



SWINDON BOROUGH COUNCIL

Municipal Year 2013/14

Meeting of Council on Thursday, 23 January 2014

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Tuesday, 5 November 2013 of Special Committee (Pages 3 - 4)
2. Minutes of meeting Tuesday, 5 November 2013 of Audit Committee (Pages 5 - 8)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

3. Minutes of meeting Monday, 28 October 2013 of Scrutiny Committee (Pages 11 - 16)
4. Minutes of meeting Monday, 18 November 2013 of Scrutiny Committee (Pages 17 - 24)
5. Minutes of meeting Monday, 16 December 2013 of Scrutiny Committee (Pages 25 - 32)
6. Minutes of meeting Thursday, 2 January 2014 of Scrutiny Committee (Pages 33 - 36)
7. Minutes of meeting Wednesday, 27 November 2013 of Health Overview and Scrutiny Committee (Pages 37 - 42)

8. Minutes of meeting Wednesday, 13 November 2013 of Children and Young People's Overview and Scrutiny Committee (Pages 43 - 48)
9. Minutes of meeting Thursday, 10 October 2013 of Economic, Environmental and Sustainability Overview and Scrutiny Committee (Pages 49 - 54)
10. Minutes of meeting Wednesday, 20 November 2013 of Economic, Environmental and Sustainability Overview and Scrutiny Committee (Pages 55 - 60)
11. Minutes of meeting Monday, 30 September 2013 of Safer and Stronger Communities Overview and Scrutiny Committee (Pages 61 - 62)

SECTION 3 - REGULATORY COMMITTEES

12. Minutes of meeting Tuesday, 8 October 2013 of Planning Committee (Pages 65 - 66)
13. Minutes of meeting Tuesday, 12 November 2013 of Planning Committee (Pages 67 - 70)
14. Minutes of meeting Tuesday, 10 December 2013 of Planning Committee (Pages 71 - 72)
15. Minutes of meeting Monday, 11 November 2013 of Licensing Panel (Pages 73 - 76)
16. Minutes of meeting Tuesday, 26 November 2013 of Licensing Panel (Pages 77 - 82)

SECTION 4 - CHILDREN SERVICES BODIES

17. Minutes of meeting Tuesday, 8 October 2013 of Schools Forum (Pages 85 - 90)

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

18. Minutes of meeting Tuesday, 5 November 2013 of Wiltshire Police and Crime Panel (Pages 93 - 96)
19. Minutes of meeting Tuesday, 26 November 2013 of Wiltshire Police and Crime Panel (Pages 97 - 102)
20. Minutes of meeting Tuesday, 22 October 2013 of One Swindon Board (Pages 103 - 104)
21. Minutes meeting Wednesday, 4 December 2013 of Town Twinning Network (Pages 105 - 106)

Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

TUESDAY, 5 NOVEMBER 2013

PRESENT:- Councillors David Renard (Chair), Mark Dempsey, Fionuala Foley, Jim Grant, Garry Perkins, Brian Mattock (Vice-Chair), Des Moffatt, Mike Bawden and Ann Richards (Deputy).

An apology for absence was received from Councillor Stan Pajak.

12. Declarations of Interest

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

13. Minutes

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

14. Public Question Time

No public questions were asked under Standing Order 28.

15. Chief Officers - Changes to Terms and Conditions of Employment

The Leader of the Council and the Head of People and Development submitted a joint report concerning proposed changes in the terms and conditions of employment for existing Chief Officers. (Minute 12, 2012/13 refers.)

The Chief Executive introduced the report and explained that it attempted to resolve any ambiguity that might arise when a Chief Officer left the Council's employment. It also sought to resolve the outstanding issue of the performance related pay element within the contracts of existing chief officers where it was recognised that this was no longer realistic or affordable given the current financial constraints facing the Council.

The Head of People and Development referred to the terms and conditions that applied to Chief Officers only and circulated a revised Appendix 1, setting out a proposed matrix approach to determine the level of severance payments made to existing Chief Officers. She explained the rationale behind each element of the proposed matrix and how it would be applied.

The Chief Executive confirmed that these arrangements, if approved, would only apply to existing Chief Officers and that a further report would be submitted to the Special Committee, following discussions with political group leaders, on the proposed terms and conditions to be applied for new Chief Officer appointments. He emphasised the importance of ensuring that the Council could recruit the Chief Officers it needed to meet the challenges it faced and deliver the Council's strategic priorities.

Councillor Mike Bawden asked for clarification on the maximum payment that would be available to an existing Chief Officer under the proposed matrix arrangements. The Head of People and Development confirmed this would be nine months plus the notice period. The Director of Law and Democratic Services advised that the statutory maximum under existing terms and conditions was twenty-four months. He also confirmed that the proposals did not take into account any payments that might arise out of negotiations regarding any required compromise agreement with an employee leaving the Council.

Councillor Des Moffatt referred to his wish to see equity across the Council in terms of how those leaving the Council's employment were treated.

The Chair and Committee members expressed their appreciation for the action taken by Chief Officers in voluntarily foregoing the performance related pay element of their contracts.

Resolved – That the Special Committee, on behalf of the Council:-

(a) Approves the buy-out of the performance related pay element for existing Chief Officers by offering an increased contractual minimum employer notice period from three to six months, with the notice required by the employee remaining at three months.

(b) Agrees the implementation of a matrix approach to determine the level of severance payments made to existing Chief Officers, as set out in the revised Appendix 1 to the joint report (tabled at the meeting).

(c) Requests the Head of People and Development to undertake a separate review of terms and conditions for new Chief Officers in order that the Council's offer allows it to be competitive in the recruitment market, whilst taking account of the wider financial context that it is working in, recognising that it would be no more generous than that for existing Chief Officers, and that the outcome of this review will be submitted to the Special Committee, following discussions with political group leaders.

(d) That the changes set out in (a) and (b) above become effective from 11th November 2013.

(e) Notes that the maximum level of potential Chief Officer Severance payment for an existing Chief Officer leaving the Council's employment will be nine months and that any addition to this will be the subject of a report to the Special Committee, following discussions with political group leaders.

(f) Requests the Chief Executive and the Head of People and Development submit a report to a future meeting of the Special Committee on the terms and conditions and approach adopted to determine severance payments for staff below Chief Officer level when leaving the Council's employment.

AUDIT COMMITTEE

TUESDAY, 5 NOVEMBER 2013

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

Apologies for absence were received from Councillors Roderick Bluh.

31. Declarations of Interest

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

32. Public Question Time

There were no public questions.

33. Minutes

Resolved - That the minutes of the meeting held on 24th September 2013 be confirmed and signed.

34. 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>
11	7	40

35. Internal Audit reports identifying 'significant' risk or 'of concern': One Swindon: Governance

The Committee received a report on the latest position regarding the implementation of Internal Audit recommendations arising from the audit review "One Swindon: Governance". It was noted that the overall risk assessment to the Council following the initial audit was considered "of concern". Mr James Griffin, the Council's Head of Strategy and Research 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. Mr Griffin also took members through the main elements of the Joint Statement of Intent, appended to the report, setting out the commitment of the Council and its One Swindon partners to work together to transform local public services.

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

36. Corporate Risk Management Update

The Committee received a summary report on Risk Management activity within Swindon Borough Council, including the latest Corporate Risk Register for the Committee's inspection, and a progress update in relation to the implementation of the framework for Risk Management across the Council, following its refresh in December 2012.

Resolved – (1) That the report be noted and the report's conclusions around the effectiveness of the Council's Risk Management, Internal Control and overall assurance framework be endorsed.

(2) That the Committee commends Lorraine Sarson for her significant contribution to the support and development of the Council's Risk Management Strategy during her time as Interim Risk Manager.

37. External Audit: Annual Audit Letter

The Committee received the External Auditors' Annual Audit letter, summarising the key findings arising from their work at the Council for the year ended 31 March 2013. Liz Cave, the External Auditors' Engagement lead for the Council, introduced the report, commenting that it was the intention that the Letter should communicate key messages not only to the Council but also to external stakeholders, including members of the public. Ms Cave briefly outlined the detailed findings from their audit work with the Council, which had been reported in detail to the last meeting of the Audit Committee, in the Audit Findings report, and focussed instead on the specific recommended actions that the Committee would need to focus on and continue to monitor throughout the year.

- the liability arising from the Council's PFI scheme
- the need to ensure that the financial situation of the Council's arms length bodies are closely monitored so that any financial impact can be reflected in the Council's Medium Term Financial Strategy
- the significant financial risk posed by the Wichelstowe Project
- the inclusion in the Council's Medium Term Financial Plan of assumptions about the future of the Council's arms length bodies and the Wichelstowe development

Resolved – That the report be noted.

38. Forward Swindon Limited - Statement of Accounts

Further to Minute 20, the Committee received a report introducing Forward Swindon Ltd's Financial Statement for year ending 31st March 2013. It was noted that Forward Swindon, the company established by Swindon Borough Council in 2010 to deliver and facilitate economic growth and property development in the town, was a limited company, funded by the Council, but operated independently with a private sector dominated Board.

Mr Ian Piper, the Chief Executive of Forward Swindon Ltd, was in attendance to introduce the report, and provided the Committee with an overview of Forward Swindon and the background to its establishment by the Council as an arms-length company to provide an organisational interface with the private sector capable of

delivering:

- inward investment and the attraction of new businesses to Swindon
- help and support for existing Swindon businesses
- regeneration and growth projects across the borough.

Mr Piper explained the Council's five year funding plan for Forward Swindon, including annual revenue contributions, adjusted in response to budgetary pressures, and a one-off shareholder contribution, and provided a brief overview of the company's financial statements for the year ended 31st March 2013, which were before the Committee for inspection.

Following his introduction of the report, Mr Piper responded to questions put by members of the Committee on the following issues:

- the company's annual turnover and its year on year increased turnover
- the reasons behind the company's increased advertising costs
- the company's accounting practices, with particular regard to the utilisation of exemptions (related third party disclosures)
- HMRC clearance with regard to the company's exposure to VAT and other taxes
- legal fees incurred by the company in relation to its projects
- the cost of staffing and the company's adherence to government instructions regarding salary increases
- the detail of the company's income generation and expenditure
- the company's administration expenses, including office accommodation and IT services

Resolved – (1) That the report be noted.

(2) That Mr Ian Piper, the Chief Executive of Forward Swindon Ltd, be thanked for attending the meeting to present the report and for his full and open responses to members' questions on the matters raised.

39. 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 September 2013 and progress made against the Annual Internal Audit Plan.

Resolved – (1) That the report be noted.

(2) That Internal Audit be commended on its progress against the 2013/14 audit plan and the achievement of successfully completing 61% of the number of audits in the plan against a target of 54%.

(3) That the Highways Assets Management internal audit report, categorised as having an overall risk evaluation of "Of Concern", be submitted to the next meeting of the Committee for consideration, subject to the completion of internal audit reports in the interim period that require the Committee's more urgent consideration.

40. Internal Audit reports identifying 'significant' risk or 'of concern': Museums: Storage (Follow-up)

The Committee received a follow up report on the latest position regarding the implementation of Internal Audit recommendations arising from the audit review "Museums: Storage". It was noted that the overall risk assessment to the Council

following the initial audit was considered to be “of concern”. The Head of Internal Audit provided a current position statement in relation to the implementation of the audit recommendations and responded 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.

Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 28 OCTOBER 2013

PRESENT:- Councillors Kevin Small (Chair), John Ballman, Michael Dickinson (Vice-Chair), Brian Ford, Mary Friend, Maureen Penny, Stan Pajak, Robert Wright, Vera Tomlinson, Michael Bray, James Robbins and Steve Weisinger

Councillors David Renard, Leader of the Council and Chair of Cabinet, Claire Ellis, Cabinet Member for Customer Support and Corporate Services, Fionuala Foley, Cabinet Member for Children's Services, Russell Holland, Cabinet Member for Finance, and Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), were also in attendance.

Chief Constable Pat Geenty (Wiltshire Police), Paul Bearman, Executive Director of Commissioning (Swindon Clinical Commissioning Group), and Jill Annal (Department of Work and Pensions) were in attendance in relation to Agenda Item No. 5 ("One Swindon").

Apologies for absence were received from Councillors Andrew Bennett, Emma Faramarzi and Cindy Matthews

31. Declarations of Interest

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

32. Public Question Time

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

1. postal delivery arrangements
2. the lack of any demarcation between pedestrian rights of way and cycle pathways in the vicinity of the reinstated crossing facility in Regent Square
3. the comparative proposed reduction in net cost of service at the Arts Centre and the Wyvern Theatre
4. issues raised in the report to the Cabinet meeting on 11 September regarding the Wichelstowe Development

The Chair responded at the meeting to Mr Cockbill's question nos 1 and 4 and asked that written responses be provided in respect of his questions nos 2 and 3.

In response to comments by Mr Cockbill that he had not yet received written answers to questions put to the Scrutiny Committee meeting on 14th October, the Chair apologised to Mr Cockbill and asked that these should be provided as soon as possible.

Ms Kareen Boyd, a resident of Hesketh Crescent, Old Town, Swindon, put questions regarding the funding of the University Technical College Design and Build contract, penalties for delays and the authorisation of that contract. The Chair commented that Ms Boyd had put these questions to the Scrutiny Committee meeting on 20th September 2013 and that answers had been provided at that time, however, at his

request, the Leader of the Council, and his support officers, provided Ms Boyd with an updated position statement. With regard to Ms Boyd's specific request for information regarding the authorisation of the contract and penalties for delay, the Leader of the Council commented that the point was moot, since the contractor was already on site. He agreed to provide Ms Boyd with the Council minute reference authorising the contract.

James Boyd, a resident of Hesketh Crescent, Old Town, Swindon, put questions regarding the role of the Mayor of the Borough. The Chair responded to Mr Boyd's questions at the meeting. In response to comments by Mr Boyd regarding a particular answer given, the Chair suggested that he submit the specific question in writing to the Director of Law and Democratic Services for a more detailed response.

33. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 23rd October 2013.

53. *Unlocking Swindon's Economic Potential - Progressing the Economic Strategy*

Councillor David Renard, the Leader of the Council, responded to a question put by Councillor Bob Wright regarding Council representation on the Local Enterprise Partnership Board.

Resolved - That Minute 53 of the Cabinet be noted.

54. *Budget Management 2013/14*

Councillor David Renard, the Leader of the Council, Councillors Fionuala Foley, Cabinet Member for Children's Services, Richard Hurley Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), and Russell Holland, Cabinet Member for Finance, responded to a questions put by the Chair and Councillors Vera Tomlinson, Des Moffatt and Bob Wright regarding:

- the level of subsidy previously paid by the Council in maintaining Bus Service 47
- the feasibility of further joint working with neighbouring authorities to both maintain and reduce the cost of bus services
- the total cost of providing green waste bins as part of the proposed changes to the green waste collection
- the cost of associated staffing changes and the replacement of the vehicle fleet
- the Council's subscription to the GRANTfinder software
- the effectiveness of the Bus Service 47 replacement arrangements in facilitating the bus travel requirements of students
- the position regarding the Dedicated Schools Grant settlement
- joint working between authorities and the sharing of financial and other information

Resolved - That Minute 54 of the Cabinet be noted.

55. *Implementing the Corporate Strategy - Making the Best Use of Resources*

Councillor David Renard, the Leader of the Council, Councillor Fionuala Foley, Cabinet Member for Children's Services, and Councillor Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), supported by the Council's Board Director Service Delivery, responded to questions put by Councillors John Ballman, Des Moffatt, Stan Pajak and Bob Wright regarding:

- funding for children and families with the highest needs
- potential problems associated with the proposed changes in green waste collection and consultation with SCS on these proposals in order to minimise possible impacts on the proposed RDF operation
- proposals in relation to the library service and consultation on these proposals
- the impact of cost reductions associated with the proposed integration of Council and Public Health services
- public consultation on the proposed changes to green waste collection and flexibility within any revised arrangements to accommodate the collection of waste where the local community maintains green areas
- the proposed reduction in the libraries' budget and consultation in support of a revised library strategy
- the likelihood that the revised green waste collection proposals will evidence an increase in the incidence of localised fly tipping

Resolved - That Minute 55 of the Cabinet be noted.

56. *Swindon's Energy Future*

Councillor David Renard, the Leader of the Council, supported by the Council's Board Director Service Delivery, responded to questions put by Councillors Brian Ford, Jim Robbins, Des Moffatt and Bob Wright regarding:

- the contribution of the Wroughton solar development to the attainment of future energy objectives and the benefit of the local community
- Swindon's target of generating sufficient low carbon energy by 2020 to power all residential properties
- working with developers to ensure low carbon usage in new residential properties
- the range of alternative energy sources and the incentives for companies to provide alternative energy sources and the knowledge
- the contribution of local communities to meeting their own energy requirements
 - "Whole Swindon approach"
- the identification of possible sites for solar energy farming and the encouragement of a Swindon scheme

Resolved - That Minute 56 of the Cabinet be noted.

57. *Swindon Commercial Services Ltd. Update*

Resolved - That Minute 57 of the Cabinet be noted.

58. *References from Other Council Bodies: Corporate Parenting Advisory Board /Health and Wellbeing Board*

Resolved - That Minute 58 of the Cabinet be noted.

59. *Public Service (Social Value) Act (Minute for Confirmation)*

Resolved - That Minute 59 of the Cabinet be noted.

34. One Swindon

The Committee received a report and presentation on the One Swindon public services transformation and the Council's working with partners to make best use of available local public spending resources. James Griffin, the Council's Head of Strategy and Research, presented the report, placing it in the context of (i) the current economic climate, and the challenge facing the Council and its public sector partners to maintain and improve outcomes whilst achieving significant savings, and (ii) and the detail of the Joint Statement of Intent (JSI) between the Council, its One Swindon partners and the Government setting the objectives, focus and milestones for One Swindon in 2013/14 and beyond and the resource implications of realising the strategy. *(A copy of Mr Griffin's presentation material as appended to the minutes of the meeting).*

Following his presentation, Mr Griffin, with the Leader of the Council and One Swindon partners, Chief Constable Pat Geenty (Wiltshire Police), Paul Bearman, Executive Director of Commissioning (Swindon Clinical Commissioning Group), and Jill Annal (Department of Work and Pensions), responded to members' questions and observations on issues raised, including:

- member and public engagement in the One Swindon project and the apparent transfer of the Council's democratic mandate to non-elected partner organisations
- member and public engagement in the development of the One Swindon priorities (4) and proposals (12) and the ambition of those priorities and proposals
- the longevity of One Swindon and the robustness of One Swindon service integration proposals and innovations to resist future changes in Government and its priorities
- community capacity and the localities teams' engagement with One Swindon
- Government and legislative constraints to the achievement of joint working objectives and the barrier of partners' differing working behaviours and cultures
- the continuation of multi-agency working arrangements after December and in the event of a negative Government response to the Council's One Swindon proposals
- the equality of the Police relationship between Swindon and Wiltshire

Resolved – (1) That the progress being made through the One Swindon partnership approach be noted.

(2) That the opportunity for member engagement through the planning process, as outlined in the presentation of the report, be welcomed.

(3) That the need for greater public awareness of the work, goals and aims of One Swindon be noted.

(4) That a further report on One Swindon and the implementation of the corporate strategy be made to the Scrutiny Committee in summer 2014.

(5) That the Chair of the Scrutiny Committee and the Leader of the Council be authorised to write to the Government, making representation regarding legislative changes that might be introduced to better support the concept of inter-agency working.

(6) That the Leader of the Council, the Head of Strategy and Research, and the representatives of the Council's One Swindon partners be thanked for attending the meeting to present the report and for their full and open responses to members' questions and observations.

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SCRUTINY COMMITTEE

MONDAY, 18 NOVEMBER 2013

PRESENT:- Councillors Kevin Small (Chair), John Ballman, Michael Dickinson (Vice-Chair), Brian Ford, Mary Friend, Cindy Matthews, Des Moffatt, Maureen Penny, Stan Pajak, Robert Wright, Vera Tomlinson and Oliver Donachie.

Councillors David Renard, Leader of the Council and Chair of Cabinet, and Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), were also in attendance.

Apologies for absence were received from Councillors Andrew Bennett and Emma Faramarzi.

35. Declarations of Interest

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

36. Public Question Time

Mr Brian Cockbill advised that he had not yet received written responses to questions he had put to the Scrutiny Committee meeting on 14th October. He asked what action the Committee might take to ensure that, where promised, written responses to public questions at meetings were dealt with promptly. Councillor David Renard, the Leader of the Council, apologised to Mr Cockbill for the oversight and agreed to pursue the matter with the officers concerned and provide Mr Cockbill with the requested information. The Chair advised that, to try and avoid any future recurrence of this situation, as soon as possible after each meeting, the Committee Clerk would ensure that the Cabinet Office was advised of the details of public questions where written answers were promised. The Director of Law and Democratic Services also apologised to Mr Cockbill for the delay in responding to his questions and agreed to speak to the Cabinet Office to ensure that written answers were provided as soon as possible and that, where a substantive answer cannot be given quickly, the receipt of the question was acknowledged.

Mr Cockbill asked a further question, regarding the timeframe for the Council's budget setting process and the implications for setting parish precepts. The Chair, with the Director of Law and Democratic Services, responded to Mr Cockbill's question.

37. Minutes

Resolved – That the minutes of the meeting held on 6th September 2013 (adjourned until 20th September 2013), be confirmed and signed as a correct record.

38. Harm caused from alcohol misuse

The Committee received a report on the topic of the harm caused by alcohol in Swindon and the work the Council and its partners have undertaken to reduce the harm caused by alcohol misuse.

Mr Phil Thomas, the Council's Head of Public Protection and Streetsmart, introduced the report, placing it in the context of the vital role alcohol plays in economic prospect, particularly the night-time economy, and the basic premise that most people do, in fact, consume alcohol quite safely. However, it had to be recognised that the misuse of alcohol had major negative impacts on the health, the well-being and the economy of the town.

Mr Thomas advised that it was fact that alcohol misuse was a contributory factor in night time violence, domestic violence, anti-social behaviour, hospital admissions and Accident & Emergency admissions. He added that alcohol related problems affect people from all social groups but that, whilst there was no single factor that might account for the variation in individual risk of developing alcohol-use disorders, the evidence was clear that people from areas of deprivation would suffer greater from health and social inequalities as a result of problematic drinking.

Mr Thomas explained that the report and, indeed, the Alcohol Harm Reduction Strategy for Swindon 2011-2014 (appended to the report), were, primarily, concerned with reducing the negative impact or harm caused by alcohol misuse. He advised that the origins of the Alcohol Harm Reduction Strategy for Swindon 2011-2014 were in the review undertaken by the Safer and Stronger Overview and Scrutiny Committee in 2009 and that the report now before the Committee expanded on those findings and set out how the Council and its partners have worked, and would continue to work, to reduce the harm caused by alcohol misuse. He emphasised the significant role played by the Police and the Treatment Services in developing the Alcohol Harm Reduction Strategy for Swindon and of the importance of continued partnership working if the Strategy's ambitions are to be fully realised.

Mr Thomas briefly outlined the national picture in relation to harm caused by alcohol misuse and provided the Committee with comparative local data. The Committee noted the following main areas of concern for Swindon, where local figures were above the national average and which had been the main focus of the Alcohol Harm Reduction Strategy:

- alcohol specific alcohol admissions – under 18 year olds
- alcohol related recorded crime
- alcohol related violent crime.

Mr Thomas concluded his presentation of the report by taking the Committee through the following key themes of the Alcohol Harm Reduction Strategy, highlighting the partnership work undertaken to date in relation to each theme, proposals for future delivery of objectives and the particular challenges still to be met in relation to each of the four themes.

Theme One: Better prevention through education

- To raise awareness of the impact of alcohol misuse on health, crime and well-being across all age groups and all Swindon's diverse communities, through a broad-based programme of information, education and support using social

marketing techniques.

Theme Two: Identification and treatment

- To improve partners' capacity to identify individuals who are misusing alcohol and to ensure support and treatment is targeted effectively and is appropriate to users' needs.

Theme Three: Crime and disorder

- To reduce alcohol related crime and disorder in Swindon

Theme Four: Working with the licensed trade

- To actively engage on and off licensees in developing a consistent standard of responsible retailing and the promotion of responsible drinking.

Following his presentation of the report, Mr Thomas, supported by Mr Chris Stickler (Manager SWADS), Cherry Jones (Acting Director of Public Health), Frances Mays (Public Health Manager), Jennifer Laibach (Substance Misuse Commissioner), and Superintendent Gavin Williams (Wiltshire Police), responded to members' questions and observations regarding the following issues:

- monitoring of the delivery plan and the success criteria for the various initiatives set out in the Strategy and its associated delivery plan
- the success criteria for drinkers not classified as hazardous and harmful and dependent drinkers
 - LAPF (Local Alcohol Profile for England) data
- the stringency of the current passcard application process
- awareness of "pre-loading" as a major problem and measures to address this issue
- the contributory factors to problematic drinking and the recognition that alcohol problems affect people from all social groups
- the extent of the local drinking problem and the estimated number and type of drinkers in Swindon
- the specific causes behind admissions to hospital with alcohol related illnesses and conditions
- the level of alcohol dependency in Swindon and the number of adults in alcohol treatment
- the Council's licensing function and its role in working with the licensed trade to address alcohol related disorder problems
 - the enhancement of CCTV coverage in the town centre
 - the effectiveness of the relaxation of licensing laws
 - the issue of late night crowd dispersal
- binge drinking and the low cost of alcohol
 - unsafe drinking promotions in licensed premises
- measures to combat the adverse effects of problematic drinking on families and the wider community
- the significant and detrimental effect of the deregulation of alcohol sales
- the localities engagement with families affected by problematic drinking

- the reasons behind the steady rise in the number of alcohol related admissions to hospital
- the work of the Public Notice Disorder (PND) Group with individuals guilty of alcohol related disorder
- the status of the Swindon Alcohol Harm Reduction Strategy Action Plan outcomes
- the number of alcohol specific hospital admissions for under-18 year olds
- prevention through education and working with schools to raise awareness of harm from alcohol misuse
- the effectiveness of the community detox service
- the availability of data relating to the victims of alcohol fuelled crime and disorder offences
- issues around the stated variance of alcohol use by ethnic minority and faith communities
- issues around the use of Neighbourhood Justice Panels
- the requirement for supermarkets to intervene in alcohol sales at self-service checkouts
- the suggestion of an apparent localisation of alcohol related disorder problems around only a few premises in the town centre
- licensing principles and measures that can be taken in relation to unsafe price promotions in supermarkets and licensed venues
- the promotion of sensible drinking and the responsible sale of alcohol in Council owned licensed premises
- the accuracy and current relevancy of the information set out in the local alcohol profile set out in Appendix 1 to the Alcohol Harm Reduction Strategy, in terms of presenting an up to date assessment of the problem and the effectiveness of the strategy in relation to each indicator
- the budget provision for alcohol outreach programmes and related services
- the provision of auricular acupuncture services
- crime and disorder offences as contraventions of the licensing principles
- alternatives to passcards and passports as proof of age
- the implications of the pending changes to legislation relating to the security of licensed premises

Resolved – (1) That Mr Thomas and the other support officers and representatives of external partner agencies be thanked for attending the meeting and for their comprehensive and informative presentation of the report and the detail of the Alcohol Harm Reduction Strategy for Swindon.

(2) That the report and the on-going work of the Council and its partner agencies to tackle harm caused by alcohol abuse be noted.

(3) That the Licensing Committee be recommended to receive a report from the Director of Law and Democratic Services on the possibility of introducing a bye-law aimed at reducing alcohol misuse through the introduction of a local minimum pricing policy for alcohol.

(4) That the Council seeks to promote that responsible sale of alcohol in all licensed premises under its ownership and/or control.

39. Cabinet Member Question and Answer

Councillor Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart, 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:

- Police Authority/Police and Crime Commissioner Liaison
- Community Safety Partnership
- Environmental and Public Protection Services
- Gypsies, Travellers and Unauthorised Encampments
- Reducing Drugs, Alcohol and Substance Abuse
- Lead Member for Reducing Domestic Violence
- Allocations and Advice Services
- Empty Homes
- Estate and Tenancy Management
- Housing Enabling and Strategic Services
- Homeline and Telecare Services
- Homelessness
- Housing Right to Buy/Sales Services
- Neighbourhood Wardens
- Private Sector Housing Renovation Grants
- Repair and Improvements to Council Housing Stock
- Sheltered Accommodation
- Streetsmart (delivery)
- Public Toilets,
- Waste Disposal / Waste Minimisation
- Recycling
- Refuse Collection – Domestic & Trade
- Cemeteries & Crematoria.
- Ground & Tree Maintenance and open spaces
- Removal of graffiti and abandoned vehicles
- Parks
- Playgrounds, including those that are not presently utilised

At the request of the Chair, Councillor Hurley, 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 Hurley, supported by the Council's Board Director Service Delivery, the Head of Public Protection and Streetsmart, and the Head of Housing, responded to members' specific questions and observations on the following issues:

- the additional works to improve the Radnor Street cemetery and the commemoration in 2014 of the Great War
- the current extent of the housing waiting list
- the self-financing of the Housing Revenue Account and the detail of the reference in the report to risk associated with running a housing business with an annual turnover of £46m and debts of over £150m
- tenant satisfaction with the Council's day-to-day repairs service
- the turnaround time for re-letting void properties

- fuel poverty and the Government's Green Deal
- the Council's long-term housing regeneration plans
- the delegation of housing functions to the Localities teams
- raising the awareness of domestic violence
- the promotion of the Buy With Confidence scheme
- food safety and the Eat With Confidence scheme
 - the identification of the very best food businesses
- the effect of landscaping on the efficient and effective operation of town centre CCTV cameras
- the re-integration of Swindon Commercial Services
- the reference in the report to the seizure of legal highs and the control of the internet sale of these products
- the level and adequacy of the research undertaken in support of the Council's proposed changes to its green waste collection and disposal policy
- the frequency of the Cabinet Member's meetings with the Police and Crime Commissioner
- delays to the resolution of infrastructure problems at the council owned and managed gypsy and traveller permanent caravan site at Hay Lane
- the cost of the necessary replacement of new heating systems in developments in Walcot and Park North and the likelihood that costs might be recovered
- the quality of "first visit" repairs
- the reduction of neighbourhood warden services and street cleaning services in rural areas
- the incidence of fly tipping and the use of the regular refuse collection fleet to remove this refuse
- the success of the Streetwatch pilot scheme and the future expansion of this project
- the Food Hygiene rating scheme and efforts to improve the rating of premises achieving less than a "3" rating
- welfare reform and the continuation of discretionary housing payments
- resource shortages in Environmental Services and the current necessity for managers to carry out fieldwork
- members' own perceptions of the likely outcome of consultation on the green waste service
- the likelihood that the re-integration of SCS will produce any significant improvement in the quality cost of the services provided or the cost to the Council of commissioning those services
- the validation of the decision to pursue the self-financing of the Housing Revenue Account
- homelessness and the maintenance of partnership working arrangements in support of the Council's work to tackle problems of homelessness
- the continuation of the wardens service in existing and new Council-managed sheltered facilities
- proposed measures to reduce the incidence of domestic violence
- the Buy with Confidence scheme and the sale of illicit goods
- the management by the Council or partner agencies, of Neighbourhood Watch schemes
- the Council's existing housing allocations policy and the issue of overcrowding

Resolved – (1) That Councillor Hurley 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.

40.

Chair's Announcements

The Chair advised the meeting that, following discussion with the Chief Executive and the Scrutiny Officers, proposals had been formulated regarding requisite training for members of the Scrutiny Committee and that this was expected to be commenced in Spring 2014.

The Chair also advised that a special meeting of the Scrutiny Committee was to be convened in January 2014 to receive the final report of its Digital City (UK) Task Group. Members would be advised of the precise arrangements in due course.

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SCRUTINY COMMITTEE

MONDAY, 16 DECEMBER 2013

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

Councillors David Renard, Leader of the Council and Chair of Cabinet, Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet, and Cabinet Member for Health and Adult Social Care, 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), and Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, were also in attendance.

An apology for absence was received from Councillor Michael Dickinson (Vice-Chair)

41. Declarations of Interest

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

42. Public Question Time

Hannah Parry, Director of Swindon Viewpoint, referred to the externalisation of the Create Studios service and sought the Committee's support for Swindon Viewpoint's position that One Swindon principles and the encouragement of Swindon's cultural offer would be best served through positive and co-operative working between the facilities.

The Chair and Councillor David Renard, the Leader of the Council, with Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, responded to Ms Parry's question (Minute ?? below also refers).

43. Minutes

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

44. Consideration of Cabinet Decisions

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

63. *Adult Community Learning - Outcome of Ofsted Inspection*

Resolved – That Minute 63 of the Cabinet be noted.

64. *Proposed Changes to the Waste Collection Service*

Councillor David Renard, the Leader of the Council, Councillor Richard Hurley, the Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), and Councillor Russell Holland, Cabinet Member for Finance, responded to questions put by members of the Committee regarding;

- suggested revisions to the scheme, put forward by members during the Cabinet's consideration of the proposals at its meeting on 11th December 2013;
- the cost of the current waste collection service and the level of anticipated savings accruing from the proposed changes to the service;
- the assessment of savings and whether this takes account of all implementation costs, including costs relating to revenue collection, current service decoupling, setting up the new service and other operational overheads;
- the level of financial information provided in the report needed to support the Cabinet decision and facilitate proper scrutiny of that decision;
- the estimated savings resulting from the proposed changes to the green waste service (£720k) based on an estimated initial take-up level of 20% in year one, and the minimum service take up necessary to secure the "break even" position
- the availability of the project business case for inspection by the Scrutiny Committee and the apparent failure of the Cabinet to give due consideration to the business case or the worst case scenario of a "non-profit" take up
- the proposed annual charge for the green waste collection service of £40 a year, compared to the original proposal of £70 in the first year, and the effect of this revised charge on anticipated savings
- the proposed charge for the green waste collection service and the expression of the charge as an equivalent increase in Council Tax
- the timeframe for members' consideration and evaluation of a finalised waste collection scheme
- the cost price of green waste bins and the one-off implementation costs to be recovered from the annual charges to service users
- the impact on cost savings of any increase in landfill charges resulting from the disposal of recyclable waste via the waste collection service
- the impact of the additional cost associated with the provision of additional recycling boxes to households
- the impact on the cost effectiveness of the RDF project of any increase in the percentage of recyclable and green waste disposed of via the household waste collection service and whether this has been factored into the overall costing of the proposed revisions to the waste collection service and associated savings
- the full year savings projections for 2014/15 and the explanation of the absence of any accrued savings in the current financial year, following implementation in February 2014, due to necessary vehicle fleet remodelling.

Resolved – (1) That the decision be referred back to Cabinet for consideration of the various financial issues raised during the course of the Scrutiny Committee's consideration of the matter.

(2) That special meetings of the Cabinet and the Scrutiny Committee be convened on

dates and at times to be agreed between the Chair and the Leader of the Council, in order to ensure that, if approved, the proposals can be implemented in time to achieve the projected savings.

65. Budget Management 2013/14 and Draft Budget 2014/-15

Councillor David Renard, the Leader of the Council, Councillor Russell Holland, Cabinet Member for Finance, and Councillor Dale Heenan, Cabinet Member for Strategic

Planning and Sustainability, responded to questions put by councillors Stan Pajak, Bob Wright and Andrew Bennett regarding:

- the current level of the assumed funding gap and the potential benefit of a Council Tax increase of 1.9% in 2013/14
- the development of the outline business case for a solar sound barrier pilot scheme along the A419 trunk road and the viability of such scheme being implemented along the M4 corridor
- the Local Government funding system and the continuing under-funding of Swindon by Central Government
- the “passporting” of Council Tax Support Grant funding to Parish Councils in 2014/15 and beyond

Resolved – That Minute 65 of the Cabinet be noted.

66. Leisure and Culture Change Programme - Create Studios

Resolved – (1) That Minute 66 of the Cabinet be noted.

(2) That this Committee notes the comments made by Ms Hannah Parry (Director, Swindon Viewpoint), during public question time at the start of this meeting, regarding positive and co-operative working between the facilities, and welcomes the comments of Councillor David Renard, the Leader of the Council, and Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, endorsing the Council’s support for joint working opportunities with, and between, public and private sector organisations for the development of Swindon’s cultural offer.

67. Swindon Museum and Art Gallery Relocations

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, responded to a question put by Councillor Cindy Matthews regarding disabled access to the Wyvern Theatre and permanent disabled access to any proposed town centre site for Swindon’s art and museum collections and to the Town Centre “cultural offer” as a whole.

Resolved – That Minute 67 of the Cabinet be noted.

68. Capital Programme 2013/14 Second Quarter 2013/14

Resolved – That Minute 68 of the Cabinet be noted.

69. Swindon Borough Council Housing Allocations Policy

Councillor Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery) and Councillor Russell Holland, Cabinet Member for Finance,

with the Council's "Mike Ash", responded to questions and observations put by Councillors Cindy Matthews Des Moffatt Bob Wright on the following issues:

- the exclusion from eligibility for social housing of persons able to afford to purchase a property
- the definition of "homelessness" under Part 7 of the Housing Act 1996
- the cost to the Council of reviewing fixed term tenancies
- the results of the consultation exercise undertaken in support of the proposed new Allocations Policy
- the allocations policy with regard to:
 - children of a former relationship
 - applicants with a housing related debt to the Council/Housing Association or Private landlord
 - refusals
 - the arrangements for the letting of two bedroom bungalows, where one of the occupants has a caring role
- the implications of a constantly changing housing market on individuals' ability to purchase a home and the suggestion that for the housing allocations policy to be effective it needs to be closely allied with a social housing build programme
- the importance of ensuring that the housing allocations policy is responsive to those with the greatest housing need

Resolved – That Minute 69 of the Cabinet be noted.

70. Draft Updated Library Strategy

Councillor David Renard, the Leader of the Council, and Councillor Fionuala Foley, Cabinet Member for Children's Services, supported by the Council's Head of Leisure, Libraries & Culture – Delivery, responded to questions put by the Chair and Councillors Andrew Bennett and John Ballman on the following issues:

- the scope and robustness of the continuing consultation with key organisations and groups on the library strategy generally and, in particular, the reshaping of the Mobile Library Service
- the effectiveness of the public consultation undertaken prior to the closure of the Gorse Hill Community library
- the application in the draft strategy of the successful "Even Swindon model for library service provision" (co-location within community buildings and shared staffing resources) and the future review of the operation of that library
- the feasibility and possible use of the Gorse Hill Community Centre for the provision of a community library service
- the extent and scale of the proposed public consultation in support of the strategy development

Resolved – That Minute 70 of the Cabinet be noted.

71. Swindon Heritage Strategy (Minute for Confirmation)

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, responded to a question put by Councillor Bob Wright regarding the continuing support for existing conservation orders relating to the Railway Village.

Resolved – That Minute 71 of the Cabinet be noted.

72. *Skills and Employment Strategy*

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Culture, responded to a questions put by the Chair and Councillors Brian Ford and Bob Wright regarding:

- the involvement and contribution of local educational establishments in meeting the skills requirements of employers
- the definition of “apprenticeship”, as used in the strategy support documentation
- the inclusion in the qualification framework of the defined time period for the attainment of each apprenticeship

Resolved – That Minute 72 of the Cabinet be noted.

73. *Community Right to Challenge*

Resolved – That Minute 73 of the Cabinet be noted.

74. *Independent Remuneration Panel on Councillors’ Allowances – Recommendations 2013/14*

Resolved – That Minute 74 of the Cabinet be noted.

75. *References from Other Council Bodies: Swindon Children's Trust Board / Equalities Advisory Forum / Health and Wellbeing Board*

Resolved – That Minute 75 of the Cabinet be noted.

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

Further to Minute 5, Councillor David Renard, the Leader of the Council, submitted his half-yearly report on the Council’s performance in delivering its service priorities and targets for 2013/14 and beyond and also his level of success in delivering the specific leadership priorities he had identified in his report to the Scrutiny Committee in June 2013. Councillor Renard also included in his introduction of the report, an update of the position in relation to the support and number of short-term breaks for carers, through the Swindon Carers Support Programme, which information was not available at the time of agenda despatch.

The Leader’s report was accompanied by a short “Stronger Together” video presentation, reviewing of some of the Council’s achievements over the last year. The video had been prepared for the final all staff briefing sessions of 2013, the content coming from various sources including performance reports, business plan progress reports and, perhaps most importantly, from staff who were asked to highlight the work they were most proud about and share their stories. As well as reviewing achievements across a whole range of services, the presentation was also designed to show how all of that work contributes to each of the following 5 Council priorities:

- Together, find new ways to reduce vulnerability and improve health for all
- Work with residents to create well cared for neighbourhoods

- Right skills, right jobs, in the right places
- Work with people and families to help them fulfil their potential
- Make best use of Swindon's resources inside and outside the Council

Following Councillor Renard's introduction of his report and the video presentation, members were given the opportunity to put questions to him on the subject matter of his report and the presentation. Issues raised by members included:

- the effectiveness of the community-led clean up events
- the Christmas Market in Canal walk and support for the market in future years
- the brief for the Locarno/Corn Exchange and the timeframe for the regeneration of this vital area of Old Town
- the reduced funding available for statutory authority enforcement action, particularly in relation to planning breaches, food safety contraventions, highways management and anti-social behaviour offences
- the impact of on-going budget reductions on local government innovation and, ultimately, on local democracy
- car parking issues and the pilot "community led parking notification" scheme in North Swindon
- the success of the Haydon Wick walking group
- joint working with local businesses to clean up litter and working with schools to educate pupils and promote a litter free environment
- the "Troubled families" project
- the significant role of the voluntary sector in supporting both the local community and the Council in achieving its objectives
- improvement of the appearance of gateways into Swindon and opportunities to enhance main routes not classified as gateway routes
- the impact of budget reductions on the Council's ability to properly respond to car parking enforcement issues
- the availability of evidence to support the various successes outlined in the presentation, particularly in relation to town centre regeneration and claims of job creation
- the recent street lighting failures in the town centre and the importance of ensuring such faults are rectified without any unnecessary delay.

The Chair concluded this item by thanking the Leader of the Council for his attendance and for his full and open answers to members' questions in relation to the issues and priorities identified in his presentation.

46. Chair's Announcements

The Chair advised the meeting of a training event for Scrutiny members. This was a two part event, facilitated by RADA, and would be convened on the evenings of Thursday 30th January and Thursday 13th February 2014.

The Chair also reminded members of the special meeting of the Committee that would convene on the evening of Wednesday 22nd January 2014 to receive the final report of the Scrutiny Committee Task Group established to review the final accounts of the Digital City (UK) Ltd wi-fi project.

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SCRUTINY COMMITTEE

THURSDAY, 2 JANUARY 2014

PRESENT:- Councillors Kevin Small (Chair), Andrew Bennett, John Ballman, Michael Dickinson (Vice-Chair), Emma Faramarzi, Mary Friend, Des Moffatt, Maureen Penny, Robert Wright, Vera Tomlinson, Steve Weisinger (Deputy).

Councillors David Renard, Leader of the Council and Chair of Cabinet, Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery) and Russell Holland, Cabinet Member for Finance, were also in attendance.

Apologies for absence were received from Councillors Brian Ford, Cindy Matthews and Stan Pajak.

1. Declarations of Interest

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

2. Public Question Time

There were no public questions asked.

3. Consideration of Cabinet Decisions

The Director of Law and Democratic Services reminded the Committee that at its meeting on 16th December 2013, it had determined that Cabinet Minute 64 concerning "Proposed Changes to the Waste Collection Service", be referred back to the Cabinet "for consideration of the various financial issues raised during the course of the Scrutiny Committee's consideration of the matter". It had subsequently been determined that a special Cabinet meeting would be held on 2nd January 2014, followed by a meeting of this Committee on the same day to consider this matter. The Cabinet at its meeting held earlier, had determined to approve the recommendations in the further report it had received (2nd January 2014) and to reiterate its previous decision to implement the proposed changes.

79. *Proposed Changes to Waste Collection Services*

Councillor David Renard, the Leader of the Council and Councillor Richard Hurley Cabinet Member for Public Protection, Housing and Streetsmart (Delivery), the Head of Commercial Services, the Head of Public Protection and Streetsmart, the Head of Finance and Strategic Projects, the Strategic Commissioner, Major Partnerships and the Head of Finance, Resources, Localities and Streetsmart responded to questions put by the Chair and Councillors present regarding:

- A request for further information on the other local authorities offering a paid for green waste collection service that had been contacted by the Council and had provided data used to inform the Council's proposals, particularly, on the costs and the take up rate by residents. Southampton City Council was identified as one of the contacts and further information was requested on the data the Council had used to determine likely take up of the service

(Councillor Moffatt). The Head of Commercial Services agreed to make this data available to Councillor Moffatt and Scrutiny Committee members;

- Clarification was provided on the implications for operatives involved in the collection of green waste bags under the new service proposals given the advice received from the Health and Safety Executive regarding such collections (Councillor Bennett);
- Clarification on the cost of the service for those individuals on the green bag scheme in comparison to those on the green bin scheme was given and it was noted that bins provided a significantly greater capacity in a year than that provided by 100 bags but the charge remained the same for both types of service user (Councillor Small);
- Confirmation that the Cabinet Member and officers' calculations on the cost of the scheme had taken into account the probability that residents would group together and share the use of green bins (Councillor Tomlinson);
- Clarification of the cost elements of the service broken down on a year by year basis, including the purchase and delivery of the bin or bags and the costs of the collection service together with an explanation of how these elements were reflected in the proposed annual charge and in the estimated savings target (Councillor Tomlinson);
- Confirmation that over a seven year period, residents would find the proposed new green waste collection service financially beneficial when compared to the existing service (Councillor Dickinson);
- Clarification of the number of reported incidents and accidents to operatives involved in the current green waste collection service. It was reported that there had been no specific incidents in Swindon, but that the Health and Safety Executive were advising against current practise (Councillor Wright);
- Whether consideration would be given to the use of other types of containers apart from plastic bags, for those households that were not suitable to be provided with the green waste bin service, given the advice from the Health and Safety Executive (Councillor Wright);
- Clarification on the income received by the Council from the sale of the different type of recycled products (Councillor Bennett);
- Clarification of the implications in terms of operative and vehicle costs if take up was greater than anticipated, but did not reach the 50% threshold, where an additional collection round would be required. (Councillor Small);
- Clarification on how any spare capacity would be used given that the proposals looked for increases in the take up of the green waste service up to a 50% level where an extra collection round would be required, and that this implied that an existing underutilised capacity must exist within the staff and vehicle resources delivering this service. It was noted that the issue of spare capacity would be monitored as the service developed to ensure that any identified capacity was used effectively to support the Council and that the use of agency staff allowed for flexibility within the service (Councillor Small);
- Clarification on the capacity of the green waste bins together with an explanation on how estimated collection costs would be impacted in years with different growing conditions, for example very wet years such as 2012 (Councillor Wright);
- The possibility of investigating the practicality of providing a green waste collection point at the neighbourhood recycling centres, such as those in the rural areas at some distance from the civic amenity site (Councillor Penny);
- The number of bins to be bought for the implementation of the proposed service (Councillor Moffatt);

- Clarification on how the monitoring of take up would take place and how regularly the data would be reviewed (Councillor Bennett)
- Clarification on the percentage of the anticipated take-up of the green waste service that would be on the green bag scheme because of the nature of the properties involved (Councillor Dickinson);
- Clarification of the costs associated with the purchase of additional green bins should take up be greater than anticipated and on the “call-off” contract that was in place to facilitate this.(Councillor Dickinson).

Resolved - That the decision of the Cabinet (Minute 79 of the Cabinet) be noted.

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HEALTH OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 27 NOVEMBER 2013

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

Councillor Brian Mattock, Cabinet Member for Health and Adult Social Care, Gill May (CCG), Sue Wald (SBC), Kevin McNamara (GWH), Dr. Peter Crouch (CCG), Paul Bearman (CCG), Heather Mitchell (SEQOL), Michelle Howard (SEQOL), Val Vaughan (EAF), Ben Curtis (Healthwatch), and Mike Howard (LSAB) were also in attendance

Apologies for absence were received from Councillors Julie Wright.

34. Declarations of Interest

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

35. Public Question Time

Further to her questions to the Committee at its meeting on 25th September 2013, concerning matters relating to care services for visually impaired people, Rosemarie Philips, a local resident, put questions regarding:

- the possibility of the Hospital using the Swindon Talking Newspaper for the dissemination of information
- the use by the eye clinic and other clinics dealing with visually impaired people of labelling fonts and methods of information communication appropriate to the needs of visually impaired people
- the issuing of medicines to visually impaired patients in containers and with written instructions that are appropriate to the needs of the patient
- the Royal College of Ophthalmologists' review of the Outpatients Eye Clinic.

Kevin McNamara (GWH) responded to Ms Philips' questions.

36. Minutes

Resolved – (1) That, subject to the inclusion of Mr. Ben Curtis (Healthwatch Swindon) in the list of attendees, the minutes of the meeting held on 25th September 2013 be confirmed and signed.

(2) That the updates provided by the Chair, in relation to particular actions agreed by the Committee, be noted.

37. Safeguarding Adults in Swindon Annual Report 2012/13

The Committee received a report of the Board Director, Commissioning, presenting the Annual Report for Safeguarding Adults at Risk in Swindon 2012/13. The report also outlined the work of the Swindon Local Safeguarding Adults Board (LSAB) and provided an update for members on safeguarding adults at risk work in Swindon.

Mr Mike Howard, the Independent Chair of the Local Safeguarding Adults Board for Swindon, introduced the Annual Report, placing it in the context of “No Secrets”, the Department of Health Guidance, requiring Local Authorities to develop multi agency arrangements to protect vulnerable adults from abuse, and the specific requirement, in the guidance, that local safeguarding boards should publish an annual report to outline the activity and priorities around safeguarding vulnerable adults (now referred to as adults at risk). It was noted that all partner organisations had been requested to provide a submission for the report and that they were also required to present annual reports to their respective boards.

The annual report included:

- information on activity and data collected throughout the year about cases alerted and investigated under Safeguarding Adults at Risk procedures
- an outline of the progress made in addressing the priorities from the Annual Report 2011/12, particularly with the development of the Board and the formulation of an action plan following the publication of the Winterbourne View Serious Case review last summer
- submissions from key partner agencies and members of the LSAB
- an overview of the priorities for 2013/14 and news of other local, regional and national initiatives

Following his introduction of the report, Mr Howard, supported by Mr Doug Bale, the Council’s Adults Safeguarding Manager, responded to members’ questions on the following issues:

- vulnerability and domestic violence and abuse
- the incidence of abuse in a care setting involving females over the age of 85 and the safeguarding procedures and training introduced in response to these cases
- the monitoring of responses to ensure compliance with necessary responsive action processes
- the identification of incidents of financial abuse and the pro-active measures that can be taken to detect cases of financial abuse
- the reporting of vulnerability issues and the position that approximately a quarter of cases reported are not referred for further investigation or action
- the function and role of the Safeguarding Support Officer
- the national picture and Swindon’s performance in relation to the protection of vulnerable adults
- the continuing arrangements for the protection of vulnerable adults, beyond the scope of the Government’s commitment to the “No Secrets” framework until 2014

Resolved – (1) That the report and the priorities for the current year in relation to the safeguarding of vulnerable adults be noted.

(2) That Mike Howard, the Independent Chair of the Local Safeguarding Adults Board for Swindon, be thanked for attending the meeting to present the Safeguarding Adults at Risk in Swindon Annual Report 2012-13 and for his full and open responses to members’ questions on the issues raised.

38. NHS Swindon CCG Joint Winter Planning Report

Further to Minute 29(2), the Committee received a report on the Swindon Clinical Commissioning Group's (CCG) co-ordination of the Swindon Winter Plan, as submitted to NHS England on the 31 October 2013.

Gill May, the CCG's Executive Nurse, presented the report, outlining the services and capacity in place to support increased demand over the winter period and describing plans for reporting escalation. Ms May advised the Committee that specific winter planning would not be carried out in future and that, instead, a whole year service planning approach would be utilised with demand and escalation activity plans being developed for each full year.

Following her presentation of the report, Ms May responded to members' questions on some of the specific issues raised, including:

- the CCG's failed bid for winter pressures money and the necessary funding of the Winter Plan from within existing funding resources
- alternative capacity schemes and the financial ramifications of utilising these options
- nursing shortages and recruitment efforts at the hospital
- the CCG's discussions with the Red Cross about introducing schemes for night time escorting in order to offer improved discharge options for patients well enough to return home if escorted
- the on-going patient and visitor car parking problems at the Hospital
- the steady and continuing rise nationally in A and E attendances and measures being taken to adjust public expectation and reduce unnecessary and inappropriate A and E attendances
 - the national "choose well" campaign
- the multiple pressures of current socio-economic problems as causes of "catastrophic" health conditions and specific measures that can be taken to mitigate the contributory factors of vulnerability and isolation and loneliness to the escalation of the health problems of individuals
- the effectiveness of remote diagnoses in assessing the wider circumstances of a patient's situation and the feasibility of automating these enquiries
 - the common sense and intuitiveness of the call handlers in determining the factors of a patient's particular circumstances, in so far as these might be pertinent to their treatment and care
- elective care and the Hospital's escalation policy and forward planning of surgical activity
- the application of the principles behind the Council's troubled families intervention project to target preventative health care services
- the identification of vulnerable individuals whose socio-economic circumstances are most likely to lead to health crises
 - the CCG's "risk stratification" project

Resolved – (1) That the report be noted.

(2) That this Committee recognises the demands and pressures that the health services we will face over the winter period and is also of the continued demands on urgent care services following last winter and the impact this has had in planning for 13/14.

The Committee received a report of the Council's Head of Commissioning (Children and Adults) on the progress of the Adult Demand Programme and comparing Swindon's Adult Social Care services and demands with other Councils nationally and in the South West specifically.

The Head of Commissioning introduced the report, placing it in the national context of increasing demand for Adult Social Care services and the unsustainability of both the level of service provision and the way in which these services are currently provided and the levels to which these are provided. The Committee was advised that, in order to best respond to this challenge, a programme to transform service provision was necessary, requiring a shift in the internal and external culture from a place "where the council assumes a greater burden of responsibility, to one where people understand that they can and more importantly should do more for themselves in order to lead lives that fulfil their needs". It was noted that, to achieve this shift, the following 3 priorities would be pursued:

- (1) People lead more fulfilling lives by enabling personal choice and independence whilst taking personal responsibility for using their own resources where possible.
- (2) We build the capabilities and skills of communities, service users, carers and our workforce so that people are able to live as independently as possible and we make the most of our shared resources.
- (3) We ensure we continue to protect the most vulnerable people in Swindon.

Following her introduction of the report, the Head of Commissioning, supported by Heather Mitchell (SEQOL), responded to members' questions and observations on the following matters:

- the performance assessment in relation to the proportion of people using social care who receive self-directed support or direct payments
- the accuracy of the data in the report regarding the number of older people in Swindon and the demand for adult social care services and the forecast increase in these numbers, and the consequent demand for services, as people who moved to the town to work start to retire
- measures to address under-performance in relation to the number of learning disability adults of working age who are in employment
- measures to respond to under-performance in relation to carers receiving and assessment or review
- working with employers to develop awareness and to promote opportunities for the employment of learning disability adults of working age

Resolved – That the report, and the progress in the delivery of Swindon's Adult Demand Programme, compared to other Council's both nationally and in the South West, be noted.

40. 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.

The report also included a summary of the reports and decisions arising from the meeting of the Health and Wellbeing Board held on 11th September 2013. The Committee was invited to review this material and determine whether it required additional information or specific reports in relation to any of the various matters considered by the Health and Well Being Board.

The Chair asked about the findings of the Royal College of Ophthalmology review and how the recommendations regarding service provision in Swindon might be accommodated within the Joint Strategic Needs Assessment for Swindon. Kevin McNamara of the Great Western Hospitals NHS Foundation Trust agreed to provide a written response.

Resolved – That the reports be noted.

41. Work programme report

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.

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CHILDREN AND YOUNG PEOPLE'S OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 13 NOVEMBER 2013

PRESENT:- Councillors Maureen Penny (Chair), Emma Faramarzi, Cindy Matthews, James Robbins, Nadine Watts, Steve Weisinger, Paul Baker, Michael Bray, Ann Richards, Mark Edwards, Alan Bishop and Mary Friend.

Co-opted Representatives: - Dick Mattick (National Association of Schoolmasters and Union of Women Teachers), Mrs Melanie Sancto (Swindon Association of Primary School Headteachers), Mr Paul Sunners (Standing Advisory Council on Religious Education) and Jackie Smith (Association of Swindon Special School Headteachers).

Apologies for absence were received from Councillor Colin Lovell, Rachael Matthey (Swindon Association of Secondary Headteachers), Andrew Wild (Church of England Diocese), Mr David Dawson (Catholic Church Diocese) and Councillor Joe Tray.

Also Present: Councillor Fionuala Foley (Cabinet Member for Children's Services).

18. Declarations of Interest

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

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

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

19. Minutes

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

20. Sara Tough - Head of Children & Families

On behalf of the Committee, the Chair thanked Sara Tough, Head of Children and Families, for her support over the past years and wished her well in her new job.

Sara Tough expressed her thanks to the Committee for its support during her time within Children Services.

21. Public Question Time

No public questions were submitted for this meeting.

The Chair welcomed Claire Smith, Participation Manager, Paul Dobson, Project Manager, STEP (Swindon Ten to Eighteen Project), Grishma Ramesh, the elected Member of the Youth Parliament and her deputy, Naheda Miah to the Committee meeting.

Claire Smith referred to the contents of the report submitted by the Cabinet Member for Children's Services and the Board Director, Commissioning updating the Committee on work undertaken by the Youth Parliament. Paddy Bradley, Head of Commissioning, Economy and Attainment and Claire Smith referred to amendments in the report relating to Making Your Mark 2013 and Forward Swindon Ltd.

Grishma Ramesh explained about her life experiences and gave examples of how the Youth Parliament had exerted a positive influence on her. She updated Members on the Curriculum for Life Campaign concepts and advised that after attending a Swindon Association of Secondary Heads (SASH) meeting, nine schools had signed up for the campaign. She further advised a one thousand signature petition was raised. Assembly talks in schools were also undertaken and examples of work carried out at schools were given.

Naheda Miah referred to the consultation undertaken by the Youth Forum regarding sexual imagery on line. This consultation was undertaken to gauge the reaction of young people regarding sexually explicit material available through the various media.

The representatives, with the assistance of Paddy Bradley, Head of Commissioning, Economy and Attainment and Sara Tough, Head of Children and Families, responded at the meeting to the following issues:

- The limit on the number of young people able to join the Youth Forum.
- The process involved for young people to join the Youth Forum and Youth Parliament.
- Whilst nine schools had signed up for the Curriculum for Life Campaign, Members enquired on what steps would be required to ensure head teachers remained engaged and focussed on identifying important issues.
- How the Committee could support the Youth Parliament in getting all secondary schools within Swindon involved in the Curriculum for Life Campaign.
- The adverse impact of sexually explicit material in the media on young people and the work to help them undertaken by RELATE.
- Sex and relationship education and whether young people were taking a mature approach to this subject and how schools were structuring their lessons on this subject.
- The lack of a standard in sex education across schools.
- Parental dialogue covering the area of sex education.

The Chair referred to the setting up of the sex education task group and explained that the Youth Forum or Youth Parliament may be invited to sit on the group.

Resolved: (1) That the Chair, in conjunction with the Cabinet Member for Children's Services, be requested to send a letter of recommendation to those

schools not already part of the Curriculum for Life Campaign encouraging them to join.

(2) That the Scrutiny Officer be requested to circulate the data presented by Naheda Miah, Deputy Member of the Youth Parliament, to all Committee members.

(3) That the Committee continues to support the work of the Member of Youth Parliament, Youth Forum and Chatterbox group.

(4) That, further to (3) above, the Head of Commissioning, Economy and Attainment be requested to submit a progress report on the work of the Member of Youth Parliament, Youth Forum and Chatterbox group in the next municipal year.

(5) That Grishma Ramesh, the elected Member of the Youth Parliament and her deputy, Naheda Miah, be thanked for their contributions.

23. Ofsted Inspection of Local Authority School Improvement Functions

Paddy Bradley, Head of Commissioning, Economy and Attainment submitted a report describing the Education Improvement Strategy implemented by the Council and on the framework adopted by Ofsted from May 2013, enabling it to inspect Local Authority School Improvement Functions.

Mr Bradley referred to the key issues affecting schools and advised Members that academies were independent from the local authority and autonomous. He explained the role of the local authority and its duties towards all schools within the Borough, emphasising the importance of robust school governance in academies and schools. Members noted the importance of having a close working relationship between governors and academy and school leaders and were advised on the pivotal role played by governors to ensure high standards were maintained in academies. Members noted the support network available to schools to ensure skills, knowledge and good practice was shared.

Mr Bradley informed the Committee of the research and innovation groups, on the pupil premium and on how the groups' work supported schools by demonstrating work being undertaken to raise attainment and progress.

Mr Bradley responded to questions submitted by the Committee regarding the following issues:

- Challenges – governor / head teacher relationship. The need to ensure governors felt valued.
- The hands-on role of governors.
- Training for governors in academy schools. He advised that the Academy Trust would be responsible for ensuring that governors were sufficiently skilled and supported to carry out their responsibilities.
- The support available by the Local Authority for academies in preparation for Ofsted inspections.
- The availability of information on pupils at risk of making a poor transition to post 16 learning.
- The developing future relationship between the Local Authority and academy schools.
- Overview and Scrutiny Committee's relationship to academies
- The number of governor vacancies in schools.
- Academy protocols on the recruitment of school governors.

Resolved: (1) That the Head of Commissioning, Economy and Attainment be requested to circulate to Members data and information on the Oakfield Project.

(2) That the Head of Commissioning, Economy and Attainment be requested to circulate to Members data regarding the number of students who start at College and subsequently drop out before course completion.

(3) That the Head of Commissioning, Economy and Attainment be requested to circulate information to Members on the number of governor vacancies in schools.

(4) That the contents of the report on the Ofsted Inspection of Local Authority School Improvement Functions be noted.

24. Children's Services Performance Report

Sue Wald, Head of Commissioning, Children and Adults, presented a report updating the Committee on the final performance outturn for Children's Services for the period April to September 2013. She referred to the new report structure where it now better reflected pupil movement through the education system.

Sue Wald, Head of Commissioning, Children and Adults, Paddy Bradley Head of Commissioning, Economy and Attainment and Sara Tough, Head of Children and Families responded to the Committee's queries regarding the following points:

- Reasons for the increase in the 2013/14 referral rates. The Committee enquired if this had resulted from an improvement in processes.
- The impact of increased referral rates on the referral team staff welfare.
- The audit exercise undertaken regarding children with a second and subsequent protection plan.
- Explanation of the Adoption Scorecard system.
- With regard to teenage conceptions, the relationship of Northampton as a statistical neighbour.
- Actions being undertaken to address the NEET (Not in Education, Employment or Training).
- Past and present work undertaken regarding child obesity.
- Ways of promoting healthy eating within the community.
- How the People Premium funding was to be utilised to improve provision for children in care.
- Understanding the "Virtual School" concept for looked after children.
- Clarity on why there was a decline in breastfeeding coverage performance during August.
- Information relating to the GCSE results and funding for Looked after Children from other local authorities placed in Swindon.

Resolved: (1) That the Head of Commissioning, Children and Adults be requested to present future data in a numerical and percentage format.

(2) That, at the next meeting of this Committee, Caroline Allinson, Head of the Looked After Children Education Service, be requested to submit a report for noting which is also being presented to the Corporate Parenting Board regarding the role of the Virtual School and the service provided.

(3) That the performance for the period April to September 2013, be noted.

25. Work Programme 2013/14

The Committee received a report from the Director of Law and Democratic Services detailing its updated work programme for the Municipal Year 2013/14. Sally Smith, Scrutiny Officer, referred to the changes within the programme. She

provided an update on the out of Borough placements and troubled families programme task groups that were currently operating. She stated that the task group relating to sex education in schools would be set up shortly and that she would be contacting those Members who had volunteered. She confirmed that it was planned that work on this task group would be completed by March 2014.

Resolved: (1) That the Education Health and Care Plan report be submitted to a meeting of this Committee in the next Municipal Year.

(2) That the Scrutiny Officer be requested to update the work programme as agreed with the Chair.

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

THURSDAY, 10 OCTOBER 2013

PRESENT:- Councillors Mark Dempsey, Junab Ali, Roderick Bluh, Wayne Crabbe, Oliver Donachie, Toby Elliott, Emma Faramarzi (Chair), Mary Friend, Fay Howard, Maureen Penny, Julian Price, Steve Wakefield and David Wood.

Also in attendance: Councillor Garry Perkins.

Apologies for absence were received from Councillors Mark Edwards.

7. Declarations of Interest

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

8. Minutes

Resolved: - That the minutes of the meeting held on 10th October 2013, be confirmed and signed as a correct record.

9. Public Question Time

No public questions were received during the meeting.

10. Inward Investment

The Committee considered the report of Forward Swindon which contained updates on economic development and regeneration issues in Swindon since April 2013.

Members noted that Forward Swindon were in the second year of a three year campaign to raise the profile of Swindon as a business location. Sophisticated approaches to target priority sectors had been identified in the Economic Strategy, the first two being retail and manufacturing.

Members were informed that the performance indicators detailed in the report were up to date to the end of August 2013. The performance indicators had previously been agreed between the Board of Forward Swindon and Swindon Borough Council.

In particular Julia Falcon and Phil Young (Forward Swindon) highlighted:

- The use of the Forward Swindon Website in shaping the current inward investment strategy and information contained on it.
- The targeting of specific sectors and the design of material and information to facilitate this approach.
- Promotional documents designed over the previous 18 months and the use of digital technology within integrated marketing campaigns.
- The positive response to date from the Swindon UK Website and the positive

increase in click through rates on the website.

- The promotion of Swindon's Geographical location and its pioneering work in areas such as hydrogen technology.
- Attendance at the NEC show with Swindon partners who act as advocates for Swindon and the public relations benefits arising from this.
- Recognition that Swindon's three year investment was modest compared with some competitors and the need to maximise its effectiveness and to be innovative in promoting the campaign.
- The need to respond quickly to expressions of interest and to tailor any response (ie from meetings with Forward Swindon to arranging for companies to meet other such organisations in Swindon) and to differentiate Swindon from other towns.
- A breakdown of the yield of investments to enquiries received.
- The current target of 35 good quality enquires received and progress to date which was on track to meet this target.
- A recognition that not all enquires would lead to immediate investment and that often enquires would be received well in advance of any intent to move to Swindon because of issues such as lease expiry.
- The current investment target compared to previous years targets and reasons for the increase, partly due to a quality campaign and partly due to an improving financial situation.

The Committee asked questions arising from the presentation and considered the following issues:

- How Forward Swindon determined what was a firm commitment from an enquiry through contacts, feedback from questions, establishing timelines for potential investment (ie against the company's current lease) and by following enquiries through to a logical conclusion and providing support (ie finding out what skill sets a company might need filled) and fostering relationships.
- Additional information on the inward investment figures set out in the report.
- A flavour of the type of companies and job creation arising to date as well as on-going work to safeguard exiting jobs within the town.
- How inward investment not arising directly from Forward Swindon could be tracked. The use of business rates, job data through Job Centre Plus and relationships with commercial agents might be a source of such data in a basic format.
- The reasons why businesses might choose to leave Swindon or why incoming business chose Swindon over other locations and how this could be quantified.
- Whether Forward Swindon was being pro-active enough in seeking new investment or whether it was relying too heavily on its promotional campaign and website. The on-going work in awareness setting and targeting companies in key locations and in building intelligence was noted.
- Further information regarding the public sector investment data set out in the report.
- Foreign investment and the use of the main conduit of UKTI for this as Forward Swindon didn't attend foreign events. Work with the UKTI was explained together with the information on skills, and strengths offered by Swindon to that body and the potential follow-up for any enquiries generated.

Also the potential role of civic exchanges and foreign delegations in securing new investment.

- The design of the campaign and service provided to maximise the £100,000 budget available for this work the majority of which was done in-house.
- The recent positive publicity in the national press and from within Government circles and the need for officers, members, Forward Swindon and local businesses to put Swindon forward in a positive light to build on the work of Forward Swindon.
- The role of town centre improvements in attracting new businesses to the town.
- The potential to increase inward investment by embedding supply chains in the town.
- The importance of cross party support in the process of attracting new business and investment into the town.
- The importance of infrastructure to support any incoming business, including the availability of land, car parking and skilled employees.
- The redevelopment of areas such as the Cheney Manor Industrial Estate.

Resolved – (1) That the report on Inward Investment be noted.

(2) That the representatives of Forward Swindon be thanked for their attendance and be invited back to a future meeting to update Members on progress on inward investment.

11. Youth Unemployment

The Committee considered (a) a report of the Head of Commissioning, Economy and Attainment which set out details of how the Youth Unemployment review would be taken forward and (b) received a presentation which outlined the current state of affairs in relation to Youth Unemployment in Swindon and highlighted the priorities identified and actions being taken by the Council and others.

The Committee received a presentation from the Head of Commissioning, Economy and Attainment and representatives of Job Centre Plus, Swindon College and Outset Swindon on work to help reduce Youth Unemployment including:

- The current situation in Swindon.
- The Council's Corporate Strategy regarding youth unemployment.
- Work over the previous four years to raising participation and reducing NEET numbers in Swindon.
- Equipping young people with relevant skills to enhance their employment opportunities.
- Changes to legislation and how this will affect Swindon's strategy moving forward.
- Current figures for youth unemployment and NEET in Swindon.
- Priorities and Challenges facing providers in tackling youth unemployment.
- The focus on 16-17year olds within current strategies.
- The use of apprenticeships and other options for help young unemployed people actively seeking work.
- The mismatch of skills and experience often required for young people trying to enter work.
- The role of work experience in helping to find employment.

- That the majority of employers looked for the right person to fill a vacancy rather than short term incentives.
- The current benefit regime and how this affected the youth job market.
- The need to identify the right skills for individuals to enhance their job opportunities.
- Vocational training for 19-24 year olds to increase skill sets and work experience.
- The transition of young people leaving school and how help could be maximised at this point to enhance their future opportunities.
- How to ensure that young people could best present themselves at job interviews and other meetings with potential employers.
- The use of non-vocational courses to build confidence in young people.
- Young people on the fringes of the job market and how they could be encouraged back into the mainstream to increase their opportunities.
- How the system could fully engage the longer term unemployed youth.
- Potential benefits of a university in Swindon and opportunities that this might afford young people.

Resolved – That the report be noted.

(2) That the representatives of Job Centre Plus, Swindon College and Outset Swindon be thanked for their participation in the discussion..

12. Economic Performance Data

The Committee considered (a) report of the Head of Commissioning, Economy and Attainment which highlighted a set of economic performance data for Swindon using existing public data sets and other sources, with a focus on skills and employment and growth and regeneration.

Resolved - That the report on the economic performance data be noted.

13. Work Programme 2013-14

The Committee received a report from the Overview and Scrutiny Officer setting out details of the Committee's work programme.

Resolved – (1) That the Work Programme set out in the report be noted.

(2) That a report be submitted to a future meeting of this Committee on Youth Unemployment and that it include details on (a) segmented data on youth unemployment, (b) problems with rural youth unemployment, and (c) a breakdown of youth unemployment rates across Swindon.

(3) That, further to (2) above, officers approach representatives of Swindon's unemployed to attend the next Committee meeting to give Members a first-hand account of their experiences and problems that they face.

(4) That the future of the Mechanics Advisory Group be discussed at the next meeting of the Committee.

(5) That Councillor Emma Faramarzi replace Councillor Peter Heaton-Jones as a Member serving on the GWR 175 task Group and the Scrutiny Officer approach other Members appointed to it during the previous Municipal Year to confirm their continued service.

(6) That Members of the Business rates task Group and the Self-Build Task Group be requested to arrange a schedule of meetings and advise the Scrutiny Officer of the dates arranged.

(7) That all Members of the Committee be invited to meet Forward Swindon in small groups and that these visits be co-ordinated through the Scrutiny Officer.

(8) That the Scrutiny Officer update this Committee on LEP scrutiny following his attendance at the Bristol, South Gloucestershire and Bath LEP.

(9) That Members advise the Scrutiny Officer of potential companies to approach regarding visits to large and small employers in the town and that such suggestions also include companies with the supply chain of large employers with the Borough.

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

WEDNESDAY, 20 NOVEMBER 2013

PRESENT:- Councillors Junab Ali, Roderick Bluh, Toby Elliott, Emma Faramarzi (Chair), Mary Friend, Julian Price, Steve Wakefield, Fay Howard, Maureen Penny, David Wood, Michael Bray and Vera Tomlinson

Also in attendance: Councillor Garry Perkins

Apologies for absence were received from Councillors Mark Dempsey, Wayne Crabbe and Mark Edwards.

14. Membership

Councillors Mick Bray and Vera Tomlinson replaced Councillors Wayne Crabbe and Mark Edwards respectively for this meeting only.

15. Declarations of Interest

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

Councillor Julian Price declared an interest in relation to agenda item 5 – Youth Unemployment as he recruited and trained youth apprentices, outside of Swindon.

16. Minutes

Resolved:

That the minutes of the meeting held on 10 October 2013, be confirmed and signed as a correct record.

17. Public Question Time

No public questions were received during the meeting.

18. Youth Unemployment

The Committee (a) heard from 4 young people about their experiences at school, the training undertaken and qualifications they had achieved and their attempts to find employment and (b) received a presentation from the Head of Commissioning, Economy and Attainment on Youth Unemployment and NEETs.

- (a) The Chairman welcomed the following young people to the meeting who were being supported by Jill Annal representing Job Centre Plus and Jane Pearce representing Outset, Swindon:

- Tomasz Stanislawski – Outset Swindon
- Nick Pullen – Outset Swindon
- Jiezel Richards – working with Job Centre Plus
- James Vogeles-West – working with Job Centre Plus

Each young person explained the journey they had taken from education, to training and their search for employment. The following comments and issues were raised during the discussions:

- Concern that young people lose business start-up finance once they join a government work programme.
- It was noted that Job Centre Plus help young people with vocational training and offered one to one support
- There appeared to be a lack of clarity about how young people were able to progress from claiming Job Seekers Allowance to starting their own business
- There was a 20-25% success rate of young people progressing to start their own business and Outset would offer help and advice on a long term basis
- Gaining experience in the work place was an essential requirement in finding employment
- Job Centre Plus offered work experience to young people and was seen as a very important element for young people to be successful in finding employment. It was noted that 60% of those gaining experience in one of the Job Centre teams left before the end of the work experience to start work full time.
- Opportunities for young people to gain work experience with employers was difficult as many employers were wary of accepting young people into this role as previously many had left after only a short time
- Members noted that work experience was voluntary, however the young person would receive a reference from an employer and be able to add the work experience to their CV
- The careers advice given to young people at school and college was critical

(b) The Committee received the presentation from the Head of Commissioning, Economy and Attainment which contained statistical information relating to youth unemployment and young people not in education, employment or training in Swindon. The main issues raised during the presentation included:

- The current NEET situation in Swindon.
- The percentage of youth unemployment for 18-24 year olds
- The percentage of JSA claimants for 18-24 year olds
- Apprenticeship starts for 16-18 and 19-24 year olds between 2010 and 2013
- Academic age 18 NEETs compared to academic age 18 group by ward
- Academic age 18 NEET attainment compared to academic age 18 group
- Academic age 18 NEETs with vulnerabilities compared to academic age 18 group
- Academic age 18 by NEET duration
- Academic age 18 by previous destination
- 18-24 year old JSA claimants and duration by ward

Members, in considering the presentation made the following comments and raised a number of issues:

- Concern that the number of JSA claimants for 18-24 year olds in Swindon was above the national average
- It was more difficult for young people to find employment as Swindon was hit very badly by the recession
- Disappointed that the growth in Apprenticeships for 16-18 year olds in 2011/12 did not continue into 2012/13 and was a reflection of the national picture, however there was a sustained increase for 19-24 year olds
- There was a need to reduce the inequalities between academic age 18 NEETs with vulnerabilities compared to the academic age 18 group as a whole
- It was sometimes difficult to match employment with the training received by young people. There was an expectation that a difference would be made by the end of 2014 following partnership through the Skills and Employment Board

The Head of Commissioning, Economy and Attainment explained that the information contained in the presentation would be considered by the Employment and Apprenticeship Group. A Plan would be prepared which was expected to be available by the end of January 2014 for consideration by the Committee in February 2014.

Resolved:

1. That the presentation and comments made be noted.
2. That the representatives of Job Centre Plus, Outset Swindon and the Young People be thanked for their participation in the discussion
3. That future presentations include the figures relating to young people as well as the percentage of young people
4. That the Plan from the Employment and Apprenticeship Group be considered by the Committee at its meeting on 26 February 2014

19. Quarterly Economic Report

The Committee considered the report of the Head of Commissioning, Economy and Attainment which highlighted a set of economic performance data for Swindon using existing public data sets and other sources, with a focus on skills and employment and growth and regeneration.

Members were informed that the Centre for Cities compared performance of a number of cities, detailed in Appendix 1 of the report. The performance was considered in the context of two phases; 2008-09 and 2009-2012 and referred to as a “downturn of two halves”. Some cities felt the down turn early in 2008-09 and were now beginning to recover. Others were affected later by the downturn and had yet to feel the full effect of the financial recession.

It was noted that Swindon’s performance before the economic downturn was relatively strong. The town was hit very hard in the first part of the recession, but had staged a strong recovery since 2010. Swindon’s varying fortunes were

amongst the most marked of all UK cities. Of the 63 cities, Swindon was the sixth worst affected city in the 2008-09 period of the downturn. From 2009-12, it had risen 45 places up the rankings to be the 12th best performing economy. Swindon had made the third largest improvement in performance of all cities between 2009 and 2012.

Members, in commenting on the report highlighted the following issues:

- The majority of employees made redundant from Honda had since found employment
- The Council supported large business during difficult times, however there was concern that small businesses should receive similar support as they were still very important
- Encouraged that the number of businesses in Swindon were now higher than before the recession started in 2008
- Swindon had a flexible economy which was attractive to large employers
- Concern about the level of qualifications required to be successful in finding employment and the effect on young people
- The need for employers to offer apprenticeships to young people
- It was a challenge to provide the appropriate style of home to meet current demand

Resolved:

1. That the report on the economic performance data be noted.
2. That the Committee receive reports every six months, with the next report due in April 2014.

20. Mechanics Advisory Group Update

The Committee were informed that a meeting of the Mechanics Advisory Group was being set up for December 2013.

Resolved:

That the update be noted.

21. Work Programme 2013/14

The Committee received a report from the Overview and Scrutiny Officer setting out details of the Committee's work programme.

Resolved:

- (1) That the Work Programme set out in the report be noted.
- (2) That the Board Director – Service Delivery, Bernie Brannan be asked to attend the Committee in February 2014 to report further on the review of Transport
- (3) That the Committee consider the Economic Performance Data report every six months, with the next report due in April 2014.
- (4) That the Chair of the Committee, Councillor Emma Faramarzi be asked to confirm with Councillor Steve Wakefield the role and focus of the GWR 175 task Group.
- (5) That the Scrutiny Officer be asked to contact major employers in Swindon

with a request that they attend the next meeting of the Committee on 26 February 2014 to comment on their companies approach to apprenticeships.

- (6) That the Committee receive updates from its Task Groups at the next meeting on 26 February 2014
- (7) That the Scrutiny Officer, in consultation with the Chair of the Committee, Councillor Emma Faramarzi be asked to update the current Work Programme and circulate the update to Committee Members for comment.

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

MONDAY, 30 SEPTEMBER 2013

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

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

101. Minutes

Resolved – That the minutes of the meeting held on 24th June 2013 be confirmed and signed.

102. Declarations of Interest

There were no declarations of interest

103. Public Question Time

There were no public questions

104. Question & Answer Session - Police and Crime Commissioner

Angus Macpherson, the Swindon and Wiltshire Crime Commissioner gave a presentation concerning his role and how it relates to Swindon. He outlined the primary responsibilities of his office and his key objectives for 2012 to 2016 which were:

- Maintain front line officer strength to combat ASB and local crime funded by exploiting collaborative opportunities with local authorities on sharing premises and back office functions.
- Strengthen neighbourhood teams and their operational links with partner agencies, embedding them in the communities they serve.
- Put victims at the heart of the criminal justice process and improve services to both victims and witnesses.
- Work with other agencies to protect the most vulnerable in our society.
- Regularly consult the public and ensure effective communication with the public which both the PCC and the police serve.

Mr Macpherson answered questions from the Committee about his role as Swindon and Wiltshire Police Commissioner.

105. Question and Answer Session - Neighbourhood Watch and Streetwatch

Phil Thomas tabled a revised report concerning Neighbourhood Watch and

Streetwatch. He noted that, although the number of Streetwatch areas that had been created (one) was disappointing, the Streetwatch pilot in Park South is very effective and is well respected by the community it serves.

Resolved – That a Task Group comprising of Councillors Tomlinson, Donachie, Haines, Amin and Richards be set up to look at the issue of Streetwatch and that this matter be considered at a future meeting of the Committee.

106. Question and Answer Session - Violent Crime

This item was deferred.

107. Question and Answer Session - Wiltshire Police

Officers from Wiltshire and Swindon Police answered questions put by Councillors on the following matters:

- Fly-tipping
- Taxi – Private Hire
- Under 12's drinking
- Cyber-crime
- Re-offending
- Community confidence
- Domestic Violence

Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 8 OCTOBER 2013

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

Apologies for absence were received from Councillors Steve Allsopp, Richard Hurley and Nick Martin.

234. Declarations of Interest

Councillor Ford made a declaration of interest in respect of application numbered S/13/917 and left the room during the voting and discussion thereon.

235. Minutes

Resolved – That the minutes of the meeting held on 10th September 2013, as amended, be confirmed and signed.

236. Public Question Time

There were no public questions.

237. 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;
- (f) The comments of Councillor Heenan in respect of application numbered S/COND/13/1160
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/13/917	Charles Manning	Agent
	Mr Vitale	Applicant
	Ena De Costa	Resident
S/13/964	Bob Nichols	Agent
S/13/920	Howard Walters	Agent

Resolved – (1) That the Head of Planning be authorised to grant planning permission in respect of application numbered S/13/917 subject to the conditions set out in the officers report and any additional, amended or omitted conditions as may be appropriate and subject to the completion of a planning obligation to secure the

necessary mitigation upon infrastructure demand to which the development gives rise. If by 8th January 2014, the necessary infrastructure mitigation has not been secured, the Head of Planning may refuse planning permission.

(2) That the Head of Planning be authorised to grant planning permission in respect of application numbered S/13/964 subject to the conditions listed in the officers report and subject to any additional, omitted or amended conditions as may be necessary and subject to the completion of a planning obligation to secure the necessary contributions to mitigate the infrastructure demand to which the development gives rise. If by 8th January 2014 the planning obligation has not been completed the Head of Planning may refuse the application

(3) That, in respect of application numbered S/COND/13/1160:

(a) The Head of Planning in consultation with Ward Member(s) be authorised to make any necessary typographical changes and to approve the Phase 1 Design Code and discharge condition 4 of outline planning permission S/11/1160, insofar as it relates to this phase of development.

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

(c) The Head of Planning be authorised to monitor and review the Design Code as may be necessary in order to ensure the delivery of a high quality development and a sustainable community.

(4) That, in respect of application numbered S/13/0920:

(a) The Officer, in his presentation to Committee, clarified the position in respect of Paragraph 32 and confirmed that the impact upon the neighbouring properties referred to had been fully assessed and taken into account in reaching the recommendation.

(b) That the Head of Planning be authorised to grant planning permission subject to the conditions set out in the officers report and any additional, amended or omitted conditions as may be appropriate (including works to provide a widened driveway and a turning space for No. 46 Church Road) and subject to the completion of a planning obligation to secure the necessary mitigation upon infrastructure demand to which the development gives rise.

If by 8th January 2014, the necessary infrastructure mitigation has not been secured, the Head of Planning may refuse planning permission.

PLANNING COMMITTEE

TUESDAY, 12 NOVEMBER 2013

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

Apologies for absence were received from Councillors John Ballman and Andrew Bennett.

238. Declarations of Interest

There were no declarations of interest.

239. Minutes

Resolved – That the minutes of the meeting held on 8th October 2013, be confirmed and signed.

240. Public Question Time

There were no public questions

241. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments of Councillors Bluh and Watts in respect of application numbered S/13/1144
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/131056	George Coach	Agent
S/13/1144	Paul King	Applicant
S/13/1118	Chris Kennedy Francesca Evans	Wroughton Parish Council Agent
S/13/1118 S/13/1357 S/13/1357	& Stuart Walters Francesca Evans	36 Devizes Road Agent

Resolved – (1) That the Head of Planning be authorised to grant planning permission in respect of application numbered S/13/1056 subject to the conditions set out in the Committee report and any additional or amended conditions as maybe

appropriate and subject to the applicant entering into a planning obligation to secure contributions to mitigate the impact of the development upon infrastructure and or a claw back agreement if an independently undertaken financial assessment concludes that such contributions would make the development of the site unviable at this time.

If by the 12th February 2014 the contributions or claw back have not been secured or resolved the Head of Planning may refuse the application for the reasons set out below:

“The applicant has failed to provide adequate contributions or commitment to meet the infrastructure needs arising from the development. As such the proposal is contrary to Policy DS8 of the Swindon Borough Local Plan 2011 (2006) and Development Control Guidance Note 'Developer Contributions' update (2010).”

(2) (a) That the Head of Planning be authorised to grant planning permission in respect of application numbered S/13/1144 subject to the conditions set out in the Committee report and any additional, amended or omitted conditions as may be appropriate and subject to the completion of a Planning Obligation to secure a ‘claw back’ agreement. If by 12th February 2014, the necessary agreement has not been completed, the Head of Planning may refuse planning permission.

(b) That subsequent to the decision, the Landscape scheme required by Condition No. 12, be agreed in consultation with the Ward Councillors.

(3) The Head of Planning be authorised to grant permission in respect of application numbered S/13/1118 subject to the conditions set out in the Committee report and an additional condition:

Additional Condition

4 Notwithstanding the submitted details, no lighting shall be installed unless in accord with details and a specification that has first been submitted to and agreed in writing by the Local Planning Authority.

Reason: To ensure no adverse impact upon road users or light spillage to nearby residents in the interests of amenity and highway safety.

(4) That, in respect of application numbered S/13/1106; (a) permission be granted subject to the conditions set out in the Committee report and subject to the following additional condition and informative:

Additional Condition

6 The new front entrance doorway shall not be brought into use until a ‘barrier’ has been constructed in front of it – designed to safeguard pedestrians from conflict with vehicular traffic from the adjacent highway – in accordance with details that have first been submitted to and agreed in writing by the local planning authority. The agreed barrier shall remain in place unless otherwise agree in writing by the Local Planning Authority.

Reason: in the interests of safety.

Informative

Members of the Planning Committee urge the developer to reconsider the location of the new entrance to the premises away from the front, where there is the potential for pedestrian / vehicular conflict to the detriment of road safety.

(b) That, should it be deemed appropriate, Officers be authorised to take enforcement action against the unauthorised use of part of the site as a car showroom.

(5) That permission be granted in respect of application numbered S/13/1357 subject to the conditions set out in the Committee report and subject to the revised wording of condition 3 and an informative:

Amended Condition

3 The new front entrance doorway shall not be brought into use until a 'barrier' has been constructed in front of it – designed to safeguard pedestrians from conflict with vehicular traffic from the adjacent highway – in accordance with details that have first been submitted to and agreed in writing by the Local Planning Authority. The agreed barrier shall remain in place unless otherwise agree in writing by the local planning authority.

Reason: in the interests of safety.

Informative

Members of the Planning Committee urge the developer to reconsider the location of the new entrance to the premises away from the front, where there is the potential for pedestrian / vehicular conflict to the detriment of road safety.

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

On consideration of (a) a report of the Head of Planning concerning feedback from residents and other interested parties following public consultation on the draft Old Town Hall and Corn Exchange Planning Brief, and seeking approval, from this Committee, for the adoption of the Planning Brief for Development Management purposes; and (b) the comments of Councillors Bluh and Watts.

Resolved – That this Committee:

(1) Approves, with amendments, the Old Town Hall and Corn Exchange Planning Brief for adoption for Development Management purposes.

(2) Authorises the Head of Planning, in consultation with the Chair of this Committee, to make minor typographical and presentational changes to the content of the document if required.

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PLANNING COMMITTEE

TUESDAY, 10 DECEMBER 2013

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

Apologies for absence were received from Councillors Richard Hurley and Nick Martin.

243. Declarations of Interest

Councillor Bennett informed the Planning Committee that he is a member of the AONB and he was part of a meeting which agreed to oppose the application. He took part in the debate and left the room during the voting on planning application S/13/809.

244. Minutes

Resolved – That the minutes of the meeting held on 12th November 2013, be confirmed and signed.

245. Public Question Time

There were no public questions

246. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning.
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The Additional Information Sheet circulated before the meeting;
- (e) The comments of Councillors Montaut and Heenan in respect of application numbered S/13/1493
- (f) The comments of Councillor Richards in respect of application numbered S/13/809
- (g) The comments of Councillor Moffatt in respect of application numbered S/13/1639
- (f) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/13/1493	Alan Gaunt	Local resident
S/13/809	Jonathon Newby	Applicant
	James Owen	Applicant
	Andrew Lord	North Wessex Downs AONB
	Steve Harcourt	People of Wroughton Group

Resolved – (1) That permission be refused in respect of application numbered S/13/1493 for the following reasons:

1. The extension represents an overdevelopment that is out of scale and character with the host property and has an adverse impact on the character of the surrounding area contrary to saved policies DS6 and H15 of the Swindon Borough Local Plan 2011 (2006), the guidance contained within the adopted 'Residential Extensions and Alterations' SPD and the provisions of the National Planning Policy Framework (2012).

2. The amenity of nearby residents in Tryon Close will be adversely affected by the increased activity arising from the intensification of use and overbearing development at number 58 Tryon Close contrary to saved policies DS6 and H15 of the Swindon Borough Local Plan 2011 (2006), the guidance within the adopted 'Residential Extensions and Alterations' SPD and the provisions of the National Planning Policy Framework (2012).

(2) That, in respect of application numbered S/13/809 the Head of Planning withdrew (a) the footnote on page 49 of the report and (b) paragraph 439 on page 92 of the report and (c) that the Head of Planning be authorised to grant permission, having referred the application to the National Planning Casework Unit and 21 days has elapsed without the Secretary of State advising that he wishes to intervene in the decision and subject to the conditions set out in the report (or any omitted, amended or additional conditions that may be appropriate).

(3) That the Head of Planning be authorised to grant planning permission in respect of application numbered S/13/368 subject to the satisfactory completion of a planning obligation to secure the infrastructure contributions that are material to the decision required to support the development, and required package of contributions subject to a clawback based on a reappraisal of the development's viability at the time of the construction nearing completion, and subject to the conditions listed in the report with authority to vary the content and wording of both as appropriate, and the addition of an informative relating to the status of the supporting illustrative material, by 10th March 2014 otherwise planning permission may be refused.

(4) That the Head of Planning be authorised to grant planning permission in respect of application numbered S/13/1629 and subject to Conditions listed in the report (with authority to omit, amend or add any Conditions as appropriate) and after the expiry of the consultation period on 16th December 2013 provided that no significant new representations are received.

LICENSING PANEL

MONDAY, 11 NOVEMBER 2013

PRESENT:- Councillors Andrew Bennett, Michael Dickinson and Alan Bishop

An apology for absence was received from Councillor Vera Tomlinson.

18. Appointment of Chair

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

(Councillor Dickinson took the Chair.)

19. Minutes

Resolved – That the minutes of the meeting held on 9th and 18th October 2013, be confirmed and signed as a correct record.

20. Declarations of Interest

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

21. Application to Vary the Premises Licence, Punjab Chicken, 61 Bridge Street, Swindon

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application to vary the Premises Licence held by the Punjab Chicken, 61 Bridge Street, Swindon, (b) a written submission supporting the application for variation received from Planning Concepts and Solutions Ltd on behalf of the Applicant, (c) an objection to the variation application received from Wiltshire Police, (d) additional written submission received from Wiltshire Police supporting their objection to the variation of the premises Licence held by Punjab Chicken, 61 Bridge Street, Swindon, (e) oral representations from Mrs Ephraim (Planning Concepts and Solutions Ltd) and Mr Chhabbi Singh (Applicant) in support of the application submitted, (f) oral representations received from Wiltshire Police in support of their objection, (g) questions from Members to the Premises licence Holder and Wiltshire Police, and (h) the Council's procedure for licensing hearings, Government Guidance and the Council's Licensing Policy.

Resolved – That after considering: -

1. The application for a Variation of the Premises Licence made by Mr Chhabbi Singh to extend the opening hours of the premises from 09:00 – 0300 to 09:00 to 05:00 daily and permitting Late night Refreshments from 23:00 to 05:00 daily.
2. Submissions made by Wiltshire Police opposing the application for a variation of the Premises Licence:

And taking into account: -

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

And having in mind the promotion of the Licensing Objectives in particular: -
i. The prevention of Crime and Disorder

(1) That the hours of operation for the Premises Licence held by Punjab Chicken, 61 Bridge Street, including Late Night Refreshments be amended accordingly:

Late Night Refreshment

Monday to Wednesday: 23:00 – 05:00
Thursday to Saturday: 23:00 – 03:00
Sunday: 23:00 – 05:00

Opening Hours

Monday to Wednesday: 23:00 – 05:00
Thursday to Saturday: 23:00 – 03:00
Sunday: 23:00 – 05:00

Reasons

(i) The Panel heard evidence from Wiltshire Police that premises were situated in the centre of an alcohol related “Hot Spot” of Anti-Social Behaviour and Crime and Disorder, in close proximity to a number of licensed premises and on a pedestrian red route.

(ii) The Panel heard evidence from Wiltshire Police that incidents within the Night Time Economy Area (which covered the location of the premises) had shown a recent increase which was impacting on the ability of the Police ability to fulfil their functions in attending to and preventing Crime and disorder within the locality in the peak period of Thursday to Saturday.

(iii) The Panel heard evidence from the Police that food outlets within the Night Time Economy area acted as congregation points slowly down the dispersal of patrons leaving pubs and clubs within the immediate vicinity and significantly increasing the potential of flash-points of trouble.

(iv) The Panel heard evidence from the Applicant that he had limited seating capacity in his establishment and the majority of patrons left the premises with their food. The Police evidence suggested that patrons congregated on the street outside the premises or within the immediate vicinity where they consumed the majority of this food.

(v) The Panel heard evidence from the Applicant that his target market was patrons leaving the licensed premises in the area and that he didn’t intend to offer a take away service during any extended hours. The Police view of this operating model was that this heightened the risk of Crime and Disorder.

(vi) The Panel granted extended hours of operation on Sunday to Wednesday as the Police evidence was based on issues relating to Thursday to Saturday evenings.

(vii) The Panel took into account the written submission by Planning Concepts and solutions Limited and in particular the points made regarding the location of the premises, dispersal of customers, noise issues, other businesses in the locality and measures taken by the Applicant to allay police concerns.

(viii) The Panel also took into account submissions by the Applicant regarding the operation of the premises and the history of hours of operation.

(2) That the following condition shall be applied to the revised Premises Licence:

A minimum of 1 door supervisor shall be deployed at the premises on Sunday following a Bank Holiday from 03:00 until the close of business. A record of the name, badge number and contact details of each door supervisor shall be recorded in a register at the start of each shift. The register shall be retained on the premises and made available for inspection by a police officer or authorised officer on request.

Reasons

(i) To assist the management in ensuring that the Licensing Objectives were not undermined.

(ii) To maintain order at the premises and the safety of patrons and to cater for an expected rise in patrons on Sundays following a Bank Holiday.

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.

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LICENSING PANEL

TUESDAY, 26 NOVEMBER 2013

PRESENT:- Councillors Abdul Amin, John Ballman and Alan Bishop.

22. Appointment of Chair

Resolved – That Councillor Alan Bishop Chair this meeting of the Panel.
(Councillor Bishop took the Chair.)

23. Declarations of Interest

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

24. Application to vary the Premises Licence in respect of the Lydiard Park, Swindon, SN5 3PA

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application for a variation to the Premises Licence held by Lydiard Park, Swindon, (b) written representations from local residents against the grant of the variation, (c) additional representations (emails) by objectors, maps and photographs tabled at the meeting, (d) oral submissions by Hilary Coates, Maria Blackmore and John Bennett (parish council representatives and local residents) against the grant of the variation of the Premises Licence, (e) submissions received in support of the application received from Stuart Webb (Lydiard Park Manager), Ian Surtees (Commercial Manager Leisure, Swindon Borough Council), and Tim Stevens (Best Parties Ever) in support of the application, (f) questions from Members to the applicants and objectors and answers received, and (g) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Licensing Policy.

Resolved - After considering: -

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

And taking into account: -

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

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

- i. The prevention of public nuisance

That subject to the conditions set out the following licensable activities be approved and the Premises Licence held by The Lydiard Park, Swindon, be varied accordingly, subject to the conditions set out in this decision.

Sale by retail of Alcohol

Monday to Sunday 09:00 – 01:00

Films, Plays and Performance of Dance

Monday to Sunday 09:00 – 00:00

Live Music and Recorded Music

Monday to Sunday 09:00 – 01:00

Late Night Refreshment

Monday to Sunday 09:00 – 01:00

Condition

(1) Licensable activities shall be permitted until 1am between 19th November and 22nd December annually, and that for the period 23rd December to 18th November the existing licensable hours and conditions shall remain in force.

Reasons

(i) To define the scope of the varied licensable activities and to protect the amenities of local residents.

(ii) That the varied licensable activities approved were subject to conditions offered by the applicant and it was determined that approval of such hours for a limited period subject to those could be conditions would ensure minimal impact on the amenities of local residents.

(iii) The Panel heard evidence as to the experience of the promoter in running similar events around the Country which had not reported any problems and noted that references had been sought as to the conduct of events in other Licensing areas.

(iv) The Panel noted that during this period potential noise nuisance would be reduced by the likelihood that local properties would not have windows and doors open during the extended licensing period of 00:00 to 01:00.

Condition

(2) The additional hour until 1am shall be in operation for no more than 16 event days per annum.

Reasons

(i) To define the scope of the varied licensable activities and to protect the amenities of local residents.

(ii) The limit on the number of days on which licensable activities could be held was offered by the applicant as the maximum numbers of days that when events would be held on in any given year, and the Panel determined that this would assist in ensuring minimal impact on the amenities of local residents.

Condition

(3) That all permitted licensable activities granted under this permission shall be held in the area marked on the map, tabled at the meeting, as the Events Field.

Reasons

(i) To define the scope of the varied licensable activities and to protect the amenities of local residents by way of ensuring that the conditions approved by the Licensing Panel were effective and tailored to a specific area of the site covered by the Premises Licence.

(ii) That the definition of the area where the proposed event could be held meant that neighbouring properties were at least 600 metres from the event and in the case of Lydiard Millicent approximately 900 metres in distance which with conditions would limit any noise impact on neighbouring properties.

Condition

(4) All amplified music shall be played through a noise limiting device by the Licensing Authority. All amplified music shall be played through the said limiter at all times.

Reasons

(i) To reduce the risk any noise levels escaping from the marquees and/or any other approved structure and help prevent potential noise nuisance to neighbouring properties.

Condition

(5) The limiter shall be set at a level agreed by the Licensing Authority, or such persons as authorised by the Licensing Authority, after 8:00 pm on the night preceding the first event and shall not be increased without the written permission of the Licensing Authority.

Reasons

(i) To ensure noise levels within the marquees and/or any other approved structure are set at an appropriate level and to help prevent potential noise nuisance to neighbouring properties.

(ii) To reduce the risk of changes in atmospheric conditions that might lead to an increase in sound omissions from the event causing a nuisance to neighbouring properties.

Condition

(6) That the Event Organiser shall monitor noise levels in up to 5 key locations, including Lydiard Millicent during the period of Licensable activities, and at least one test will be held during the period 00:00 to 01:00 during the first three events. A written record of the location, time, assessment of the noise levels and any remedial action required shall be kept in writing and made available to the Licensing Authority upon request. Should noise from the events be audible to the Events Manager following a report from a local resident or parish council the Events Manager shall assess the likelihood of disturbance to neighbouring properties and, if necessary, reduce the sound levels at the event. A copy of any reports to the Events Manager and actions undertaken shall be put in writing and made available to the Licensing Authority upon request. The Events Manager shall be deemed as the responsible person for dealing with complaints and taking appropriate action to reduce noise levels as necessary. Following the first three events should no remedial actions be necessary to reduce sound levels the monitoring of noise levels shall be undertaken once per night.

Reasons

- (i) To ensure noise levels within the marquees and/or any other approved structure are set at an appropriate level and to help prevent potential noise nuisance to neighbouring properties.
- (ii) A condition on noise monitoring was proposed by the applicant and the Licensing Panel and amendments to the submitted proposal to take into account the concerns of local residents.

Condition

(7) The event organisers shall send a letter to all residents on the nearest five roads to the event and this letter shall include details of the days and timings of each event together with the contact details, in the form of the name and mobile telephone number of the Event Manager for contact should any noise disturbance occur. In the event of any calls from neighbouring properties or the adjoining parish council the Events Manager shall assess the likelihood of disturbance to neighbouring properties, and if necessary reduce the sound levels at the event. The mobile telephone of the Events Manager shall remain switched on during all entertainments authorised by the varied premises licence. A copy of any reports to the Events Manager and actions undertaken shall be put in writing and made available to the Licensing Authority upon request.

Reasons

- (i) To ensure noise levels within the marquees and/or any other approved structure are set at an appropriate level and to help prevent potential noise nuisance to neighbouring properties.
- (ii) A condition on noise monitoring was proposed by the applicant and the Licensing Panel and amendments to the submitted proposal were made to take into account the concerns of local residents.

Condition

(8) The events manager shall ensure that the speaker orientation ensures that the output is directed onto the dance floor to prevent noise breakout to the outside of the hard-sided structure. Furthermore, no bass amplification shall be permitted during the events authorised by the premises licence.

Reasons

(i) To ensure noise levels within the marquees and/or any other approved structure are of an appropriate nature and to help prevent potential noise nuisance to neighbouring properties.

(ii) A condition on preventing bass amplifiers was proposed by the applicant and the Licensing Panel determined that this condition would help prevent noise emanating from the event which might give rise to noise nuisance.

Condition

(9) All cars, or vehicles accessing the site in relation to the event, shall after the commencement of activities, use the two car parks at Lydiard Park.

Reasons

(i) To prevent potential noise nuisance to neighbouring properties arising from people arising or leaving the event through private transport or by way of taxis or other hired vehicles.

(ii) To ensure that patrons attending events did not cause nuisance to neighbouring streets and to facilitate people leaving the venue by accessing their transport from the car park.

Condition

(10) All access to the site related to licensable activities after 7:00pm shall be via the Hook Street entrance.

Reasons

(i) To prevent noise nuisance to neighbouring properties arising from people arising or leaving the event through private transport or by way of taxis or other hired vehicles.

Condition

(11) All event activities shall be held in marquees and/or other suitable enclosures approved in writing by the Licensing Authority.

Reasons

(i) To ensure noise levels within the marquees and/or any other approved structure

are set at an appropriate level and to help prevent potential noise nuisance to neighbouring properties.

(ii) To ensure all activities are within approved structures in order that any noise arising is retained on site.

The Chair reminded all 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 them.

Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

TUESDAY, 8 OCTOBER 2013

PRESENT: -

School Members: Steve Colledge, Chair - Academy Headteacher
Paul Boyles, Vice-Chair - Academy Governor
David Easter, Primary Governor
Ray Williams, Primary Governor
Rachael Matthey, Secondary Headteacher
Jackie Smith, Special Headteacher
Richard Marshall, PRU
Lynne Fletcher, Academy Headteacher
Nick Capstick, Academy Headteacher
Wendy Conaghan, Academy Headteacher
Andy Hazelton, Academy Governor
Bob Buckley, Swindon Association of Primary Headteachers
Jo Garton – Swindon Association of Primary Headteachers
Julie Tridgell – Swindon Association of Secondary Headteachers

Non-School Members: Andrew Wild, Diocese - Bristol
Ruth Lee - Clifton Diocese
Peter Smith, Trade Unions

Apologies for absence were received from Janet Urban (Primary Headteacher) and Rhian Cockwell (Primary Headteacher).

8. Minutes of Previous Meeting

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

9. 2013/14 DSG Retained Budget Update and Grant Position

The Head of Finance, Education and Innovation, presented a report advising Forum members on the latest projected 2013/14 Dedicated Schools Grant (DSG) retained budget position and to brief members on the updated 2013/14 DSG settlement position which had been confirmed by the Department of Education in July 2013. Steve Haley, Head of Finance, Education and Innovation, commented on the positive retained budget position as at the end of August 2013 which indicated a projected underspend of £0.373m, although he advised that whilst this information was encouraging, given the volatile nature of the budget, it was too early in the year to conclude that this level of underspend would be achieved by the financial year end.

Steve Haley referred to the 2013/14 DSG settlement update that indicated a reduction of £0.106m which he explained arose from the January 2013 Early Years'

census. In response to a query regarding the implications of the “new post 16 responsibilities”, members were advised that the LA has been provided with additional DSG funding by the Department of Education (DfE) to commission provision for post 16 high need pupils in FE colleges and Independent Specialist Providers but that costs were originally envisaged to exceed the funding by £1m. Latest information was more favourable in that costs were now projected to exceed funding by £0.7m but this remains a significant area of concern.

Resolved – That the Schools Forum notes:

(1) That based on information available as at the end of August 2013, an in-year underspend of approximately £0.373m was projected against the 2013/14 retained budget.

(2) The latest 2013/14 Dedicated School Grant settlement confirmed by the Department of Education of £145.449m.

10. Post 16 High Needs Funding 2013/14 Update and Indicative 2014/15 Position

The Head of Finance, Education and Innovation, and the Commissioner, Routes to Employment, submitted a joint report updating the Forum on the progress made with regards to 2013/14 Post 16, high needs student funding since the 9th July 2013 Schools Forum report and to outline the indicative position for 2014/15.

Paddy Bradley, Head of Commissioning, Economy & Attainment referred to discussions undertaken at the previous Schools Forum meeting held on 9th July 2013 regarding funding for this area of provision. He commented on the Local Authority’s responsibilities that included identifying the high need students and ensuring appropriate places were offered. He referred to the uncertainty for future funding and advised that discussions would be undertaken in October 2013 between the Local Authority commissioners, local providers and the Education Funding Agency to review procedures for allocating places and funding to ensure the needs of post 16 high needs students were addressed. He further suggested that the Forum may wish to discuss this at a future meeting.

Steve Haley, Head of Finance, Education and Innovation, referred to the present underfunding that would need to be addressed in 2014/15.

Following the presentation of the report, Paddy Bradley, Head of Commissioning Economy & Attainment and Steve Haley, Finance, Education and Innovation responded to members’ questions on the following issues:

- With Schools Forum agreement the LA was offsetting the post 16 shortfall in 2013/14 by allocating surplus 2 year old nursery funding but this was not repeatable in future years. .
- As full year costs were now projected to exceed the funding available by £0.644m (compared to the original figure of £1.112m) approximately £0.468m earmarked for post 16 would be retained and any balance would be available for distribution in the 2014/15 budget.
- Confirmation that it was not possible to use Dedicated School Grant (which is provided for education purposes) to replace Children’s Centres funding which is provided through the LAs Core social care budget.

Resolved: That the Schools Forum notes:

(1) That the latest projected full academic year costs were estimated at £4.989m which was £0.468m lower than reported to the July Schools

Forum meeting.

(2) That in light of the reduced estimated spending, the full balance of surplus 2 year old funding would not be required in the current year.

(3) That the 2014/15 position remained unclear and there was still a £1m structural deficit between post 16 costs and funding which would need to be addressed as part of the 2014/15 Dedicated School Grant budget setting process.

(4) That the development of a strategy by the Local Authority for dealing with the 2014/15 post 16 shortfall, following a meeting with the Education Funding Agency on 24th October, in consultation with the Chair of the Schools Forum, be agreed.

(5) That, further to (4) above, the LA would explain the agreed strategy at the November school consultation events and at the next meeting of the Schools Forum to be held on 21st January 2014.

11. DSG and School Funding Reform Changes 2014/15

The Head of Finance, Education and Innovation, presented a report advising Schools Forum Members of the latest position regarding 2014/15 Dedicated Schools Grant (DSG) funding and spending requirements including the potential impact of school funding reform changes which are required arising from the Department for Education (DfE) 4th June 2013 announcement. Steve Haley, Head of Finance, Education and Innovation commented on the LAs commitment to implementing a universal funding system covering SEN pupils attending specialist settings and referred to areas to be reviewed in determining the 2014/15 local funding allocations for mainstream schools. He informed the Forum of the consultation exercise to be undertaken with Swindon Association of Primary Heads (SAPH), Swindon Association of Secondary Heads (SASH) and the High Needs Task Group.

Steve Haley highlighted the main elements of the report and responded to questions put by members on the following issues:

- Indications of DSG funding levels for 2014/15 including concerns that DfE guidance was that LAs should plan on the basis that high needs block funding may be frozen regardless of increasing pupil numbers
- Detailed information on what constituted “Infrastructure funding”.
- School Planning Team predictions on planned expansions and the implications on pupil growth funding calculations.
- In relation to trigger funding, due to financial risk, clarity on whether the concept of a breakeven point could be introduced.
- Predicted reduction in external placement costs despite an expected increase in demand within the retained pre 16 high needs budget which is reflected in the proposed contingency budget.
- Retention of the retrospective supplement relating to the 2014/15 disadvantaged 2 year old position.
- Special School top-up banding whereby some Members expressed concerns that pupils with similar levels of need may be attracting different amounts of funding in different settings. Paddy Bradley, Head of Commissioning, Economy & Attainment explained that much had been achieved in clarifying funding for high needs students in the last couple of years and historic methods of funding would be re-visited in line with the requirements of the DfE school funding reform programme. He advised that the banding would aid continuity when a

pupil progressed from pre to post 16 education. Members noted the robust peer to peer moderation process undertaken by special schools.

- Difference in pre and post 16 funding for pupils, particularly where pupils continued to sixth form at school as opposed to attending college.
- Children's prior attainment was widely used by LAs but is an optional funding factor in the new formula. Members were advised that in the whole funding formula, only deprivation and basic pupil per entitlement were compulsory as part of the formula determination and that all other factors were optional.
- Views were expressed that deprivation and low pupil attainment were intrinsically linked and this could explain differences in regional benchmarking data.

Jo Garton, representing the Swindon Association of Primary Headteachers (SAPH) expressed her concerns that following an initial vote, the decision on the establishment of a reception uplift factor whilst calculating the 2014/15 school funding allocations, was to be deferred to the School's Forum meeting in January 2014.

Resolved – (1) That, with regards to indicative funding levels for 2014/15, the Schools Forum notes that the total value of 2014/15 DSG assumed at this stage is £146.880m.

(2) That, the Schools Forum notes that only the existing brought forward DSG balance of £1.160m should be assumed as being available for distribution in 2014/15.

(3) That, with regards to the Centrally Retained Budget, the Schools Forum supports a 2014/15 central items budget of £0.422m.

(4) That, with regards to Pupil Growth, the Schools Forum supports the allocation of set up cost funding of £11.500 per additional primary class at a cost in 2014/15 of £0.058m.

(5) That, further to (4) above, the Schools Forum supports the allocation of infrastructure set up funding of £35,000 per expansion class (subject to the LA clarifying the circumstances in which this would be payable) at a cost in 2014/15 of £0.105m.

(6) That, further to (4) above, the Head of Commissioning Economy & Attainment, as part of the consultation process, be requested to enter into discussions with SAPH regarding the infrastructure criteria.

(7) That, with regard to concerns raised by some primary head teachers that expanding schools could be financially penalised under the current Trigger Funding Policy if pupil numbers were lower than LA forecasts, the Head of Commissioning Economy & Attainment would review whether a "break even" option could be introduced. The policy and 2014/15 proposed trigger funding budget would therefore need to be considered further at the 21st January Schools Forum meeting.

(8) That the Schools Forum supports the start-up cost policy (whereby expanding schools will receive up to £50,000 prior to opening whilst new schools will receive up to £100,000) and agrees a 2014/15 budget of £0.150m.

(9) That, with regards to free school meals administration, the Schools Forum agrees a 2014/15 budget of £21,600 which will be recovered from maintained schools via de-delegation (approximately £10,850) and from Academies via Traded Service charges (approximately £10,750) at £4.80 per Free School Meal pupil per year.

(10) That, with regards to centrally held Pre 16 High Needs Budgets, the Schools Forum agrees that it would be reasonable for the LA to assume a 2014/15 budget of £5.337m.

(11) That the Schools Forum supports the 2014/15 allocation of £0.608m towards Swindon Borough Council overheads.

(12) That, with regards to Early Years Funding, the Schools Forum notes the 2014/15 disadvantaged 2 year old nursery position and

- a) Agrees to retain the hourly rate of £4.95.
- b) Agrees, that subject to an annual review, the Local Authority be allowed to continue to retain £0.055m towards early years staffing costs.
- c) Agrees to defer a decision on retaining the £0.40p retrospective supplement and therefore the total early year's budget until the overall 2014/15 DSG budget position is reviewed at the next School Forum meeting on 21st January 2014.

(13) That the Schools Forum notes the 2014/15 3 and 4 year old funding position and:

- a) Agrees to retain current hourly rates and deprivation payments.
- b) Agrees to change quality payments to £500 for providers rated outstanding and £250 for providers rated good by Ofsted.
- c) Agrees a 2014/15 budget of allocation of £7.823m.

(14) That, with regards to specialist settings funding issues, the Schools Forum notes that for planning purposes approximately £2.103m will need to be allocated to Alternative Provision settings in 2014/15.

(15) That the Schools Forum agrees to the Local Authority seeking approval to exclude the reduction in Behavioural and Emotional Support Difficulties (BESD) premium funding from 2014/15 Minimum Funding Guarantee (MFG) calculations.

(16) That, the Schools Forum supports the proposed 2014/15 specialist setting funding framework.

(17) That the Schools Forum agrees that the Local Authority should seek DfE exemption to the Minimum Funding Guarantee (MFG) protection system to allow specialist setting funding transfers to be implemented over no more than 3 years.

(18) That the Schools Forum agrees that the Local Authority should establish 2014/5 specialist setting budgets within an assumed overall funding level of £16.0m subject to review should any additional Dedicated Schools Grant (DSG) be receivable.

(19) That the Schools Forum supports the principle of the Local Authority providing funding for outreach and commissioned SEN services which reflects best estimates of the actual direct additional costs of the provision.

(20) That, with regards to mainstream settings, the School Forum notes that after providing funding to meet known unavoidable cost pressures, existing mainstream funding values are retained as far as possible unless there is an overwhelming case to make specific changes. T

(21) That, the Schools Forum supports the increased delegation of £398,900 via a secondary BPPE enhancement of £39 per pupil to 2014/15 funding rates so that schools have sufficient funding to pay top up fees for emotionally vulnerable pupils attending Riverside.

(22) That the Schools Forum supports the increased delegation of any funding relating to Nylands PRU, Nylands assessment class and Mountford Manor

Special Resource Provision (SRP) via a primary Basic Per Pupil Entitlement (BPPE) enhancement to 2014/15 funding rates so that schools have sufficient funding to pay top up fees for pupils attending these settings subject to DfE confirmation that this is the appropriate funding methodology for these services.

(23) That the Schools Forum, subject to affordability, supports

a) The retention of the temporary £54.77 primary BPPE increase – enhanced if affordable.

b) The review of secondary LPA funding – funded via the re-distribution of secondary BPPE funding (subject to the consensus view of SASH) and / or by a direct increase to LPA funding if this is affordable

c) The review of secondary EAL funding, to include deprivation (subject to the consensus views of SASH) with any proposals reported back to the Schools Forum on the basis that corresponding changes are restricted to the secondary sector.

(24) That Schools Forum agrees to the LA, as a precaution should this prove unaffordable, seeking approval to exclude the one-off £54.77 boost to primary funding from the 2014/15 Minimum Funding Guarantee (MFG) calculations.

(25) That the School Forum agrees to defer a decision on the establishment of a reception uplift factor until the Forum meeting on 21st January 2014.

(26) That the School Forum supports the creation of a new sparsity factor which provides eligible schools with £565 per pupil below the Department of Education threshold of 150.

(27) That, with regards to Sector Lump Sums the School Forum agrees that:

a) The primary sector lump sum value is to be retained at £106,700.

b) The secondary sector lump sum value is to increase to £175,000 with corresponding reductions to secondary BPPE rates.

(28) That with regard to the proposal to introduce a Looked After Children (LAC) factor in the local formula, the LA was withdrawing this proposal in view of the big increase in LAC Pupil Premium recently announced by DfE. The Forum noted that SASH had requested a report on the effectiveness of the partial use of secondary Pupil Premium to fund the LAs LACES team.

(29) The Schools Forum noted comments by SASH representatives regarding the optional split site funding factor and voted not to introduce this.

(30) That the Schools Forum notes the increased eligibility for secondary sector pupils, confirm the retention of Low Prior Attainment as a funding factor and notes the SASH request for modelling to be undertaken.

(31) That the Schools Forum members agree that NNDR and primary Deprivation funding factors should remain unchanged and that the LA will seek to centralise PFI Affordability gap funding if this is allowed by DfE.

(32) Further to (31) above, Head of Finance, Education and Innovation be requested to submit a review to SASH regarding secondary deprivation funding.

(33) That the Schools Forum members agrees that pupil mobility, temporary falling rolls and exceptional premises factors will not be used in 2014/15 but will be kept under annual review.

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 5 NOVEMBER 2013 AT CIVIC CENTRE, ST STEPHENS PLACE, TROWBRIDGE, BA14 8AH.

Present:

Cllr Abdul Amin, Cllr Glenis Ansell, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Brian Ford (Vice Chairman), Malcolm Grubb, Cllr Russell Hawker, Cllr Peter Hutton, Amanda Newbery and Cllr Linda Packard

Also Present:

Cllr Trevor Carbin

14 Apologies for Absence

Apologies were received from Cllr Charles Howard and Cllr Teresa Page.

15 Chairman's Announcements

The Chairman announced that the dates of the March 2014 and September 2014 meetings had been moved to align with the OPCC performance data.

The new dates were:

Thursday 6 March 2014, 2.00 pm, venue TBC

Thursday 4 September 2014, 2.00 pm venue TBC

With the agreement of the Panel the Chairman added iQuanta to the agenda.

A discussion around the role and work of the Panel highlighted the need to have a communications strategy, and it was agreed that public relations would be added to the agenda of next formal Panel meeting on 26 November 2013. The Panel decided to issue an Annual report detailing what the Panel had done, was doing and intended to do. This would be circulated to Area Boards, Localities and the press.

The Chairman informed the Panel that an informal regional PCP chair's meeting had taken place, at which they had agreed to write to the minister raising their concern over the regular meetings taking place with commissioners but with no similar meetings taking place with PCPs. It was agreed that this letter would be circulated to Panel members.

The Panel agreed that the Chairman should suggest to the Commissioner that a monthly informal meeting be set up, and a summary of those discussions circulated to members.

16 Public Participation

There were no questions asked or statements given.

17 Approach to the scrutiny of the Police and Crime Commissioner's delivery of his Police and Crime Plan

The Panel discussed its approach to scrutiny of the Commissioner's Police and Crime plan. It identified that some areas were more complex than others, and decided that the first approach would be to identify an area which the public could relate to and that would be a rapid exercise and relationship builder.

18 Scrutiny topics

The following areas for scrutiny were suggested:

- Young People (engagement)
- Victim Support
- Licensing
- Special Constables
- Volunteers (recruitment, use of, fallback if insufficient forthcoming)
- Community engagement
- Crime reduction
- Anti Social Behaviour (ASB)
- Funding decisions from PCC's £1m pot
- Handling of complaints against the PCC
- PCC/CSP relationships
- Vision Wiltshire

When discussing the topics the Panel agreed that, due to their complex nature, ASB and Vision Wiltshire would be added to the work plan but would not be the first topic for scrutiny.

The Panel noted the reliance on the volunteers and specials within the Commissioner's Police and Crime Plan, and decided that this would be the first area of scrutiny.

19 **Scoping**

The Panel agreed that the Chairman would work with officers to produce a scoping document. This would be circulated to panel members and the PCC for comments.

The following members would make up the scrutiny task group:

Cllr Ansell
Cllr Bennett
Cllr Britton
Malcolm Grubb
Cllr Hutton

The first meeting of the task group would determine its timetable.

20 **iQuanta**

Some Panel members requested that they were not given access to iQuanta and it was agreed that access would only be given to Cllr Britton, Cllr Ford, Malcolm Grubb and Amanda Newbery.

The Panel noted the www.police.uk website which was a useful source of information.

(Duration of meeting: 1.05 - 2.45 pm)

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 26 NOVEMBER 2013 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Abdul Amin, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Brian Ford (Vice Chairman), Malcolm Grubb, Cllr Peter Hutton, Cllr Julian Johnson, Amanda Newbery, Cllr Linda Packard and Cllr Teresa Page

Also Present:

Carlton Brand (Corporate Director), Kieran Kilgallen and Angus Macpherson (Police and Crime Commissioner) and Chris McMullin (OPCC)

21 Apologies for Absence

Apologies were received from Cllrs Ansell, Hawker and Howard.

22 Minutes and matters arising

Decision:

The minutes of the meeting held on 16 September 2013 and 5 November 2013 were agreed as a correct record and signed by the Chairman.

23 Declarations of interest

Amanda Newbery declared an interest in item no. 6 being a city centre licensee

24 Chairman's Announcements

There were no chairman's announcements.

25 Public Participation

There were no questions asked or statements given.

26 **Quarterly Data**

Risk

The Commissioner presented his Risk Register.

He drew attention to the following points:

Volunteers:

The score had dropped from 48 to 36.

Assets:

This relates to mainly force assets, e.g. mobiles, laptops. Currently there were 170 assets unaccounted for, and the risk would remain until the Commissioner was happy with the procedure in place for logging of assets.

Complaints / Integrity

There were issues around reputational risk. The likelihood had increased due to the environmental scanning of national, rather than internal issues. A new whistle-blowing policy was in place and an effort was being made to encourage this culture. As the document was a living document, the Commissioner was not concerned by red risks as long as they did not remain red.

In response to questions the Commissioner explained that the Speedwatch protocol which both councils had signed up to had not been used by Swindon Borough Council officers as agreed. This had now been resolved and training was ongoing.

It was suggested that the Commissioner should have a fixed programme of engagement with schools and colleges with volunteers being a vital part of his plan. He confirmed there was no programme for visiting schools at present, however he was engaging with Heads looking at what they were doing and what he could buy in to ensure that years 9-11 were exposed to appropriate messages.

The Commissioner confirmed the new team in Trowbridge would be able to process information from the speedwatch teams. There would be a report in the New Year providing detail on visits from Neighbourhood Policing Teams.

Performance

The Commissioner presented his performance report.

He noted that the report was for the first six months and performance overall was good. In real terms the reduction of crime was 7.2% compares to the same period in 2012/13.

It was noted that the number of recorded hours by Specials was not accurate, as they were transferring from using one system to another. He had asked for accurate data to be in place by the end of the financial review and for a specific budgetary line in the next financial year. After the next round of recruitment the number of specials would be up to 249.

He recognised the need to review his objective of having a minimum of 300 active specials across Wiltshire and Swindon, each attached to communities and contributing an average of at least 16 hours per month. The strategic needs would be discussed with the Chief Constable, defined and recruited to; which would also lead to a major re-write of the objective. The number of volunteers would also be revisited and it was hoped that the Panel's scrutiny review would assist in this.

Although Neighbourhood Watch was an independent charity not owned or run by the police, a working group had been set up supported by OPCC officers to look at back office functions and Neighbourhood Alert. This would report back to the Commissioner to submit a business case for the re-launch of Neighbourhood Watch across the county. It was hoped that this would form a platform for other watch schemes.

He highlighted a 37.1% reduction in the harm caused by dangerous drug networks. Work was ongoing to develop more accurate measures around the Swindon and Wiltshire Integrated Targets for Change programme. The measure 'Tackle irresponsible licensed premises' would be changed to 'licensed premises check'; he had asked for further work in this area and would update the Panel in his next report. The Panel noted that more preventative work was needed in this area, and heard that Wiltshire Council had set up a task group to focus on licensed premises which would look at trends.

He confirmed that the increase in complaints was not down to one contributory factor, and year to date was significantly below the threshold. The number of days referred to were working days.

When questioned on whether the historical 75% threshold for answering 101 calls within 30 seconds could be perceived as soft, he explained that at the start of the year it was seen as reasonable, however performance had been better than anticipated and it may need to be reviewed.

The second tranche of applications for the Innovation fund had been received and would be looked at with the Leaders. A report would be brought to the next Panel meeting. A reporting mechanism was in place to assess effectiveness and outcomes of successful schemes and this would be reported to the Panel in due course. He drew the Panel's attention to the Policing Minister's £20m innovation fund to enhance regional capability and interoperability, bids for which had to be in by 6 December 2013. Further collaboration with both Wiltshire council and Swindon Borough Council was continuing.

New money was being made available for victim commissioning in 2014/15, including the preparation of a victim's pathway which would mirror the national code. He had also requested a report on individual domestic violence assessors given the potential shortage. There would be future emphasis on Domestic Violence Police Officer's and Clare's Law as these had been rolled out nationally.

A panel of the Criminal Justice Board was being formed to look at all out-of-court solutions to ensure they were suitable and proportionate. Neighbourhood Justice Panels had been successfully trialled over a 12-month period in Swindon, and these would now be rolled out across the county using funding from the innovation fund.

Professor Allan Johns updated the panel on complaints, noting that the rise of allegations of incivility had no known cause. There had been 29 appeals, 19 of which were deemed valid. 14 of these had been settled and 3 had been upheld. In response to a query on whether any type of complaint was disproportionately high he confirmed they mostly involved disallowed appeals against decisions not to investigate or to discontinue investigating.

Finance

The Commissioner presented his budget monitoring statement.

He explained that he would be going to area boards and localities from December with his budget proposals, and he hadn't ruled out an increase to the precept. He noted the need to hold a referendum if the proposal was over 2%. He drew attention to the HMIC report which showed that the Wiltshire Police offer was the best value for money around the country.

27 PCC diary report

The PCC's diary report was noted.

28 Complaints against the Commissioner

The Monitoring Officer's report was noted.

The Panel took a 5 minute recess.

29 Public relations

The Panel discussed public relations, and how to promote the function and work of the Panel. The use of social media and radio was discussed, and Sean Chacksfield, Media Relations Officer at Wiltshire Council agreed to promote upcoming meetings in consultation with officers.

The Panel welcomed the idea of an annual report which could be circulated to members, Area Boards and Locality meetings.

The possibility of having a press release would be considered at the end of each meeting.

30 Forward Work Plan

The Panel noted the forward work plan.

31 Future meeting dates

The next meeting of the Police and Crime Panel will be on 15 January 2014 at Committee Room VI, Civic Office, Euclid Street, Swindon SN1 2JH.

Future meeting dates were:

6 February 2014
6 March 2014
11 June 2014
4 September 2014
19 November 2014

(Duration of meeting: 10.00 am - 12.40 pm)

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One Swindon Leadership Board Meeting – 22nd October 2013. Key Points of Discussion, Agreement and Associated Actions

- TR was asked if the Community Navigators would work across all practices or would they just work with the 4 identified pilot practices? TR advised that the Navigators would be encouraged to work across other sites and also encouraged to be part of a virtual team to share information which could also include CAB and DWP colleagues.
- TR was asked about the scalability of the proposal? He explained that initially the pilot will target 4 practices with the suggestion that in 2014-15 it may go to all 27 practices, if the anticipated benefits are proven.
- Well-Being Co-ordination: John Gilbert (SBC)
 - JG presented the proposals around well-being co-ordination; there were no questions or challenges.
- Troubled Families: John Gilbert (SBC)
 - JG presented the proposals around the troubled families; there were no questions or challenges.
- The Sail Project: Simon Routh-Jones (WF&RS)
 - SRJ presented the proposal and was challenged about the 'Improving access to services, support, and information to people aged 50+ or those in a position of vulnerability' statement and was asked to remember the Bobby Van Trust which could potentially be used as a resource or indeed be the organisation to take on the Dorset Age UK Role.
 - SRJ was asked why the focus is on people age 50 and above? He responded that by targeting the 50+ age group information cascades down through families and help to prevent 50 year olds becoming isolated 70 year olds.
- Integrated Front-line Workforce: Andy Tatam (WP)
 - AT presented the proposal and talked about some of the stream of work which could take place including a root and branch review of systems/system thinking methodology to look at what we need to move us forward and a review of safer neighbourhoods and community safety as a starting point.
- Town Centre Team: Gavin Jones (SBC)
 - GJ presented the proposal about a Town Centre Team and was asked where the InSwindon company sits within this business plan? GJ advised that the current InSwindon bid doesn't cover this, but conversations are being held with them to consider a second bid.
- Domestic Abuse: Cherry Jones (SBC)
 - CJ presented two proposals around domestic abuse, the perpetrator training scheme and the IDVA scheme. She was asked about the any possible integration or overlap with existing provision. CJ advised that these projects will fill the current gaps in provision.
 - JG asked how information is shared or co-ordinated. Cllr Grant asked about existing schemes, such as the Neighbourhood Care scheme that is happening in his locality and overlaps.
 - AM advised that IDVA's are being looked at within Wiltshire and that we need to know where the IDVAs are across the piece.
 - TR led a discussion around which of the business cases were enablers and which were stand-alone projects. He suggested grouping some proposals together.
 - JGr advised that these are the sort of questions that the Board should be asking. There are common themes, and we have tools such as the CBA analysis to assist especially when looking at the risk of duplication. Joined up enablers will help; there is also a strong element of learning by doing and evaluating.
- Alcohol Support & Advice Project (ASAP): Cherry Jones (SBC)
 - CJ presented the proposal on ASAP, there were no questions or challenges on this business case.

Item 3 – Decision making and steering the way forward – James Griffin (SBC)

- JG led the conversation around the decision making process

**One Swindon Leadership Board Meeting – 22nd October 2013:
Key Points of Discussion, Agreement and Associated Actions**

- DR asked if the Board could support all of the business cases?
- JG advised that it would help to establish which of the business cases are strategic and which are enablers; resource capacity and capability also needed to be taken into consideration.
- The Board discussed the Systems Thinking approach that Wiltshire Police are currently using and PG offered to extend the training the Police are receiving if there was any interest.
- The Board agreed that batching the business cases would be helpful and made several suggestions about what that might look like, the final groupings are shown below:
 - **Growing Economy:** encompassing the Local Supply Chain; Ready for Work Academy; and Town Centre business cases.
 - **Enablers:** SAIL Project and Integrated Front-line Workforce business cases.
 - **Safer Communities:** DA Perpetrators; IDVA's; ASAP and Reducing Re-offending business cases.
 - **Reducing Vulnerability:** Troubled Families; Community Navigators; Wellbeing Co-ordinators business cases.
- JGr talked about the work which needed to be done in time for the 17th December, and included that the areas of concern and overlaps would be picked up during the next phase of work. .

Item 4 : Gap Analysis – what's missing? What are the common themes? -

- JGr advised that batching the business cases has taken care of the Common Themes, but asked the Board to consider what's missing from what we have seen tonight?
- Suggestions included:
 - Common IT strategy and platform – enabling the Board to use the same sources of information; data sharing protocol
 - Localities
 - Healthy Lifestyles/Healthy Workforce – use our existing workforce to promote healthy lifestyles.

Date and time of next Meeting:

Tuesday 17th December, 9.30 – 2.30 – Sir Daniel Gooch Theatre, Steam Museum.

TOWN TWINNING NETWORK

WEDNESDAY, 4 DECEMBER 2013

PRESENT:- Roger Gower (Swindon Salzgitter Twinning Association), Andy Lane (Chattanooga, USA), Councillor Kevin Small, Councillor Junab Ali, Councillor Abdul Amin, Councillor Mike Bawden, Councillor Toby Elliott, Hassan Nur (Somalia) and Eileen Mochan (Swindon Ocotal Link)

Apologies for absence were received from Mike Ide, John Mayell, Councillor Michael Bray and Derrick Gustafson

28. Declarations of Interest

There were no declarations of interest.

29. Public Question Time

There were no public questions.

30. Minutes

That the minutes of the meeting held on 25 September 2013 be confirmed and signed as a correct record, subject to Councillor Junab Ali's name being added to the list of those giving apologies for absence.

31. 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 Association's Annual General Meeting was held in November 2013 and those in official positions were reappointed.

Roger confirmed that the Association were beginning to assemble the group to visit Salzgitter in June 2014 and he spoke briefly about the visit in June 2013 to Swindon from the Salzgitter Twinning Association. He explained that following discussions between the Twinning Associations, it was agreed that each Association would be responsible for their own travel costs to the respective towns.

Marion Jefferies had been appointed as publicity manager. Marion had previously worked with Bruce Clarke at Swindon 105.5 radio station and it was hoped that the Twinning Association would receive some publicity through Marion's links with the station.

Further discussions had been held about the launch of a website and it was felt this would be of great benefit for the Association. Roger may contact Members about funding issues.

The Network was reminded that the Swindon Salzgitter Twinning Association was set up in 1975 and would be celebrating its 40th anniversary in 2015. It was suggested that an official Council event should be planned to commemorate the Twinning link to be funded by the Council.

Swindon Ocotal Link

Eileen Mochan reported that she was the new secretary for SOL and that a number of fund raising events were being held.

Eileen explained that it was SOL's 25th Anniversary in February 2014 and a celebration event was being organised.

Salahley, Somaliland

Hassan Nur reported that £68,000 had been raised to help fund the Salahley road construction project in Somaliland, which would connect Hargeisa to the largest district under Marodijeh region in the south and of the most populated rural district in the Hawd of Hargeisa.

Hassan also reported that 200 families originating from Somaliland had been made homeless from typhoon Haiyan and that his organisation were raising funds to help with the disaster relief. He explained that a letter had been sent to the Mayor of Swindon but Hassan had not received a reply. The Director of Law and Democratic Services was asked to investigate this further.

Chattanooga

Andy Lane reported that he was still holding discussions with Forward Swindon about a possible business delegation to Chattanooga. Andy also referred to a publication called 'CityScope' that was produced on a quarterly basis by Chattanooga city to promote the region and suggested that Swindon could produce a similar publication to promote itself.

Resolved:

It was resolved that:

- (i) The report and updates from members of the Network be noted; and
- (ii) The Director of Law and Democratic Services be asked to liaise with the leader of the Council, Councillor David Renard, and Councillors Kevin Small and Mike Bawden about the possible options to commemorate the 40th Anniversary of the Swindon Salzgitter Twinning link.