evans and Cllr Maureen Penny

1 Apologies for Absence

Apologies were received from Cllr Brian Ford – Swindon Borough Council and Cllr Russell Hawker – Wiltshire Council.

2 Minutes and matters arising

Decision:

The minutes of the meeting held on 12 June 2013 were agreed as a correct record and signed by the Chairman.

3 Declarations of interest

There were no declarations of interest.

4 Chairman's Announcements

- i. The Chairman advised that he was looking into the setting up of a South West regional Police & Crime Panel Forum. Responses were yet to

be received from Dorset, whilst Avon & Somerset were reviewing the situation.

- ii. The Chairman expressed concern that the Overview & Scrutiny Committee of Swindon Borough Council had summoned the PCC to attend one of its meetings. The Chairman was advised that this was in relation to the PCC's role with regard to the Safety Partnership.

5 Public Participation

There were no questions asked or statements given.

6 Quarterly Data

The Commissioner introduced the Quarterly Report – Quarter 1 2013/14.

The Commissioner advised that the report aimed to provide the public and the Police and Crime Panel with an informative update about the progress made to deliver the priorities set out in the Police and Crime Plan. The Commissioner thanked the PCP for looking at the OPCC's Risk Register and advised the panel that the report was a living document, which was updated at two week intervals.

Risk Register: Kieran Kilgallen – Chief Executive of the Office of the Police & Crime Commissioner then went through the 20 recommendations which had been sent to the chairman of the panel and which was circulated at the meeting.

Points and questions raised included:

- Value for money – the PCC would take on board the PCP's views on this.
- Resilience – may be an issue because of the recruitment of specialist services.
- What is the Audit Committee's role in risk assessing?
a. None whatsoever under the new regime.
- Does IT assets mean technological assets?
a. Yes, which would involve better accounting and auditing of these assets.

Performance: Angus Macpherson advised that he and members of the OPCC had been out and about at various weekend events including the Salisbury Spectacular and the Emergency Services Show, to highlight the role of the PCC. The OPCC continues to have a presence at the Wiltshire Council Area Boards.

Reducing Crime and Anti-Social Behaviour (ASB): Chris McMullen – OPCC outlined the report.

Points made included:

- The panel felt that there needed to be a breakdown of the 8198 (Year to date figure) of crimes and anti-social behaviour incidents. In discussion it was felt that this might best be provided by giving PCP members access to the iQuanta recording system. OPCC would look into this.
- The Commissioner briefly outlined the role of the Special Constabulary in Wiltshire, and advised a new Police training scheme would shortly be starting in Swindon, it would then be rolled out to Chippenham and Salisbury.
- Wiltshire Police were commended for their focus on the concerns expressed by woman at night.

Protecting the most vulnerable in society

- Cllr Hutton made the point that rogue traders caused a good deal of distress to many vulnerable people in our society.

Putting victims and witnesses first

- The -15.4% “Victims referred to victims support” was noted by the panel.

Reducing offending and re-offending

- The panel felt that the “reducing offending and re-offending” data should be recorded quarterly.

OPCC was asked to include quarterly KSI (Killed and Seriously Injured) figures for road casualties.

Driving up the standards of customer service

Professor Johns advised that:

- That there had been seventeen appeals against findings of Wiltshire Police’s investigations into complaints.

- Two had been upheld.
- Seven had not been upheld.
- Four taking no further action.
- Everything investigated - strict legal criteria to be met by complaints - four were not considered valid.
- Two were under consideration.
- Three investigations into complaints against the Chief Constable.
- Two were not upheld.
- One had chosen not to complain, one that has gone to IPCC.
- One under investigation.
- One grievance had been taken by another force, expecting the report to be finalised in about eight weeks.
- Annualised stats show drop in complaints 463 August 2012 to 332 August 2013.
- Conduct cases - don't have meaningful figures - conduct regime changed by law in 2012. It has been on the increase from 21 to 28 – there are no major concerns, but would need to look over a longer time span to come to any firm conclusions.
- Anti-corruption - no cases which might require PCC to refer to IPCC, work intelligence based.
- IPCC referrals - PCC right in law to refer matters to the IPCC, no cases judged to be necessary.

There followed a five minute break.

Ensuring unfailing and timely response to calls for assistance.

- The figure of 56.8% level of public satisfaction with police visibility was noted.

Unlocking the resources to deliver

- The Panel requested that this data be taken as a separate agenda item at future meetings.

Finance

Kieran Kilgallen outlined the Wiltshire Police Budget Monitoring Report.

- It was agreed that the 2013 accounts would be circulated to all panel members when available.

The chairman reminded the PCC of his undertaking that the panel will be put in the position of being able to review his precept proposal in the context of his overall budget and any changes to his Police and Crime Plan.

Innovation Fund

The Commission outlined the report which was noted.

Points made:

- Wiltshire Police Outbox scheme – A multi-agency scheme to refer young people to boxing clubs and to support, guide and mentor them. The scheme would give individuals a positive focus, reducing their anti-social and/or criminal behaviour. The first areas to be covered would be Swindon, Devizes, Trowbridge and Marlborough, with Chippenham rolled out in due course.

7 PCC Diary report

The Commissioner outlined the report, which was noted.

The Panel also noted the various collaborations taking place between neighbouring PCCs, and that a corresponding regional PCP forum would be helpful.

8 Draft PCP / PCC protocol

The members of the panel were asked to consider the amended draft PCP/PCC protocol with the following amendments:

- Paragraph 4.1 - The PCP has been given power under the Act to review or scrutinise any decisions made or other action taken by the PCC in

connection with the discharge of their functions. To enable this, the Act states that the PCC must provide the PCP with any information which the PCP may reasonably require in order to carry out its functions. The PCC may also provide the PCP with any other information which the PCC may think appropriate.

- Paragraph 4.2 - The Act amends the Local Government Finance Act 1988 to require that finance reports produced by either the PCC's or the Chief Constable's Chief Finance Officer be made available to each member of the PCP
- Paragraph 4.3 - The PCP has the right to request information which it reasonably requires. Whilst "reasonably required" is not defined in the Act the PCC and their office recognize that the PCP may require wide ranging information from the PCC on an ad-hoc basis
- Section 29 of the Act states that the PCP may require the PCC, and members of the PCC's staff, to attend before the PCP (at reasonable notice) to answer any question which appears to the PCP to be necessary in order for it to carry out its functions. Section 29 also states that if the PCP requires the PCC to attend before the PCP, the PCP may (at reasonable notice) request the Chief Constable to attend before the PCP on the same occasion to answer any question which appears to the PCP to be necessary in order for it to carry out its functions.

It was agreed by members of the panel that Cllr Richard Britton would sign off the revised PCP/PCC protocol as soon as the final changes had been agreed by the PCC.

It was also agreed that the Protocol Working Group would be dissolved.

9 Public Opinion Survey

Kieran Kilgallen outlined the Public Opinion Survey Results – 2012/13. This survey is carried out annually. It conducts telephone interviews with a minimum of 4,224 residents of Wiltshire and Swindon spread evenly across the 11 sector areas of the Constabulary ensuring that the results received were statistically significant at sector level.

Public Opinion Survey Results 2012-13 along with a force wide summary had been produced and was attached to the survey results.

The survey results, broken down into Community Areas, were being sent to the Wiltshire Council Area Boards, for inclusion in the agenda packs.

Points made:

- The term “Teenagers hanging around” should be changed to something more meaningful.
- That the NPT Teams should be liaising with the Area Boards over youth activities.
- The number of teenagers hanging around did appear to vary from sector to sector, how could this be addressed?
- More value in drilling down into “hanging around”, to get a better understanding what it is would greatly help to resolve this statistic.

10 **Health and Safety Audit**

Kieran Kilgallen outlined the report that was included in the agenda pack, and which was noted.

11 **Community Safety Fund applications**

Kieran Kilgallen outlined the report, which was noted.

Points made:

- The Chairman felt that the funding arrangements had been arrived at in a somewhat disjointed manner. He hoped that OPCC would be able to adopt a more structured approach for the next financial year with more emphasis being given to the Service Level Agreements with providers – whether council or private/voluntary sector.
- The panel looks forward to getting a detailed breakdown of how and to whom the PCC intends to allocate the CSP funding next year
- It was felt that a diagram would have been helpful.

12 **Strategic Partnership between Wiltshire Council and Wiltshire Police**

The chairman outlined the Wiltshire Council Cabinet report which sought to provide headline details of the work undertaken in relation to the Project Initiation Document (PID) outlining the development of the joint transformation programme between Wiltshire Council, the Office of the Police and Crime Commissioner (OPCC) and Wiltshire Police.

The report outlined the next steps relating to this area of work and sought Cabinet approval for ongoing delivery of the programme, including the delegation to Dr Carlton Brand, Corporate Director, in consultation with the Leader of Council, of authority for any staff transfers that may be required.

The report was noted by the panel.

13 Forward Work Plan and future meeting dates

The Forward work Plan was noted. Members were invited to suggest topics/areas for scrutiny in the furtherance of the panel's role in supporting the Commissioner in the delivery of his Police and Crime Plan.

(Duration of meeting: 10.00 am - 1.25 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

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

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES
on THURSDAY 26 SEPTEMBER 2013**

Present : Cllrs G Payne (Chairman), A Bennett, E Clark, C Devine, P Edge,
Mrs M Groom, R Jones, J Knight, N Martin, C Newbury and R Wright.

35 Minutes of Last Meeting

The minutes of the meeting held on 30 May 2013 were confirmed and signed.

36 Apologies

Apologies for absence were received from Cllr G Perkins.

37 Members' Interests

Cllr P Edge declared a personal interest in the business under Minute 42, in as much as he was a former Retained Firefighter and former member of the Retained Firefighters' Union.

38 Membership

The Clerk reported that on 9 July 2013 Wiltshire Council had made a change to its appointments to the Authority. The Chairman thanked Cllr Marshall for his service and welcomed Cllr Knight.

39 Chairman's Announcements

- a. The Chairman thanked Brig Robert Hall, former Chairman of the Wiltshire Fire Authority, for his service to the Authority and presented him with a token of appreciation.
- b. The Chairman and Cllr Martin thanked the Fire Service for their participation in Project Salamander and noted that this was of tremendous value to the community.
- c. The outgoing Clerk to the Authority, Mr Keith Strickland, was commended for his work with the Authority in particular and for his 45 years work in the public sector in general. Mrs Lindsay Gowland, who would be succeeding Mr Strickland at the end of the year, was warmly welcomed.
- d. The Chairman thanked the officers involved in the Emergency Services Show at Hullavington on 8 September 2013 which had been a great success. It was noted that the 2014 show was anticipated to take place on 7 or 14 September 2014.
- e. The Chairman commented positively on the refurbishment of the Training and Development Centre.

40 Questions from the Public

Mr Tony Littler, Chairman of the Wiltshire Branch of the Fire Brigades' Union enquired whether Members of the Authority were aware that the FBU represented all uniformed members of the Service, both wholetime and part-time. As advance notice of the question had not been received, the Chairman undertook to give a written response.

41 Programme and Scrutiny Board.

A report of a meeting of the Committee held on 10 September 2013 was received.

42 Request by Retained Firefighters Union for Local Representation

Cllr Edge absented himself for this item.

On considering a paper by the Chief Fire Officer,

Resolved:

To accept the paper and to approve the formal recognition of the RFU for negotiation and collective bargaining rights at a local level.

43 Facing the Future

A report by the Chief Fire Officer on the Service's perspective on Sir Ken Knight's Report "Facing the Future" was received.

44 Annual Report 2012/13

The Programme and Scrutiny Board's annual report for 2012/13 was received.

45 Finance Review and Audit Committee

The minutes of the meetings of the Finance Review and Audit Committee for 25 June 2013 and 19 September 2013 were received.

46 Public Safety Plan 2014/2017

On considering a paper by the Chief Fire Officer and the final version of the Public Safety Plan.

Resolved:

- a. *To approve the Public Safety Plan as presented for publication.*
- b. *To thank the officers for their work in the preparation of the plan.*

47 Strategic Transformation Programme

A report by the Chief Fire Officer on the Strategic Transformation Programme was received.

48 Protection, Prevention and Intervention

A short visual presentation was made to members.

49 Review of Workstreams

On considering a paper on proposed changes to the Workstreams,

Resolved:

To accept the paper and to approve the restructuring and terms of reference of the Workstreams as set out in the paper.

50 Committee and Workstream Memberships and Quorum Requirements

On considering a paper by the Clerk to the Authority on Committee and Workstream Membership and the quorum requirements and also the comments of Cllr Newbury regarding the allocation of committee places according to political proportionality.

Resolved:

- a) To agree that members be appointed to the formal committees of the Authority (i.e. Finance Review & Audit, Urgency, Ethics and Staffing Committees) other than in accordance with political proportionality.
- b) To appoint the following members to the vacant places on the under-mentioned committees and outside bodies:

committee/body	member
Urgency committee	Cllr Edge
Ethics committee	Cllr Jones
Staffing Committee	Cllr Knight
LGA General Assembly	Cllr Edge
Wiltshire Assembly	Cllr Knight
Appeal pool	Cllr Bennett

- c) Noting that Standing Orders require at least one member from each of the two constituent authorities to be present at a formal meeting for a meeting to be quorate, to appoint deputy members in situations where the membership of a committee includes only one member from a particular constituent authority, having regard to the political group to which the latter member belongs.
- d) In accordance with (c) above, to appoint the following members to be deputies in respect of the under-mentioned members of the committees concerned, and to authorise the Clerk to the Authority to accept notification of the attendance of one of the deputies in the third column in place of the member in the second column:

committee	member	deputy members
Urgency Committee	Cllr Bennett	Cllrs Perkins and Martin
Ethics Committee	Cllr Martin	Cllrs Bennett and Perkins
Staffing Committee	Cllr Martin	Cllrs Bennett and Perkins

- e) To appoint the following members to the three re-constituted workstreams:

workstream	lead member	other members	
People & Development	Cllr Mrs Wayman	Cllr Jones	Cllr Perkins
Service Delivery	Cllr Mrs Groom	Cllr Bennett	Cllr Knight
Governance & Assurance	Cllr Wright	Cllr Devine	Cllr Clark

(Note: The above resolutions were approved *nem con*, i.e. without any vote to the contrary.)

51 Appointment of Clerk to the Authority

It was noted that Mrs Lindsay Gowland had been appointed as the successor to the current Clerk to the Authority, by the Selection Panel established at the last meeting of the Authority

52 Dates of Meetings in 2014

The following dates were fixed as dates for meetings of the Authority in 2014:

13 February

19 June

25 September

18 December

(all at 10.30am)

53 Exclusion of the Public

Resolved :

In accordance with Section 100A(4) of the Local Government Act 1972, to exclude the public from the business specified in minute no.54 below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A to the Act.

54 Industrial Action

An oral report by the Chief Fire Officer on the recent Industrial Action by the Fire Brigades Union was received.

(Duration of meeting 10.30 a.m. to 12.59 p.m.)

Note of Meeting

ONE SWINDON BOARD MEETING: TUESDAY, 23RD JULY 2013

Present : Gavin Jones (SBC), Cllr David Renard (SBC), Nigel Tucker (JCP), Liz Rijnenberg (Wiltshire Probation), James Griffin (JGr) (SBC), Michelle Howard (SEQOL), Heather Mitchell (SEQOL), Liz Holmes (Chair of CTB), Tony Ranzetta (CCG), Simon Routh-Jones & John Popowicz (Wilts Fire & Rescue), Pat Geenty (Wiltshire Police), Cllr Brian Mattock (SBC), Cherry Jones (SBC), Cllr Stan Pajak (SBC), David Wray (VAS), Cllr Jim Grant (SBC), Angus MacPherson (PCC), Alison Chamberlain (SBC), Shaun Banks (SBC); Sue Wald (SBC)

Guests: Paddy Bradley (SBC- for Nicky Alberry), Andy Tatam (Wilts Police – Integrated Front Line Workforce)

Apologies: John Gilbert (SBC), Nicky Alberry (Influence), Paul Aviss (Wilts Probation), Nerissa Vaughan (GWH), Dr.Peter Crouch (CCG),

1.	Welcome and Announcements	
	DR welcomed everyone to the meeting, set out the agenda and identified the key objectives for the session. He was pleased to note that Swindon had been chosen as part of the next wave of Public Service Transformation (Community Budgets) Areas and welcomed this news.	
2.	Public Service Transformation – Chief Officer Updates	ACTION
	<p><u>Swindon Borough Council</u></p> <p>GJ noted that Chief Officers had met on 19th July. He was encouraged by the commitment of Chief Officers to the programme and noted from the Council's perspective it was an opportunity for improved service delivery and accountability.</p> <p><u>Wiltshire Probation Trust</u></p> <p>LR welcomed the news and the exciting possibilities it offered. She had been speaking to colleagues who were involved in the first wave of pilots. It also improved WPTs position in the transformation process they are going through and the establishment of 21 organisations to run the service nationally including one encompassing Wiltshire, Avon and Somerset.</p> <p><u>Clinical Commissioning Group</u></p> <p>TR advised that Swindon's population's average age was rising; which whilst taking into account the good general health also meant there was a high take up of services. This was likely to increase and therefore preventative work was essential in order that communities could become more self-reliant. He felt that the transformation programme could be the trigger for new funding and investment into Swindon and that the CCG were totally committed to the process and had additional ideas for business cases for consideration by the One Swindon Board.</p> <p><u>Wiltshire and Swindon Fire and Rescue Service</u></p> <p>SR-J confirmed that the fire service are fully committed to the programme and he is interested in seeing the reward sharing model. Wiltshire and Swindon Fire and Rescue Service were particularly interested in the Integrated Front Line Workforce Project. He updated the Board on minor changes to the structure of the service following Chris Hartrick's departure.</p> <p><u>Job Centre Plus</u></p> <p>NT indicated that he felt JCP could have an active role within the transformation process. Welfare Reforms had only scratched the surface of the transformation process and One Swindon offered scope to widen networks and engage with complex customers and their families. And to help people develop the skills set to release them from benefit dependency. He was interested in how we unlock and recycling reward/gains and also interested to see how JCP (DWP) have featured in the pilots, how gains had been recycled and sustainability especially if there were changes in priorities. He felt the key issue was data sharing and how to overcome data protection in this area and in intelligence sharing.</p> <p>The Board discussed the issue of savings and whether these would be retained for reinvestment</p>	

	<p>within Swindon or if they would be lost to Whitehall. JGr noted that in the four pilots the vast majority of savings had been retained for reinvestment locally. The issue of cross border agreements was also discussed and it was noted that agreements with Wiltshire might be forthcoming at a later stage but this shouldn't dilute the sense of urgency on Swindon' progress.</p> <p><u>Voluntary Action Swindon</u></p> <p>David Wray indicated the voluntary sector was ready for the forthcoming challenges but that there needed to be more resources available to facilitate work and interaction between bodies. He was interested to hear the benefits that VAS and the wider voluntary community might experience.</p> <p><u>Wiltshire Police</u></p> <p>PG confirmed that the Police are committed to One Swindon working and co-operation but noted that following meeting at Whitehall he was not convinced that Government Departments were joined up in their thinking or approach, either across individual services nor the wider public service provision. There was a need for a strategic intent at this level and noted that this could be helped through a cost/benefits model. The opportunity to provide existing or better services within reducing budgets was key, the benefits of successful projects would be felt outside of Swindon. I was also important to think about future benefits as well and immediate returns, as for instance, operational policing was often about redirecting focus to get in front of crime.</p> <p><u>SEQOL</u></p> <p>HM echoed the commitment and contribution of others around the table and said that SEQOL was a new, brave organisation and that people around the room could benefit from that experience, especially around social enterprise and Academic Health-sites Network.</p>	
4.	<p>Business Case Update and Review</p>	
	<p><u>Gateway Project (Community Navigators)</u></p> <p>TR (CCG) updated the Board on this project:</p> <ul style="list-style-type: none"> • Work was slightly more advanced and on track. • Ready for advertising but mobilisation would take longer. • Savings based on quarters. • Assistance from partner organisations in spreading the community brief would be appreciated. <p><u>Reducing Re-offending (5 Wards Project)</u></p> <p>LR (WPT) reported:</p> <ul style="list-style-type: none"> • Board is now up and running. • Cohorts identified and extra officers were working on the identification and tracking system. • Locations – nearly identified – waiting for final confirmation. • Have made strong links with Swindon Churches Together • Still data sharing problem with Police and SBC, including access to NICHE. <p>The Board noted it was important to be able to flag issues requiring attention in order that a speedy resolution might be achieved.</p> <p>Actions: AC to broker conversations with SBC teams. PG & LR to liaise regarding data issues involving the Police.</p> <p><u>Integrated Front Line Workforce</u></p> <p>Andy Tatam introduced himself to the Board as the new lead on the IFLW project and highlighted:</p> <ul style="list-style-type: none"> • This was seen as a high priority piece of work – needs colleagues help around the table to make it a reality. • A meeting set for the 24th Sept to design the approach and scope the way forward. • The target is to have a business case ready by the end of September to circulate for consideration before coming to the next Board meeting in October. • The issue of timescales for implementation against the size of project was discussed. • He re-iterated that the commitment of the Board to the project was essential for its 	

success.

GJ thanked AT for moving this difficult work forward and urged AT to think about pilot projects rather than try to tackle every aspect at the same time.

Joined Up Local Procurement

Paddy Bradley updated the Board on behalf of Nicky Alberry (Chair of Influence) highlighting the following points :

- Board funded research into supply chains – this work is almost complete and will be presented at a workshop on 19th August 2013.
- The skill set required locally to facilitate the maximum outcome arising from local procurement.
- The process of research undertaken.
- The need for a mechanism to advertise and match skill sets against company needs during the procurement process.
- The need to reflect on the research and to agree a model going forward on a pilot basis.
- A forthcoming presentation to Forward Swindon on what was required for a successful model.
- The benefits to Government and members of the Board – the opportunity to look at incremental spend and areas around Green energy.
- The need to spread the message to local suppliers that this could be the way to get involved in major construction projects for example Witchelstowe.
- Collaborative procurement, using existing procurement processes.
- The challenge of identifying scale for targeted action.
- The possibility of a pilot to prove the concept and to prove the work could be replicated in a process that could benefit Board members.

Common Customer Cohorts

JGr updated the Board :

- The identification of cohorts and how the Board benefit from identifying them and their effect on demand.
- Following a steer from the Board on 25th June the research questions have been identified.
- That semi-structured interviews would be undertaken with Board Members over the coming weeks which would inform a workshop on 26th September.
- The identification of overlapping cohorts to understand greatest demand.
- The need to further develop the business case and the mechanisms to allow work to continue between Board meetings.
- The possibility of teaming up with a university or other organisation (such as a Research Council) to help validate work.

5. Structuring and Resourcing for Success

The Board received a slideshow presentation from James Griffin regarding the bid he made, on the Board's behalf, to the Transformation Fund, which if successful would help to pump prime and push forward the Board's business cases. It was anticipated that the Board would know if it had been successful by the middle of August (this was subsequently changed to October).

The following key tasks in moving forward were identified:

- The need to perfect our existing business cases and consider what other business cases need to be developed.
- The development of an overarching work plan to keep the Board on track.
- The need for a clear savings/rewards focus as well as looking at sustainable delivery and return on investment.
- Joint Working Arrangements between the Board and Whitehall, as well as local arrangements between organisations.
- The need to get our secondees team in place as soon as possible so that they can start

	<p>working together on developing a work plan for the project. Chief Officers have already agreed a two phased approach to this, the first for 6 weeks to develop the project going forward for both the Board and Whitehall, the second for around 6 months full-time to give the business cases the push they need and work with experts around benefits realisation.</p> <ul style="list-style-type: none"> • The need to set out clearly the nature of agreements and benefits realisation was critical. • The benefits of a Board Sponsor for the project. <p>It was agreed that: –</p> <p>(1) GJ will act as Board Sponsor for the project.</p> <p>(2) JGr submit a report to the next meeting of the Board on (a) Joint Working agreements for the project, (b) a programme initiation document and programme plan, and (c) initial feedback on benefits and the scale of opportunity.</p>	
6.	Next Tranche of Business Cases	
	<p>The Board received expressions of interest in respect of the following future Business Cases:</p> <p>Reducing Re-admissions: TR talked to the Board around an idea he had for reducing readmissions to hospital. He was attending a workshop on 25th July to see if this was a serious opportunity and would report back to the Board. On Admission Reduction/Homecare JP that Wilshire and Swindon Fire and Rescue would be interested in this project.</p> <p>Troubled Families: SW talked about a potential business case involving the team around troubled families. DR felt that this was an important piece of work which potentially impacts on all of the organisations in the room</p> <p>Information sharing Protocol: JP raised the issue of updating the Board’s Information Sharing protocol and agreed to lead a Task Group and finish group to progress this work. NT agreed to be a member of this working group.</p>	
7.	Date and Time of Next Meeting	
	<p>It was noted that the next meeting of the Board would be held on Tuesday 22nd October 2013, 6-8pm, Committee Room 6, Civic Offices.</p>	

TOWN TWINNING NETWORK

WEDNESDAY, 25 SEPTEMBER 2013

PRESENT:- Roger Gower (Swindon Salzgitter Twinning Association), Andy Lane (Chattanooga, USA) and Councillor Mike Bawden.

Apologies for absence were received from Councillor Kevin Small, Derrick Gustafson, Councillor Abdul Amin and Councillor Toby Elliott.

24. Declarations of Interest

There were no declarations of interest.

25. Public Question Time

There were no public questions.

26. Minutes

Resolved – That the minutes of the meeting held on 5th June 2013 be accepted as a correct record.

27. Reports from Town Twinning Associations and Links

The Network considered (a) a report of the Director of Law and Democratic Services listing the Town Twinning Associations and Links in and around Swindon and (b) the following verbal reports from those Town Twinning Associations and Links present at the meeting:-

Swindon Salzgitter Twinning Association

Roger Gower reported that the Annual General Meeting would be held in November, one of the items would be to consider how to save money. They would also be considering whether to have an independent website, and a post of publicity manager.

Mr Gower advised that they were beginning to assemble the group to go to Salzgitter next year, possibly in December.

Chattanooga

Andy Lane reported that he was still talking with Forward Swindon regarding a possible business delegation to Chattanooga.

Torun

Mark Sarhowski reported on a recent visit to Torun.

