



SWINDON BOROUGH COUNCIL

Municipal Year 2013/14

Meeting of Council on Thursday, 3 April 2014

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Monday, 24 February 2014 of Special Committee (Pages 3 - 6)
2. Minutes of meeting Tuesday, 4 February 2014 of Audit Committee (Pages 7 - 10)
5. Minutes of meeting Monday, 27 January 2014 of Standards Committee (Pages 11 - 14)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

4. Minutes of meeting Wednesday, 22 January 2014 of Scrutiny Committee (Pages 17 - 20)
5. Minutes of meeting Monday, 10 February 2014 of Scrutiny Committee (Pages 21 - 26)
6. Minutes of meeting Monday, 19 April 2010 of Scrutiny Committee (Pages 27 - 34)
7. Minutes of meeting Wednesday, 29 January 2014 of Health Overview and Scrutiny Committee (Pages 35 - 40)

8. Minutes of meeting Wednesday, 15 January 2014 of Children and Young People's Overview and Scrutiny Committee (Pages 41 - 44)
9. Minutes of meeting Wednesday, 5 March 2014 of Children and Young People's Overview and Scrutiny Committee (Pages 45 - 50)
10. Minutes of meeting Monday, 25 November 2013 of Safer and Stronger Communities Overview and Scrutiny Committee (Pages 51 - 52)
11. Minutes of meeting Monday, 27 January 2014 of Safer and Stronger Communities Overview and Scrutiny Committee (Pages 53 - 54)

SECTION 3 - REGULATORY COMMITTEES

12. Minutes of meeting Tuesday, 11 February 2014 of Planning Committee (Pages 57 - 60)
13. Minutes of meeting Wednesday, 6 November 2013 of Education Transport Appeals Sub-Committee (Pages 61 - 62)
14. Minutes of meeting Friday, 21 February 2014 of Education Transport Appeals Sub-Committee (Pages 63 - 64)

SECTION 4 - CHILDREN SERVICES BODIES

15. Minutes of meeting Tuesday, 21 January 2014 of Schools Forum (Pages 67 - 72)
16. Minutes of meeting Thursday, 5 December 2013 of Swindon Children's Trust Board (Pages 73 - 78)
17. Minutes of meeting Tuesday, 3 December 2013 of Standing Advisory Council on Religious Education (Pages 79 - 84)

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

18. Minutes of meeting, Thursday 5 December 2013 of Wiltshire Police and Crime Panel (Pages 87 - 92)
19. Minutes of meeting, Thursday 12 December 2013 of Wiltshire and Swindon Fire Authority (Pages 93 - 96)
20. Minutes of meeting, Thursday 13 February 2014 of Wiltshire and Swindon Fire Authority (Pages 97 - 100)
21. Minutes of meeting, Tuesday 17 December 2013 of One Swindon Partnership Board (Pages 101 - 106)
22. Minutes of meeting, Tuesday 28 January 2014 of One Swindon Partnership Board (Pages 107 - 112)

Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

MONDAY, 24 FEBRUARY 2014

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

16. Declarations of Interest

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

17. Minutes

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

18. Exempt Items - Exclusion of Press and Public

Resolved – That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in Agenda Item No. 8 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned. (Minute 22 refers.)

19. Public Question Time

No public questions were asked under Standing Order 28.

20. Adjustments to the Council's Organisational Structure

The Chief Executive submitted a report concerning (a) proposed changes to the Council's organisational and management structure, particularly, relating to accountabilities at the "Tier 1" and "Tier 2" level, and (b) a proposal to establish a One Swindon Multi-Agency Transformation Hub to deliver public sector transformation in Swindon.

The Chief Executive presented the report setting out the reasons why the proposed changes were considered necessary at this time and detailing each proposed change to accountabilities. He referred to the significance and importance for the future of the Council and the Borough of the proposed One Swindon Transformation Hub. He explained that this report sought to gain approval for work to commence on establishing this multi-agency hub and that further reports would be made to Councillors as work progressed and the Hub developed.

Members noted the proposed changes and commented on the importance of Streetsmart services to local residents and ward councillors. They sought reassurances that in the interim period whilst structural changes were being made, there would be continuity in the delivery of these services and contact points would

remain clear and unambiguous. The Chief Executive and the Board Director, Service Delivery, confirmed that steps would be taken to ensure that there would be no significant effect on the delivery of these services and that clarity was provided to where responsibilities for services would rest in the interim period before the new structure was in place.

Reference was made to the effective operation of the localities function. The role of localities in building community capacity and resilience, particularly in respect of support for children and families and adult social care, was welcomed but it was believed there was also support from many Councillors for the current role played by localities officers in supporting Ward Councillors in responding to issues affecting local residents across a range of different Services. The proposed changes to Housing services and to Public Protection were noted and Councillors hoped that the culture and experience of the Housing team would not be diluted by the proposed changes. In particular, it was hoped that the Housing team's experience of dealing with problem tenants could be shared with officers across the Borough as a result of these changes.

Resolved – (1) That, on behalf of the Council, the changes in management accountabilities and, where appropriate, structure for the Chief Executive, Board Directors and Tier 2 posts, as referred to in paragraphs 3.4 to 3.12 of the report, including the deletion of the existing Head of Public Protection and Streetsmart post, be approved

(2) That, following formal consultation with affected staff, where required, the Chief Executive be authorised to implement the revised, interim structure as referred to in the report as soon as practicable.

(3) That the Director of Law and Democratic Services be authorised to amend the Council's Constitution to reflect the changes referred to in (1) and (2) above.

(4) That the move towards more multi-agency ways of working referred to in the report, including exploration of a collaborative and impactful approach to volunteering, be noted and the Council's participation in the development and implementation of a One Swindon Transformation Hub as referred to in paragraphs 3.13 to 3.14 of the report, be approved.

21. Employment Terms and Conditions for New Chief Officers

The Chief Executive and the Head of People and Development submitted a joint report concerning proposals for terms and conditions of employment for newly appointed Chief Officers to the Council (Minute 15(c) refers).

The Head of People and Development explained that at its last meeting the Committee had reviewed and agreed some changes to terms and conditions of employment for existing Chief Officers. The Committee had requested that a separate review of terms and conditions for new Chief Officers be undertaken. This report highlighted the findings of the review and the proposed terms and conditions of employment to be applied to newly appointed Chief Officers to the Council.

Resolved – (1) That, on behalf of the Council, the Special Committee approves that the roles within the Council with responsibility for statutory functions, as outlined in paragraph 3.2.1 of the report, and any non-statutory Board Director posts, be the only roles within the Council for which specific Chief Officer terms and conditions of employment be applied and that would be subject to appointment by Councillors.

(2) That the roles referred to in (1) above for which Chief Officer terms and conditions of employment be applied, receive the different terms and conditions of employment to other employees of the Council, as outlined in paragraph 3.9.2 of the report.

(3) That the changes referred to in (1) and (2) above be implemented with immediate effect.

(4) That existing Chief Officers retain, as protected rights, their current terms and conditions of employment, including those agreed by Minute 15 of the Special Committee on 5 November 2013.

22. Redundancy Severance

The Leader of the Council and the Chief Executive submitted a joint report concerning the redundancy severance arrangements for Employee No. 1129760B.

The Head of People and Development circulated a revised version of the original report as further analysis had resulted in a change in the Employee's length of service which affected the calculation of the severance payment.

The Chief Executive referred to the decision taken earlier in the meeting regarding the Council's future organisational structure and the reasons why he believed the proposals put forward were in the best interests of the Council. He confirmed that the exact notice period for the Employee had still to be finalised as it was linked to the implementation of the organisational changes and this could affect the actual final severance payment. The figure illustrated would be the maximum payable should the Employee leave the Council's employment.

The Head of People and Development explained the rationale that had been adopted in arriving at the financial position set out in the report and how this was comparable to the approach adopted in other similar circumstances.

Councillor Des Moffatt referred to the appendices to the report and his belief that they should specify that the calculations of redundancy pay were based on the Council's policy which reflected the local government "industry norm" and not the minimum statutory requirement.

Resolved – (1) That the redundancy severance arrangements for employee 1129760B, as set out in the revised joint report, be approved.

(2) That, in the event that no suitable, alternative employment is found, the Head of People and Development be authorised to issue notice to employee 1129760B.

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AUDIT COMMITTEE

TUESDAY, 4 FEBRUARY 2014

PRESENT:- Councillors Steve Weisinger (Chair), Steve Allsopp, Roderick Bluh, Michael Bray, John Haines and Des Moffatt

An apology for absence was received from Councillor Neil Heavens.

41. Declarations of Interest

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

42. Public Question Time

There were no public questions.

43. Minutes

Resolved - That the minutes of the meeting held on 5th November 2013 be confirmed and signed.

44. Treasury Strategy Statement 2014/15

The Committee received a report on the Council's Treasury Management Strategy for 2014/15, including Prudential Indicators up to 2015/16, the Annual Investment Strategy, and the Minimum Revenue Provision Policy Statement. Paul Smith, the Council's Head of Finance, Housing, Treasury and Growth, presented the report, expanding on the following key elements of the strategy:

- the current treasury position;
- the treasury indicators which will limit the treasury risk and activities of the Council;
- the prospect for interest rates;
- the borrowing strategy;
- the policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- the creditworthiness policy; and
- the policy on use of external service providers.

Following his introduction of the strategy, Mr Smith responded to members' questions and observations on the following issues:

- the Council's banking arrangements and the implications of the withdrawal of its current provider from the local authority market
- the net borrowing position of the General Fund
- investment returns expectations.

Resolved – (1) That the report be noted and that the Treasury Management

Strategy, Minimum Revenue Provision Policy and Prudential Indicators be recommended for approval by Full Council at its meeting on 24th February 2014.

(2) That the position with regard to the Council's bankers, the Co-Operative Bank, as detailed at Section 4 of the report, be noted.

45. Internal Audit report - Treasury Management

The Committee received a report of the Head of Internal Audit on the key findings of the Annual Internal Audit of the Council's Treasury Management process.

Resolved – That the report be noted.

46. Internal Audit reports identifying 'significant' risk or 'of concern': Highways Asset Management

The Committee received a report on the latest position in relation to the implementation of Internal Audit recommendations arising from the audit review "Highways Asset Management". It was noted that the overall risk assessment to the Council following the initial audit was considered "of concern".

Mr Gwillam Lloyd, the Council's Head of Highways and Transport, 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 identified risk areas, the management response to the audit conclusions and key recommendations, and progress in implementing the action plan.

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

(2) That a report be submitted the Committee in September 2014, in advance of the commencement of the 2015/16 budget setting process, on the effectiveness of the reintegration of SCS Streetsmart Services Highway Maintenance Team into Highway and Transport Services as part of the SCS re-integration process.

47. External Audit - Update for Swindon Borough Council

Chris Hackett (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at 27 January 2013, in respect of the delivery of their audit responsibilities. The report also included a summary of key emerging national issues and developments that might be of interest to the Committee.

Resolved – That the report be noted.

48. External Audit - Certification Report 2012/13

Chris Hackett (Grant Thornton) presented a report regarding the certification of claims and returns submitted by the Council. The report also provided a summary of the External Auditors' assessment of the Council's management arrangements in respect of the certification process and highlighted significant matters in relation to each of four claims and returns that were certified for the Financial Year 2012/13.

Resolved – That the report be noted.

49. Head of Internal Audit Update

The Committee received a report of the Head of Internal Audit summarising the

main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in November 2013 and progress made against the Annual Internal Audit Plan.

Resolved – (1) That the report be noted.

(2) That the Housing Capital Programme internal audit report, categorised as having an overall risk evaluation of “Of Concern”, be submitted to the next meeting of the Committee for consideration.

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STANDARDS COMMITTEE

MONDAY, 27 JANUARY 2014

PRESENT:- Councillor David Wood (Chair), Councillors Michael Bray, Toby Elliott (Deputy), Brian Ford, Fay Howard and Teresa Page, Mr Trevor Davies, Mr David Dawson, Mr Mike Compton and Mr Richard Hailstone (Co-opted Representatives) and Mr Paul Morris and MR Peter Morgans (Independent Persons).

An apology for absence was received from Councillor Roderick Bluh.

17. Declarations of Interest

Mr Trevor Davies made a declaration of interest with regard to the Committee's consideration, at Agenda Item No. 7, of matters relating to the future membership of the Standards Committee.

18. Minutes

Resolved - That, subject to the inclusion of Mr Peter Morgans in the list of attendees, the minutes of the meeting of the Committee held on 7th October, 2013, be confirmed and signed.

19. Public Question Time

Ms Kareen Boyd, a resident of Old Town, Swindon, put a question on behalf of Dr Chris Barry of 96 The Bramptons, Swindon, regarding the procedure for the consideration of a particular Member Code of Conduct complaint. It was noted that a written answer had been provided to Dr. Barry's question in advance of the meeting. Ms Boyd, on behalf of Dr. Barry, asked supplementary questions, also relating to the consideration of the particular member Code of Conduct complaint. The Chair agreed that a written response should be provided.

After putting questions on behalf of Dr, Barry, Ms Boyd put a question regarding the role and priorities of the office of the Director of Law and Democratic Services. The Chair agreed that a written response be provided. She put a further question regarding provisions within the Council's Constitution relating to investment into Research and Development Projects and associated market research. The Chair agreed that a written response be provided.

Ms Carole Bent, a resident of Old Town, Swindon, put a question regarding the timescale for the resolution of the Member Code of Conduct complaint referred to in Dr Barry's question. The Chair and the Director of Law and Democratic services responded to Ms Bent's question and the Chair asked that a copy of the Council's process for dealing with Code of Conduct complaints be provided to Ms Bent.

Ms Bent asked a further question regarding the Council's practice in relation to the manner in which public questions are recorded in the minutes of its various committees. The Chair responded to Ms Bent's question.

Ms Bent asked a further question regarding the membership of the Standards Committee and the role of its lay representatives. The Director of Law and Democratic Services responded to the question.

Ms Claire Bouverie-Brine asked a question regarding the Member Code of Conduct complaint process. The Chair responded to Ms Bouverie-Brine's question and asked that she be provided with a copy of Council's process for dealing with Code of Conduct complaints. The Director of Law and Democratic Services responded to a supplementary question asked by Ms Bouverie-Brine concerning attendance at Assessment Panel meetings.

Ms Kareen Boyd asked a further question regarding the right of a complainant to attend the meeting of the Assessment Panel at which an initial assessment is made regarding a Code of Conduct complaint. The Chair responded to Ms Boyd's question.

20. 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> |
|-----------------|----------------------|-------------------|
| 8 | 1 and 2 | 23 |

21. Question and Answer Session - Leader of the Council and Chief Executive

Councillor David Renard, the Leader of the Council, and Gavin Jones, the Chief Executive, were in attendance to report to the Committee on matters relating to the Council's ethical governance framework and issues of probity and to discuss with members the key priorities for ensuring that high ethical standards continue to be promoted and maintained within the Council. In particular, the views of the Leader and the Chief Executive were sought regarding their experience of the effectiveness of the new ethical framework since its introduction from July 2012.

The Chief Executive commenced the discussion by placing the issue of ethical governance within an organisational and political context and a future of continuing anxiety and ambiguity due, in the main, to continuing austerity. He commented that the staff resource had been reduced at all levels whilst the level of demand for high quality service remained high and that, consequently, a programme of major organisational change had become essential to take the organisation forward in a way that would meet the specific objectives articulated in its Stronger Together vision.

As at his previous meetings with the Standards Committee, the Chief Executive commented on the relationships and interactions between members and officers, which he felt remained generally positive with a high degree of respect and

professionalism and co-operation evident on both sides.

On the specific matter of the Council's processes for handling Code of Conduct complaints, the Chief Executive referred to the recently commissioned Independent Review of the Council's process for considering complaints of breaches of the Member Code of Conduct, to ensure that these remain valid and effective. The Chief Executive anticipated that the review, and the production by the commissioned body of a final report for consideration by the Standards Committee, would take in the region of 8 weeks.

Councillor David Renard commented that, in his time on the Council, and particularly during his time as Leader of the Council, there had been a significant shift in the Council's organisational structure to one that is "member-led". He felt that this was entirely proper, since the governing mandate was, appropriately, invested in the Council's democratically appointed membership. He acknowledged the effect of improved cross-party working in ensuring that as many "democratically elected voices" as possible were heard as part of the decision making process and that, where possible within political affiliations, aims and objectives should be established on the basis of the collective viewpoint.

Councillor Renard recognised that members had to be firm and clear in communicating aims and objectives to officers, to provide a clear direction of travel, and agreed with the Chief Executive's sentiment that, generally, member and officer relationships were extremely good. He supported the proposed review of the Council's processes for handling complaints against elected members and emphasised the timeliness of the process, that it was in all parties' best interests to ensure that complaints were resolved at the earliest opportunity.

Following their opening remarks, the Leader and Chief Executive responded to members questions on the following issues:

- the terms of reference for the standards reviews and the opportunity for officer input as part of the review process
- the impact of group politics on prioritisation and the Council's decision making process
- the consultation to be undertaken in support of the current review and, in particular, the decision to extend the public consultation beyond the lay representation on the Standards Committee
- inclusiveness and the effectiveness of public consultation as an influencing factor in the Council's decision making process
- the role of the Independent Persons and their statutory non-voting status at the Standards Committee

Resolved – That Councillor David Renard, the Leader of the Council, and the Chief Executive be thanked for attending the meeting and for their full and open responses to members, questions on matters relating to the Council's ethical governance framework and issues of probity.

22. Ethical Framework Update

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

- the review the Council's Codes and Protocols

- dispensations
- membership of the Standards Committee (Independent Persons and Lay Members)
- the review of the Council's process for handling Code of Conduct complaints
- training issues

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

(2) That, the limited response to the ethical aspects of the various codes and protocols be noted and that subject to the minor change to the 'Guidance to Councillors on dealings with the media', set out in in Appendix 2 to the report, no changes be made at this time to the various Codes and Protocols.

(3) That the more general comments received as a result of the consultation be taken into account by the Monitoring Officer during the annual review of the Constitution.

(4) That it be noted that the term of appointment of both Independent Persons expires on 6th June 2014 (the date of the Annual Council meeting) and that, in order to fill the vacancies, as required under section 28 of the Localism Act 2011, the Monitoring Officer be authorised to advertise the vacancies and conduct the appointments process in accordance with the previously agreed appointment process referred to in paragraph 3.12 of the report.

(5) That, further to the resolution at (4) above, this Committee determines that the period of appointment of the Independent Persons be for up to 2 years, with an option to extend for a further period of up to 2 years.

(6) That the period of office of the two co-opted lay members of the Standards Committee be extended for a further period of one year, from 6th June 2014 (the date of the Annual Council meeting), and that the Monitoring Officer's suggestion that future vacancies be filled on the same basis as that agreed for the Independent Persons (4, 5 above) be accepted.

(7) That the arrangements for the review of the Council's handling of complaints against elected members, as set out in the report and summarised by the Monitoring Officer at the meeting, be endorsed.

23. Ethical Compliance Report

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

Resolved – That the Ethical Framework Compliance report be noted.

Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

WEDNESDAY, 22 JANUARY 2014

PRESENT:- Councillors Kevin Small (Chair), Michael Dickinson (Vice-Chair), Emma Faramarzi, Brian Ford, Mary Friend, Cindy Matthews, Des Moffatt, Maureen Penny, Stan Pajak, Robert Wright, Vera Tomlinson, Michael Bray and James Robbins

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

50. Declarations of Interest

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

51. Public Question Time

The Chair reported that a total of 34 questions had been submitted in writing by the following residents of the Borough, all concerning the Committee's consideration of the report of the Digital City(UK) Ltd Task Group (Minute 52 below refers).

Mr Terrence David Reynolds
Mr Richard Symonds
Mr Brian Cockbill
Ms Carole Bent
Mr Des Morgan.

The Chair advised the meeting that it was his intention to put each of these questions at the commencement of the Committee's consideration of Agenda Item No. 4 ("Report of the Digital City (UK) Ltd task Group"), to be answered by Councillor Des Moffatt, the Chair of the Task Group, and/or the other members of the Task Group, Councillors Brian Ford, Peter Heaton-Jones and Bob Wright, or by himself, if appropriate.

Ms Kareen Boyd, a resident of Old Town, asked a question regarding the process for dealing with the Digital City (UK) Ltd Task Group's report and, specifically, the conclusions and recommendations therein.

The Chair responded to Ms Boyd's question.

52. Report of the Digital City (UK) Ltd Task Group

Further to Minute 36 (2012/13), the Committee received the Final report of its Task Group established to review the final accounts of Digital City (UK) Ltd. The Committee was invited to consider the report, and the specific conclusions and recommendations therein, and to determine what, if any, further action should be taken.

The Chair read out each of the 34 written public questions that had been received regarding the Final Report of the Digital City (UK) Ltd Task Group. Councillor Des Moffatt, the Chair of the Task Group, and/or the other members of the Task Group, Councillors Brian Ford, Peter Heaton-Jones and Bob Wright, or, when appropriate, the Chair of the Scrutiny Committee, responded to each question.

Following the responses to questions submitted by members of the public, the Chair of the Task Group and the members of the Task Group responded to members' observations and questions regarding the report and, in particular, the following specific conclusions and recommendations of the Task Group:

Conclusions of the Task Group

1. A decision-making process was used which was lawful but which prevented the regular checks and balances of the Council from taking place. This led to a decision being taken that the Task Group believes was not in the best interests of the Council. The Task Group considers that the advice of the Director of Law and Democratic Services should have been followed and that the decision should have been made by Cabinet.
2. The then Leader of Council selected the decision-making route on the grounds of commercial confidentiality and, at the time, this prevented a wider critical appraisal of the project taking place. Key members of the Administration and some senior officers were persuaded by Mr R Hunt that confidentiality was necessary in starting up and delivering the project. This in turn led to a failure to ensure value for money on the project. It is acknowledged that some members of the public, press, administration and opposition did seek to get value for money.
3. The Price Waterhouse Cooper report adds little to the body of evidence.
4. It is the opinion of the Task Group that there should have been a demand for evidence of the existence of other investors prior to the recommendation to advance a further £250,000, as contained in the report to Cabinet on March 10th 2010.
5. The Task Group considered that Mr R Hunt's own admitted lack of technical skills, as stated to the Task Group, affected the project's chances of success.
6. The Internal Audit report relied upon information that turned out not to be reliable.
7. The Task Group feel that it is regrettable that successive Swindon Borough Council representatives failed to get control of the project until June 2010.

Recommendations of the Task Group

1. The protocols for delegated decision making should be amended to include a maximum investment, capital money where that applies and revenue commitment where that applies or both, whether a "Lead Member Briefing Note" is used or is not used. The maximum of which is to be determined by due process.
2. All Lead Member Decision Notes should in future be a part for report only of Cabinet Meetings so that scrutiny of said decision/s is available. They will not therefore be a matter for the Council agenda save as a Cabinet minute for report.
3. The Head of Internal Audit should consult with the Chair of the Audit Committee on the content of all audits that have been specifically

- commissioned by the Audit Committee before they are finalised prior to publication.
4. A review is required of what constitutes Exempt (private) information, how this information is reported to elected members and how it is used in the decision making process. This review should be reported to Full Council via the Scrutiny Committee during the 2014-15 Municipal Year.
 5. A review of the Council's approach to Risk Management and delivering Value for Money is required by the appropriate Committee, this review should be reported to Full Council via the Scrutiny Committee during the 2014-15 Municipal Year.
 6. The Council should continue to look to develop innovative ideas and services and should be supported in taking the appropriate risks required when necessary.

Resolved – (1) That the conclusions of the Digital City (UK) Ltd Task Group, as summarised above and set out in Section 4 of the Task Group's Final report, be accepted.

(2) That Cabinet be recommended to endorse the following recommendations of the Scrutiny Committee, as amended and set out below:

- a) The protocols for delegated decision making should be amended to include a maximum investment, capital money where that applies and revenue commitment where that applies or both, whether a "Lead Member Briefing Note" is used or is not used. The maximum of which is to be determined by due process.
- b) The Head of Internal Audit should consult with the Chair of the Audit Committee on the content of all audits that have been specifically commissioned by the Audit Committee before they are finalised prior to publication.
- c) A review is required of what constitutes Exempt (private) information, how this information is reported to elected members and how it is used in the decision making process. This review should be reported to Full Council via the Scrutiny Committee during the 2014-15 Municipal Year.
- d) A review of the Council's approach to Risk Management and delivering Value for Money is required by the appropriate Committee, this review should be reported to Full Council via the Scrutiny Committee during the 2014-15 Municipal Year.
- e) The Council should continue to look to develop innovative ideas and services and should be supported in taking the properly understood and evaluated risks required when necessary.

(3) That Cabinet be recommended to consider re-introducing the Procurement Advisory Group.

(4) That this Committee does not support the recommendation of the Task Group in relation to the Cabinet Member decision note process (paragraph 5.3 of the Task Group report refers) believing the suggestion would stifle accountability.

(5) That, further to (4) above, the Committee recommends to Cabinet that, in addition to being reported to Full Council, Lead Member Decision Notes are also reported to the Scrutiny Committee for scrutiny and that it be noted that, as at present, Cabinet Member decisions can be actioned after the specified call-in period.

(6) That this Committee recommends Cabinet to ask the Chief Executive to refer the Digital City (UK) Ltd matter to the Police.

(7) That Councillors Des Moffatt, Brian Ford, Peter Heaton-Jones and Bob Wright be thanked for diligence and extreme hard work in completing the function of this Task Group and for the production of a very comprehensive and informative Final Report.

SCRUTINY COMMITTEE

MONDAY, 10 FEBRUARY 2014

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

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

An apology for absence was received from Councillor Mary Friend.

53. Declarations of Interest

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

54. Public Question Time

Mr Brian Cockbill put a question regarding the Scrutiny Committee's terms of reference, particularly with regard to the scrutiny review of answers to public questions at meetings of other Committees. The Chair responded to Mr Cockbill's question.

Mr Cockbill put several other questions regarding the Council's draft budget proposals for 2014/15 and beyond, as referred to in the agenda for the Cabinet meeting held on 5th February 2014. At the invitation of the Chair, the Council's Board Director Resources responded to Mr Cockbill's questions.

55. Minutes

Resolved – That the minutes of the meetings held on 16th December 2013 and 2nd and 22nd January 2014 be confirmed and signed.

56. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 5 February 2014.

83. *Budget Management 2013/14*

Resolved – That Minute 83 of the Cabinet be noted.

84. Special Expenses 2014/15 (Minute for Confirmation)

Councillor David Renard, the Leader of the Council, responded to a question put by the Chair regarding the Council's policy with regard to voting by members on issues relating to Special Expenses.

Resolved – That Minute 84 of the Cabinet be noted.

85. Budget 2014/15 and Beyond (Minute for Confirmation)

Councillor Russell Holland, the Cabinet Member for Finance, responded to a question by Councillor Andrew Bennett regarding the transfer of funding to Parish Councils to mitigate the impact of changes to the Council Tax Base implemented in 2013/14, linked to changes to the Council Tax Support Scheme.

Resolved – That Minute 85 of the Cabinet be noted.

86. Capital Programme 2014/15 to 2016/17 (Minute for Confirmation)

Resolved – That Minute 86 of the Cabinet be noted.

87. Treasury Strategy Statement 2014/15 (Minute for Confirmation)

In response to a question by Councillor Michael Dickinson, Councillor Russell Holland, the Cabinet Member for Finance, provided an update regarding the Council's procurement of banking services.

Resolved – That Minute 87 of the Cabinet be noted.

88. Housing Revenue Account - Rents and Charges 2014/15 (Minute for Confirmation)

Resolved – That Minute 88 of the Cabinet be noted.

89. Draft Consultation Policy 2014-2017

Resolved – That Minute 89 of the Cabinet be noted.

90. Pay Policy Statement (Minute for Confirmation)

Resolved – That Minute 90 of the Cabinet be noted.

91. Bringing Empty Shops Back Into Use - Motion at Council (Minute for Confirmation)

Resolved – That Minute 91 of the Cabinet be noted.

92. Proposed Compulsory Purchase Order - Kimmerfields (Formerly Union Square), Swindon

Resolved – That Minute 92 of the Cabinet be noted.

93. *References from Other Council Bodies - Report of Digital City (UK) Ltd Task Group*

Councillor David Renard, the Leader of the Council, responded to questions put, and comments made, by the Chair and Councillors Cindy Matthews, Des Moffatt, Bob Wright and Brian Ford, regarding the information made available to the Wiltshire Police when the Digital City (UK) Ltd matter was referred to them after the meeting of the Scrutiny Committee 22nd January 2014 and the decision of the Wiltshire Police not to investigate the matter further.

Resolved – That Minute 93 of the Cabinet be noted and that the Cabinet's positive response to the Scrutiny Committee's recommendations be welcomed.

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

Councillor Keith Williams, Cabinet Member for Highways, Strategic Transport and Leisure, 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:

- Leisure Services, including Sport Participation and Health Improvement Team
- Libraries
- Strategic Transport Network, including
 - Public Transport (including concessionary fares, community and specialist transport, education and social care transport, and fleet management)
 - Traffic and transport forward planning (including Local Transport Plan and the implementation of the Local Transport Plan).

At the request of the Chair, Councillor Williams, in his presentation of the report, commented specifically on those elements within 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 Williams, supported by his officer team, responded to members' specific questions and observations on the following topics:

- budget provision for resolving potential health and safety issues at bus stops
 - the timescale for dealing with health and safety issues at bus stops
 - the Cabinet Member's expectation that his officers' would attend localities meetings, where such attendance had been requested by elected members
- the planning and co-ordination of major roadworks across the borough

- the on-going national flooding crisis and flood prevention measures for Swindon
 - the maintenance of surface and foul water distribution systems across the borough
- the Council's commitment to delivering a borough-wide high quality public transport network
 - the appropriate location of bus stops
- the status of the bidding process in relation to the future operation of the Council's Leisure Centres
- the new websites being developed for STEAM Museum and Lydiard House and Park and opportunities to enhance the commercial viability of these facilities
- future collaborative working with the Wyvern Theatre
- the long term viability of bus routes established using S106 monies
- the forward planning of school safety zones
- the delay to the "Western Flyer" project as a result of SSE cable upgrade
- the Council's recently inherited responsibilities as a Lead Local Flood Authority under the Flood and Water Management Act and the availability of additional Government funding to support the Council in fulfilling these responsibilities
- the review of the reasons for the problems encountered in relation to the Foxham Way project
- levels of participation in leisure activities and Swindon's net cost of service compared with other authorities achieving similar or greater shifts in participation levels
- the Council's decision to invest capital funds in car parking provision rather than the enhancement of its leisure services provision
- the proposed leasing arrangements and lease period for the operation of the Council's Leisure Centres and golf courses
- bus routes in the vicinity of the Mechanics Institute and the potential conflict of interest of the Cabinet Member
- the maintenance of bus shelters/stops provided by Parish Councils
- flood management in the rural areas and the enforcement of transgressions of riparian law
- the flood risk management strategy and opportunities to highlight local priorities
- the Local Plan Examination in Public (EIP), the transport strategy, the assessment of the capacity of the transport infrastructure and the delivery of any required improvements
- the assessment of proprietary materials used for highway maintenance
- the co-ordination of maintenance work by local utility companies
- the cost of updating the strategic highway traffic planning model for the borough
 - the estimated cost of the Northern Relief Road engineering works
- the payment of compensation to the owners of land that is purposely flooded as part of the Environment agency's flood relief strategy
- the allocation of concessionary bus passes
- the impact of on-street car parking on highway safety in Redhouse Way and the availability of funding for car parking improvements in that area
- the match-funding of facilities provided at the Croft Sports Centre and the recovery of loan monies
- the mobile library service

- the requirement for a pedestrian crossing facility in the vicinity of the Kimmerfields car parking site
- the future operation of the Link Centre and the protection of the long term viability of the Centre
- the commercial viability of bus routes and the continuation of subsidy for non-commercial routes
- the on-going work in relation to school safety zones and the prioritisation of work
- the priority timeline for highway repairs (potholes) according to the management of the risk of injury and/or accident and also the timeline between temporary and permanent repair
- options for maintaining non-commercially viable bus routes
- issues relating to the Council's highways resurfacing programme for 2013/14
- the management and promotion of the Swindon Half-Marathon in 2013 and the number of participants in 2013
- cycling for health and the enhancement of the cycle network
- the range of services included in the Cabinet Member's portfolio

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

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

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SCRUTINY COMMITTEE

MONDAY, 19 APRIL 2010

PRESENT:- Councillors Derique Montaut (Chair), Andy Albinson, Mavis Childs, Peter Mallinson, Des Moffatt, Stan Pajak, Eric Shaw, Vera Tomlinson and Justin Tomlinson.

Councillors Rod Bluh, Leader of the Council, Fionuala Foley, Deputy Leader of the Council, Colin Lovell, Cabinet Member for A Safer and Stronger Borough, Garry Perkins, Cabinet Member for Children's Services, David Renard, Cabinet Member for Health, Housing and Adult Social Care, Keith Williams, Cabinet Member for Leisure & Corporate Services and Phil Young, Cabinet Member for Culture, Regeneration and Economic Development were also in attendance.

An apology for absence was received from Councillor Glenn Smith (Vice-Chair).

81. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. Councillor Keith Williams made a non-prejudicial declaration of interest in respect of Agenda Item No. 4 as he had a relative who worked for Capita. Councillor Garry Perkins made a non-prejudicial declaration of interest in respect of Agenda Item No. 4 as he was the Council's representative on the Board of Digital City (UK) Limited.

82. Public Question Time

The Chair noted that a significant number of written Public Questions had been received in advance of the meeting and advised that, due to the number and detailed nature of these questions, written responses would be provided.

Mr Des Morgan asked for clarification on the issue of the Board of Directors of Digital City (UK) Ltd. He stated that a previous answer he had been given, that Swindon Borough Council had one Director on the Board, was incorrect and asked if the Council would now acknowledge this. Mr Morgan also commented that information referring to "three" Directors of Digital City (UK) Ltd was incorrect, that there were only two Directors until 30th March 2010. He asked if the Council would acknowledge that responses regarding the number of Directors were incorrect. Councillor Rod Bluh, the Leader of the Council, responded that the issue of the appointment of Mr Hitesh Patel, the Council's Group Director Business Transformation, as a Director of Digital City UK Ltd had been addressed as part of a report to Cabinet and had subsequently been accepted by the Scrutiny Committee. He agreed that Mr Morgan should receive written responses to the remainder of his questions.

Mr Andy Harrison referred to Cabinet Minute 131 (Bus Services, Penhill, Swindon – Motion at Council) and a 500 signature Petition submitted to the Council regarding the No. 21 Service. He asked if the Scrutiny Committee was aware that this decision was based upon incorrect information from bus companies on the usage of the service by school children and a definition of peak time not being specified, and if, given this fact, the information before the Cabinet should have been checked prior to

any decision being reached. He asked if the Committee would refer this decision back to the Cabinet, noting that every bus had a computer system that registered passenger numbers and that this information could easily be made available. Councillor Garry Perkins replied that he had no reason to doubt the accuracy of the information provided by the bus companies on service usage and that he was sure that if there were demand for a service then the bus companies would run them.

Mr Chris Watts referred to his tabled questions on Wi-Fi and responses to questions presented at the previous meeting of the Scrutiny Committee. He referred to the creditworthiness of the borrower and to the Internal Audit report which indicated that a credit check had been undertaken by the Council and asked if any other parties had been included. The Council's Director of Finance confirmed that the credit check included individual Directors of the company.

Mr Watts referred to the company's registration on the Isle of Man and asked for clarification on the position of the company as an off shore company and on the payment of Corporation Tax. The Group Director Business Transformation confirmed that aQovia was registered on the Isle of Man and was subject to the tax regulations on that island. The Director of Finance added that there were two types of tax status, off-shore and on-shore. The Group Director Business Transformation confirmed that aQovia UK was registered in the United Kingdom for tax purposes and any profit would be liable to pay United Kingdom tax.

Mr Watts asked if the Council was aware, before the last meeting of the Scrutiny Committee, of the relationship between the aQovia Companies and the role of the aQovia Group as a holding company. The Group Director Business Transformation confirmed that he knew there was a holding company, which was registered at Companies House, but that he was not aware of the fine detail of the relationships of companies and individuals.

83. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 14 April 2010 and inviting the Committee to reconsider the decision at Minute 120 of the Cabinet meeting held on 31 March 2010.

125. Crematorium Refurbishment – Capital Programme 2010/11

Councillor Des Moffatt referred to this capital investment, noting that charges were to be levied to recover the investment over a twenty year period. He accepted that it was normal to start with a low recovery of debt and recover investment over a longer period and on this basis he was disappointed with the proposals and hoped that there would not be a 50% increase in the fee structure as a result. Councillor Fionuala Foley replied that the crematorium was currently in a disappointing condition,, that the current infrastructure was not working and the cremators needed to be replaced due to the level of mercury in the current equipment. The Council was charging a levy for this replacement equipment in order to prevent an environmental charge being made against the Council. Unfortunately, given the Council's budgetary position, the additional charges being levied were needed to improve the facilities for all users.

In response to a question by Councillor Derique Montaut, Councillor Fionuala Foley stated that the Whitworth Cemetery should be fully operational in approximately eighteen months' time.

Councillor Derique Montaut asked whether any discussions had taken place with the Muslim community regarding setting aside some land for Muslim burials.

Councillor Fionuala Foley responded that she was happy to talk to all faiths in the Swindon area; this might be regarding how best to use existing facilities or the need to examine alternatives.

126. Care Quality Commission Inspection of Swindon Borough Council Homecare November 2009

Councillor Derique Montaut congratulated the Cabinet Member and all the staff concerned with the inspection results. He enquired whether there would be any implications to service and performance as a result of the recently set budget.

Councillor David Renard thanked the Chair for his comments and replied that the Council would endeavour to continue to provide an excellent service that represented Value for Money.

128. Revenue Budget Management 2009/10

Councillor Des Moffatt asked if meetings with officers arranged to consider budget pressures could be moved forward. Councillor David Renard noted that Adult Social care was a demanding service with huge pressures, budgetary work was on-going and he believed that the service could be delivered within budget through careful monitoring and the Council's transformation programme.

Councillor Derique Montaut asked if there would be cuts to services arising from the recently approved budget. Councillor Roderick Bluh noted that any cuts would be minimised through the transformation of service delivery and the remodelling of services where appropriate. He assured the meeting that services to the most vulnerable in the community would be maintained.

Councillor Des Moffatt asked for clarification regarding the potential £2.622m overspend. The Director of Finance noted that work had been on-going to limit the potential overspend in the Financial Year 2009/10 but the exact figure was not yet known.

Councillor Justin Tomlinson asked about the current position with the Highworth Recreation Centre and Trust and asked if the Council had taken on any potential losses. Councillor Keith Williams advised that meetings were on-going with the Highworth Recreation Trust to identify a way forward, particularly in relation to monies owed to this Council. There was a potential risk to the Council but where possible this was being limited and no debt had been transferred to Swindon Borough Council.

Councillor Justin Tomlinson welcomed the active role taken by the Council and advised that its efforts were much appreciated by the Highworth community. He

noted that business plans were not always realistic and urged that income generation be discussed as part of any proposed solution.

129. Swindon Capita Partnership: Progress, Achievements and Challenges

Councillor Des Moffatt referred to the Capita Schemes set out on page 59 of the Cabinet papers. He felt that there had been a reduction in priorities and a failure to consistently achieve targets. He also referred to the input of user codes by officers and members at all printers and photocopiers and questioned whether this led to a hidden cost of time taken to do this. Councillor Keith Williams advised that the use of pin codes on machines was intended to change behaviours and to make people consider whether they needed to run off hard copies. It was also intended to help with monitoring budget accounts.

130. School Admission Arrangements

Councillor Derique Montaut advised that he had recently visited the Academy and that he had been impressed with the discipline and behaviour of the pupils. He congratulated the School Head. Councillor Garry Perkins thanked the Chair for his comments.

Councillor Justin Tomlinson noted that the issue of school admissions was one of the most emotive subjects Ward Councillors faced. He noted that Swindon was in the top ten per cent in the country in matching parental preferences with school placements but noted that parents needed to be given up to date and correct information regarding the availability of school places. He noted that the vast majority of parents abided by the rules and asked if, when a school was oversubscribed, checks were made on addresses given. Councillor Garry Perkins felt that this would be an onerous process and he would not like to undertake it in all cases, but, if specific information relating to particular families was received, this could be considered. Councillor Tomlinson suggested that the Council Tax list could be used for this purpose. Councillor Garry Perkins noted that this would still present problems, for instance, where Council tax was being paid on two properties.

131. Bus Services Penhill, Swindon – Motion at Council

Councillor Stan Pajak asked whether paragraph 2.3 of the report was contradictory to the recommendations. Councillor Eric Shaw noted that no schools in Swindon offered a dedicated bus service funded by the education department. He added that rural areas would be entitled to ask why they should not have the same facilities as Penhill and that there should be a common policy applicable across the Borough.

Councillor Justin Tomlinson referred to the 500 signature petition submitted to Council by Mr Andy Harrison and pointed out that if the bus companies considered the service viable they would provide it. Clearly, the bus companies did not consider this to be the case.

Councillor Garry Perkins advised that the issue of the bus service had been considered as part of the Safe Routes to Schools Programme. He pointed out that the current service was better than those used by pupils to other educational establishments, noting that the current service stopped within 150 metres of the school gates. The Council was reducing other services and the main priority on

school transport was for pupils with Special Educational Needs. With regard to demand for the service he had been informed of only one occasion when there was insufficient space and that was due to a service delay as a result of icy roads. He commented that there had been less than 20 parents at two public meetings and no parents had contacted him directly regarding this service. He also stated that he had been advised that the bus size could not be increased because of the wheel base of larger buses and the route concerned.

Councillor Moffatt felt that the numbers used to inform the discussion were incorrect.

Councillor Perkins commented that £42,000 had been allocated to Safer Routes to Schools. This would pay for one bus for one year which didn't offer value for money and would unrealistically raise local expectations that this bus service would remain after this period. It would be unfair to subsidise one bus service when many other schools could argue they had a similar or greater need.

120. Wi-Fi Loan Advance to Digital City

The Chair made a short introductory statement, advising the meeting of the reasons behind the Scrutiny Committee's decision to refer this matter back to the Cabinet for further consideration.

Councillor Roderick Bluh acknowledged the Chair's comments and responded that this meeting should concentrate on new information. He referred to the registration of Directorships and the relationships of the Digital City Board to aQovia, adding that he felt that the papers presented to various meetings of the Council had addressed these issues clearly and in a satisfactory manner. Nothing had fundamentally changed, there were some paperwork errors but he hoped that these had all been corrected. He referred to the draft Internal Audit report that suggested that due process had been followed and he believed that the project was sound, properly constituted and that due process had been followed. He noted that Councillor Garry Perkins paperwork for Directorship would be completed shortly.

Councillor Bob Wright indicated that he had requested additional information or clarification through the Scrutiny Committee on a number of occasions because of issues raised by Councillors and the public which he felt remained unanswered. He was also concerned about previous assurances summarised in the report and questioned what additional actions might be taken by the Council's the External Auditor.

Councillor Bluh noted that this was a fairly straightforward arrangement and that delays suffered had proven to be very frustrating. There were a number of suggestions that things "were not quite right" but no evidence had been provided to back these assertions up with the exception of minor problems with non-critical paperwork. No evidence had been produced that there was anything wrong with aQovia and that evidence supported the company having sufficient expertise and was a solid company. The decisions made with respect to Wi-Fi were, in his opinion, in the best interests of Swindon Borough Council. Problems were perceived because such undertakings raised sensitive commercial. The loan provided included interest payments and security and had zero cost to the Council. Due process had been followed and any misunderstandings had been explained. He noted that hundreds of questions had been received many of which were minor variations on previous

questions or trying to find new angles to attack the project. He felt a chance had to be given for the project to deliver its potential benefits to the people of Swindon.

Councillor Garry Perkins noted that aQovia had a proven track record and referred to a contract with British Telecom on the Isle of Man as an example of previous work they had undertaken. He noted that the loan of £450,000 for two years was relatively small in the scheme of Council projects but was the subject of the same probity as other schemes. He felt that this project offered a huge chance for Swindon and pointed out that many other Councils across the country had shown an interest in becoming involved in similar projects.

Councillor Derique Montaut asked the Leader of the Council whether he felt that things could have been managed better. Councillor Roderick Bluh replied that he had been open from the first meeting on the need for a decision making process. Speed and confidentiality was needed with the Wi-Fi project and without this the deal would never have happened. He noted that the Council's Corporate Governance Working Party would examine this issue and examine improvements for the future together with ways of making the process more open. The decisions made were about achieving outcomes for Swindon and the manner in which these decisions had been made entirely lawful.

Councillor Vera Tomlinson indicated that she had some questions that needed to be addressed at the last meeting of the Scrutiny Committee but felt that these had been fully answered by Cabinet. She was now satisfied that outstanding issues had been addressed.

Councillor Des Moffatt referred to the delegation to officers to make determinations in liaison with the Leader of the Council and Cabinet Member. He was confident that officers had worked in the best interest of Swindon Borough Council but was concerned at the low public subscription to the Wi-Fi scheme. He asked that officers seek clarification on current users and members of the public interested in subscribing before they take further action.

Councillor Des Moffatt moved and Councillor Derique Montaut seconded the following motion:

"That the Scrutiny Committee welcomes the information provided over the weekend by Cabinet and that, in order to move forward without damaging the Wi-fi project with further delays:

- the Scrutiny Committee supports a request to the Borough Council's Auditors that they review all aspects of the Wi-fi loan arrangement including the Internal Audit report to offer conclusions on whether due process was followed and Best value principles adhered to.
- the External Auditors report and conclusions be presented to the Scrutiny Committee when complete.
- the Scrutiny Committee move the decision made by Cabinet.

The Motion was put to the vote and declared lost.

Councillor Vera Tomlinson moved and Councillor Mavis Childs seconded: "That the Scrutiny Committee decides that it is satisfied with the answers and information that it has received and passes the Cabinet decision set out in Minute 120 through."

The Motion was put to the vote and declared carried.

(Councillors Des Moffatt, Derique Montaut and Stan Pajak requested that their vote against the above resolution be recorded.)

(Councillor Keith Williams made a personal and non-prejudicial declaration of interest in respect of Agenda Item No. 4 as he had a relative who worked for Capita.)

(Councillor Garry Perkins made a personal and non-prejudicial declaration of interest in respect of the above item as he had been appointed by the Special Committee on 25th March 2010 as the Council's representative on the Board of Digital City (UK) Limited.)

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HEALTH OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 29 JANUARY 2014

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

Also in attendance were: Councillor Brian Mattock – Cabinet Member for Health and Adult Social Care, Councillor Keith Williams – Cabinet Member for Highways, Strategic Transport and Leisure, John Gilbert (SBC), Nerissa Vaughan (GWH), Sue Wald (SBC), Cherry Jones (SBC), Paula May (AWP), Ian Biggs (NHS England), Newlands Anning (AWP), Frances Mayes (SBC), Dr Peter Crouch (CCG), Heather Mitchell (SEQOL), Val Vaughan (Equality Coalition), Tony Ranzetta (CCG), and Ian Bickerton (SBC).

Apologies for absence were received from Councillors Rochelle Russell, James Robbins and Oliver Donachie.

42. Declarations of Interest

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

43. Public Question Time

Anne Mooney, the Chair of the Service Users Network in Swindon, put forward questions from service users concerning mental health care, and raised concerns over treatment received in this area. The Managing Director of the Avon Wiltshire Partnership (AWP) mental health service provider undertook to provide a written response to the Chair of the Network once their full set of questions had been provided to them. This response will also be circulated to Committee members.

Keegan, a local resident of Swindon, queried why the response from medical health care professionals to issues over mental health was to prescribe anti-depressant medication as the first choice of treatment. This issue will be passed to NHS England for response, with it also being circulated to Committee members once available.

Dale, a local resident of Swindon, raised concerns over the distances he is expected to travel when referred to another service by his GP and the lack of support this provides to him as a carer, and queried what plans are in place to provide support to those people who are contemplating suicide. The AWP undertook to provide a response on the support arrangements in place for preventing suicide attempts, and NHS England could comment on his primary care contract once he provided his address details.

Further to the above issue regarding General Practice surgeries, Cllr Julie Wright queried how the ratio of Doctor's to population is calculated and who determines where they are placed. NHS England undertook to provide a response to this query.

Resolved - (1) That the minutes of the meeting held on 27 November 2014 be confirmed and signed.

(2) That confirmation would be provided that all of the points raised at the meeting by Rosemarie Philips (a local resident) under Public Question Time have been addressed.

The Committee received a report updating members on the latest profile of suicide in Swindon, and the outline actions being undertaken to prevent the occurrence of suicide both in the community and within Secondary Mental Health Services.

Frances Mayes, Senior Public Health Manager, introduced the report and advised that suicide prevention had been a long standing Public Health responsibility. With the transfer of Public Health to the Council in April 2013, suicide prevention is now the responsibility of the Local Authority.

Members were asked to note that the suicide rate is low in England compared to other European countries, with the rates in Swindon being similar to other comparable towns. Once a Coroner has reported a verdict of suicide, Public Health will create a profile for data analysis (the results of which are as set out in paragraph 3.13 of the report). The key actions and achievements in Swindon to prevent suicide so far were highlighted, along with the recommendations for future action.

The suicide and self-harm statistics in Swindon for known Avon Wiltshire Partnership (AWP) service users were noted, along with the control measures in place to ensure learning is taken from incidents and that staff are comprehensively trained. The AWP Suicide Prevention Strategy 2010 – 2013 is currently in draft form and will be made available to members as an appendix to the next AWP update report. The AWP's Care Programme Approach, Suicide Prevention Group Meetings, and the National Patient Safety Agency suicide prevention toolkits were also highlighted.

After the presentation of the report, members and health colleagues asked questions and made observations on the following issues:

- Eliminating all inpatient suicides using non-collapsible rails (an update of which will be contained within the next AWP update report).
- The discrepancies between GP records and hospital attendance logs, and the nature, collection and sharing of data that will feed in to the proposed Self-Harm Register.
- The implementation of the Self-Harm Register (an update of which will be contained within the next AWP update report).
- The broadness of the age ranges being used for data analysis.
- The value of personal support and a friends and family network for vulnerable and isolated people, rather than reliance on medically focussed solutions.
- The services available for people to access in Swindon as an alternative form of therapy, for example talking therapies.
- Potential links between victims of domestic violence and suicide, and patients being made aware of the negative side effects of medication they are

prescribed.

- The relatively low number of 81% of AWP staff within the Swindon locality who have received training on suicide prevention and risk assessment.
- The GP's in the Swindon area who have received a risk assessment tool and training in its implementation.
- The interaction of different drugs prescribed by a GP to an individual and how this is checked.
- The lack of availability of out of hours dispensing of prescription medication.
- The identifying factors of a person who has been described as depressed and who is more likely to attempt suicide, and how these are picked up.
- The scope of complementary medicine available (an update of which will be contained within the next AWP update report).
- Member attendance at local health events and conferences.
- The priority of treatment to patients who have been admitted to hospital after a failed suicide attempt.
- The impact of side effects of medication on people who hadn't previously been highlighted as a potential suicide risk, and the impact of social media on young people raising the number of suicide attempts.

Resolved – (1) That the update report on suicide prevention in the Swindon locality be noted.

(2) That the updates requested by the Committee be incorporated into future reports from the Avon Wiltshire Partnership NHS Partnership Trust.

46. Cabinet Member for Health & Adult Social Care - Question & Answer Session

The Committee received a report of the Cabinet Member for Health and Adult Social Care, setting out performance and budget information relative to his portfolio responsibilities, and were presented with an opportunity to ask questions of the Cabinet Member.

Cllr Brian Mattock, the Cabinet Member for Health and Adult Social Care, presented the report which gave updates on: an overview of policy, strategy, governance and working arrangements; key responsibilities; strategic issues to address; the views of service users, carers and people with learning disabilities; a financial overview of Adult Social care; workforce development; performance review; Avon and Wiltshire Mental Health Partnership performance; SEQOL performance; Public Health; and the priorities for 2014/15.

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

- The protocol for checking the work of the Care Quality Commission.
- Increasing the numbers of people who are cared for at home rather than in residential or nursing homes, and the subsequent implications of this.
- The lower life expectancy amongst people living in the 10% most deprived areas in Swindon, and using educational approaches as well as health approaches to achieve the societal changes required to address these issues. This was noted as a potential issue for the Committee to consider adding to the Work Programme for 2014/15.
- The levels of funding received into the area to address health issues.

- Educating people on the importance of Vitamin D to address issues of deficiency which can sometimes be mistakenly perceived as abuse.
- The progress towards getting radiotherapy in Swindon so that residents do not have to travel to Oxford for this treatment (updates on this will be provided in all future reports from the Clinical Commissioning Group until the completion and successful implementation of this project).
- The Better Care Fund (the draft plan to be circulated to members prior to the deadline of 14 February 2014).
- The timescales involved with the Adult Social Care commissioners and SEQOL to develop a draft project plan to look at how learning disabilities and mental health services are offered in Swindon, what additional services may be required and how the skills mix within existing services can be further developed to enhance the current local offer.
- The reduction in waiting times for people being referred to the Memory Service by their GPs.
- The activity of the Local Government Association during pre-election periods, and conflict between the differing aims of services within the Council on issues such as housing.
- Learning lessons from the successful reduction in the numbers of teenage pregnancies, and how these can be applied to reducing the number of people who drink alcohol and smoke.

Resolved – (1) To note the report by the Cabinet Member for Health and Adult Social Care.

(2) That any updates requested by the Committee be incorporated into future reports from commissioners and providers.

The Chair thanked Cllr Mattock for attending the meeting.

47. Commissioner and Provider updates

With the agreement of the Committee, this item was moved forward on the agenda.

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

- Great Western Hospitals NHS Foundation Trust
- 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 13 November 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 Wellbeing Board.

Further to Minute 30, the Committee also received a report from NHS England apprising them of the key issues related to commissioning services for the Armed Forces.

During the Committee's consideration of the updates the following issues were raised by members:

- Cleanliness and infection control, and the Great Western Hospitals NHS

Foundation Trust's response to the issues picked up by Inspectors.

- The numbers of permanent army personnel expected to move into the area and provisions being made for commissioning and providing services to them. This was noted as a potential issue for the Committee to consider adding to the Work Programme for 2014/15.

Resolved – (1) That the reports be noted.

(2) That future commissioner and provider reports to the Committee contain updates on issues relating to the provision of Armed Forces health services as necessary.

48. Cabinet Member for Leisure - Question & Answer Session

The Committee received a report of the Cabinet Member for Highways, Strategic Transport and Leisure, setting out performance and budget information relative to his portfolio responsibilities, and were presented with an opportunity to ask questions of the Cabinet Member. Cllr Keith Williams, the Cabinet Member for Highways, Transport and Leisure, presented the report and expanded upon those parts of his responsibilities that relate to health. He noted that libraries provide an opportunity to reduce isolation and that addressing obesity is part of sport development. He also highlighted that leisure services will be contracted out to an external provider, but that every effort will be made to ensure successful contractors are socially conscious and aware of their responsibilities to communities.

Following his presentation of the report, the Cabinet Member responded to members' questions and observations on the following issues:

- Increasing the involvement in sporting activities of people who do not enjoy exercise.
- The results of the Active People's Survey and the success of Swindon Borough Council in achieving higher levels of activity with regards to other comparable authorities.
- The costs of the development of the leisure in Swindon website and any subsequent increase in the number of residents signing up for leisure memberships.
- Seasonal effects on the differing types of sporting activity available.
- Concerns over rising costs of renting football pitches and the effect on youth teams, and mitigating any potential increases once an external contractor takes over responsibility of this leisure provision.
- The effect of potholes on the number of people cycling, and air quality in Swindon.

The Committee noted that a Task Group has already been set up to conduct a review of the health and health care aspects of the Options Appraisal for the transformation of Leisure and Culture commissioning (Minute 23 refers). The Group will be updated following the end of the bidding process in February 2014.

Resolved – To note the report by the Cabinet Member for Highways, Strategic Transport and Leisure.

The Chair thanked Cllr Williams for attending the meeting.

49.

Work Programme 2013/14

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

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

CHILDREN AND YOUNG PEOPLE'S OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 15 JANUARY 2014

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

Co-opted Representatives: - Dick Mattick (National Association of Schoolmasters and Union of Women Teachers), Rachael Matthey (Swindon Association of Secondary Headteacher), Andrew Wild (Church of England Diocese), Paul Sunners (Standing Advisory Council on Religious Education) and Jackie Smith (Swindon Association of Special School Headteachers).

Apologies for absence were received from Councillor Colin Lovell, Melanie Sancto (Swindon Association of Primary School Headteachers) and David Dawson (Catholic Church Diocese).

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

26. Declarations of Interest

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

Councillor Maureen Penny (Chair) declared a personal and non-pecuniary interest in respect of Agenda Item 6 (Children's Services Performance Report) as she was a member of the Fostering Panel and the Corporate Parenting Advisory Board.

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

27. Minutes

Resolved – That the minutes of the meeting held on 13th November 2013 be confirmed and signed as a correct record.

28. Public Question Time

There were no public questions.

29. Standards and Provision

The Board Director Commissioning, Children and Adults and the Head of Commissioning, Economy and Attainment submitted a joint report on performance and standards in maintained schools and academies across Swindon. Paddy Bradley, Head of Commissioning, Economy and Attainment introduced Gill Illic, Commissioner, Education, who outlined the successes, areas for development and challenges to be addressed to ensure every school in Swindon was successful for all its students.

Ms Ilic informed the Committee that the report included aspects of provision relating to attendance and exclusions and summarised strategies being implemented to improve provision within the Borough. She referred to the successful alliance between the teaching schools in Swindon and Her Majesty's Inspectorate and advised that the teaching schools were developed to support the local schools in their demand for services, with stronger links being forged with South West schools, to aid and improve service provision.

The Committee welcomed the improvements in 2013 and Mr Bradley and Ms Ilic responded to questions put by members regarding the following points:

- Rapid improvement does not always produce sustainable results. The Committee noted that the goal of improvements would need to emphasise consistent progress to ensure long term sustainability. The Committee heard of the support available for schools within a rapidly changing environment.
- Education Improvement Strategy and academy accountability. The Head of Commissioning, Economy and Attainment explained that Ofsted monitored academies and whilst it was the Local Authority's Statutory Duty to ensure the overall wellbeing of pupils, it was unable to intervene directly in the running of an academy. He referred to stronger parent engagement in schools that would identify and react to issues if and when they arise.
- Addressing the disadvantaged attainment gap. The Committee noted how the pupil premium was being utilised, particularly through work between the Teaching Schools and the Teaching Alliance, on ways to raise attainment for pupils, particularly those receiving free school meals. The Committee further noted that pupil premium usage is monitored.
- As Corporate parents, the actions being undertaken by the Borough to ensure looked after children get the full benefit of the pupil premium.
- The processes being implemented to assist young people who did not get support at home that are aimed to reduce disadvantage.
- The work being undertaken by the teaching schools as conduits to support local schools in response to current education reforms.
- The recruitment and training of school Governors and their influence and impact on schools' work.
- The Standard Assessment Tests (SATs) and Cognitive Abilities Tests (CATs) scores of pupils between Key Stage 1 and Key Stage 4 – Difference in pupils' levels between the two Stages.

Resolved: (1) That the Commissioner, Education, be thanked for her informative report.

(2) That a report on the work of the Research and Improvement Group be submitted at a meeting of this Committee during the next Municipal Year.

30. Children's Services Performance Report

The Board Director Commissioning, Children and Adults and the Head of Commissioning, Children and Adults, presented a report updating the Committee on the final performance outturn for Children's Services for the period to September 2013. Sue Wald, Head of Commissioning, Children and Adults, advised the Committee that the report had been structured to highlight the strengths and challenges of the work to be undertaken and referred to the Early Help Record Plan that had been well received by commissioners.

Ms Wald, with Jo Olsson, Interim Head of Children and Families, responded to the Committee's queries regarding the following points:

- Actions being undertaken to support Children Centres who had not performed well during an Ofsted inspection.
- The work being undertaken by the Adoption Team to respond to the challenges in that area.
- Clarification of the reasons for the increase in the number of contacts to social care; were increases year on year; did they correlate to family issues; were there any increase in young people having a second plan.
- The impact of local and national issues on the local data.
- Schools powers to address absenteeism at schools.
- Reasons behind the increase in the number of exclusions in Swindon and how this was being addressed.

Resolved: That the report be noted.

31. Children's Services Revenue Budget Monitoring Position 2013/14

Steve Haley, Head of Finance, Education and Innovation, introduced a report to inform Members of the Committee of the latest projected outturn position on the Children's Services 2013/14 Revenue Budget. Mr Haley explained the reasons why some budget holders had not submitted their forecast spend figures and Nina Potter, Finance Manager, Children and Adults explained the work being undertaken to reduce the overspend.

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

- The impact of an increase in referrals. Nina Potter, Finance Manager, Children and Adults commented on the recruitment drive to have staff in post for the next financial year. She advised that staff recruited through agencies skewing the referrals data.
- The underspend in the Dedicated School grant that would be ring-fenced to help schools next year.
- Changes in formula on how schools obtained Central funding. Steve Haley, Head of Finance, Education and Innovation explained how funding allocation would be "pupil led" and this may affect school staffing.

Resolved – That the projected outturn position on Core and Dedicated Schools Grant Funding, be noted.

32. 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.

Resolved - (1) That, the Head of Commissioning, Economy and Attainment, be requested to submit a report on Skills and Employment Strategy to a meeting of this Committee in the next Municipal Year.

(2) That the "Out of Borough Task Group" be granted an extension to continue their work and for a report to be submitted to a meeting of this Committee in the next Municipal Year.

(3) That Members of the Committee be requested to put forward suggestions to be included in the Work Programme for the Municipal Year 2014/15.

33.

Any Other Business

The Committee referred to the BBC Panorama programme on 13th January 2014 regarding family courts and guardianship. Jo Olsson, Interim Head of Children and Families responded to questions submitted by the Committee regarding children taken into care following admittance to hospital and confirmed that these were rare cases and Swindon was unaffected.

Resolved - That the Interim Head of Children and Family be requested to report to the Committee in the next Municipal Year on the issue of care admissions.

CHILDREN AND YOUNG PEOPLE'S OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 5 MARCH 2014

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

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

Apologies for absence were received from Dick Mattick (National Association of Schoolmasters and Union of Women Teachers), Mrs Melanie Sancto (Swindon Association of Primary School Headteachers), Andrew Wild (Church of England Diocese), Mr David Dawson (Catholic Church Diocese), Councillor Mark Edwards and Jackie Smith (Swindon Association of Special School Headteachers).

Also present: Councillor Fionuala Foley.

34. Declarations of Interest

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

Councillor Maureen Penny (Chair) declared a personal and non-prejudicial declaration of interest concerning Agenda Item 8 (Children's Services Performance Report) as she was a member of the Fostering Panel and the Corporate Parenting Advisory Board.

Councillor James Robbins declared a personal and non-prejudicial declaration of interest concerning Agenda Item 8 (Children's Services Performance Report) as he was a foster carer.

35. Minutes

Resolved – That the minutes of the meeting held on 15th January 2014 be confirmed and signed as a correct record.

36. Public Question Time

There were no public questions.

37. End of Year Report 2013/14

The Committee received a report from the Director of Law and Democratic Services setting out the achievements of the Children and Young People's Overview and Scrutiny Committee during the Municipal Year 2013/14. Sally Smith, Scrutiny Officer, referred to the three Task Groups that were agreed to be set up at the beginning of the Municipal Year 2013/14 and commented on the need for further work to be undertaken regarding Out of Borough Placement during the Municipal

Year 2014/15. She further referred to the task group dealing with sex education and sexual exploitation and advised that discussions were held between the Chair, the Cabinet Member for Children Services and members of the Youth Forum regarding sexual exploitation and further progress was to be made.

Councillor Cindy Matthews presented the final report of the Task Group Review on the Troubled Families Programme. She referred to the meetings held with staff and families and explained the eligibility criteria set by Central Government. She stated that the Task Group had identified that the programme criteria was limited and that some families currently participating in the programme may not have needed assistance and some families that needed to be in the programme did not fully meet the criteria for participation. The programme funding was initially an upfront payment and then further payment by results.

Joy Kennard, Strategic Commissioner, Children and Families, explained that the Life Team worked closely with other partner agencies for the benefit of the families involved.

Paddy Bradley, Head of Commissioning, Economy and Attainment and Joy Kennard, Strategic Commissioner, Children and Families responded to questions on:

- The “Curriculum for Life” Campaign. The Committee noted that all secondary schools had signed up to the campaign.
- The possibilities of extending the Troubled Families Programme.
- Financing the Programme beyond 2015.

Resolved: (1) That the Cabinet be requested to note the Troubled Families Task Group Final Report and its recommendations be presented to the Cabinet Member for Children’s Services for consideration.

(2) That any future proposals for this Committee’s Work Programme be forwarded to the Council’s Scrutiny Team for consideration by the 1st May 2014.

(3) That the following topics and reviews be included in the Committee’s work programme for 2014/15:

- Continue the work currently being undertaken by the Troubled Families Task Group.
- Child sexual exploitation.

38. Cabinet Member Question and Answer Session

The Cabinet Member for Children Services and the Board Director Commissioning, Children and Adults submitted a joint report setting out successes, challenges and future direction of the portfolio for the Cabinet Member for Children’s Services.

Councillor Fiona Foley, Cabinet Member for Children’s Services, referred to the position statement where she summarised performance in respect of the various service areas within her portfolio of responsibility, including her assessment of what she felt had been done well, what might have been done differently and the challenges facing her portfolio.

Councillor Foley, John Gilbert, Board Director Commissioning, Sue Wald, Head of Commissioning Children and Adults, Paddy Bradley, Head of Commissioning, Economy and Attainment and Jo Olssen, Interim Head of Children

and Families responded to members' specific questions and observations on the following issues:

- The revised protocol and training following the establishment of "See the Adult, See the Child", a joint group between the Local Adult and Local Children Safeguarding Board. The Committee noted this was an Agenda item for the next Local Safeguarding Board meeting and that the work was included in the Work Plan for 2014.
- The welfare of staff. The Committee heard about the various support tools available for staff, including "Care Matters".
- The Social Care Institute of Excellence Review (SCIE). Information had to be pooled between involved agencies to ensure timely and effective communication and better methods of cascading this information sought.
- The Multi-Agency response to Child Sexual Exploitation.
- As Corporate Parents, staff needed to understand that Children in Care were more vulnerable to exploitation.
- An explanation of what constituted a Lower Super Output Area.
- The reason why the proportion of 16 to 18 year olds that were Not in Education Employment or Training (NEET) was higher than the national average.

Resolved: (1) That the Committee thank the Cabinet Member for Children's Services for answering the questions from the Committee.

(2) That the report be noted.

39. Skills and Employment Strategy

The Board Director Commissioning, Children and Adults and the Head of Commissioning, Economy and Attainment submitted a joint report concerning the priorities of the proposed Skills and Employment Strategy that had been approved by the Cabinet in December 2013 (Agenda Item 72, refers).

Paddy Bradley, Head of Commissioning, Economy and Attainment referred to the skills required in the workforce and commented on the specific priorities relating to young people identified as part of the strategy. Sally Burnett, Commissioner, Routes to Employment, commented on the proposals and strategies being undertaken to obtain improvements and skills for young people to ensure employability.

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

- Awareness of local employers' skills and needs from prospective employees.
- The needs of local industries being met by the educational programmes offered by local schools.
- Ways of Council engagement with employers to ensure clear dialogue and understanding of what was required by both parties
- The range of apprenticeships on offer.
- Higher Education provision particularly the work undertaken within the Villiers Park Project.
- Raising aspiration of young people.
- The percentage rate of young people with 10 or more GCSEs not in Higher Education compared to national statistics.

- The creation of opportunities for the local community presented by the location of a University Swindon.
- Apprenticeship opportunities within the Council for Children in Care.
Resolved: That the report be noted.

40. Children's Services Performance Report

The Board Director Commissioning, Children and Adults and the Head of Commissioning Children and Adults, submitted a joint report updating the Committee on the final performance outturn for Children's Services for the period to December 2013.

Sue Wald, Head of Commissioning, Children and Adults, referred to the monitoring undertaken by Children's Services across all areas ranging from Early Help to NEET (Not in Education Employment of Training).

Ms Wald, with Jo Olssen, Interim Head of Children and Families and Paddy Bradley, Head of Commissioning, Economy and Attainment responded to the questions regarding the following points:

- The correlation between an increase in the number of contacts by families and an increase in the number of referrals.
- Impact on work since the appointment of the new Manager within the Referral Team. The Committee noted that due to on-going workload, the recruitment drive was still underway.
- Whether an increase in Children in Care would result in an increase in Child Protection Plans.
- Attendance, particularly the effect of unauthorised parental removal of children from school for holidays.
- Reasons for the increase in the number of Children in Care having three foster placements.
- The importance of placement stability for Children in Care in order to reduce stress levels for the children involved.
- Children who were obese. The Committee noted that no children had been taken into care in Swindon because they were obese.

Resolved: (1) That the report be noted.

(2) That the Head of Commissioning, Economy and Attainment be requested to circulate information on the percentage of agreed school absenteeism for the current period, 2013/14 before the end of the Municipal Year.

41. Update Reports

The Director of Law and Democratic Services submitted a report setting out (a) the Swindon Children's Service Position Statement and, (b) the University Technical College (UTC) Swindon – Progress of the Development Phase of the University Technical College.

Paddy Bradley, Head of Commissioning, Economy and Attainment, responded to queries regarding the governance of the University Technical College and the take-up of places by Year 10 pupils.

Resolved – That the Update Reports be noted.

The Chair thanked the Committee and officers for their valuable work during the previous 12 months and their attendance at the Committee meetings.

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

MONDAY, 25 NOVEMBER 2013

PRESENT:- Councillors Brian Ford (Chair), Robert Wright, Abdul Amin, Mary Friend, John Haines, Joe Tray, Peter Heaton-Jones and Vera Tomlinson

Apologies for absence were received from Councillors Ann Richards, Julie Wright, Andrew Bennett and Neil Heavens.

108. Minutes

Resolved - That the minutes of the meeting held on 30th September 2013 be confirmed and signed.

109. Declarations of Interest

There were no declarations of interest

110. Public Question Time

There were no public questions

111. Community Safety Partnership

The Scrutiny Officer submitted a report providing information for the Committee to review the performance, remit and future of the Community Safety Partnership.

Phil Thomas, Lyn Williams and representatives from Wiltshire Police answered questions about the Community Safety Partnership put to them by Members of the Committee

112. Domestic Violence Strategy

This item was deferred until a future meeting

113. Preventing Terrorism

The Scrutiny Officer submitted a report providing information of the work undertaken by the Council to prevent terrorist activities in Swindon or by Swindon residents.

Resolved – That the report be noted

114. Tackling Violent Crime

The Scrutiny Officer submitted a report reviewing the approach taken to dealing with violent crime across the Borough and links between violent crime and licensed premises.

Resolved – That the report be noted

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

MONDAY, 27 JANUARY 2014

PRESENT:- Councillors Brian Ford (Chair), Robert Wright, Abdul Amin, Mary Friend, John Haines, Ann Richards, Joe Tray, Julie Wright, Peter Heaton-Jones, Neil Heavens, Vera Tomlinson and Oliver Donachie

Apologies for absence were received from Councillors Andrew Bennett.

115. Minutes

Resolved - That the minutes of the meeting held on 25th November 2013 be confirmed and signed.

116. Declarations of Interest

There were no declarations of interest.

117. Public Question Time

There were no public questions.

118. Parking on and obstructing of footpaths

The Parking Services Manager and the Chief Inspector, Swindon Operations submitted a report reviewing the approach taken to parking and obstructing of footpaths and how enforcement can improve issues of this nature.

Phil Thomas took the Committee through the legislation (and who was responsible for) covering parking partly off the highway and parking on footpaths.

Officers of Wiltshire Police explained that parking on footpaths was, for them, a low priority. Approximately 1% of total calls received were complaints concerning parking on footpaths.

Councillors referred to parking problems in their own areas and disputed the figures given by the Police.

Officers from Wiltshire Police answered questions put to them by members of the Committee concerning parking on footpaths. They advised they would only get involved if there was a direct risk to public safety.

Phil Thomas referred to the problems associated with parking on vehicles for sale on the public highway.

The Committee discussed the formation of a partnership body between the Police, Highways and Streetsmart to look into the problem of parking on footpaths and questioned whether by-laws could be used to overcome this problem.

The Committee referred to parking problems in the Northern Sector and that future

planning of Housing estates should allow reasonable parking in the area.

Resolved – That a further report be submitted to this Committee in the next Municipal Year detailing what methods can be used to prevent parking on footpaths, and taking into account the comments made at the meeting

119.

Enviro Crime

The Cabinet Member for a Safer and Stronger Borough submitted a report reviewing the approach taken towards Envirocrime in Swindon, including where enforcement action is taken, prevention measures, and relevant policy.

Councillor Tomlinson referred to posters of lost animals being illegally posted on lighting structures.

Paul Simmons and Phil Thomas responded to questions on all aspects of Envirocrime put to them by Members of the Committee.

The Committee felt that the lack of meaningful fines issued by the Magistrates Court should be brought up at the next Magistrates Liaison meeting.

Resolved – That the Lead Member for a Safer and Stronger Borough be requested to investigate whether the use of by-laws can alleviate the situation

120.

Changes to the Probation Service (oral)

A representative from the Probation Service gave a brief presentation concerning the transformation and restructuring of the service. She commented that the service was being dissolved after being in existence for over 100 years. She advised that 30% of serious offenders would now be seen by a newly created National Probation Service whilst the remaining 70% would be put out to tender, for private contractors. She reported that 35 Probation Trusts nationally would be merged into 21 contract packaged areas. Wiltshire would be merged with Gloucestershire and Avon and Somerset.

Phil Thomas undertook to ascertain if this Committee has scrutiny powers over the Probation Service and its successors and report back in the next Municipal Year.

121.

Q & A of Police

Councillor Tray referred to the lack of security cameras in Penhill and questioned whether the cameras at the Park and Ride sites could be re-used.

Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 11 FEBRUARY 2014

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

Apologies for absence were received from Councillors Andrew Bennett.

252. Declarations of Interest

There were no declarations of interest

253. Minutes

Resolved – That the minutes of the meeting held on 14th January 2014 be confirmed and signed.

254. Public Question Time

Brian Cockbill, Stratton, asked the following questions:

1. What review of developments does the Planning Department make, after their completion, to enable policies to be adopted and adjusted to take account of good and less good outcomes of past decisions?
2. Most planning approvals are granted with conditions. Given that most of these conditions never-ending how are the Planning Authority able to effectively police these requirements without increasing the number of enforcement officers?

The Service Manager – Development Management provided a written answer and responded to follow up questions from Mr Cockbill at the meeting.

255. 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 Crabbe, Richards, Watts, Bawden and Moffatt in respect of application numbered S/13/1524
- (i) The comments of the following interested persons:-

| <u>App No.</u> | <u>Name</u> | <u>Address/Organisation</u> |
|----------------|-----------------------------------|-----------------------------|
| S/13/1524 | Chair of Wroughton Parish Council | Wroughton Parish Council |
| | Amanda Woodhead | Local resident |
| | Clive Hooper | Local resident |
| | Rob Powe | On the applicants behalf |

Resolved – (1) (a) That the Head of Planning be authorised to grant permission in respect of application S13/1524, subject to the conditions listed in the Officer's report as amended at the meeting:

Amended Conditions: 2 "Plan Numbers", 14 "Land Liable to Flood", 48 "Mill Lane Closure"

Additional Condition 49 "Traffic Surveys"),

and subject to the Section 106 obligations as set out in paragraph 70 of the Officer's report, with authority to determine the precise details of the Section 106 planning obligations in consultation with the Head of Law and Democratic Services.

(b) That this Committee requests that consideration be given by the developer to protecting/safeguarding the previously agreed alignment of the Croft Road to Hay Lane Link route (also known as the Southern relief Road) as identified on the original Land Use Master Plan.

(c) That this Committee requests that as development proceeds and the detailed scheme for the required access at the western end of the site is designed, consideration be given by the developer to potential alternative appropriate accesses to the development, that may include an access connecting to Great Western Way across the railway line.

(d) That this Committee requests that the mechanism to secure a review of the affordable housing percentage (Condition 31) is agreed in consultation with the Lead Member for Housing.

(Councillor Ford requested that his vote be recorded against the resolution in respect of this item)

(2) That permission be granted in respect of application numbered S/13/691 subject to the conditions listed in the Committee report as amended below, and the following additional condition:

Amended Condition:

6. The premises shall not be open for business for the any use falling within Class A5 as defined in the Town and Country Planning Use Classes Order 1987 (as amended or re-enacted) except between the hours of:0900 – 2300 Monday to Saturday and 1030 – 2130 on Sundays and Bank holidays

Reason: in the interest of amenity.

Additional Condition:

8. No activities or deliveries shall take place serving the premises outside the hours of 0800-2200 on any day.

Reason: In the interests of amenity.

256. Victoria Road Local Development Order Time Extension

The Head of Planning submitted a report seeking approval for a time extension to the Victoria Road Local Development Order (LDO) and for amendments to be made to the LDO in line with recent changes to permitted development rights at the national level.

Resolved – That the time period for the Local Development Order for Victoria Road be extended to 31st May 2016, and that the Local Development Order be updated in accordance with the amendments as set out in paragraph 2.11 of the report.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

WEDNESDAY, 6 NOVEMBER 2013

PRESENT:- Councillors Andrew Bennett, Alan Bishop and Peter Watts.

Apologies for absence were received from Councillors Rochelle Russell.

19. Appointment of Chair

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

(Councillor Bennett took the Chair)

20. Declarations of Interest

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

21. Minutes

Resolved – That the minutes of the meeting held on 27th September 2013, be confirmed and signed as a correct record.

22. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 23 refers).

23. Home to School Transport Appeals

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

Resolved – (1) That, due to there being no exceptional circumstances, appeal numbers TA/13/281, TA/13/425, TA/13/379 and TA/13/343 be refused.

(2) That, due to the exceptional circumstances outlined in the appeal, appeal number TA/12/578 be upheld and a taxi provided until the end of the academic year 2013/14.

(3) That due to the exceptional circumstances set out in the appeals, appeal numbers TA/13/126 and TA/13/612 be upheld until the end of the academic year 2013/14.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

FRIDAY, 21 FEBRUARY 2014

PRESENT:- Councillors Abdul Amin, Andrew Bennett and Vera Tomlinson.

24. Appointment of Chair

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

(Councillor Bennett took the Chair)

25. 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.

26. Minutes

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

27. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 23 refers).

28. Home to School Transport Appeals

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

Resolved – (1) That, due to there being no exceptional circumstances, appeal numbers TA/13/344, TA/13/422, TA/13/427, TA/13/428 and TA/13/448 be refused.

(2) That, due to the exceptional circumstances outlined in the appeal, appeal number TA/13/446 and TA/13/4467 be upheld and a taxi provided until the end of the academic year 2014/15.

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Section 4

Children Services Bodies Minutes

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SCHOOLS FORUM

TUESDAY, 21 JANUARY 2014

PRESENT: -

School Members:

Steve Colledge, Chair - Academy Headteacher
Paul Boyles, Vice-Chair - Academy Governor
Janet Urban, Primary Headteacher
Rhian Cockwell, Primary Headteacher
Alison Lowe, Primary Headteacher
David Easter, Primary Governor
Ray Williams, Primary Governor
Rachael Matthey, Secondary Headteacher
Julie Tridgell, Secondary Headteacher
Jackie Smith, Special Headteacher
Joanne Brown, Special Governor
Richard Marshall, PRU
Nick Capstick, Academy Headteacher
Andy Hazelton, Academy Governor
Andrew Henstridge, Primary Headteacher

Non-School Members:

Peter Smith, Trade Unions
Ram Thiagarajah, BME

Also Present:

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

Apologies for absence were received from Wendy Conaghan (Academy Headteacher), Debbie Waldron (Early Years Representative) and Ruth Lee (Clifton Diocese), Andrew Wild (Bristol Church of England Diocese).

12. Minutes of Previous Meeting

Resolved – That the minutes of the meeting held on 8th October 2013 be confirmed and signed as a correct record.

13. Trade Union Facilities 2014-15

The Head of Commissioning, Economy & Attainment submitted a report for representatives of primary maintained schools to consider the de-delegation of funding for union facilities time for the financial year 2014/15 and for other schools to consider buying into the service on a subscription basis.

Paddy Bradley, Head of Commissioning, Economy & Attainment commented on the report and explained the present funding agreement for Union facilities. Mr Bradley explained that union representatives had a statutory right to take time off to undertake union duties. He referred to the report explaining the proposed funding options from April 2014 that had been circulated to all Headteachers in November 2013 and advised that discussions had been undertaken with Unions and Headteachers' Associations. He commented on funding options that included de-delegation of funding for maintained mainstream schools, the levying of subscription

charges for maintained special schools and the “buy back” option through the Traded Services facilities for academies. .

Peter Smith, Trade Union Representative to the Schools Forum, commented on the work undertaken by Union representatives in and for schools and advised that he was aware of the financial constraints faced by schools. He felt however, that the proposed costs in Swindon were generally low and represented good value for money. Mr Bradley and Mr Smith responded to comments put by members on the following points:

Rachel Matthey, Secondary Headteacher, confirmed that she would agree de-delegation of funding for union facilities time for the financial year 2014/15 at a cost of £1.25 per pupil if this covered all trade unions represented within the school. As the proposal does not do this, de-delegation was not agreed by the maintained secondary representative.

Resolved: (1) That Schools Forum representatives of primary maintained schools agree de-delegation of funding for union facilities time for the financial year 2014/15 at a cost of £1.25 per pupil.

(2) That Schools Forum representatives of maintained special schools and alternative provision settings agree to pay a 2014/15 annual subscription charge equivalent to £1.25 per pupil but using pupil numbers multiplied by 4.

(3) That, it be noted that, the Schools Forum representative of the maintained secondary school does not agree to de-delegation of funding for union facilities time for the financial year 2014/15 at a cost of £1.25 per pupil.

(4) That School Forum representative note that academies will be individually invited to subscribe to Trade Union facilities during 2014/15 at a cost of £1.25 per pupil.

14. Membership and Powers and Responsibilities of the Schools' Forum 2014-15

Paddy Bradley, Head of Commissioning, Economy and Attainment, presented a report advising on Schools Forum' operational and good practice guidance for 2014-15 that had been issued by the Education Funding Agency in October 2013. He referred to the regulations and advised how the School's Forum need to be representative of the school's sector and confirmed that the make-up of non-school group was to be decided at local level. Mr Bradley advised that the number of secondary pupils shown at paragraph 3.5 should have been 18,269 as opposed to 32,758.

Mr Bradley responded to queries regarding the following:

- Clarity on whether schools with 16 to 19 provisions were to be represented under this category.
- The representation of balance between primary maintained and academy schools.
- Frequency of Forum membership rotation.

Resolved: (1) That the content of the operational and good practice guidance for 2014-15 issued by the Education Funding Agency, be noted.

(2) That a working group comprising of Julie Tridgell, Paul Boyles, David Easter and Rachel Matthey together with Local Authority officers be established to review the good practice guidance and that a report be submitted at the Forum's meeting in July 2014 with any recommendations to change current practices.

(3) That the report on the current membership of Schools' Forum and profile of future Forum membership be noted.

15. 2013-14 Dedicated Schools Grant Budget Position

The Head of Finance, Education and Innovation provided a report on the latest position of the 2013/14 retained Dedicated Schools Grant (DSG) budget. Steve Haley, Head of Finance, Education and Innovation advised that the report reflected the projected year end position against the 2013/14 retained budgets based upon available information at the end of November 2013.

Mr Haley referred to reasons for the predicted underspend that would be carried forward as a balance to the 2014/15 budget and responded to a query regarding Post 16 funding explaining that, although an underspend was being forecast, this was against the enhanced budget which had been supplemented by £1m of 2 year old nursery funding at the start of the year. The LA was therefore still incurring post 16 costs which were substantially in excess of the level of post 16 funding provided by the Department for Education.

Resolved: That the Schools Forum notes that based on information available at the end of November 2013, an in year underspend of approximately £0.242m was projected against the 2013/14 retained DSG budget.

16. 2014/15 DSG Budget Setting and Consultation Responses

The Head of Finance, Education and Innovation presented a report setting out the latest 2014/15 Dedicated School Grant (DSG) position and other funding available to schools; to secure support for the outstanding elements of the proposed 2014/15 centrally retained budget; and to finalise factors and values to be used to determine 2014/15 mainstream funding allocations relating to schools and academies.

Steve Haley, Head of Finance, Education and Innovation referred to the consultation programme undertaken with Swindon Association of Primary Headteachers (SAPH) and Swindon Association of Secondary Headteachers (SASH) regarding the various mainstream factors that would be used to determine 2014/15 funding. Mr Haley guided members through key points in the report and the tabled annex (which showed how much funding each mainstream school would be receiving next year compared to the current year) commenting on the most significant implications. He outlined the consultation arrangements with each sector and the timeline leading up to the finalisation of the 2014/15 formula funding allocations.

Mr Haley referred to the three funding blocks introduced by the Department for Education for the allocation of Dedicated Schools Grant (DSG) that had made it harder for the Local Authority to forecast next year's DSG, particularly in the area of High Needs, and confirmed that this funding was not ring-fenced to specific areas.

Paddy Bradley, Head of Commissioning, Economy and Attainment referred to the year on year changes of both pre and post high needs places as submitted in the Local Authority's December 2013 return and advised that clarity had been sought from the Education Funding Agency as to why certain types of pupils were excluded from the Department for Education template.

Steve Haley and Paddy Bradley responded to the following points:

- Work being undertaken by the Looked After Children Education Services (LACES), particularly pertaining to the performance of Looked After Children and the allocation of funding for each pupil.
- Simplifying Free School Meals application forms to ensure a bigger take-up from eligible parents and to prevent any further under registration arising from the introduction of free school meals for all reception and key stage 1 pupils from September 2014.
- Concerns regarding the apparent difficulty of completing on-line school admission forms.
- The need to make best use of the 2 year old Nursery funding including whether the 40p supplement should be repeated and whether DSG revenue funding should be capitalised to invest in expanded provision.
- Funding for nurseries affected by the Ofsted performance rating.
- Current funding for high need outreach and the commissioning of services available to academies.
- At the invitation of the Chair, Mr Walsh, a parent of a pupil at Bishopstone Primary School, addressed the Forum on the effect of the "Sparsity Factor" for Bishopstone School. Mr Haley responded explaining that the Local Authority would consider introduction of the "Sparsity Factor" after the expected Department for Education review and issue of clearer guidance had been undertaken. For 2014/15 Bishopstone would actually receive higher funding via the existing Minimum Funding Guarantee (MFG) protection scheme than would be payable under the previously modelled sparsity factor calculations.
- Confirmation that the Swindon Association of Secondary Headteachers (SASH) preferred Option 1 of the four options presented by the Local Authority regarding the increase in the Low Prior Attainment (LPA) and English as an Additional Language (EAL) funding options.

Resolved (1) That the outcomes of the consultations be noted and that with regard to **2014/15 Funding Available**

(2) Schools Forum notes:

- a) The total value of 2014/15 DSG was provisionally estimated at £148.666m.
- b) The value of the DSG balance carried forward to 2014/15 was estimated at £1.681m.

(3) That, Schools Forum supports the continued payment of a £54.77 per pupil enhancement to the primary BPPE rate in 2014/15 at a cost of £0.970m, funded from the DSG balance to leave an unallocated total of £0.711m.

(4) That, the School Forum notes the changes to the scope of Swindon's DSG.

(5) That, the School Forum notes the new Pupil Premium rates, the indicative value of funding in 2014/15 and that Department for Education information implies that approximately 1,200 eligible Swindon pupils were not claiming free school meals .

(6) That, further to 3.29 of the report, the Head of Commissioning, Economy and Attainment is requested to submit a further report to SASH regarding the educational progress made by individual Looked After Children as the continued Local Authority retention of this element of Pupil Premium funding was not agreed for 2014/15.

(7) That the School Forum notes the Department for Education would be providing capital and revenue funding to meet the costs of providing free school meals for all reception and years 1 and 2 pupils from September 2014 and that further details would be provided to schools in due course.

(8) That the School Forum notes Sport England would be providing funding to create more sports spaces in primary schools and further details would be provided in due course.

Centrally Retained Budget Proposals 2014/15

(9) That Schools Forum supports the allocation of infrastructure set-up cost funding of £35,000 per expansion class (in schools that are expanding at the request of the LA) and notes that additional costs of £70,000 would be payable.

(10) That Schools Forum supports the payment of set up costs to Even Swindon (£92,500) and Orchid Vale (£81,000) in the current year funded from the existing DSG balance leaving a 2014/15 budget requirement of £139,500.

(11) That Schools Forum

- a) Supports the payment of trigger funding, effective from 2013/14, which is based on actual pupils in each expansion class but with break-even funding provided where the number of reception age pupils is lower than 21 (Option 2A).
- b) Notes that current year trigger funding costs can, under the revised policy, be contained within the existing budget.
- c) Agrees to the central retention of a 2014/15 trigger funding budget based on meeting the costs of option 2A of £0.515m as set out in Appendix 1.

(12) That Schools Forum agrees the overall 2014/15 centrally retained pre 16 high needs budgets totalling £5.207m as set out in Appendix 2.

Early Years Proposed Budgets 2014/15

(13) That Schools Forum notes the 2014/15 disadvantaged 2 year old position and agrees that at the Forum's meeting in March 2014, members are to consider the budget of £2.628m subject to a potential reduction or redirection of £0.176m pending consideration of the affordability and priority of the £0.40 per hour supplement.

(14) That the Schools Forum notes the 2014/15 3 and 4 year old funding position and agrees a 2014/15 budget of allocation of £7.823m.

High Needs Specialist Settings – Pre 16

(15) That Schools Forum notes that the Local Authority was seeking to establish 2014/15 pre 16 specialist setting funding within an assumed envelope of £18.1m subject to a review of the overall DSG high need budget position at the March 2014 Schools Forum.

16) That Schools Forum approves the 2014/15 top up rates for Riverside at £7,500 and Stratton £10,700.

17) That Schools Forum considers the Local Authority's proposals regarding high needs top-up funding and

- a) Supports the principle of providing higher supplements for Special Resource Provision (SRP)'s
- b) Supports the review of higher funded settings by the task group during 2014 to ensure value for money was being provided

(18) Schools Forum notes the 2014/15 funding position relating to pre 16 specialist setting funding and to challenge/support the LAs approach.

High Needs Specialist Settings – Post 16

(19) That Schools Forum notes:

- a) The provisional estimates of 2014/15 academic year post 16 costs are £5.923m, including a contingency of £0.723m.
- b) That an update on the post 16 position would be reported at the Forum in March 2014 when the High Need Block DSG position was clarified.

Mainstream Settings

(20) That Schools Forum notes the increased delegation of £337,500 via a secondary BPPE enhancement of £32 per pupil to 2014/15 so that schools had sufficient funding to pay top up fees for emotionally vulnerable pupils.

(21) That the Schools Forum secondary sector representatives favoured maintaining existing rates and did not support;

- a) An increased secondary Low Prior Attainment (LPA) rate in 2014/15 of £1,000 to be funded by reducing secondary BPPE funding by approximately 3.8%.
- b) An increased secondary English as an Additional Language (EAL) funding rate of £700 in 2014/15 funded by reducing secondary BPPE rates by approximately 0.08%.

(22) That Schools Forum notes that:

- a) The Local Authority would be unable to centralise PFI Affordability Gap funding in 2014/15 but would attempt to do so in 2015/16.
- b) The Local Authority would not be establishing a reception uplift factor whilst calculating 2014/15 school funding allocations but will keep the matter under review.
- c) The Local Authority would not be establishing a Sparsity Factor whilst calculating 2014/15 school funding allocations but would keep the matter under review.
- d) That the estimated mainstream funding position summary for 2014/15 subject to Department for Education verification, be noted as illustrated on Annex A which was tabled at the meeting and showed an analysis of each mainstream schools pupil and funding changes between 2013/14 and 2014/15.

DSG and School Funding Prospects 2015/16

(23) That Schools Forum notes the potential implications for school funding in 2015/16.

SWINDON CHILDREN'S TRUST BOARD

THURSDAY, 5 DECEMBER 2013

PRESENT: Liz Holmes in the Chair, Councillors Michael Bray, Fionuala Foley, Cindy Matthews, Valarie Johnstone (Governors), Andrew Carr (Police), Sharon Kirwan (Secondary Headteachers), Katherine Bryan (Special Schools Head Teachers), John Gilbert (Group Director), Mike Howard (LSCB), Doug Morris (Parent and Carers Advisory Group), John Popowicz (Fire Service), Cherry Jones (Acting Director of Public Health), Jenny Lewis (Barnardos), Debbie Kalynka (Primary Headteachers).

Apologies for absence were received from Teresa Harding (GWH Foundation Trust), Phil Thomas (Community Safety), Andrew Miller (Swindon College), Kate Rowe (Sure Start), David Dawson (Diocese), Michelle Maguire (CAMHS) and Keith Ewart (Police).

21. Minutes

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

22. Sara Tough - Head of Children & Families

On behalf of the Swindon Children's Trust Board, 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 Board for its support during her time within Children Services.

23. Public Question Time

No public questions were asked at the meeting.

24. Wiltshire Fire & Rescue Service

The Board considered a presentation by John Popowicz and Claire Wells, Wiltshire Fire and Rescue Service (WFRS), on the pilot project to partner fire stations with local secondary schools in order to enhance community cohesion. The presentation, entitled "Wiltshire Fire and Rescue Services – Key Stage 3 Safety Education Pilot Programme", outlined the education programme designed to add value to Personal Social and Health Education (PSHE) and Citizenship programmes.

Claire Wells commented on the engagement with schools over the past year and highlighted the following key points:

- A review of ways to engage with Key Stage 3 pupils had been undertaken and this was conducted through partnership working with schools.
- The educational content of the programme was reviewed to ensure it linked into the curriculum.

- The roll out of Service, giving staff an comprehensive understanding of safeguarding and so, enabling them to better inform and advise schools.
- School's programmes basic Safeguarding Awareness training was conducted across the Fire and Rescue
- centred on road safety and fire and home safety.
- Presentation resource packs were available at Swindon's main fire stations enabling personnel to mix and match appropriate information for school presentations.
- Positive feedback on the programme had been received and comments included in evaluation forms had allowed programme review and amendments.

Following the introductory presentation, John Popowicz and Claire Wells responded to members' questions and observations including:

- How the Wiltshire Fire and Rescue Service linked with other agencies and engaged with the community.
- Ways of linking and enhancing the understanding of mathematics when working on data relating to the various topics in the programme.
- When conducting training at schools, mechanism within the programme allowed staff to identify and escalate relevant issues.
- Single person point of contact at schools allowed better communication and access.

The Chair thanked John Popowicz and Claire Wells for attending the meeting and for the informative presentation.

25. Introduction of the Early Help Record and Plan

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report setting out changes to the practice and process of providing Early Help to children, young people and their families.

Sara Tough, Head of Children and Families, referred to the importance of partners promoting the common process for early intervention in their own agencies and how they contributed to the evaluation and on-going improvements in how Early Help services were delivered to children, young people and families in Swindon. She introduced Annette Peer, Integrated Service Manager and Kathy Macdonald, Integrated Services Operations Manager, who highlighted matters of particular significance, including:

- Background information on how and why the Early Help Record and Plan was developed.
- Information on how the Early Help Record and Plan aided the process of addressing and escalating assessments to other partners as and when necessary.
- How the Early Help Record and Plan aided the "Signs of Safety and Well-being" practice.
- The positive response by the practitioners to the launch of the Early Help Record and Plan.
- Training available for partners being promoted through the Children's Services website.

- How the evaluation received from the pilot practitioners and parents would be used to implement changes to improve the process.
- How the Early Help Record and Plan would help the Ofsted audit inspection process as all information would be centrally recorded.

Following their introductory presentation, Annette Peer and Kathy Macdonald responded to members questions and observations on the following issues:

- Understanding schools' engagement in the process.
- Considering the use of available resources and techniques.
- Enabling engagement with families to ensure better outcomes.
- Information technology barriers to be overcome allowing improved information sharing between schools and the Swindon Children, Young People and Families Services.
- How the Early Health and Care Plan to be part of the single assessment process.
- The adoption of a common approach, potentially utilising the same methodology for transition plans.
- Wider Plan promotion between partner organisations.

Resolved- (1) That the report be noted.

(2) That the Interim Head of Children and Families be requested to present a report updating the Board on progress made regarding the implementation of the Early Help Record and Plan at a future meeting of this Board.

(3) That further to (2) above, the report includes (a) information regarding the impact of the Early Help Record and Plan on the number of Common Assessment Framework assessments completed, and (b) on whether early intervention was being undertaken at an appropriate level.

26. Children's Trust Board Performance Report

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report updating the Board on the performance within all service commissioning for the period between April 2013 and September 2013.

Sue Wald, Head of Commissioning, Children and Adults, advised that the report was structured around the journey of the child from early health to child protection, children in care, education and health information and that it identified strengths and challenges within each area.

Following her presentation of the report, Sue Wald, Head of Commissioning, Children and Adults, Paddy Bradley, Head of Commissioning, Economy and Attainment and Sara Tough, Head of Commissioning, Adults and Families, responded to members' questions and observations on the following issues:

- The reasons behind the reduction in the JSA (Job Seeker's Allowance) claimant count data for 18 to 24 year olds as provided by the Office for National Statistics.
- Understanding the breast feeding figures, particularly where these indicated there may be a reversal of previous positive progress.
- Monitoring the increase in the Youth Offending rates.

Resolved- (1) That the report be noted.

27. Children and Young People's Early Support Strategy Progress Report

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report on the progress of actions in the Children and Young People's Early Support Strategy 2013-2016. John Gilbert, Board Director Commissioning (Director Children Services /Director Adult Social Services), referred to the progress achieved in the development of a high level Children and Young People's Plan with partners during 2014/15 and confirmed that this would be the "golden thread" across a number of strategies. He commented on how the document would link work being undertaken within Health and Children Services.

The Chair welcomed the document and hoped that it would articulate how work being conducted by the different Boards interlinked and supported functions within work being conducted by all partners of the Board. She further referred to the positive impact of the raising participation age work undertaken and how young people continued to integrate studying with work.

Resolved- (1) That the report be noted.

(2) That the Board Director Commissioning be requested to submit a further report setting out key issues for review and priorities for 2014/15 to the Board's meeting on 13th March 2014.

28. Troubled Families

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report updating Members of the Board on the progress of the Troubled Families Programme. Sue Wald, Head of Commissioning, Children and Adults, introduced Joy Kennard, Strategic Commissioner, Children and Families, who gave an overview and updated Members of the Board on the progress to date. She referred to future challenges that included the identification and assessment of trouble families within the borough and commented on the positive work being undertaken with partners to assist the families.

The Board welcomed the report and noted that Councillors Mike Bray and Cindy Matthews were members of the Children and Young People's Overview and Scrutiny Task Group reviewing the work undertaken by the Troubled Families unit.

Joy Kennard, Strategic Commissioner, responded to members questions on the following issues:

- Issues resulting from possible changes to Central Government funding for the project.
- Strengthening partnership working by re-aligning agency involvement for the benefit of troubled families, particularly those families with no Children and Families involvement.
- The definition of "Troubled Families", the assessment of families and how families met two of the three criteria.
- The working relationship with the Department of Works and Pensions.

Resolved- (1) That the progress made on the Trouble Families Programme, be noted.

(2) That the need for co-ordinated work between partners to engage with the Troubled Families unit in identifying and releasing more capacity, be noted.

(3) That Board members seek to promote the work of the Troubled Families Unit within their organisations.

29. Minutes of Local Safeguarding Children's Board

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report setting out the minutes of the Local Safeguarding Children's Board (LSCB) meeting of 10th September 2013. Mike Howard, Chair, Swindon Local Safeguarding Children Board (LSCB), presented the report highlighting matters of particular significance including:

- Positive outcomes following discussions with Children's Services regarding Section 106 arrangements covering children detained under the Mental Health Act.
- Changes within the definition of missing children that now included a "missing and absent children" category. He referred to the multi-agency Risk Panel that identified young people at risk.
- Encouragement from the multi-agency work undertaken to tackle neglect and on looking forward to engagement with schools and general practitioners on this work.
- The Swindon LSCB Neglect Framework Card.
- An audit of domestic abuse would be undertaken to identify the local implications of domestic abuse.
- Confirmation that the Health and Wellbeing Board had agreed the protocol between the Swindon LSCB /LSAB and this meant that Mike Howard, Chair, Swindon Local Safeguarding Children Board, would be presenting future reports to the relevant Boards.

The Board welcomed the report and the Chair advised that the minutes of the Swindon Children's Trust Board would be presented for information at future Local Safeguarding Board meetings. She confirmed that she would be attending the meetings to answer questions relating to the Swindon Children's Trust Board minutes.

Resolved – That the report and the minutes of the Local Safeguarding Children's Board meeting of 10th September 2013, be noted.

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

The Cabinet Member for Children's Service and the Board Director Commissioning submitted a joint report setting out the minutes of the Joint Commissioning Board (Adults and Children) meeting of 17th September 2013.

Resolved – That the report and minutes of the Joint Commissioning Board - (Adults and Children) meeting held on 17th September 2013, be noted.

31. Ofsted Draft Swindon Position Statement

Sue Wald, Head of Commissioning, Children and Adults, gave a verbal update advising that Ofsted would not be inspecting Swindon before the Christmas period. She confirmed that an updated position statement would be compiled for Ofsted describing the latest position. She introduced Jo Olsson, Interim Head of Children and Families, who would be assisting in collating the position statement.

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 3 DECEMBER 2013

PRESENT:-

Group A:
Christian Denominations and
Other Religions or Religious
Denominations

Mr David Burbidge (Baptist Church), Mr Mark Cawte (Methodist Church, Chair), Mrs Sarah Lane Cawte (United Reformed Church), Reverend David Howell (Swindon Evangelical Network) and Mr Dinesh Patel (Hindu Community)

Group B:
Church of England

Miss Janet French, Reverend Norma McKemey, Ms Steph Mundin and Mrs Penny Summers

Group C:
Teacher Organisations

Mrs Tracy Mason, Miss Lottie Rowe - Vice-Chair, Mrs Mandy Sandleton and Mr Paul Sunners

Group D:
Councillors

Councillors Fay Howard, James Robbins, Alan Bishop and Fionuala Foley

Also in attendance: Katy Staples (SACRE Advisor)

Apologies for absence were received from Reverend Beth Brown, Ms Mel Shepherd, Ms Catherine Lomax, Mr M S Khan, Mr Tony McAteer, Sarah Foulkes and Councillor John Haines

22. Declarations of Interest

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

23. Public Question Time

No public questions were received during the meeting.

24. Chair's Announcements

The Chair referred to two letters received from the Religious Education Council about the Provision and Training of Religious Education: Guidance for Governing Bodies of Primary Schools and Secondary Schools. The letters highlighted the findings and recommendations contained in the report 'Religious Education the Truth Unmasked' following a recent inquiry held by the All Party Parliamentary Group for RE.

The SACRE noted that separate letters for Primary and Secondary Schools had been prepared by the Religious Education Council and it was suggested that information about Swindon SACRE should be attached to the letters being sent to the Governing Bodies.

25. Membership Update

The SACRE considered a report of the SACRE Advisor and Director of Law and Democratic Services about proposed changes in the membership of SACRE.

The Director of Law and Democratic Services reminded SACRE that at their last meeting on 1 October 2013 they had asked officers to approach the British Humanist Association for a representative to serve as a co-opted member on SACRE. The SACRE also recommended to Council, which was agreed at the Council meeting held on 7 November 2013, that the representation for Group A be increased by an additional two representatives from the Buddhist faith and Jewish faith. The Chair suggested that the SACRE constitution should be updated to include the revised number of representatives for Group A.

The SACRE were informed that the British Humanist Association had been contacted and following consultation with Swindon Humanists appointed a co-opted representative. The Chairman reported that he had been on contact with the local Buddhist organisation and the Jewish Board of Deputies seeking a representative and was waiting for a response.

It was noted that there were still three teacher vacancies and SACRE were encouraged to fill the places.

Resolved:

1. That the report be noted
2. That the decision by Council to increase the representation of Group A by 2 additional representatives from the Buddhist and Jewish faiths be noted.
3. That the Swindon SACRE constitution be amended to incorporate the changes at '2' above, as follows:
 - a. Page 3, Section 3, paragraph 3.2.2 (i), line one to read:

GROUP A Representatives from the (non-Christian) five other key world faiths and five further representatives of such Christian Denominations (other than.....

26. Minutes

That the minutes of the meeting held on 1 October 2013, be confirmed and signed as a correct record, subject to minute 21 referring to SACRE in place of SCARE on the first line of the minute.

27. Example of Good Practice from RE in a Swindon School

The SACRE received a report from Steph Mordin, St Francis Cof E VA School and Church of England representative about how the school monitors the progress of pupils in RE, as an example of good practice.

Steph explained that the school followed the agreed RE syllabus for Swindon and that the subject was taught exclusively by teachers rather than a combination of teacher and teaching assistants. Assessments were undertaken in a variety of

ways including the use of floor books with work undertaken by the pupils, completion of assessments sheets, electronic tracker assessment undertaken three times a year to compare the attainment level for RE against, for example the levels attained for literacy to give a more comprehensive picture.

In considering the report, SACRE made a number of comments and raised issues, in particular:

- Attainment levels were shared with key stage two pupils but not those at key stage 1
- Outside resources are used and a number of representatives of the various faiths help to support lessons
- The tracking system was analysed and assessed in conjunction with a trained assessor. It was noted that children were achieving levels in line with the levels achieved for literacy
- It was felt that comparisons were needed between the standard of RE teaching in faith schools and non-faith schools
- Examples of good practice had been presented at Clusters meetings and attendees were encouraged to take the examples on board and apply them at their schools

The Chair thanked Steph for her report.

Resolved:

That the report be noted.

28. RE Ofsted Report: Realising the Potential

The SACRE Advisor spoke about a recent report produced by Ofsted called Religious Education: Realising the Potential.

The report explained that the past 10 years had seen some improvements in RE in schools, that more pupils had recognised its value and that the range and quality of resources to support teaching the subject had improved. However, evidence from the majority of schools visited for the survey showed that the subject's potential was still not being fully realised.

The SACRE split into groups to respond to a number of questions about the report and any actions arising from the report for Swindon schools and for SACRE. The points raised and responses to questions are attached at appendix 1 to the minutes.

Resolved:

That the Ofsted report be noted.

29. Feedback from RE Best Practice Clusters

The SACRE received a report from the SACRE Advisor on the recent Best Practice Cluster meetings.

The SACRE Advisor explained that the Primary Cluster meeting was very positive with main topic for discussion being 'top tips for making RE a great subject in

school'. Fourteen different schools attended the Cluster meeting and the SACRE Advisor shared examples of best practice in relation to RE and lesson ideas to increase the questioning in schools.

Resolved:

That the comments of the SACRE Advisor be noted.

30. REC RE Review

The SACRE received a report from the SACRE Advisor about a review undertaken by the RE Council of England and Wales as part of its strategic plan to enable the RE Community to adjust to the major changes being made to education in England by the Coalition government.

The SACRE Advisor explained that the Review provided (i) a non-statutory national curriculum framework for RE to complement the new national curriculum programmes of study resulting from the DfE's review of the school curriculum, in which RE was not included and (ii) an analysis of the wider context in which RE found itself, including the opportunities and challenges that faced the implementation of the new curriculum framework.

The SACRE split into groups to respond to a number of questions about the report and any actions arising from the report for Swindon schools and for SACRE.

Resolved:

That the report from the SACRE Advisor be noted.

31. Progress Report from Sub-Committees

The SACRE Advisor reported on the recent activities of the SACRE Sub-Committees that were set up at the last meeting:

- a) 'How can we Promote SACRE More Effectively' Sub-Committee
This Sub-Committee met on 19 November 2013 and considered the reasons why SACRE should be promoted in Swindon, what information would be included in any communication and how would it be said.

The Chair reported that he had been looking at how the SACRE web site could be updated to make it more relevant and contain all the SACRE information in one place. He asked the SACRE to let him know of anyone who had experience of developing webpages.

A number of actions came out of the meeting that would be followed up before the next meeting on 28 January 2014.

- b) Developing New Distinctively Local Swindon Units of Work Sub-Committee
This Sub-Committee was due to meet on 27 November 2013 but due to unforeseen circumstances did not go ahead. A further meeting was being arranged to meet before the next SACRE meeting in March 2014.

32. Feedback from Members Representing SACRE on other Bodies

The SACRE received a report from Paul Sunners, who represented the SACRE on the Swindon Borough Council Children and Young People's Overview and Scrutiny Committee.

Paul explained that the Overview and Scrutiny Committee amongst other duties scrutinised education in Swindon. The last meeting of the Committee received a report from the Youth Forum commenting on the United Kingdom Youth Parliament national campaign around 'A curriculum to prepare us for life'. The campaign called for a review of the curriculum which would put the skills and knowledge young people needed for an increasingly competitive world at its heart.

The SACRE noted that seven and possibly nine secondary headteachers had signed up to this campaign, along with nearly 1,000 signatures from young people who supported it. It was suggested that the SACRE strongly support the Youth Parliament campaigns as an opportunity to enhance the role of RE further.

Resolved:

That the report from Paul Sunners be noted.

33. Date and Time of the Next Meeting

It was noted that the next meeting of SACRE would be held on Tuesday 18 March 2014, commencing at 6:00pm at a venue to be agreed.

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Section 5

Police and Fire Authorities Minutes

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WILTSHIRE POLICE AND CRIME PANEL

MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 5 DECEMBER 2012 AT ASSEMBLY ROOM - DEVIZES TOWN HALL, DEVIZES, SN10 1BN.

Present:

Cllr Junab Ali, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Chris Caswill, Cllr Brian Ford (Vice Chairman), Malcolm Grubb, Cllr Mike Hewitt, Cllr Keith Humphries, Cllr Peter Hutton, Amanda Newbery, Cllr Stephen Petty (Substitute), Cllr Pip Ridout and Cllr Bob Wright

Also Present:

Angus Macpherson – Wiltshire and Swindon Police and Crime Commissioner, Kieran Kilgallen, Chief Executive, Office of the Police and Crime Commissioner and John Quinton, Head of Democratic Services, Wiltshire Council

1 Apologies for Absence

The Chairman welcomed everyone to the first formal meeting of the Wiltshire Police and Crime Panel. At the Chairman's request everyone introduced themselves.

Apologies were received from Cllr Brian Dalton.

Cllr Dalton was substituted by Cllr Stephen Petty.

2 Public Participation

There were no questions or statements.

It was noted that the deadline for submitting questions was too soon after the agenda was published and that should this be changed to three days within the Terms of Reference. The Chairman confirmed he would deal with requests for questions that had been received after the deadline very sympathetically.

3 Minutes and matters arising

Decision

The minutes of the meeting held on 30 July 2012 were agreed as a correct record and signed by the Chairman.

4 Declarations of interest

There were no declarations of interest.

5 Chairman's Announcements

The Chairman announced there would be a press photo of the Panel with the Commissioner at 12.00 pm.

6 To welcome the new Police and Crime Commissioner

The new Commissioner, Angus Macpherson introduced himself and expressed his wish for a long and fruitful relationship with the Panel. He referred the Panel to his pre-election paper which would form the basis for his plan and confirmed that he saw his role as not just about policing but running through the whole justice system.

He detailed his initial focus, taking into account he was only three working days in the role, as being:-

- Recruitment of a Chief Constable
- Setting up a robust complaints process, to include the recruitment of an independent person
- Consultations, including key partners, discussing public consultation and the statutory requirement for consultation with victims
- Attending Area Boards and localities – how to achieve this

He explained that his website had been up and running almost immediately after his election thanks to the work of his office and on which his diary would be available to view, and he would also have a facebook page.

In response to questions he confirmed that at present there was no Association of Police and Crime Commissioners, however expressions of interest had been received from a number of bodies wishing to represent them. He would bring a paper back to the Panel summarising the proposal for the complaints process and he confirmed his commitment to the voluntary sector.

Draft PCC / PCP Protocol

The Commissioner raised his concern over the draft protocol going beyond the statutory understanding of the relationship and explained as it was a document

for the Office of the Police and Crime Commissioner he felt that officers should finalise the content.

A suggestion from Kieran Kilgallen, Chief Executive of the Office of the Police and Crime Commissioner proposed that the document be split into two sections, one for the legislation and the other for the qualitative process.

Decision

The Panel agreed that officers should redraft the protocol and that it should differentiate between the statutory processes and the relationship issues with the revised draft being available for the next Panel meeting.

Workplans

The Commissioner confirmed that his office was now in possession of key dates and asked that officers review these and re-circulate the forward workplan.

The Panel discussed whether there was a need to rotate venues throughout the area.

Decision

The Panel agreed:-

- **That officers review and align the workplans of the PCC and the PCP.**
- **To keep with the current schedule of venues as seen in the agenda and review at a later meeting.**

Any other business with the Commissioner

The Commissioner asked the Panel to consider holding the confirmatory hearing for the Chief Constable as soon as possible after notification of the proposed appointment to avoid candidates applying elsewhere

It was proposed that officers working on dates for the hearing to be within 5 days of the interview date

Decision

The Panel agreed for officers to schedule the confirmatory hearing within 5 days of the interview date.

7 Panel Arrangements and Rules of Procedure

John Quinton, Head of Democratic Services at Wiltshire Council introduced the item and explained that changes had been made to accommodate new regulations that had come into force and the confirmation of the fourth Swindon Borough Council member.

Clarity was sought on who appointed the Chairman in section 1 of the Rules of Procedure on and it was recommended the words “by the panel” be inserted in paragraphs 1.1 and 1.2.

It was recommended that paragraph 3.5 of the Panel Arrangements be amended to include the words “at least”.

Decision

The Panel approved the Panel Arrangements and Rules of Procedure subject to the amendments below:-

- **In the Panel Arrangements, paragraph 3.5 be amended to read:**

“The Panel shall also include at least two independent members co-opted by the Panel.”

- **In the Rules of Procedure, paragraph 1.1 be amended to read:**

“The chairman of the Police and Crime Panel will be appointed by the panel in June of each year or at the first meeting of the panel following the annual appointment of members to the panel by constituent councils. The chairman will be drawn from the councillors sitting on the panel.”

- **In the Rules of Procedure, paragraph 1.2 be amended to read:**

“The vice-chairman will be appointed by the panel in June of each year or at the first meeting of the panel following the annual appointment of members to the constituent councils and will be drawn from amongst the councillors sitting on the panel.”

8 Complaints Process

John Quinton, Head of Democratic Services at Wiltshire Council introduced the report and explained that only a particular category of complaints came to the panel. He referred to paragraph 4 which detailed the change in regulations which allowed the function to be delegated.

Concern was raised over retaining the overall responsibility and the need to have regular update reports was highlighted. It was suggested that the panel reserve the right to review it in light of experience.

Decision

The Panel agreed:-

- a. To delegate to the Monitoring Officer of Wiltshire Council the Panel's responsibilities for handling and recording complaints as laid out in the report.**
- b. To establish a Complaints Sub-Committee to informally resolve those complaints referred to it by the Monitoring Officer after consultation with the chairman and vice-chairman of the Panel.**
- c. To note that a detailed complaints process will be reported to the next meeting of the Panel for approval**
- d. To reserve the right to review recommendations a and b above in light of experience**

9 Forward Work Plan

It was noted that the draft Police and Crime Plan should be added to the January items.

The Panel noted the report.

10 Future meeting dates

The next meeting of the Police and Crime Panel will be on 4 January 2013 at the Wessex Room, Devizes Corn Exchange.

Future meeting dates are to be circulated as soon as possible after agreement.

The Chairman thanked everyone for attending.

(Duration of meeting: 10.00 am - 12.01 pm)

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

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

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES
on THURSDAY 12 DECEMBER 2013**

Present : Cllrs G Payne (Chairman), A Bennett, E Clark, C Devine, P Edge, Mrs M Groom, R Jones, J Knight, N Martin, C Newbury, G Perkins and Mrs B Wayman. (Cllrs Martin and Newbury left the meeting part way through the business under minute no. 69 before the resolutions were adopted.)

55 Minutes of Last Meeting

The minutes of the meeting held on 26 September 2013 were confirmed and signed.

56 Apologies

There were no apologies for absence.

57 Members' Interests

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

58 Chairman's Announcements

The Chairman reminded members that Keith Strickland would be relinquishing the role of Clerk to the Authority at the end of December. This was therefore his last meeting of the Authority after 16 years as Clerk and 45 years' service in local government. On behalf of members, the Chairman congratulated Mr Strickland on his remarkable service, thanked him for all he had done for the Authority and presented him with a gift as a mark of appreciation.

59 Questions from the Public

There were no questions from the public.

60 Programme and Scrutiny Board.

A report of a meeting of the Committee held on 21 November 2013 was received.

61 Revised Capital Programme 2013/14

On considering a paper by the Brigade Manager,

Resolved:

To approve the revised capital programme for 2013/14 of £3.629m and the revised prudential indicators as set out in Appendices A and B respectively of the paper presented.

62 Protection, Prevention and Intervention

A short visual presentation was made to members.

63 Annual Health and Safety Policy Statement

On considering a report by the Brigade Manager,

Resolved:

To note the report and to approve the annual Health & Safety Policy Statement as appended to the paper presented.

64 Ethics Committee

The minutes of a meeting of the Ethics Committee held on 15 October 2013 were received.

65 Code of Conduct

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

Resolved:

- a) To note the September 2013 version of the guide for councillors entitled "Openness and Transparency on Personal Interests" issued by the Department of Communities and Local Government (DCLG) and the DCLG's revised "illustrative text".*
- b) To approve the amendments to the Authority's Members' Code of Conduct shown tracked in Appendix C to the paper presented.*

[Note: The Code of Conduct as amended is appended to these minutes.]

66 Scheme of Delegations to Officers

On considering a paper by the Clerk to the Authority,

Resolved:

- a) To rescind the delegation to the Chief Fire Officer in paragraph 16 of the Authority's Scheme of Delegations to Officers, and*
- b) To delegate the following powers to the Chief Fire Officer with immediate effect:*
 - 1. To exercise the functions of the Authority as Fire Authority under or in relation to the Fire and Rescue Services Act 2004.*
 - 2. To authorise employees for the purposes of sections 44 to 48 of the Fire and Rescue Services Act 2004.*
 - 3. To exercise all the powers of the Authority as an enforcement authority under relevant legislation. Without prejudice to the generality of this provision he/she may in particular carry out the following:*
 - 3.1 Take appropriate action on behalf of the Authority under the Regulatory Reform (Fire Safety Order) 2005;*
 - 3.2 Designate persons as Inspectors under Article 26 of the Fire Safety Order;*

3.3 Authorise named members of staff in writing to exercise statutory powers conferred on the Authority under Article 27 of the Fire Safety Order;

3.4 Exercise the powers of the Authority as Fire Authority in relation to the issue, serving and enforcement of alteration, enforcement and prohibition notices;

3.5 Take action as the enforcing authority in accordance with regulation 46 of the Construction (Design and Management) Regulations 2007;

3.6 Take action as the enforcing authority in accordance with regulation 7 of the Health and Safety (Safety Signs and Signals) Regulations 1996; and

3.7 Take action as the enforcing authority in accordance with regulation 8 of the Dangerous Substances (Notification and Marking of Sites) Regulations 1990

67 Urgent Business

There was no urgent business.

68 Exclusion of the Public

Resolved :

In accordance with Section 100A(4) of the Local Government Act 1972, to exclude the public from the business specified in minute no's 69 and 70 below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A to the Act.

69 The Wessex Alliance: Securing the Future

On receiving a presentation by the Chief Fire Officer and on considering a paper written jointly with the Chief Fire Officer of the Dorset Fire & Rescue Service, it was unanimously

Resolved:

a) Subject to due diligence and a full business case to include details of proposed financial savings, being considered and approved by the Authority in September 2014, to approve the principle of working towards the goal of a combined fire and rescue authority for Dorset and Wiltshire in April 2016 whilst maintaining local identity.

b) To establish a joint member/officer working party to be known as the Combination Oversight Board on the lines and with the terms of reference set out in Appendix B to the paper presented, subject to this Authority being represented at member level by the Chairman and three other members to be nominated by the Clerk after consultation with the Chairman.

c) To support the proposal to develop and deliver converged Service functions under single management teams.

d) To approve the development and submission of a joint bid to the Dept. of Communities and Local Government to try to secure resources from the

Government's £30m Efficiency Resource Fund and £45m Fire Efficiency Incentive Fund, subject to the bid being approved by the respective Chief Fire Officers and Treasurers after consultation with the Chairmen of the two authorities.

[Note: The Chairman of Dorset Fire Authority, and the Chief Fire Officer and Asst. Chief Fire Officer of Dorset Fire & Rescue Service attended for this item of business and, with the consent of the Chairman of the meeting under Standing Order 14, answered questions from members. They left the room before a vote was taken on the resolutions proposed for adoption.]

70 Fire Control

On considering a paper by the Chief Fire Officer,

Resolved:

- a) *To approve the setting up of a joint command and control centre with Dorset Fire & Rescue Service to be located at the Wiltshire Fire & Rescue Service HQ.*
- b) *To enter into a legal Agreement with Dorset Fire Authority on terms to be agreed by the Clerk to the Authority and Chief Fire Officer.*
- c) *To approve the provision of £0.5m as this Authority's share of a joint contingency fund of £1m.*
- d) *To approve the principle of this Authority becoming the employer of all staff of the joint command and control centre, subject to the outcome of (e)below.*
- e) *To note that officers will carry out formal consultation with the staff concerned and the representative bodies.*

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

WILTSHIRE & SWINDON FIRE AUTHORITY

MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES on THURSDAY 13 FEBRUARY 2014

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

71 Minutes of Last Meeting

The minutes of the meeting held on 12 December 2013 were amended to reflect the fact that Cllr Wright had sent his apologies and signed.

72 Apologies

Apologies were received from Cllr Devine.

73 Members' Interests

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

74 Chairman's Announcements

- a) The Chairman reminded members to submit their travelling expenses by early March in order that they could be processed within this financial year.
- b) The Chief Fire Officer gave a brief resume on the FRS's role during the current flooding crisis and the support and advice it was offering to communities. He was asked to collate the costs involved and any monies recovered and report back to the CFA. The Chairman expressed the CFA's thanks and admiration to all staff for their work at this particularly difficult time.
- c) The Chairman reported that he had discussed the issue of Council Tax increases with Brandon Lewis MP.
- d) It was proposed to start a programme of Station visits in the Spring.

75 Questions from the Public

There were no questions from the public.

76 Finance Review and Audit Committee

The minutes of the Finance Review and Audit Committee held on 17 December 2013 were received.

77 Capital Programme 2014/15, Minimum Revenue Provision Policy Statement 2014/15 and Prudential Indicators

On considering a paper by the Brigade Manager (& Treasurer),

WILTSHIRE & SWINDON FIRE AUTHORITY

Resolved:

- a) *To approve the Capital Programme for 2014/15 as set out in Appendix A of the paper.*
- b) *To approve the Minimum Revenue Provision Policy Statement for 2014/15.*
- c) *To approve the prudential indicators in respect of the Capital Programme 2014/15, as set out in Appendix B of the paper*
- d) *That the Chairman write to the Minister highlighting concerns about the system of bidding for funds.*

78 Revenue Budget 2014/15 and Fire Precept Resolution

The Authority received a paper by the Brigade Manager (& Treasurer) and requested that a comprehensive report on chargeable services and the costs of their recovery be submitted to the Programme & Scrutiny Board for their consideration.

On considering a paper by the Brigade Manager (& Treasurer),

Resolved:

- a) *To set the Fire Precept Band D at £63.62, Precept Requirement at £14,860,300 and Budget Requirement of £24,804,000 for 2014/15*
- b) *To authorise the Brigade Manager, Governance & Assurance to give notice of the approved precept to the appropriate billing authorities.*
- c) *To authorise the Brigade Manager, Governance & Assurance to pay out of the combined fire service fund sums in respect of :*
 - (i) *All accounts and debts due by the Authority forming the Authority's gross revenue expenditure for 2014/15 in the approved budget and such changes as may be agreed subsequently by the Authority;*
 - (ii) *The cost of capital items including the purchase and leasing of equipment specified in the capital budget, and*
 - (iii) *Such loans made by the Authority as may be approved.*
- d) *To authorise the Brigade Manager, Governance & Assurance to borrow such sums as may be required in respect of schemes in the capital budget.*

79 Medium Term Financial Strategy 2014-19

On considering a report by the Brigade Manager (& Treasurer),

Resolved:

To approve the Medium Term Financial Strategy 2014-19 as set out in Appendix A of the paper.

WILTSHIRE & SWINDON FIRE AUTHORITY

80 Extension To Existing Contracts

The Clerk briefed the Authority on the requirement for an extension to a contract with 3tc Software which ended on 3 December 2013

Resolved:

To approve a three month extension to the contract and a further three months if required, further to discussions with the Chairman.

81 Protection, Prevention and Intervention.

A short visual presentation was made to members and it was agreed that this should be distributed to Area Boards and Locality meetings.

82 Fire Safety Primary Authority Scheme (PAS)

The Members noted the contents of a paper by the Chief Fire Officer on the extension of the Primary Authority Scheme to the Regulatory Reform (Fire Safety) Order 2005 and the requirement to abide by the terms and conditions of the Scheme when undertaking its regulatory activities.

Resolved:

That the Authority take an active participation but targeted approach in the Primary Authority Scheme.

83 WFRS Website Update

A presentation was made on the new WFRS website.

84 Staffing Committee

The minutes of the Staffing Committee meeting of 31 January 2014 were received.

85 Pay Policy Statement 2014/15

The Members received a paper by the Brigade Manager, People & Development.

Resolved:

To approve the pay policy statement on the proviso that further information is provided to the Staffing Committee regarding limits on severance payments not covered under paragraph 39 of the pay statement.

86 Pensions Discretions – Local Government Pension Scheme (LGPS)

The Members received a paper by the Brigade Manager, People & Development,

Resolved:

To approve the revised discretions policy as recommended by the Staffing Committee.

WILTSHIRE & SWINDON FIRE AUTHORITY

87 Pensions Discretions – Firefighters’ Pension Scheme & New Firefighters’ Pension Scheme (FPS & NFPS)

The Members received a paper by the Brigade Manager, People & Development on the Pensions Discretions for the two Firefighters’ Pension Schemes and requested that the potential cost to the Authority of increasing the commutation limit be submitted to the Staffing Committee for consideration.

88 Combination Oversight Board

A paper by the Clerk to the Authority on the revised terms of reference for the Combination Oversight Board was received

Resolved:

To agree the revised terms of reference

89 Urgent Business

There was no urgent business.

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

Notes of Meeting

ONE SWINDON BOARD AWAY DAY, TUESDAY 17 DECEMBER 2013 @ STEAM MUSEUM

Present : Gavin Jones (SBC), Cllr David Renard (Chair) (SBC), John Gilbert (SBC), Nigel Tucker (JCP), Liz Hickey (Wiltshire Probation Trust), James Griffin (SBC), Michelle Howard (SEQOL), Nicky Alberry (Influence), Heather Mitchell (SEQOL), Tony Ranzetta (CCG), Pat Geenty (Wiltshire Police), Cllr Brian Mattock (SBC), Cherry Jones (SBC), Alison Chamberlain (SBC), Angus Macpherson (PCC), David Wray (VAS), Cllr Jim Grant (SBC), John Popowicz (Wiltshire Fire & Rescue), Maria Moore (GWH), Patrick Weir (SBC), Janet Beattie (SBC), Stuart McKellar (SBC), Kirsty Cole (SBC) and Liz Holmes (Chair of CTB),

Apologies for absence : Liz Rijnenberg (Wiltshire Probation), Paul Aviss (Wilts Probation), Dr Peter Crouch (CCG), Nerissa Vaughan (GWH), Simon Routh-Jones (Wiltshire Fire & Rescue) and Cllr Stan Pajak (SBC).

Observers: Carmel Burton (SBC), Ian Jeary (Wiltshire Fire), Jill Annal (DWP), Iain Francis (CCG), Paul Saunders (Wiltshire Police), Russell Frith (Wiltshire Probation Trust), Sarah Hardwick (SBC), Jane Lord (CLG)

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| 1 | Welcome and purpose : Cllr David Renard welcomed everyone to the session and outlined the objectives of the day. | |
| 2 | <p>Public Sector Transformation – our shared strategy and resource allocation principles</p> <p>James Griffin reminded members of the shared strategy and objectives around public service transformation and asked that consideration be given to adopting guiding principles for the allocation of resources. He referred to the suggested principles as outlined in the agenda pack and invited discussion</p> <p>The following discussion points were raised:</p> <ul style="list-style-type: none"> • Required changes and savings cannot be achieved without partners working closely together. Openness and transparency amongst partners allows for a better service to be provided to residents, and collective principles are essential to ensure that services are not duplicated and transformation is achieved effectively. • It was noted that a big partner on the growing economy agenda is Wiltshire Council (WC) and it was queried how that relationship fits in here. Discussions have been held with WC regarding transformation, and the LEP provides for a more common understanding between the two Councils. Both Councils have differing agendas currently but areas of partnership working through service delivery could be identified in the future through the LEP. • It was noted that there are areas of potential alignment between the two councils, for example on children's services, local authorities have an obligation to look at all opportunities due to the serious financial difficulties they are facing. • It was noted that the proposed merger of Wilts Fire Service with Dorset will add another level of complexity but that the principles of partnership working remain the same. • There was a query around recurring benefit from the proposal that partners collectively invest at least £2 from their budgets for every £1 invested from the One Swindon Transformation Fund. It was confirmed that there will be but that this principle would need to be made clearer with regards to leverage. • Concern was raised about the baseline and the ability to achieve returns being curtailed if partnership working is not as effective as expected. It was noted that the great record of partner working in Swindon was instrumental in receiving the funding originally and that all partners share the aim of making public money go further. | |

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| | <ul style="list-style-type: none"> It was noted that delivery agents will need a change of culture and expectation to drive forward savings. Definition will also be required on how benefits are divided as the current proposed principles relate to commissioning agents only, and differentiation between deliverers and commissioners provided. It was proposed that there is a missing overarching principle, covering the sentiment of supporting Swindon and its residents and helping to benefit them. <p>It was agreed that the suggested principles contained within the agenda pack would be reviewed with the above comments in mind and re-presented for formal approval by the Board at its meeting on 28 January 2014. ACTION JG</p> | ACTION JG |
| 3 | <p>Outline Business Cases – Information gathering</p> <p>Carmel Burton highlighted to members that there are 12 business cases for consideration, all tying in with the four priorities already identified by the Board. The business cases are user focussed and include integrated working and cross cutting enablers such as data and information sharing, workforce development and developing community capacity.</p> <p>The following discussion points were raised:</p> <ul style="list-style-type: none"> Awareness raising will need to be a high priority so that communities and voluntary groups are keyed in to the overall agenda and are able to work consistently together. It was suggested that commonality with regards to consistently approaching change across organisations will assist the process. It was noted that enablers are critical for the success of these business cases and it will be a challenge to get the right infrastructure in place. It was noted that there is an opportunity here to revisit the Compact. It was queried where the concept of poverty is addressed, further than just getting people back in to employment. Synergies across the broader pieces of work being undertaken need to be investigated. It was agreed that more time and emphasis should be placed on the enablers as although the benefits of them cannot be demonstrated, without them the projects cannot deliver. | |
| 4 | <p>Individual Business Cases</p> <p>Nominated sponsors spoke briefly regarding their individual business cases and updated the Board on any developments. The discussion points raised following each update is as follows:</p> <p><i>Community Navigators</i></p> <ul style="list-style-type: none"> It was noted that this project is being renamed to the 'Link Worker Scheme'. It was queried where the link workers would come from as they will require a certain level of knowledge to begin with. They have been recruited from nursing and community backgrounds and will share their respective knowledge at joint training sessions. It was noted that success will be measured by assessing and evaluating individual's responses to the project. <p><i>Well-being Co-ordinators</i></p> <ul style="list-style-type: none"> It was queried what work a co-ordinator would undertake to affect behaviour changes and change lifestyle choices. It was noted that the co-ordinators would need to provide quick responses to people and encourage them to make the right choices. | |
| | <p><i>SAIL Project</i></p> <ul style="list-style-type: none"> It was felt that this project may increase demand initially. There would be a need to have a community based approach and infrastructure in place for when people get referred. | |

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| <p><i>Troubled Families</i></p> <ul style="list-style-type: none"> • It was suggested that the name of the project should be changed. • It was suggested that opportunities for getting people back to work should be explored as well as other links and a Programme Board. <p><i>Reducing Domestic Abuse: IDVA's & Perpetrators Projects</i></p> <ul style="list-style-type: none"> • It was noted that there had been delays but that commissioning the project will be considered by the PCC during January 2014. • It was suggested that opportunities for working with schools and academies could be looked at, the PCC already has funding set aside for schools for year groups 9 – 11. <p><i>Alcohol Support and Advice Project</i></p> <ul style="list-style-type: none"> • It was noted that the cost of dealing with alcohol abuse is around £66m. <p><i>Ready for Work Academy</i></p> <ul style="list-style-type: none"> • It was noted that the issue of gaps in skills was being presented to the LEP and that we should use their data and links. • It was queried how many people would be affected by this project and confirmed that up to 100 would be involved to start with, with growth predicted thereafter. • It was queried if 6 months was a critical time point at which it could be said that a person will remain in long term employment if they reach this point. It was confirmed that data does show this, and that sustainability is required so that people do not end up back on the job market. • It was noted that there is a surplus of industrial skills in the town but that future employment opportunities could be in the health and social care industry and this project will target that. <p><i>Town Centre Team</i></p> <ul style="list-style-type: none"> • It was noted that the location for this team should be visible and accessible, and that team members should be easily identifiable. <p><i>Local supply chain and procurement</i></p> <ul style="list-style-type: none"> • It was noted that there is a big emphasis on public sector spend and queried if more effort could be directed towards the private sector. Private business will be approached though to test their appetite. • It was queried if the value of cost versus the value of using local could be articulated. <p><i>Integrated Front Line Workforce</i></p> <ul style="list-style-type: none"> • It was noted that this is a big project with a significant change for frontline staff. <p><i>Repeat Offenders (5 Wards Project)</i></p> <ul style="list-style-type: none"> • It was noted that offenders would only get training through this project if they don't fit in elsewhere with other services. <p><i>Social Impact Bonds</i></p> <ul style="list-style-type: none"> • It was noted that the Clinical Commissioning Group (CCG) has agreed to underwrite this and have commissioned a feasibility study. ACTION TR • It was queried how joint investment decisions would be protected. There is a need to diversify sources of funding to secure longevity. • The Community foundation has people to fund something like this and the expertise already exists. | <p>ACTION TR</p> |
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| 5 | <p>Outline Business Cases – decision making- The Board re-visited each Business Case with a view to making a decision on which of them will be approved to move to the next stage and which would receive funding at this stage. Any further discussion points and the decisions are outlined below:</p> <p><i>SAIL Project</i></p> <ul style="list-style-type: none"> • It was felt that the question of how the administration of this would be dealt with had not been answered. It was noted that they could use an organisation like Age Concern as per the example in Devon. • Commissioning work will be around partners doing their own referral work and working it out using existing community groups, and designing their own end product. Referrals will not always be made to Adult Social Care. • It was noted that the two year funding proposed would be for the design phase of bringing in the voluntary sector to design, specify and identify issues which then get passed on to the right place. • This is a single point of access design project. • Need the right support in place to where people can be navigated to – need to link to advice and guidance and have those connections. <p>Agreed: funding of £16k for two years of the programme and that the project should progress to the next stage of design and commissioning. The Board asked the sponsor to link with the Information and Advice Hub Project.</p> <p><i>Well-being Co-ordinators</i></p> <ul style="list-style-type: none"> • The Board queried if there would still be a need for a programme manager after a year. It was confirmed that by then the project will be embedded into existing and new contracts and would be a different way of working and would be self-sustaining. CCG noted that it only has to achieve two less admissions to hospital in a year and it has paid for itself. The CCG could be in a position to fund this in future years. <p>Agreed: The Board agreed the funding of £45k for a programme manager for one year. After the first year the new way of working will be embedded – new processes will be written into contracts and staff will have been trained in the new roles so there will be no need for on-going funding.</p> <p><i>Town Centre Team</i></p> <p>The Board noted that no funding is required at this stage and agreed for this Business Case to progress to the next stage, with the identification of premises and starting systems design work on the concept.</p> <p><i>Ready for Work Academy</i></p> <ul style="list-style-type: none"> • The work of the LEP needs to be investigated to see if they can answer the bulk of questions rather than further research being undertaken. • There is a need to identify skills gaps for entry level jobs. <p>Agreed: To fund the c£7k needed to commission the research around skills gaps and employer needs.</p> | |
| | <p><i>Repeat Offenders (5 Wards Project)</i></p> <p>Agreed: The Board agreed to fund £2.5k for the installation of WIFI into five hubs. The Board also agreed to the potential funding of £20k to be used on qualifications and training if no alternative funding could be sourced.</p> <p><i>Alcohol Support and Advice Project</i></p> <p>Agreed: The Board agreed to fund £23,200 one off funding for training, mentoring and management costs. If the project is successful, possible future funding could</p> | |

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| | <p>come from GWH or CCG.</p> <p><i>Reducing Domestic Abuse: IDVA Project</i> Agreed: The Board agreed in principle to fund 50% of this project. The PCC will consider part or full funding of the project in January from the Commissioning Fund. Project lead will await decision from the PCC in January. Decision held back until PCC decision is made</p> <p><i>Reducing Domestic Abuse: Perpetrators Project</i> The Board noted that there was no funding required, and agreed for it to proceed to the commissioning and implementation stage.</p> <p><i>Troubled Families</i> The Board noted that no funding is required and agreed to progress this project to the next stage, which is progressing negotiations with partners around lead officers / case workers to work with families and establishing a road map for success.</p> <p><i>Community Navigators / Link Workers</i> The Board noted that no funding is required and agreed to progress to the pilot stage. The Board requested clear and measurable milestones and indicators to be included in the business case.</p> <p><i>Local supply chain and procurement</i> Deferred: The Board agreed in principle to fund £52k subject to an acceptable business case and evidence base being presented to the next Board meeting in January.</p> <p><i>Integrated Front Line Workforce</i> The Board noted that no funding is required at this stage and agreed for the pilot to proceed to the next stage which will include systems design work, and agreeing the areas of work with a focus on anti-social behaviour.</p> <p><i>Social Impact Bonds</i> Agreed: The Board agreed to fund £19k in principle with £7k being available from the BHP underspend. The Board requested a business case be presented at the next Board meeting in January together with more information on other brokers and other sources of funding to be investigated and reported back in January.</p> | Action JG |
| 6 | <p>Enabling Transformation through shared data and analysis The Board received a presentation from Sarah Hardwick on the work done on so far in identifying common customer cohorts in the hope of achieving a shared understanding across the board on groups of customers in common, including their nature, scale and costs.</p> <p>She highlighted some issues that had arisen, such as confidentiality issues and the differences amongst partners in recording and data systems. Not all agencies also attribute costs to customers in a direct sense.</p> <p>There is recognition of the limitations on the data as it stands – the resources need expanding and the scope narrowing, and there is some missing information.</p> | |
| | <p>The following discussion points were raised:</p> <ul style="list-style-type: none"> It was noted that a further level of detail is required on the data and queried if it was possible to drill down to individual names. It was confirmed that it is possible to drill down to street level and household level but not to individual | |

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| | <p>names level.</p> <ul style="list-style-type: none"> It was noted that there are no distinct common customer cohorts but that there is a lot of overlapping. It was agreed that the next step is to drill down to household level and to include other partners like AWP. ACTION JG <p>The Board then discussed the Data Protection Act, which will now be known as the Data Sharing Act, and the new possibilities for agencies to share information easily. Along with the new Act, there will be an Action Plan. The more detailed, robust plan will include a high level statement of intent and will be presented at the next Board meeting in January for sign off. ACTION JP</p> | <p>ACTION JG</p> <p>ACTION JP</p> |
| 7 | <p>Towards a One Swindon Transformation Hub</p> <p>The Board received a presentation from Gavin Jones regarding the opportunities for partners to pool transformation funding to achieve more savings. The proposal is for partners to resource a team to build capacity and deliver some of the most critical changes in respective organisations.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> It was noted that following their recent restructure the CCG were in a position to support this and endorsed the approach to systems thinking. It was noted that in some instances it is frontline staff that drive change. It was noted that some sovereignty may have to be relinquished by partners involved but that they would gain by having influence over other partners. It was noted that engagement with the third sector would need to take place early on to get them involved. It was noted that strong leadership will be required to run the project and that existing transformation capacity at Swindon Borough Council can be dropped in. One organisation would have to host the Hub but the One Swindon governance would apply. It was noted that underspends could be used for this project and that it would be a good investment for the future. It was noted that funds were required to pump prime the project separate to the change programme, but that change programme work could be added in the future to start achieving savings. <p>It was agreed that a proposition for partners to take back to their respective organisations would be brought to the January Board meeting and will contain firm proposals and outcomes. Finance Directors will also meet in January to look at investment opportunities. ACTION JG</p> | <p>ACTION JG</p> |

Date and Time of Next Meeting:

Tuesday 28th February 2014, Committee Room 6, Civic Offices, Swindon

Notes of Meeting : ONE SWINDON BOARD : TUESDAY 28 JANUARY 2014

Present: Gavin Jones (SBC), Councillors David Renard, Stan Pajak, Jim Grant and Brian Mattock (SBC), John Gilbert (SBC), Liz Rijnenberg (Wiltshire Probation), James Griffin (SBC), Heather Mitchell (SEQOL), Liz Holmes (Chair of CTB), Tony Ranzetta (CCG), Angus Macpherson (PCC), Simon Routh-Jones (Wilts Fire and Rescue), Pat Geenty (Wiltshire Police), David Wray (VAS), Cherry Jones (SBC), Janet Beattie (SBC), John Popowicz (Wilts Fire and Rescue), Maria Moore (GWH), Alison Chamberlain (SBC), Nigel Tucker (JCP), Nicky Alberry (Chair of Influence)

Apols: Paul Aviss (Wilts Probation), Dr.Peter Crouch (CCG), Liz Holmes (Chair of CTB), Michelle Howard (SEQOL)

Observers: PST Team : Carmel Burton (SBC); Ian Jeary (Wiltshire Fire); Paul Saunders (Wiltshire Police); Russell Frith (Wiltshire Probation Trust); **Guests:** Richard Todd (Social Investment); Gavin Calthrop (SBC);

| 1. | Welcome and notes of last meeting | ACTION |
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| | <p>Cllr David Renard welcomed everyone present to the meeting, and thanked Richard Todd for attending for the Social Investment Update item.</p> <p>The notes of the last meeting of the One Swindon Board Away Day held on 17 December 2013 were agreed as an accurate record. It was noted that action points from the Away Day were being picked up as part of this meeting's agenda.</p> | |
| 2. | Enabling Transformation through shared data and analysis | ACTION |
| | <p>The Board received a presentation from James Griffin, Head of Strategy and Research at SBC. He confirmed that he has been working on this project with John Popowicz, Head of Community Safety, Protection and Partnerships at Wilts Fire & Rescue Service, and advised members that they will be asked to give a virtual agreement to the protocol on sharing data and an in principle agreement on the implementation plan.</p> <p>John Popwicz asked members to note that this project will allow all agencies to feel confident about data and information sharing, especially if there is strong leadership from this Board.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • It was queried and confirmed that the virtual recommendations that organisations will be asked to agree to will be circulated to all Board members. • Members noted the example case of potential data sharing opportunities (circulated at the meeting) produced at a workshop held with Whitehall colleagues. This shows the level of detail that can be shared if agencies co-operate and willingly share information, and shows the benefit of drilling information down to household level for multi-agency working. | |

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| | <ul style="list-style-type: none"> • A statement of leadership is required from the Board around the protocol on data sharing, and constant attention will be required on how it is embedded into work practices. • The virtual sign off request will be circulated prior to the next meeting of the Board and the implementation plan will be discussed at the next meeting on 18 March 2014. • It was noted that there should be recognition of the costs that will be involved (such as training) as a consequence of improved data sharing. | John Popiowicz & James Griffin |
| 3. | Towards a One Swindon Transformation Hub | ACTION |
| | <p>The Board received a presentation from Gavin Jones which considered the shared change capacity and capability required to realise the Board's Strategy, the extent to which this is best provided by a jointly commissioned One Swindon Transformation Hub, and what it would take to quickly put in place a Hub that is fit for purpose. The Board noted the update given on the progress with discussions; problems and challenges that have arisen; issues with capacity and capability; areas of common interest and common customer cohorts; the drive to not drop existing staff directly into the hub; and how the hub would be a centre of excellence on change.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • Learning disabilities could be used as an example of looking at where support makes better sense for users. • The need for better sharing of data to enable the hub to complete more comprehensive analysis and interpretation. • The opportunities for the private sector to engage with the hub and the correct timing for their involvement. • The need to build an on-going commitment to the hub and the stages required in its development. The input of partners will be reviewed and brought back to the next Board meeting on 18 March 2014 as part of an update on this project. • How the Borough Council can 'plug' the funding gap initially based on confirmation that other organisations will commit to the project. | Gavin Jones |
| 4. | Business Case Updates | ACTION |
| | <p>The Board received updates on the following business cases:</p> <p><i>Town Centre Team</i> Gavin Jones highlighted how this project is a good example of integrated working achieving both 'cashable' and 'non-cashable' savings. The Project Team has been formed and they are now looking at potential premises. The preferred building is the Plus One building on the Civic Campus. It was confirmed that this should be going live from 1 May 2014.</p> <p><i>Integrated Front Line Workforce</i> Pat Geenty confirmed that the area of work now being looked at is systems contributing to reducing anti-social behaviour. Implementation is expected in October 2014, and this will tie into the</p> | |

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| | <p>Town Centre Team business case. Triangulation would also be possible with the troubled families work as this ties in too. It was noted that systems methodology could be applied using frontline staff themselves to help co-design.</p> <p><i>Local Supply Chain and Procurement</i> Nicky Alberry referred the Board to the Business Case enclosed with the agenda, requesting £50,925 to pump prime this project for the first year. Some organisations have submitted spending information and an initial analysis has taken place on this data. For example, Swindon Borough Council spends £60m locally which generates around an additional £45m spend in the local economy. The project has a realistic target of generating an additional £10m spend in the local economy each year, and potentially creating a minimum of 350 new jobs. The Board agreed to fund this project.</p> <p><i>SAIL Project</i> John Popowicz highlighted to the Board that some concerns had been raised that this project would not reduce demand. Meetings have been held and options drawn up to move forward however. A new multi-agency website called 'My Care, My Support' has been developed and is being used as the format for delivering early intervention services. The target for the referral hub for partners to be open is either April or May 2014 but commitment will be required from partners to only use this website. It was agreed that the link to the website would be distributed.</p> <p><i>Community Navigators</i> Tony Ranzetta confirmed that this project has gone live and prevented 3 admissions in the first week with a saving of £17k.</p> | Alison Chamberlain |
| 5. | Looking forward to the Network Challenge meeting on 25 February 2014 | ACTION |
| | The Board received an update from James Griffin on the above meeting which is taking place in February and which will take stock of the progress made towards our shared objectives. There will be an opportunity towards the end of February for Board members to meet with directors from Whitehall to discuss the next steps. There also may be some new resources available. | |
| 6. | Social Investment Update | ACTION |
| | <p>John Gilbert and Tony Ranzetta provided the Board with an update on the work undertaken so far on Social Investment to enable a new way of bringing additional resources and rigour to the development of early intervention and preventative services, and access to more flexible capital funding.</p> <p>A list of things being considered for social investment needs to be gathered, and it will be useful for Richard Todd and his team to narrow these down. At the recent workshop with four priority areas were looked at, and his team are now looking at feasibility studies. One outcome was the recognition that the nature of contracting may need</p> | |

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| | <p>to change.</p> <p>Richard Todd addressed the Board and confirmed that there is a desire to build on the foundations of partnership work already in place in Swindon. He is trying to explore if strategic plans could be supported if they were funded differently, keeping an open mind on the best options. Proposals will be brought to the next Board meeting being held on 18 March 2014.</p> | Richard Todd/John Gilbert |
| 7. | Wiltshire Fire and Rescue Update | ACTION |
| | <p>The Board received a presentation from Simon Routh-Jones, Chief Fire Officer at Wiltshire Fire & Rescue Service, concerning the future of the Service. He highlighted the vision and direction of the Service, and the Medium Term Financial Outlook indicating the pressures the Service is facing. He outlined the options available to the Service by either standing alone or looking at a collective approach, and noted the common factors between the Wiltshire and Dorset Services and how joining the two will bring benefits to partners and the community. The proposals will come out for full consultation in June 2014.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • The police service are operationally supportive of this direction of travel. • The lack of clear direction from central government on service mergers. • Opposition from the Fire Brigade Unions to proposals to cut staff and stations, though the majority of savings will come from cuts to the senior officer structure rather than frontline staff. • The ties that the Service has into the work of other organisations and how they can assist them with community issues. • The possibility of fire personnel becoming link workers during station down time. • Cllr Grant offered to make contact with Trade Unions to ensure they understand the ethos of One Swindon and are signed up to its principles and outcomes. • Partnership working being strengthened by the proposed merger of the two Services rather than being weakened. | Cllr Jim Grant |
| 8. | Building a better understanding of One Swindon | ACTION |
| | <p>Nicky Alberry raised concerns that general levels of awareness of the Board were low. There is a lack of appreciation of the work that partner organisations are doing and there are strong examples of effective joint working which could be publicised.</p> <p>Gavin Calthrop confirmed that a small task group could be set up to look at a communications plan which could then be brought back to a future meeting of the Board. Any communication should be approached through the eyes of the public, helping them to see the benefits and difference of having One Swindon.</p> <p>James Griffin confirmed that the Network could provide funding for</p> | |

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| | <p>promotion if a case is put forward to Whitehall. This would also be an opportunity to raise the national profile of Swindon.</p> <p>It was noted that the best ambassadors will be people working within the partner organisations and it is imperative that they understand the benefits. It was agreed that a task group would be set up to look at this.</p> | Gavin Calthrop |
| 9. | Any Other Business | ACTION |
| | <ul style="list-style-type: none"> Liz Rijnbergen updated the Board on the progress made on probation changes. Contracts will be let over the next 12 months, and the Competition Team are currently speaking to stakeholders for their input on what is required from a new provider. It was agreed that the competition team would attend the next meeting of the Board on 18 March to discuss any issues and concerns. <p>The Chair noted that Alison Chamberlain, Partnership & Communities Manager, will be leaving Swindon Borough Council at the end of February and thanked her on behalf of the Board for her contribution and hard work.</p> | Liz Rijnbergen |

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