



SWINDON BOROUGH COUNCIL

Municipal Year 2014/15

Meeting of Council on Thursday, 17 July 2014

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Monday, 24 March 2014 of Special Committee (Pages 3 - 4)
2. Minutes of meeting Monday, 24 March 2014 of Standards Committee (Pages 5 - 8)
5. Minutes of meeting Tuesday, 15 April 2014 of Audit Committee (Pages 9 - 12)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

4. Minutes of meeting Monday, 24 March 2014 of Scrutiny Committee (Pages 15 - 18)
5. Minutes of meeting Monday, 7 April 2014 of Scrutiny Committee (Pages 19 - 22)
6. Minutes of meeting Monday, 28 April 2014 of Scrutiny Committee (Pages 23 - 28)
7. Minutes of meeting Wednesday, 2 April 2014 of Health Overview and Scrutiny Committee (Pages 29 - 34)
8. Minutes of meeting Tuesday, 1 April 2014 of Economic, Environmental and Sustainability Overview and Scrutiny Committee (Pages 35 - 38)

SECTION 3 - REGULATORY COMMITTEES

9. Minutes of meeting Friday, 6 June 2014 of Licensing Committee (Pages 41 - 42)
10. Minutes of meeting Wednesday, 2 July 2014 of Licensing Committee (Pages 43 - 44)
11. Minutes of meeting Thursday, 10 April 2014 of Licensing Panel (Pages 45 - 48)
12. Minutes of meeting Tuesday, 11 March 2014 of Planning Committee (Pages 49 - 50)
13. Minutes of meeting Tuesday, 8 April 2014 of Planning Committee (Pages 51 - 52)
14. Minutes of meeting Tuesday, 29 April 2014 of Planning Committee (Pages 53 - 54)
15. Minutes of meeting Friday, 6 June 2014 of Appointments Committee (Pages 55 - 56)
16. Minutes of meeting Friday, 6 June 2014 of Appeals Committee (Pages 57 - 58)
17. Minutes of meeting Monday, 19 May 2014 of Education Transport Appeals Sub-Committee (Pages 59 - 60)

SECTION 4 - CHILDREN SERVICES BODIES

18. Minutes of meeting Tuesday, 18 March 2014 of Standing Advisory Council on Religious Education (Pages 63 - 68)
19. Minutes of meeting Tuesday, 17 June 2014 of Standing Advisory Council on Religious Education (Pages 69 - 72)
20. Minutes of meeting Tuesday, 11 March 2014 of Schools Forum (Pages 73 - 78)
21. Minutes of meeting Thursday, 13 March 2014 of Swindon Children's Trust Board (Pages 79 - 84)

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

22. Minutes of meeting Wednesday, 15 January 2014 of Wiltshire Police and Crime Panel (Pages 87 - 94)
23. Minutes of meeting Thursday, 6 February 2014 of Wiltshire Police and Crime Panel (Pages 95 - 106)
24. Minutes of meeting Wednesday, 15 January 2014 of Wiltshire Police and Crime Panel (Pages 107 - 116)
25. Minutes of the meeting Tuesday, 18 March 2014 of One Swindon Board (Pages 117 - 124)
26. Minutes of the meeting Wednesday, 2 April 2014 of Town Twinning Network (Pages 125 - 128)

- 27.** Minutes of the meeting Wednesday, 18 June 2014 of Town Twinning Network
(Pages 129 - 132)

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Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

MONDAY, 24 MARCH 2014

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

An apology for absence was received from Councillor Stan Pajak.

23. Declarations of Interest

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

24. Minutes

Resolved –That the minutes of the meeting held on 24th February 2014 be confirmed and signed as a correct record.

25. Public Question Time

No public questions were asked under Standing Order 28.

26. Swindon and Wiltshire Local Enterprise Partnership Strategic Economic Plan and Swindon's Future Infrastructure Needs - Reference from Cabinet

The Special Committee considered (a) a report by the Chief Executive and Leader of the Council, originally submitted to the Cabinet on 19th March 2014, concerning (i) the proposed areas for investment of the Swindon element of the Swindon and Wiltshire Local Enterprise Partnership's Strategic Economic Plan to be submitted to the Government by 31st March 2014 as a bid for "Growth Deal" funding, and (ii) Swindon's future infrastructure needs and the use of the proposed Infrastructure Fund and New Homes Bonus funding to respond to those needs, (b) an oral report on the decision of the Cabinet on this matter (Minute 106 of the Cabinet refers), and (c) a tabled supplementary report submitted by the Head of Commissioning, Economy and Attainment setting out a summary of the "Swindon only" elements of the Strategic Economic Plan 2015-21 Competitive Bid to Government.

The Head of Commissioning, Economy and Attainment presented the reports and explained the background to the Swindon and Wiltshire Local Enterprise Partnership's Strategic Economic Plan and the competitive bid to be submitted to the Government. He updated the Committee on the progress of the bid and the views of the Local Enterprise Partnership partners. He advised that the supplementary report set out a summary of the Swindon only elements of the bid and that these proposals had been identified in previous Council reports, plans and strategies.

Members commented and asked questions regarding the Swindon proposals and how these related to other schemes and Council priorities.

Councillor Jim Grant reiterated the views he had expressed at the Cabinet meeting in respect of the proposals for the establishment and use of a Council Infrastructure Fund and his view that there should have been greater cross-party involvement in the preparation of the Swindon elements of the bidding document. He suggested that the Leader of the Council might wish to consider establishing a new Cabinet Member Advisory Group to oversee the implementation of the Swindon elements of the Strategic Economic Plan, once the outcome of the bidding process was known.

Resolved – (1) That the Special Committee, on behalf of Council, approves the Swindon proposed areas of Investment as set out in paragraphs 3.11 to 3.13 of the joint report, as items for inclusion in the Swindon and Wiltshire Strategic Economic Plan to be submitted by the Swindon and Wiltshire Local Economic Partnership to Government on 31st March 2014.

(2) That, further to the decision in (1) above, the Chief Executive, in consultation with the Leader of the Council, be authorised to agree amendments to items related to Swindon in the Strategic Economic Plan (SEP) prior to its final submission and if required following feedback from partners and Government.

(3) That the Special Committee, on behalf of Council, agrees, in principle, the proposals related to the use of New Homes Bonus and the Infrastructure Fund as set out in paragraphs 3.17 to 3.21 of the joint report.

(4) That the Leader of the Council be requested to establish a cross-party Cabinet Member Advisory Group to consider scheme proposals and to oversee the implementation of the Swindon elements of the Strategic Economic Plan once the outcome to the competitive bid to Government is known.

STANDARDS COMMITTEE

MONDAY, 24 MARCH 2014

PRESENT:- Councillor David Wood (Chair), Councillor Roderick Bluh, Councillor Michael Bray, Councillor Brian Ford, Councillor Fay Howard, Councillor Teresa Page, Mr Trevor Davies, Mr Mike Compton and Mr Richard Hailstone.

Apologies for absence were received from Mr David Dawson and Mr Richard Hailstone.

24. 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 of interest were made.

25. Minutes

Resolved – That the minutes of the meeting of the Committee held on 27th January, 2014, be confirmed and signed.

26. Public Question Time

Ms Claire Bouverie-Brine, a local resident, asked a question regarding the process used by the Council to deal with a request she had made for a member complaint to be re-opened. The Chair and the Monitoring Officer responded. In response to a request by Ms Bouverie-Brine, the chair agreed to confirm his response in writing on receipt of a note from Ms Bouverie-Brine setting out the detail of her question.

Ms Carole Bent, a local resident, asked a question regarding the process of determining the complaint referred to by Ms Bouverie-Brine. The Chair and the Monitoring Officer responded.

Ms Kareen Boyd, a local resident, asked a question regarding the timeframe for determining outstanding Code of Conduct complaints. The Chair agreed to provide a written response when he was able to but reminded Ms Boyd of the confidential nature of code of conduct complaints.

Ms Martha Parry, a local resident, also asked a question regarding the timeframe for determining outstanding Code of Conduct complaints and the timeframe for the determination of Code of Conduct complaints generally. The Chair responded to Ms Parry's question.

The Monitoring Officer responded to a question from the public gallery regarding the availability of information relating to Standards Committee decisions in relation to Code of Conduct complaints.

27. Exempt Items - Exclusion of Press and Public

That, in accordance with Section 100A(4) of the Local Government Act 1972, the

public be excluded during the discussion of the matters referred to in the items listed below on the grounds that they involve the likely disclosure of exempt information as defined in the respective paragraphs of Part 1 of Schedule 12A of the Act.

<u>Item No.</u>	<u>Paragraph No.</u>	<u>Minute No.</u>
7	1 and 2	29

28. Independent Review of the Council's Standards Arrangements

Further to Minute 8, the Committee received Hoey Ainscough Associates Ltd's report of their independent review of the Council's procedures for handling complaints that members may have breached the Council's Code of Conduct.

Mr Paul Hoey presented the report to the meeting, providing some background to the new arrangements that came into effect from July 2012, in response to the provisions of the Localism Act 2011, and outlining the criteria for a successful standards process that had been used as the basis for the review. He summarised the reasons for undertaking the review at this time and the process used to carry out the review, including details of the various interested parties that were consulted as part of the process.

Mr Hoey commented that consultation with a broad base of interested parties had been invaluable to the successful outcome of the review and that, whilst all the groups had approached the issue from different perspectives, the following common concerns had been evident:

- the occurrence of delays under the current arrangements
- the lack of transparency and a failure to communicate what was happening, or had happened
- the possibility of the process being used politically and therefore needing to be more independent from the Council.

Mr Hoey took the meeting through the phases of the Code of Conduct complaints process, placing these in the context of the common concerns identified by consultees (as outlined above), and provided some detail to the various recommendations that had formed the basis of the proposed revised arrangements for dealing with member code of conduct complaints (attached at Appendix 1 to the report) and which would support the proposed revised process.

M Hoey commented that all the parties consulted had shown a commitment to the local community and had recognised that a high standard of conduct by its elected representatives was important. He felt that the Council's current arrangements were typical of those used by other councils, exhibiting some elements of good practice but with a need to make the process quicker, provide a greater reassurance that the process is as independent as it can be, and ensure that all the parties to a case understand process and are kept better informed of how cases are progressing. Mr Hoey was confident that if the report recommendations were adopted by the Council, the revised process would meet these objectives.

Following the presentation of the review report, and the Committee's consideration of the Monitoring Officer's initial comments on the report's findings, the comments

and observations of members and interested parties were sought (the various Issues raised by members and interested parties are summarised in Appendix 1 to the minutes).

Resolved – (1) That Mr Paul Hoey and Ms Natalie Ainscough (Hoey Ainscough Associates Ltd) be congratulated on their production of a comprehensive and easily accessible review report and thanked for attending the meeting to present their findings and recommendations.

(2) That the Committee broadly accepts the key recommendations of the report, as set out in Appendix B of the report, but agrees that a further debate of these, in the context of the various matters raised by members and interested parties during the course of the Committee's consideration of the Independent Review report (Appendix 1 refers), be arranged, with a view to a recommendations being made to the first meeting of the Committee in the new Municipal Year on the adoption of revised arrangements for dealing with member code of conduct complaints.

29. 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.

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AUDIT COMMITTEE

TUESDAY, 15 APRIL 2014

PRESENT:- Councillors Steve Weisinger (Chair), Councillors Steve Allsopp, Roderick Bluh, Michael Dickinson, John Haines, Neil Heavens, and Des Moffatt.

An apology for absence was received from Councillor Mick Bray.

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

There were no public questions.

52. Councillor Michael Dickinson

The Chair advised the meeting that Councillor Michael Dickinson, a former Chair of the Audit Committee, deputising at this meeting for Councillor Mick Bray, would not be seeking re-election at the forthcoming local government elections. On behalf of the Committee, the Chair thanked Councillor Dickinson for his hard work in support of the Council's Audit function and wished him all the very best for the future.

53. Minutes

Resolved - That the minutes of the meeting held on 4th February 2014 be confirmed and signed.

**54. Internal Audit reports identifying 'significant' risk or 'of concern':
Highways Capital Programme**

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

Mr Gerry O'Connor, the Council's Head of Housing Property, was in attendance to provide a current position statement in relation to the implementation of the internal 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 – That the report, and the management response to the audit review recommendations, be noted.

55. Annual Statement of Accounts 2013/14

The Committee received a report of the Board Director Resources, providing an

update on the progress towards the completion of the 2013/14 Statement of Accounts. The Council's Finance Manager (Housing, Treasury and Growth) introduced the report, advising that, although there were no significant changes to the accounting Code of Practice for 2013/14 that impact on the Authority's accounting policies, a number of changes were being made that would require changes to figures or disclosures. He expanded on these changes as they related to the following key areas:

- Post-employment benefits
- Business rates
- Service analysis

In addition to the impact of changes to the accounting Code, the officer also advised on the following local areas that were being reviewed in closing the 2013/14 accounts:

- Wichelstowe
- Private Finance Initiative (PFI)
- Swindon Commercial Services
- Timing of the Audit Committee for approval
- Format of the accounts

Resolved – That the report be noted.

56. Internal Audit Plan: 2014/15

The Head of Internal Audit submitted a report setting out the draft Audit Annual Plan for 2014/15.

Resolved – That the draft Internal Audit Plan for 2014/15 be approved.

57. Internal Audit review: Strategic Fraud Update

The Committee received a report of the Head of Internal Audit on the topic of fraud against public sector organisations, estimated to cost more than £20.6 billion, with fraud against local government costing more than £2 billion a year. The report commented on the economic cost of fraud to organisations and the importance of preventing fraud, particularly in this time of austerity, through strong counter-fraud cultures and effective counter-fraud arrangements. The report sought to provide the Committee with assurance on the effectiveness of the counter fraud work completed across the Council.

Resolved - That the report be noted.

58. External Audit Reports

Grant Certification work plan for Swindon Borough Council

Chris Hackett (Grant Thornton) presented a report regarding the grant certification undertaken by the External Auditor in respect of claims submitted by the Council and summarising the External Auditors' assessment of the Council's management arrangements in respect of the certification process and highlighting significant matters in relation to each of three claims that were certified for the Financial Year

2013/14.

Resolved – That the report be noted.

(Councillor Michael Dickinson made a personal non-prejudicial declaration of interest in respect of the Committee's consideration of this matter, citing his employment by a local education establishment).

Audit Plan for Swindon Borough Council

Chris Hackett (Grant Thornton), presented the Audit Plan for 2013/14, detailing, in particular, the work to be undertaken in relation to (i) the audit of the key risks identified through the planning and review of the national risks affecting the public sector, (ii) the challenges and opportunities the Council is facing and (iii) in support of the Value for Money conclusion.

Resolved – That the External Auditors' Audit Plan 2013/14 be accepted.

Audit Committee Update

Chris Hackett (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at 2 April 2014, 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.

Financial Statements 2013/14 – management processes and arrangements

Chris Hackett (Grant Thornton) reported to the Committee regarding the necessity for the External Auditors, in compliance Auditing standards, to (i) obtain an understanding of how the Audit Committee gains assurance over management processes and arrangements, and (ii) establish an understanding of the Council's management processes in place to prevent and detect fraud and to ensure compliance with law and regulation. The Committee was advised that, in order to assist the External Auditors in achieving these requirements, an understanding, the Chair and Board Director Resources had been invited to respond to a series of prescribed questions on behalf of the Committee.

Resolved – That the report be noted.

59. 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 February 2014.

Resolved – (1) That the report be noted.

(2) That the Car Parking Income and Tenancy Management internal audit reports, both categorised as having an overall risk evaluation of "Of Concern", be submitted to the next meeting of the Committee for consideration.

(3) That the Head of Internal Audit be asked to pass on to his team the Committee's

thanks for their hard work over the course of the last year in support of the Council's Audit function and in, once again, successfully exceeding the target completion figures set out in the Internal Audit Plan for the year.

Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 24 MARCH 2014

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

Apologies for absence were received from Councillor Michael Dickinson (Vice-Chair)

58. 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 declared a personal interest in Minute 62 as there was likely to be a discussion about Children's Centres and Councillor Penny was Chair of the Ladybird Children's Centre, Highworth.

59. Public Question Time

Jane Milner- Barry, on behalf of Kareen Boyd, asked 4 questions about the transfer of the running of the Oasis Leisure Centre to Moirai Capital Investments. At the invitation of the Chair, the Council's Board Director Resources responded to one of the questions with the other three to receive a written answer.

Ms Milner- Barry then asked a further 3 questions, also relating to the Oasis Leisure Centre. The Chair responded to one of the questions and asked for a written response to the other two questions.

60. Minutes

Resolved - That the minutes of the meeting held on 10 February 2014, be confirmed and signed as a correct record.

61. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 19 March 2014.

98. *Wichelstowe Development Update*

Resolved - That Minute 98 of the Cabinet be noted.

99. *Budget Management 2013/14*

The Board Director Resources responded to a question from Councillor Des Moffatt about investment in technology and change management resources to drive further savings from the integrated of services formerly managed by Swindon Commercial Services Ltd with other Council services.

Resolved - That Minute 99 of the Cabinet be noted.

100. Business Rates Retail Relief Discount

Resolved - That Minute 100 of the Cabinet be noted.

101. Capital Programme Monitoring – Third Quarter 2013/14

Resolved - That Minute 101 of the Cabinet be noted.

102. School Admission Arrangements and Transport Policy for 2015/16

In response to questions by Councillors Cindy Matthews and Bob Wright, Councillor David Renard, the Leader of the Council and the Head of Commissioning Economy and Attainment provided an update about the provision of transport for students attending the University Technical College.

Resolved - That Minute 102 of the Cabinet be noted.

103. Swindon Secondary School Places Planning Strategy (Minute for Confirmation)

Councillor Fionuala Foley, the Cabinet Member for Children's Services, and the Head of Commissioning Economy and Attainment responded to a number of questions from Councillors as follows:

- Councillor Cindy Matthews about Swindon pupils attending Bradon Forest School at Purton and formalising an arrangement with Wiltshire Council to enable the school to become a designated Swindon school for admission and transport purposes
- Councillor Bob Wright about the expansion of Roman Catholic Schools in Swindon
- Councillor John Ballman about the location of a 4-19 years facility proposed by New College in north Swindon from September 2016.

Resolved - That Minute 103 of the Cabinet be noted.

104. Tadpole Farm Primary School – Temporary Provision

Councillor Fionuala Foley, the Cabinet Member for Children's Services and David Renard, the Leader of the Council responded to a question from Councillor Bob Wright about concerns that the Red House Community Centre would not be constructed in time as a temporary site for a primary school.

Resolved - That Minute 104 of the Cabinet be noted.

105. Office of Surveillance Commissioners Inspection Report of Swindon Borough Council 2013

Resolved - That Minute 105 of the Cabinet be noted.

106. Swindon and Wiltshire Local Enterprise Partnership Strategic Economic Plan and Swindon's Future Infrastructure Needs

The Leader of the Council, Councillor David Renard responded to a question from Councillor Moffatt about his concerns in relation to the Local Enterprise Partnership.

Resolved - That Minute 106 of the Cabinet be noted.

62. Cabinet Member for Children's Services - Question and Answer Session

Councillor Fionuala Foley, the Cabinet Member for Children's Services, was in attendance and presented a detailed report summarising the success, challenges and future direction of the portfolio.

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

Following her presentation of the report, Councillor Foley, supported by her officer team, responded to members' specific questions and observations on the following topics:

- The exploitation of young women in society
- Rearrangements in the Community Safety Partnership
- The activities in place or planned to address common issues in areas of multiple occupancy, where siblings were looking after each other as parents were not at home because they were working
- Courses and support available to people wanting to change jobs and train for social care posts
- Concerns about the potential to fail to act in certain situations, the availability of staff to intervene and the need for more cross party working
- The need for Pastoral Care in schools
- The placement of children in care homes and foster homes and the processes and procedures in place to monitor the placements
- The inspection of children's centres by Ofsted and the judgement by Ofsted of the overall effectiveness of the centre
- Tackling drug and alcohol abuse amongst teenagers, higher re-offending rates in Swindon and the need for more resilient communities
- The problems associated with pornography on the internet and the need to support an independent person to deliver personal development classes in schools.
- The use of private foster care as respite care for families with severely disabled children in addition to the use of private residential care services, in particular the services provided by Buttons

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

SCRUTINY COMMITTEE

MONDAY, 7 APRIL 2014

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

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

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

63. Declarations of Interest

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

64. Public Question Time

Mr Richard Symonds of The Bramptons, Swindon, asked a question regarding the outcome of the Scrutiny Committee's recommendation to the Cabinet that the Digital City (UK)Ltd matter be referred to the Police. The Chair responded to Mr Symonds' question.

Ms Kareen Boyd, a local resident, asked about the expenditure of public funds by the Council and the Scrutiny Committee's role in ensuring due diligence in relation to such expenditure. The Chair responded to Ms Boyd's questions.

Ms Boyd asked a further question regarding the Scrutiny Committee's review of due diligence in relation to any proposed future investment by the Council in renewable energy initiatives. The Chair responded to Ms Boyd's further question.

Ms Boyd asked a further question regarding the Council's consultation processes in support of its proposals for the future provision of leisure services. The Chair agreed that a written response be provided.

Ms Boyd asked a further question about the training available to members of the Scrutiny Committee on the topic of consultation processes and, in particular, the case law relating to consultation. The Chair and the Director of Law and Democratic Services responded to the question.

Mr Hopkins, a local resident, asked about the Council's criteria for conducting formal public consultations and for the subsequent evaluation of consultation responses. The Chair responded to the question. Mr Hopkins asked a further question about his apparent exclusion from a consultation on a specific proposal that directly affected him as a property owner. The Chair responded to the question and agreed that a more detailed written answer be provided.

Mr Hopkins asked further questions, regarding the legal advice obtained by the Council on the proposed 99 year lease disposal of the area of land referred to and the liability of the Council in the event that that advice proved to be inaccurate. At the invitation of the Chair, the Director of Law and Democratic services responded to the questions.

Ms Jane Milner-Barry, a resident of Old Town, asked a question regarding the Council's statutory responsibility to consult locally in relation to the Croft and Dorcan playing field disposal and the extent of that consultation. The Chair responded to the question.

Ms Carole Bent, a resident of Marlborough Lane, made a statement regarding the public consultation undertaken in relation to the Croft proposal and asked when written answers to related questions, put this evening, would be provided. The Chair responded.

Ms Bent asked a further question, regarding the Council's current guidance in relation to public question time at Council bodies and whether these might be due to be reviewed. The Chair responded to Ms Bent's question.

Mr Reynolds, a local resident, asked a question regarding the anticipated profits attributed to the UK Broadband project. The Chair responded to Mr Reynolds' question.

65. Minutes

Resolved – That the minutes of the meeting held on 24th March 2014 be confirmed and signed.

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

Councillor Brian Mattock, the Cabinet Member for Health and Adult Social Care, 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:

- Adult Services / Older People's (Social) Services,
- Lead Member for Health and Well-Being Board,
- Close working with the Care Quality Commission,
- Community Mental Health Services,
- Enterprise Works,
- Lead Member for Public Health – adults and children,
- Supporting People,
- Learning Disability Partnership Board ,
- Maintaining links between the Council and partner organisations in the Health Services,
- Services for People with Disabilities,
- Adult Social Care Services Department Management Overview, and
- SEQOL Client Lead member.

At the request of the Chair, Councillor Mattock, 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 Mattock responded to members' specific questions and observations on the following topics:

- the commissioning of domiciliary care services and the quality of the service provided by some external agencies
- supported housing and reablement and the delay in providing special care units at the Hawthorns facility
- the Avon and Wiltshire Mental Health Partnership Trust's performance in relation to the nationally mandated standard for assessment following emergency referral
- Seqol's working relationship with the Carer's Centre
- the implementation of the specific commitments set out in the concordat issued in response to the significant failings at Winterbourne View
- the formal inspection regime of adult commissioning and provider services
- the performance of Seqol in relation to the provision of integrated health and social care services
 - the monitoring of Seqol's performance
- the Council's and its health partners' objective of reducing obesity and the "in house" promotion of work on changing behaviours
- the resolution of a particular adult social care matter referenced by a member of the Committee and the Cabinet Member's view of the incidence of such similar problems
- the incidence of cases of malnutrition in the borough
- the training available to the Cabinet Member in relation to the various elements of his portfolio
- the powers and responsibilities of the Cabinet Member for Health and Adult Social Care
- measures to reduce cases of hospital bed blocking
- the impact of budget constraints and low rates of pay on the standard of domiciliary care services
- personalisation, the remit of the Clinical Commissioning Group and the availability of complementary and alternative treatments and medicines
- the Department of Health's "Putting people First" agenda and limitations to peoples' choice and control over the support they receive and where they receive it from
- the extent of the Cabinet Member's portfolio of responsibilities, the range of portfolio responsibilities of his cabinet colleagues and the case for the review of remuneration levels of cabinet members according to the level of those portfolio responsibilities

Resolved – That Councillor Mattock be thanked for attending the meeting to present this performance report and for his full and open responses to members' questions and observations on the issues raised.

67. Cabinet Member Question and Answer - Cabinet Member for Strategic Projects and Transformation

The Committee noted that Councillor Mike Bawden, the Cabinet Member for Strategic Projects and Transformation, was unable to attend the meeting and that, consequently, his question and answer session with the Committee had been deferred until the meeting on 28th April 2014.

SCRUTINY COMMITTEE

MONDAY, 28 APRIL 2014

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

Apologies for absence were received from Councillors Stan Pajak

68. Declarations of Interest

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

69. Public Question Time

There were no public questions.

70. Minutes

Resolved: That the minutes of the meeting held on 7 April 2014, be confirmed and signed as a correct record.

71. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 23 April 2014.

111. Budget Management 2013/14

Resolved - That Minute 111 of the Cabinet be noted.

112. One Swindon Public Service Transformation in Partnership

Resolved - That Minute 112 of the Cabinet be noted.

113. Affordable Housing Programme 2015-18

Councillor Richard Hurley, the Cabinet Member for Public Protection, Housing and Streetsmart (Delivery) and Michael Ash, Head of Housing Services responded to questions from Councillor Des Moffatt and Councillor Bob Wright about the Affordable Housing Programme 2015-18 and the proposed development bids.

Resolved - That Minute 113 of the Cabinet be noted.

114. Swindon's Energy Future – Part 2

Councillor Dale Heenan, the Cabinet Member for Strategic Planning and Sustainability responded to a number of questions from Councillors about large scale solar farms on Council owned land and the progression of a low carbon Local Development Order. The Director of Law and Democratic Services advised the Committee about the Members Code of Conduct in particular personal and prejudicial interests in relation to Councillors possible investment in solar farms on Council land.

Resolved - That Minute 114 of the Cabinet be noted.

115. Public Health Services with the Great Western Hospital

Resolved - That Minute 115 of the Cabinet be noted.

116. References from other Council Bodies

Resolved - That Minute 116 of the Cabinet be noted.

72. Cabinet Member Question and Answer - Cabinet Member for Strategic Projects and Transformation

Councillor Mike Bawden, the Cabinet Member for Strategic Projects and Transformation, 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:

- SCS Client (Commissioning and Tendering)
- Capita Strategic Client
- Stronger Together
- The Council's Transformation Agenda
- Localities and Devolution
- Parish and Town Councils/Community Council Engagement Strategies
- Community Strategy
- Services to the Community and Voluntary Sector
- Swindon Community Compact
- Community Engagement Strategies
- Developing the medium term financial strategy (with the Cabinet Member for Finance)
- Cross cutting strategic projects at the direction of the Leader of the Council
- Changes to the Borough's boundaries to support economic development
- Wichelstowe

At the request of the Chair, Councillor Bawden, 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 in relation to these service areas in the coming year and beyond.

Following his presentation of the report, Councillor Bawden, supported by his officer team, responded to members' specific questions and observations on the following topics:

- The current position regarding the future management of Redhouse Community Centre
- Details about the future management of the Redhouse Community Centre in election leaflets
- Issues relating to the Croft Sports Centre and surrounding playing fields
- References to the Wichelstowe development and the need to hold discussions with joint venture operators about the M4 tunnel link.
- Discussions about the successful establishment of the Commonhead Parish Liaison Working Party and wish to replicate this for the Wichelstowe project and the eastern villages.
- The future operation of the proposed 'Bus Gate' at 'Rylane, Wichelstowe
- How the funding available to localities and how this is allocated to progress local projects and priorities within a locality.
- Issues relating to broadband speeds within the Borough and the involvement of Swindon in the national roll-out of superfast broadband.
- The high costs of printing and the need to regularly monitor the partnership contract with Capita.
- Concerns that Community Centres operated by faith groups or used by a majority of people from a particular country could dissuade others from attending Centres.

The Chair acknowledged that this was the last meeting of the Scrutiny Committee that Councillor Bawden would be attending, as he was not standing as a Councillor in the forthcoming local elections. The Chair, on behalf of the Committee, thanked Councillor Bawden for his long and distinguished service to Swindon and wished him the best for a very long and happy retirement. The Chair also wished Councillor Bawden a speedy recover back to full health following a recent illness.

Resolved:

That Councillor Bawden be thanked for attending the meeting to present his performance report and for his full and open responses to members questions and observations on the issues raised.

73. Cabinet Member Question and Answer - Cabinet Member for Finance

Councillor Russell Holland, the Cabinet Member for Finance, was in attendance and presented a detailed report summarising the success, challenges and future direction of the portfolio, along with highlights of the following key performance indicators:

- Council tax collection rates
- Rent collection rates
- Housing benefit and Council tax support claims
- Job seeker claims

- Benefits capped families
- Local welfare applications
- Referrals to the Homeless Team

At the request of the Chair, Councillor Holland, 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 in relation to these service areas in the coming year and beyond.

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

- The amount of funding Swindon Borough Council could expect from the Governments £200m 'Pothole' Fund
- The effects of welfare reductions on local resident's health, especially those that relied on the local housing allowance to fund accommodation and the type of accommodation available to them.
- Details about the housing allowance and how it was calculated.
- The value in monetary terms of a reduction of 1% in the collection of council tax and 0.5% in the collection of housing rents for 2013/14 compared to the figures for 2012/13.
- The impact on the Council in relation to the funding of local welfare applications
- Details about the current structure of the Procurement Team and its position within the organisation.
- The impact on the Procurement Team of the implementation of the revised EU Public Procurement Directive.
- Details about the demolition of Aspen House
- Details about how many local welfare applications could be made by the same individual within a twelve month period
- Details about how many referrals could be made by the same individual to the Homeless Team within a twelve month period

Resolved:

That Councillor Holland be thanked for attending the meeting to present his performance report and for his full and open responses to members questions and observations on the issues raised.

74. Scrutiny Committee Thanks

The Chair reminded members that this was the last meeting of the Committee for this municipal year. He thanked the Committee for its hard work over the year and in particular thanked officers for their advice and support. He also wished those members of the Committee standing in the forthcoming local elections all the best.

Councillor Tomlinson, on behalf of the Committee, thanked the Chair and Vice-Chair for their sterling efforts and excellent leadership of the Committee during the year. She also thanked officers for the advice and support to the Committee.

Resolved:

That the Chair's comments along with those of the Committee be noted.

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HEALTH OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 2 APRIL 2014

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

Also in attendance were: Councillor Bob Wright, John Gilbert (SBC), Cherry Jones (SBC), Nerissa Vaughan (GWH), Dr Peter Crouch (CCG), Paul Bearman (CCG), Dr Sammad Hashmi (AWP), Ben Curtis (Healthwatch Swindon), Peter Rowe (Healthwatch Swindon), Kevin McNamara (GWH), Heather Mitchell (SEQOL), Val Vaughan (Equality Coalition), and Michelle Howard (SEQOL).

An apology for absence was received from Councillor Nicky Sewell (Chair).

Councillor Michael Bray chaired the meeting in the absence of Councillor Nicky Sewell

50. Declarations of Interest

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

51. Public Question Time

Karys Day asked the Committee to note that she is running a petition asking signatories to support a better choice of complementary and alternative medicine being offered in Swindon. She advised the Committee that the public are not well informed enough to enable them to make choices regarding their treatment. She also put forward a question on behalf of Mrs Beryl Henderson of Old Town who has had to fund her own treatment for the past twenty six years after being wrongly diagnosed by the NHS for her whole life before that. Only regular homeopathy and chiropractic treatments give her any relief from her chronic back problems and persistent pain, and she asked how much longer she would have to struggle to pay approximately £1,000 per year for her treatment from her pension before the NHS in Swindon acknowledges and allows her to have the treatment she must have to keep her going. It was agreed that the Executive Director for Commissioning for the Clinical Commissioning Group would send a written response to Mrs Henderson.

Jan Blankenstein, a chiropractor in Swindon, queried the current model of health care in Swindon and suggested that needs are not currently being met. It was agreed that a written response would be provided to his questions once they are sent in full to the Scrutiny Officer.

52. Minutes

Resolved - (1) That the minutes of the meeting held on 29 January 2014 be confirmed and signed.

(2) To note the verbal update provided at the meeting by Dr Sammad Hashmi from the Avon and Wiltshire NHS Partnership Trust regarding their meeting with the

Service Users Network concerning the issues raised at the last meeting.

53. Healthwatch Swindon update

The Committee received this report, presented by Mr Peter Rowe, Manager of Healthwatch Swindon, which focuses on providing an insight on local and national health and care related issues identified through comments and experiences received at Healthwatch Swindon.

He asked members to note that the range of enquiries received by Healthwatch Swindon are diverse and most require further monitoring. He highlighted their work on problems with the Non Emergency Patient Transport contract held by Arriva Transport Solutions, the issues in the Ophthalmology Department at Great Western Hospital, how they have been addressing GP Practice related enquiries such as surgery closures and the costs for private letters to be produced as evidence for benefit and other claims, and delays in undertaking some assessments for NHS Continuing Healthcare.

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

- More context to figures within the report would be helpful to members, for example the size of the Non Emergency Patient Transport service, who awarded the contract, how the service is operated, how reliable Arriva are, and how their performance is challenged. An update on this contract will be provided by the Clinical Commissioning Group in their next report to the Committee.
- The current management structure and Board members within Healthwatch Swindon and their meetings.
- The level, numbers and types of contact being made with Healthwatch Swindon by members of the public.
- The targets set to Healthwatch Swindon and their ability to meet them, including their use of volunteers. Mr Rowe to provide the end of year figures once they are available.
- The Chair asked report authors to note that figures, such as percentages for example, need to be given context for members to be able to understand them and appreciate them within the wider meaning of the report.

Resolved – To note the contents of the report.

54. Ophthalmic Care at Great Western Hospital

The Committee received a report, presented by Nerissa Vaughan, Great Western Hospital NHS Foundation Trust, which updated members on the Ophthalmology Department at the hospital following the report submitted on 25 September 2013.

The Committee was asked to note that since the previous report advice has been received from the Royal College on how to take this service forward. They are also continuing to monitor progress. £1.6m has been approved by their Board for appointments in this area, and there will be a move towards outreach services. Clinicians have also reviewed those patients who had gone past the date that they should have had another appointment, which has minimised risk.

Following her presentation of the report, Nerissa Vaughan responded to members' and health colleagues' questions and observations on the following issues:

- If the £1.6m being made available by the Board is a one-off or will be on-going funding.
- The proposed outreach service at Eldene Surgery and the nature of the treatment that will be undertaken there, which will be less complex high volume work. The planned roll out to other areas was also discussed.
- Publicity surrounding the improvements being made to the service.
- The planned timeline for the department to be re-opened for new cases at the hospital.
- It was agreed that a further update report on this service would be provided to the Committee towards the end of 2014.

Resolved – To note the contents of the report.

55. Providing information, choices and alternatives to prescription medicine

The Committee considered this report, presented by Councillors Wayne Crabbe, Julie Wright and Bob Wright, concerning alternative and complementary medicine. The Committee also received a presentation via Skype from Dr David Healy who discussed controlled drug trials, medical publications, and the need to raise awareness of the benefits of a non-conventional approach to treatment.

Councillor Bob Wright highlighted that this report is the outcome of the Working Group set up to investigate the alternatives, and it focusses on the harm that conventional drugs can do. They feel that the availability, equality and opportunity of complementary and alternative medicines (CAMS) should be improved as it is currently a postcode lottery as to whether it is offered to patients. Savings can be achieved by offering CAMS instead of conventional treatments, and it would also relieve pressure on healthcare professionals.

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

- It was queried if there is an indication that offering CAMS does relieve pressure on healthcare professionals, and if CAMS would be offered if more funding was available to support them.
- It was noted that a study had been commissioned to look at the CAMS policy of the Clinical Commissioning Group (CCG). The study includes a comprehensive list of all CAMS but the CCG policy is to only fund interventions that are supported by empirical evidence. There is no current evidence to demonstrate that CAMS are cost effective which is why they are not all funded.
- CAMS are offered in certain circumstances, for example with cancer patients and physiotherapy, based on National Institute for Health and Care Excellence (NICE) guidelines, and there is also a list of illnesses that CAMS would be detrimental for.
- It was noted that the Swindon CCG policy on CAMS is consistent with other CCGs in Wiltshire, Gloucester, South Gloucester and Bath and North East Somerset.

- The CCG would offer more CAMS if they were consistent with NICE guidelines. The policy on CAMS was last reviewed in 2011 and there has been no change in the national approach since that time.
- It was suggested that limited funding would be better spent on drugs that are known and tested rather than on speculative CAMS.
- Both CAMS and prescription drugs have their base in nature, but prescription drugs can be dangerous. It is more important to achieve what is best for the patient, and it was suggested that funding should be made available for people who wish to choose CAMS for their treatment but cannot afford it themselves.
- It was noted that the Chief Medical Officer for England has stated that she does not believe homeopathy should be made available on the NHS. CAMS do not always have effective results, and NICE have provided guidelines that should be followed. Public money should be spent on treatments that have an evidence base of success.
- It was suggested that CAMS practitioners have a closer relationship with patients and are more involved with their treatment, leading to a better service of healthcare provided and better results.
- It was queried how much training the physiotherapists receive at the hospital in CAMS, and why chiropractors are not utilised instead since they receive four years of training.
- It was noted that between 10 – 11% of hospital admissions are as a result of the medication they have been prescribed. If CAMS were offered instead of prescribed medicine then this could be a potential saving.
- It was noted that Swindon has an award winning psychology service. Healthcare professionals are not averse to prescribing CAMS but it will not proceed further until NICE are convinced of the benefits.

Resolved – By 7 votes in favour, 1 against and 3 abstentions, to pass this report and the Committee's comments to the Cabinet Member for Health and Adult Social Care and the Health and Wellbeing Board, to promote the access to information on alternative and complementary medicine with the Swindon Clinical Commissioning Group.

56. End of Year Report 2013/14

The Committee considered this report, presented by Sally Smith, Scrutiny Officer, which reviewed the work carried out by the Committee over the past municipal year, for inclusion in the Annual Report for Scrutiny.

The Committee noted that the Leisure Change Review is still on-going, and that any issues or comments for the Joint Overview and Scrutiny Committee on the Great Western Ambulance Service should be fed through Councillor Andrew Bennett. Members were invited to send the details of suggestions for the work programme to Sally Smith by the end of May 2014.

Members also received an update from Kevin McNamara, Great Western Hospitals NHS Foundation Trust, on the numbers of foreign nurses who have been sourced and are now working at the hospital. Their skills and standards are being monitored.

The Chair thanked all who had attended the meetings across the last municipal year, with particular thanks to the Committee and Scrutiny Officers for their

professional service and support.

Resolved – to note the contents of the report.

57. Commissioner and Provider updates

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
- SEQOL

The report also included a summary of the reports and decisions arising from the meetings of the Health and Wellbeing Board on 8 January and 12 March 2014. 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.

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

- Members agreed to continue with the format of receiving all the update reports as one item, to be read by members prior to the meeting and any questions or challenges that arise be presented to the Scrutiny Officer prior to the meeting in order that responses can be acquired, or a representative can be available at the meeting to answer such questions.
- Care Quality Commission monitoring at the hospital highlighting elevated risks for whistle blowing, and a risk with Gastroenterological and hepatological conditions and procedures mortality.
- The recent difficult winter period causing the four hour Emergency Department performance to slip below 95%, and having 10% more non-emergency admissions than the same period last year. It was agreed that an update would be provided on the non-emergency clinic in future reports.
- The fundraising appeal launched for a new type of breast cancer treatment. The delivery of radiotherapy in Swindon is a priority and charitable donations are required.
- Potential savings from cutting down on round-trip travel costs elsewhere if breast cancer treatment commences in Swindon.

Resolved – That the reports be noted.

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ECONOMIC, ENVIRONMENTAL AND SUSTAINABILITY OVERVIEW AND SCRUTINY COMMITTEE

TUESDAY, 1 APRIL 2014

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

Apologies for absence were received from Councillors Roderick Bluh.

22. Declarations of Interest

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

23. Minutes

That the minutes of the meeting held on 20 November 2013 be confirmed and signed as a correct record, subject to minute 21 (4) be amended to read Swindon 175 Task Group in place of GWR 175 Task Group.

24. Public Question Time

No public questions were received during the meeting.

25. Transport Policy and Strategy

The Committee considered the report of the Cabinet Member for Highways, Strategic Transport and Leisure and the Board Director Service Delivery about the framework within which transport policy and strategy in Swindon is determined.

The report described the role and function of the Local Transport Plan, The Local Plan and the Swindon Wiltshire Local Enterprise Partnership (LEP) (including the Local Transport Body and Strategic Economic Plan) and the Town centre Masterplan.

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

- Need for use of rail throughout the Borough especially in the eastern villages
- Investment needed for additional rail stations in the Borough
- References made by a Member to the rapid transport system in Bristol and the impact in the City
- The cost of a new station had reduced in recent years along with the cost of light rail
- The Swindon and Wiltshire Local Enterprise Partnership was bidding for £280m with Swindon's proportion being £130m which was focusing on strategic investment sites at Wichelstowe, the New Eastern Villages to the east of the A419 and the town centre.
- Concern at the effect of accidents on the M4 on traffic entering and leaving

Swindon

- Problems with Swindon infrastructure had been determined by the development of the town over many years
- Concern that the Council's commitment to a new bus exchange could be a 'white elephant' as many towns and cities no longer had a main bus terminal
- There was a need to develop a Transport Master Plan for Swindon with a set of priority projects and the creation of 'shovel ready' plans to take advantage of future infrastructure investment from Central Government
- Communication issues with Councillors to be re-examined
- The costs of feasibility plans and the need to demonstrate value for money

The Chair thanked the officers for their time and responses given to questions from the Committee.

Resolved:

1. That this Committee recommends that this Council develops a Transport Master Plan for Swindon with a set of priority projects and the creation of 'shovel ready' plans for these projects to take advantage of future infrastructure investment from Central Government.
2. That officers be asked to prepare a report for the next meeting detailing the work of the Local Enterprise Partnerships Local Transport Body and how it would develop a programme of major transport schemes (including how it would prioritise, consult, use medium/long term shelf plans).
3. That this Committee notes that Councillors are the elected representatives of our communities and should be kept fully informed on works in or affecting their wards.
4. That this Committee recommends that Communication between the Council and Councillors be re-examined.

26. Task Group Updates

The Committee received updates from the following Task Groups:

a) Swindon 175 Task Group

Ian Surtees, Income Generation Manager, LLC&TS spoke about the 175th anniversary celebrations to mark the birth of New Swindon in 2016 and highlighted the following event suggestions:

- To endeavour to relocate the King George V steam locomotive and City of Truro steam locomotive both currently housed at the Nation Railway Museum in York to Swindon
- Exhibitions and merchandise to celebrate the year
- Business partnerships to celebrate the year
- Innovation lectures
- Celebration Beer
- Celebratory walk of history
- Festival of food
- Great Western Enterprise will to work alongside the Task Group on

- plans for the celebrations
- Possible Royal visit

Ian explained that in order for the above to be realised it was important that the Task Group was resurrected.

The Committee supported the need for the Task Group to meet again and to be involved in the co-ordination of the events detailed above, in particular the possibility of a Royal visit bearing in mind the strong connections between Swindon and the Royal Family.

It was suggested that volunteers would be sought for the Task Group following the Local Elections in May 2014 along with representatives from the business community. Councillors Wakefield, Howard and Crabbe expressed an interest in serving on the Task Group.

The Chair thanked Ian for attending the meeting and wished him well for the 175th anniversary celebrations.

Resolved:

That the Scrutiny Officer be asked to contact the political groups to seek volunteers to serve on the Task Group.

b) Council's Approach to Business Rates Task Group

The Chair spoke about a meeting held on 30 January 2014 with the Head of Revenues and Benefits, Andy Stevens, Head of Economy and Attainment, Paddy Bradley and Alan Wylde from Commissioning, Growth and Regeneration about the Councils approach to business rates.

The Chair explained that she was currently writing a report of the meeting and would circulate this to the Committee in due course.

c) Meeting with Forward Swindon

The Chair reported that a number of Members had a very positive visit to Forward Swindon on 31 January 2014.

The following issues were raised during the visit:

- Bridging the gap between the private and public sector
- The need for new buildings to attract business
- Involvement with work in the eastern villages
- Attracting new business to Swindon
- The need for modern businesses in the town centre
- Main junctions leading into Swindon including the motorway junctions
- The development of the University Technical College
- Housing for middle to top management

The Chair thanked those who attended the visit and suggested that Forward Swindon were very happy to arrange further visits if Members were interested.

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Section 3

Regulatory Committee Minutes

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LICENSING COMMITTEE

FRIDAY, 6 JUNE 2014

PRESENT:- Councillors Junab Ali, Abdul Amin, John Ballman, Andrew Bennett, Alan Bishop, Michael Bray, Oliver Donachie, John Haines, Derique Montaut, Stan Pajak, Eric Shaw, Timothy Swinyard, Vera Tomlinson, Peter Watts and Steve Wakefield.

1. Declarations of Interest

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

2. Minutes

Resolved – That the minutes of the meeting held on 23rd September 2013, be confirmed and signed as a correct record.

3. Public Question Time

No public questions were received during the meeting.

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

Resolved – That, further to Minute 13(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees and Panel

Resolved – (1) That an Ad Hoc Licensing Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2014/15” and comprising Councillors Abdul Amin, John Ballman, Alan Bishop, Mick Bray, Eric Shaw, Vera Tomlinson and Peter Watts.

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

(2) That a Licensing Panel be appointed having the functions set out in the document “Swindon Council Constitution 2014/15” and comprising three Councillors to be drawn from Members of this Committee.

(3) That a Private Hire/Hackney Carriage Licensing Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2014/15” and comprising Councillors Junab Ali, Andrew Bennett, Oliver Donachie, John Haines, Derique Montaut, Tim Swinyard and Steve Wakefield.

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

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LICENSING COMMITTEE

WEDNESDAY, 2 JULY 2014

PRESENT:- Councillors Junab Ali, Abdul Amin, Andrew Bennett, Alan Bishop, Michael Bray, Oliver Donachie, John Haines, Derique Montaut, Stan Pajak, Eric Shaw (Vice-Chair), Timothy Swinyard, Vera Tomlinson (Chair), Steve Wakefield and Peter Watts.

An apology for absence was received from Councillor John Ballman.

6. Declarations of Interest

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

7. Minutes

Resolved – That the minutes of the meeting held on 6th June 2014, be confirmed and signed as a correct record.

8. Public Question Time

No public questions were received during the meeting.

9. Statement of Gambling Principles

The Council's Licensing Manager submitted a report setting out the requirements for the Council to review its Gambling Act Statement of Principles under Section 349 of the Gambling Act 2005 and to undertake a consultation on the revised Statement of Principles documentation.

Resolved – (1) That the Gambling Act Statement of Principles be approved and that the Council's Licensing Manager be authorised to undertake a formal consultation on the draft Statement of Principles in accordance with Section 349 of the Gaming Act 2005.

(2) That, further to (1) above, the Head of Planning and Regulatory Services be authorised, in consultation with the Chair of this Committee, to make any minor or typographical changes to the Statement of Principles prior to its publication and the consultation process.

10. Consultation on the Introduction of a Licensing Regime for Sex Establishments in the Borough of Swindon

The Council's Licensing Manager submitted a report (a) recommending consultation is commenced with local people on whether a resolution should be made under section 2(1) of the Local Government (Miscellaneous Provisions) Act 1982 that schedule 3 to that Act ("Control of Sex Establishments") should apply to the Borough of Swindon, and (b) the requirements necessary for a consultation process to be undertaken.

Resolved – That the Council's Licensing Manager be authorised to (a) undertake a consultation with local people on whether a resolution should be made

under Section 2(1) of the Local Government (Miscellaneous Provisions) Act 1982 that the provisions of schedule 3 to that Act (Control of Sex Establishments) should apply to the Borough of Swindon; and (b) to undertake consultation with local people on whether a resolution should be made under paragraph 2(2) of schedule 3 to the Policing and Crime Act 2009 that the provisions of schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982, as amended by section 27 of the Act 2009, should apply to the Borough of Swindon.

11. Scheme of Delegation - Amendments and Updates

The Council's Licensing Manager submitted a report setting out proposed amendments and updates to the Council's Scheme of Delegations as it relates to Licensing functions.

Resolved – That the amendments and updates of the Council's Scheme of Delegations, as set out in the appendix to the report of the Council's Licensing Manager, be approved subject to confirmation and adoption by Council.

LICENSING PANEL

THURSDAY, 10 APRIL 2014

PRESENT:- Councillors Roderick Bluh, Michael Bray and Steve Wakefield

25. Appointment of Chair

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

26. Minutes

Resolved – That the minutes of the meetings held on 11th and 26th November 2013, be confirmed and signed as a correct record.

27. Declarations of Interest

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

28. Application to vary the Premises Licence in respect of the Punjab Grilled Chicken, 61 Bridge Street, Swindon

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

Resolved – The Panel expresses its concern and disappointment that the Premises Licence Holder failed to ensure the maintenance of the conditions appended to the Premises Licence, namely the failure to maintain their licensed hours and failure to ensure that a member of staff could operate the CCTV equipment and download CCTV footage at the request of an authorised officer or the police. The Panel notes that had these breaches been put before it in a review situation rather than a variation application hearing it would have considered them in the light of the options available to it.

However, after considering: -

1. The application for variation to the licence made by the Licensee; and
2. Representations and material put forward on behalf of the Police;

And taking into account: -

1. The Secretary of State's Guidance; and

2. The Licensing Authority Licensing Statement:

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

- i. The prevention of crime and disorder;

The Panel has determined the following: -

1. The permitted hours for the provision of Late Night Refreshments be extended:
Thursday to Saturday inclusive from 03:00 until 04:00.

Reasons

1. The Panel heard evidence from Wiltshire Police that premises were situated in the centre of an alcohol related "Hot Spot" of Anti-Social Behaviour and Crime and Disorder, in close proximity to a number of licensed premises and on a pedestrian red route. Whilst being sympathetic to the police position the Panel noted that (a) no incidents had been attributed directly to the premises or to its customers, (b) that there were other premises within the immediate vicinity with similar or later hours, (c) the premises had been granted a series of Temporary Event Notices beyond the existing licensed hours and that there had been no incidents reported during the operation of these later hours, and (d) there was no direct evidence that the additional hour of operation would undermine the licensing objectives.

2. The Panel heard evidence that the premises had been open later than its permitted hours on two occasions on 8th September 2013 and 15th March 2014, the second of which had led to a formal caution of the licensee. The Panel took these incidents seriously but accepted the Licensees explanation that the later incident was a misunderstanding on the part of a newly appointed manager. The Panel further took into account that any future breaches could result in a review application.

3. The Panel noted the concerns of the Police regarding a fifth late night refreshment premises open after 3:00am in the vicinity but found no evidence that granting an extension to the operating hours would undermine the licensing objectives.

2. That in addition to the conditions on the existing Premises Licence the following additional/modified conditions should be applied to the licence: -

(11) That, in addition to the requirements of Condition 5 of the Premises Licence, the Premises Licence holder shall arrange within 14 days of this hearing refresher training for all persons managing the premises ensuring that they can properly operate the CCTV equipment covering the entrance to the premises and all trading areas. Such training shall incorporate the downloading of CCTV footage as well as its general operation. Such training will be either (a) undertaken by an independent trainer or (b) all trained staff shall demonstrate their competence to the Council's Licensing Officer. A written record of all staff undertaking this training shall be maintained and a written copy shall be forwarded to the Council's Licensing Officer.

Reasons

1. The Panel heard evidence that on 15th March 2014 staff working at the premises were unable to properly operate the CCTV equipment, nor could they download a copy of the CCTV footage upon request of the Police. This was in contravention of existing licence conditions.

2. That given evidence from Mr Singh as to the training offered to staff to date the Panel required assurance that any future training would be effective and robust.

3. The Panel determined that robust training was required to meet the existing licensing conditions.

(12) That in addition to the requirements of Condition 5 of the Premises Licence, the Premises Licence holder shall ensure that during the hours of operation there is at least one person on the premises that can both operate the CCTV equipment and download CCTV footage on request of a police officer or an authorised officer.

Reasons

1. To ensure that existing conditions on the premises licence are adhered to.

2. Previously management lapses had resulted in staff being unable to provide a copy of CCTV footage when requested to do so by the police.

3. To ensure the premises met its obligations in respect of the maintenance of the Prevention of Crime and Disorder Licensing Objective.

(13) That, should either the CCTV equipment be not operational, or should there be an exceptional circumstance when where is no person on the premises properly trained in accordance with conditions 11 and 12, the Premises Licence holder or his nominated representative shall immediately advise the Police Licensing Officer or Police Town Centre Beat Manager, of such circumstances. The Premises Licence holder shall also advise the Police if this situation will occur for more than 48 hours, together with the likely timescale during which the system will remain unavailable and the reasons why it is likely to be out of operation for longer than the stated period, together with the actions taken to remedy the situation. The Premises Licence holder shall also confirm with the Police Licensing Officer when the CCTV equipment is again operational.

Reasons

1. To ensure that management of the premises are active in meeting their obligations in relation to the provision of operational CCTV equipment and to ensure that when in exceptional circumstances the management might not be should they be able to meet these obligations the relevant authorities are made aware of the situation.

(14) A written record of the operating procedures for the CCTV equipment and process for downloading footage shall be put in writing and shall be kept in a prominent and visible location near the CCTV equipment.

Reasons

1. To ensure that existing conditions on the premises licence were adhered to.

2. There was evidence that as a consequence of management's failure to train appropriate staff, they were unable to provide a copy of CCTV footage when requested to do so by the police.

3. To ensure the premises met its obligations in respect of the maintenance of the Prevention of Crime and Disorder Licensing Objective.

(15) That an additional SIA qualified doorman shall be deployed at the premises from 3:00am to 04:00am (Thursday to Saturday inclusive).

Reasons

1. The Panel felt that this condition, offered by the applicant, would assist management in ensuring the Prevention of Crime and Disorder Licensing Objective was not undermined.

(16) That the door supervisors shall be proactive in dispersing patrons from the premises and that the premises shall be closed to the public from 10 minutes after the last permitted provision of hot food and that no public shall be permitted to enter the premises from the time of the last permitted provision of hot food.

Reasons

1. To ensure that existing conditions on the premises licence were adhered to.

2. To prevent the congregation of people in a "hot spot" and red route vicinity.

3. To ensure the premises met its obligations in respect of the maintenance of the Prevention of Crime and Disorder Licensing Objective.

(17) That signage shall be prominently displayed setting out the hours when hot food may be provided and stating that no sales of hot food shall be permitted after this time.

Reasons

1. To ensure that existing conditions on the premises licence were adhered to.

2. To prevent the congregation of people in a "hot spot" and red route vicinity at times when the premises would be unable to offer hot food.

3. To ensure the premises met its obligations in respect of the maintenance of the Prevention of Crime and Disorder Licensing Objective.

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

PLANNING COMMITTEE

TUESDAY, 11 MARCH 2014

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

Apologies for absence were received from Councillor Richard Hurley.

257. Declarations of Interest

There were no declarations of interest.

258. Minutes

Resolved – That the minutes of the meeting held on 11th February 2014, be confirmed and signed.

259. Public Question Time

There were no public questions

260. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/14/23	Stephanie Exell	Haydon Wick Parish Council

Resolved – (1) That the Head of Planning be authorised to approve the reserved matters in respect of applications numbered S/RES/13/1755 and S/RES/13/1758 subject to the receipt of network drainage modelling details that are satisfactory and in compliance with the approved site wide strategy.

(2) That permission be granted in respect of application numbered S/14/0023 subject to the conditions listed in the report.

261. Relaxing Planning Controls in Support of a Low Carbon Swindon

The Head of Planning submitted a report seeking approval to progress Local Development Orders that will relax certain planning controls in support of a low carbon Swindon.

Resolved - That this Committee authorises the preparation of, and consultation on, Local Development Orders covering the following matters:

- (a) Micro-generation and energy conservation measures on commercial and domestic properties;
- (b) Hydrogen and electric car fuelling infrastructure; and
- (c) Solar arrays and small scale solar farms at appropriate locations, including the “Call for Sites” as detailed at paragraph 2.24 of the report.

PLANNING COMMITTEE

TUESDAY, 8 APRIL 2014

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

Apologies for absence were received from Councillors Abdul Amin.

262. Declarations of Interest

There were no declarations of interest.

263. Minutes

Resolved – That the minutes of the meeting held on 11th March 2014, be confirmed and signed.

264. 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 Minute no. 268 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned

265. Public Question Time

A local resident submitted a series of questions about construction traffic at Tadpole Farm, Swindon

The Head of Planning undertook to provide a written response to the resident.

266. Determination of Planning and Related Applications

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Head of Planning;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The Additional Information Sheet circulated before the meeting;
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/13/1806	Mike Compton Francis Skeet	Blunsdon Parish Council Agent
S/13/1657	Michael Davies	Applicant

Resolved – (1) That consideration of application numbered S/13/1806 be deferred to a future meeting of the Committee to enable Officers to seek revisions to the design and appearance of the proposed dwellings.

(2) That permission be granted in respect of application numbered S/13/1657.

267. Planning Agreements

The Director of Law and Democratic Services submitted a report concerning the current position in relation to Deeds of Planning Obligation (i.e. Section 106 Agreement or Section 106 Unilateral Undertaking) authorised by the Council in its role as local planning authority.

Resolved – That the report be noted.

268. Enforcement

The Director of Law and Democratic Services submitted a report concerning the current position in relation to Planning Enforcement Action authorised by the Council in its role as local planning authority. .

Resolved – That the report be noted.

PLANNING COMMITTEE

TUESDAY, 29 APRIL 2014

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

Apologies for absence were received from Councillors Brian Ford.

269. Declarations of Interest

There were no declarations of interest.

270. Minutes

Resolved – That the minutes of the meeting held on 8th April 2014, be confirmed and signed.

271. Public Question Time

There were no public questions

272. 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) Late representations contained in the 'Further Late Papers' circulated on the day of the meeting;
- (f) The comments of Councillor Matthews in respect of application numbered S/RES/13/1721
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>	
S/RES/13/1721		Bev Cejer	Local Resident
		Michael Gray	Friends of Lydiard

Resolved – That the Head of Planning be authorised to grant the reserved matters in respect of application numbered S/RES/13/1721 upon receipt of satisfactory details regarding the plot levels to the southern corner of the site and subject to the conditions listed in the Committee report together with any additional or amended conditions that may be necessary.

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APPOINTMENTS COMMITTEE

FRIDAY, 6 JUNE 2014

PRESENT:- Councillor David Renard (in the Chair), Councillors Junab Ali, Ray Ballman, Fionuala Foley, Jim Grant, Dale Heenan, Fay Howard, Brian Mattock, Derique Montaut, Stan Pajak, Garry Perkins, Kevin Small and Keith Williams.

Apologies for absence were received from Councillors Steve Allsopp and Russell Holland.

1. Minutes

Resolved – That the minutes of the meeting held on 17th May 2013, be confirmed and signed.

2. Declarations of Interest

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

3. Public Question Time

No public questions were received during the meeting.

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

Resolved – That, further to Minute 13(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees

Resolved – (1) That a Chief Officer Appointments Sub-Committee be appointed having the functions set out in the document “Swindon Borough Council Constitution, 2014/15” and comprising Councillors Junab Ali, Steve Allsopp, Fionuala Foley, Jim Grant, Brian Mattock, Garry Perkins and David Renard.

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

(2) That a Deputy Chief Officer Appointments Sub-Committee be appointed having the functions set out in the document “Swindon Borough Council Constitution, 2014/15” and comprising Councillors Junab Ali, Steve Allsopp, Fionuala Foley, Jim Grant, Brian Mattock, Garry Perkins and David Renard.

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

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APPEALS COMMITTEE

FRIDAY, 6 JUNE 2014

PRESENT:- Councillors Maureen Penny (Chair), Abdul Amin, Paul Baker, John Ballman, Andrew Bennett, Alan Bishop, Michael Bray, Wayne Crabbe, John Haines, Neil Heavens, Gemma McCracken, Ann Richards, Carol Shelley, Vera Tomlinson, Joe Tray and Peter Watts.

1. Minutes

Resolved – That the minutes of the meeting held on 17th May 2013, be confirmed and signed.

2. Declarations of Interest

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

3. Public Question Time

No public questions were received during the meeting.

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

Resolved – That, further to Minute 13(2) of the Council, and having carried out a review under Section 15 of the Local Government and Housing Act 1989 this Committee continue to apply political balance arrangements under the Act.

5. Appointment of Sub-Committees and Panels

Resolved – (1) That an Ad Hoc Appeals Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2014/15” and comprising Councillors John Ballman, Andrew Bennett, Mick Bray, Maureen Penny, Gemma McCracken, Joe Tray and Peter Watts.

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

(2) That an Education Appeals Sub-Committee be appointed having the functions set out in the document “Swindon Council Constitution 2014/15” and comprising 3 Councillors to be drawn from Councillors Abdul Amin, Paul Baker, John Ballman, Andrew Bennett, Alan Bishop, Mick Bray, Wayne Crabbe, John Haines, Neil Heavens, Gemma McCracken, Maureen Penny, Ann Richards, Carol Shelley, Vera Tomlinson, Joe Tray and Peter Watts.

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

(3) That an Introductory Tenancy Review Board be appointed having the functions set out in the document “Swindon Council Constitution 2014/15” and comprising 3 Councillors Abdul Amin, Paul Baker, John Ballman, Andrew Bennett, Alan Bishop, Mick Bray, Wayne Crabbe, John Haines, Neil Heavens, Gemma

McCracken, Maureen Penny, Ann Richards, Carol Shelley, Vera Tomlinson, Joe Tray and Peter Watts.

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

(4) That a Social Services Review Panel be appointed having the functions set out in the document "Swindon Council Constitution 2014/15" and comprising 3 Councillors to be drawn from Councillors Abdul Amin, Paul Baker, John Ballman, Andrew Bennett, Alan Bishop, Mick Bray, Wayne Crabbe, John Haines, Neil Heavens, Gemma McCracken, Maureen Penny, Ann Richards, Carol Shelley, Vera Tomlinson, Joe Tray and Peter Watts.

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

(6) That a Staff Appeals Sub-Committee be appointed having the functions set out in the document "Swindon Council Constitution 2014/15" and comprising Abdul Amin, Paul Baker, Andrew Bennett, Mick Bray, Gemma McCracken, Maureen and Peter Watts.

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

EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

MONDAY, 19 MAY 2014

PRESENT:- Councillors Andrew Bennett, Michael Bray and Peter Watts.

29. Appointment of Chair

Resolved: That Councillor Andrew Bennett be appointed Chair of this meeting of the Sub-Committee.

30. Declarations of Interest

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

31. Minutes

Resolved: That the minutes of the meeting held on 21 February 2014, be confirmed and signed as a correct record.

32. 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 32 refers).

33. 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/13/519 be refused.
- (2) That, due to the exceptional circumstances outlined in the appeal:
 - a. appeal number TA/13/509 be upheld until the end of the academic year 2013/14
 - b. appeal number TA/13/7000 be upheld and a taxi provided until the end of the academic year 2013/14
 - c. appeal number TA/14/8 be upheld until the end of the academic year 2014/15

Section 4

Children Services Bodies Minutes

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 18 MARCH 2014

PRESENT:-

Group A: Mr David Burbidge (Baptist Church), Mrs Sarah Christian Denominations and Lane Cawte (United Reformed Church), Other Religions or Religious Reverend David Howell (Swindon Evangelical Denominations Alliance), Mr M S Khan (Muslim Community) and Mr Dinesh Patel (Hindu Community)

Group B: Miss Janet French, Reverend Norma McKemey Church of England and Mrs Penny Summers

Group C: Miss Lottie Rowe - Vice-Chair, Mrs Mel Teacher Organisations Shepherd and Mr Paul Sunners

Group D: Councillors James Robbins and Alan Bishop Councillors

Co-Opted: Freddy Pound (Swindon Humanists)

Apologies for absence were received from Councillor Fay Howard, Ms Steph Mundin, Reverend Beth Brown, Mrs Tracy Mason, Mrs Mandy Sandleton, Ms Catherine Lomax, Mr Mark Cawte - Chair, Mr Tony McAteer, Councillor Fionuala Foley and Councillor John Haines

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. No declarations were made.

35. Public Question Time

No public questions were received during the meeting.

36. Chair's Announcements

The Vice-Chair made the following announcements:

- a) That Mark Cawte, Chair, was not very well and that she would be taking the Chair for this meeting. The SACRE passed on their best wishes to the Chair.
- b) Freddy Pound, Swindon Humanists was welcomed to his first meeting of SACRE.
- c) SACRE were reminded that two NASACRE briefing papers had been circulated to members. Members were encouraged to read the briefing papers as they contained valuable information.
- d) Informed SACRE that Paul Sunners was attending the South West

37. Minutes

That the minutes of the meeting held on 3 December 2014 be confirmed and signed as a correct record subject to Mel Shepherd being recorded as 'Mrs' rather than 'Ms' on page one.

38. Draft Swindon SACRE Annual Report

The SACRE received its draft Annual Report, along with the Chair's introduction, covering the period September 2012 to August 2013.

The Annual Report set out the membership, meetings held, challenges and opportunities that lay ahead, standards and quality of Religious Education, examination results data, managing the SACRE and partnership with the local authority and other key stakeholders, the effectiveness of the Local Agreed Syllabus, collective worship and SACRE as a representative in a diverse community.

In considering the Report the following amendments were suggested:

- Page 4 – Group C – Teacher Association Representatives – 'Ms Mel Shepherd' be amended to read 'Mrs Mel Shepherd'
- Page 5 – Challenges and Opportunities that Lie Ahead – 4th bullet point to read 'To ensure that the work of SACRE 'is' understood by different stakeholders in Swindon'

The SACRE were informed that the Annual Report once finalised would be submitted to the National Association of SACRE's along with a copy to the Children's Trust Board. The role of the Children's Trust Board was explained by Paddy Bradley, Head of Economy and Attainment.

Resolved:

1. That the draft SACRE Annual Report be approved, subject to the amendments detailed above, and that the SACRE Advisor be authorised to finalise the report and to submit it to the National Association of SACREs (NASACRE).
2. That the draft Annual Report be forwarded to the Swindon Children's Trust Board to heighten the awareness within the Council of the work of Swindon SACRE.

39. Swindon SACRE Web Pages

The SACRE considered a report by the Chair, Mark Cawte suggesting ways in which the Swindon SACRE web page could be reorganised to make Swindon SACRE more visible on the web.

The report indicated that currently there was a page on the Swindon Council

website to access the minutes, agenda and reports and the Local Agreed Syllabus with the Syllabus at a different location on the website. There was a need for a single point of access for the SACRE Committee papers, syllabus and additional information. The report detailed the possible shape of the site, detailed content, presentation, design idea, up-keep, cost and legal implications.

The SACRE expressed appreciation to the Chair for the initial work undertaken and suggested that it needed further consideration especially in relation to the design, existing websites that could host the web page, for example Schools on Line and South West Grid for Learning or a link to Bristol Diocese and publicity.

Resolved:

- 1) That the Chair, Mark Cawte be thanked for all his excellent hard work in preparing the ground work for the re-organisation of the Swindon SACRE web page
- 2) That the Committee members be asked to investigate various options for the hosting and design of the new website and report back progress to the next meeting.

40. Religious Education Public Examination Data

The SACRE considered a report by Paddy Bradley, Head of Economy and Attainment about examination results for Religious Education at GCSE (Key Stage 4) and A-Levels for 2012-13. See minute 38 above.

The report summarised the examination results for Religious Education for 2013. The Head of Economy and Attainment advised that there had been an increase in the number of students entered into public examination for both full and short courses. There was a slight increase in the number of pupils achieving A to C at GCSE and the level was above the national average.

The SACRE noted that there had been a slight decrease in the number of pupils taken A and AS Level (from 67 to 55) and an increase in proportion of A*-B grades for A level and a slight decrease for AS level. It was noted that the numbers of pupils were small, and therefore it was difficult to compare across years, but overall the level of performance of pupils had generally been maintained over the last few years.

In considering the examination results the SACRE made a number of comments and raised a number of comments, including:

- Historically Swindon had a lower percentage of pupils entered for Religious Education at GCSE level and this was likely to Swindon schools concentrating their efforts on other subjects that required performance data to be made available for inspection
- Concern that the number of hours allocated to teaching Religious Education in some schools was not sufficient, therefore placing additional pressures on teachers in those schools
- Additional information was required about the number of pupils entered for Religious Education at A and AS level, along with comparisons with statistical neighbours

The SACRE Advisor highlighted the importance of schools being aware that pupils had access to Religious Education up to Key Stage 4 and indicated that there was still a need to promote SACRE as Religious Education was a very important subject for pupils to study.

It was suggested that, in order to increase the number of pupils studying and entering Religious Education exams that contact be made with School Student Councils' and the Youth Parliament to establish a forum to investigate what it was like to study Religious Education in Swindon schools.

Resolved:

- 1) That the summary of Swindon Religious Education Examination Results for 2013 be noted.
- 2) That the Summary be incorporated into the Swindon SACRE Annual Report - see minute 38 above.
- 3) That SACRE continue to support all schools in Swindon in relation to the provision of Religious Education to all pupils and that contact be made with School Student Councils' and the Youth Parliament to establish a forum to investigate what it was like to study Religious Education in Swindon schools.

41. Progress Reports SACRE Working Parties

The SACRE received updates from the following Working Parties:

- Working Party to develop a strategy and actions to promote the role of Swindon SACRE in schools and academies for Headteachers. Met on 28 January 2014
- Working Party to look at developing new distinctively local Swindon RE units of work for Swindon schools and academies. Met on 5 February 2014

The SACRE Advisor referred to the Promotion of SACRE Working Party and an excellent article written by Steph Mundin about 'What is SACRE?'. SACRE members were encouraged to circulate the article to all faith leaders and community associations.

The SACRE Advisor explained that the Distinctively Local RE Working Party considered issues about a) Swindon Foodbanks, b) How to use your local Church as a resource for RE c) How do Muslims worship in Swindon. It was suggested that an approach to the Youth Parliament and Youth Forum could be of benefit to pupils in Swindon in order to establish what they thought was most important for students in Swindon to study in Religious Education about local beliefs.

SACRE were reminded that, in addition to the main town, Swindon Borough also included a large rural community and that the villages and rural lifestyle would need to be taken into account when considering distinctively local RE.

Resolved:

- 1) That the work of the Working Parties be noted
- 2) That Steph Mundin be thanked for the excellent article on 'What is SACRE?'
- 3) That all SACRE members be asked to circulate the article to all faith leaders

and community associations to show the importance of Religious Education to all pupils

42. Feedback from RE Teachers' Network Meetings

The SACRE received a report from the SACRE Advisor on a recent RE Teachers' Network meeting.

The SACRE Advisor explained that the meeting was very positive with the main topic of discussion being 'Compelling, exciting and reflective RE' and how to assess pupils learning in a creative way.

It was suggested that representatives of the Youth Forum and Schools Council could attend future meetings to discuss ideas about the issues they would like to see included in RE lessons.

Resolved:

That the comments of the SACRE Advisor be noted

43. Proposal for a Charitable Bid to Support RE in the Area: St Matthias

The SACRE Advisor spoke about a very successful project undertaken in Cornwall and Devon funded by the St Luke's Charitable trust.

The project's aim was to identify and address unmet needs of RE teachers in Devon, Cornwall, Plymouth and Torbay and thereby improve the quality of teaching and learning outcomes and leadership.

The Diocese of Bristol had proposed to make an application to the St Matthias Trust to undertake a similar project in this area. This project would seek to build the RE leaders and advisers of the future by empowering teachers of religious education to become leaders of RE.

The SACRE Advisor asked for Swindon SACREs support in making the bid and requested RE teachers to complete a survey in order to establish unmet needs.

Resolved:

- 1) That the application by the Bristol Diocese to the St Matthias Trust to undertake a project in the Swindon and surrounding area be supported.
- 2) That teachers of RE in Swindon be asked to complete a survey to establish unmet needs,

44. Date and Time of the Next Meeting

It was noted that the next meeting of SACRE would be held on 17 June 2014, commencing at 6:00pm at a venue to be agreed.

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

TUESDAY, 17 JUNE 2014

PRESENT:-

Group A: Christian Denominations and Other Religions or Religious Denominations	Mrs Sarah Lane Cawte - (United Reformed Church) – In the Chair
Group B: Church of England	Miss Janet French, Reverend Norma McKemey and Ms Steph Mundin
Group C: Teacher Organisations	Mrs Mel Shepherd, Ms Catherine Lomax and Mr Paul Sunners
Group D: Councillors	Councillors Fionuala Foley and Gemma McCracken
Co-Opted:	Freddy Pound

Apologies for absence were received from Councillor James Robbins, Mrs Penny Summers, Mrs Tracy Mason, Mrs Lottie O'Brien, Mrs Mandy Sandleton, Mr David Burbidge, Mr Mark Cawte, Reverend David Howell, Mr M S Khan, Mr Tony McAteer, Mr Dinesh Patel, Councillor Alan Bishop and Councillor Cindy Matthews

45. Appointment of Chair and Vice-Chair for Municipal Year 2014-15

Resolved:

1. That Mark Cawte be appointed as Chair of the SACRE for the Municipal Year 2014/15.
2. That Lottie O'Brien be appointed as Vice-Chair of the SACRE for the Municipal Year 2014/15.
3. That, in the absence of the Chair and Vice-Chair, Sarah Lane Cawte be appointed Chair of the SACRE for this meeting.

46. Welcome from Dorcan Academy

Mel Shepherd welcomed the SACRE to Dorcan Academy and spoke about the Academy and their approach to RE. The SACRE noted the scheduling of RE lessons within the Academy and the exam results achieved.

The SACRE discussed the timetabling of RE within schools, performance tables and the consequences of Government changes within the education system. The SACRE were reminded of the importance of SACRE in resourcing schools and teachers and its role in strengthening RE in Schools.

The Chair thanked Mel for her welcome and informative presentation.

47. 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.

48. Public Question Time

No public questions were received during the meeting.

49. Chair's Announcements

The Chair made the following announcements:

- a) SACRE members were informed about a Faithful and Free Conference being held in Birmingham on 20 September 2014. As well as an inspiring keynote speaker, Dr Ann Limb, there would be worship, workshops and seminar, a panel discussion and an endnote address by Revd Dr David Cornick. David Hampshire, Vice Chair of NASACRE, would be leading a workshop on "Being a more effective SACRE member".

The day was free to attend and SACRE members were encouraged to attend the Conference and register early for workshops.

- b) The Chair welcomed recently appointed Councillors to their first SACRE meeting and hoped they found the meetings informative and enlightening.
- c) Members were advised that Rev Beth Brown had resigned from SACRE, as her tenure with the Bristol Diocese had ended. The Chair thanked Rev Brown for being an active member of SACRE, particularly for her most recent work on the Localiy Distinctive Group. Rev Brown's contribution to the work of the SACRE would be sorely missed and she was wished all the best for the future.

50. Minutes

That the minutes of the meeting held on 18 March 2014 be confirmed and signed as a correct record.

51. National Updates

The SACRE received the following national updates:

- The NASACRE AGM 2014
- The NASACRE Chair's Report
- Teach RE
- RE and Good Community Relations
- RE and Collective Worship in Academies and Free Schools

Resolved:

1. That the National updates be noted.

2. That the updates for (i) RE and Good Community Relations and (ii) RE and Collective Worship in Academies and Free Schools be circulated to all Schools/Academies, including the Chairs of Governing Bodies to highlight the importance of teaching RE in Schools/Academies and the impact on good community relations.

52. Progress Reports SACRE Working Parties

The SACRE received updates from the following Working Parties:

- Working Party to look at developing new distinctively local Swindon RE units of work for Swindon schools and academies.
- Publicity and Communication Working Group – SACRE Website

Distinctively Local Swindon

The SACRE Advisor explained that (a) in relation to the Distinctively Local RE Working Party she had spent a morning at Gateway Church with Janet French interviewing people about the work of the Foodbank and Furniture Recycling Centre for people in need; (b) there was a vacancy on the group following the resignation of Rev Brown (c) arrangements were being made to visit Gorse Hill Mosque; (d) request for additional ideas for writing other Swindon Distinctive Units.

The SACRE Advisor reminded members about the Promotion of SACRE Working Party and an excellent article written by Steph Mundin about 'What is SACRE?' SACRE members were encouraged to circulate the article to all faith leaders and community associations.

SACRE Website

The SACRE Advisor reported on one solution offered by Bristol Diocese for the hosting and design of a new Swindon SACRE website. The SACRE noted that Bristol Diocese would be happy to host the Swindon SACRE website within their own website and arrange for the uploading of materials at an annual cost of £80 a year. Freddy Pound explained that he had experience of setting up blogs and could design a blog for Swindon SACRE which would cater for all their uploading needs. There would be no cost associated with the work and a working example could be available for the next meeting.

Resolved:

- 1) That the work of the Working Parties be noted
- 2) That Freddy Pound be asked to design a working example of a Swindon SACRE blog for the next meeting.
- 3) That the article on 'What is SACRE?' prepared by Steph Mundin be re-circulated to SACRE Members
- 4) That all SACRE members be asked to consider circulating the article to all faith leaders and community associations to show the importance of Religious Education to all pupils

53. Feedback from RE Teachers' Network Meetings

The SACRE received a report from the SACRE Advisor on a recent Secondary RE Teachers' Network meeting.

The SACRE Advisor explained that she had prepared a base line RE test for Secondary School teachers which would give a broad idea of the prior learning of pupils from feeder primary schools and the levels that they were currently working at. Examples of GCSE RE exam papers were circulated along with a number of responses to questions asked in the papers.

Resolved:

That the comments of the SACRE Advisor be noted.

54. Governor Training

The SACRE Advisor spoke about a training event for Governors held on 6 May 2014.

The training helped Governors to understand their legal obligations for ensuring the school which they served was meeting their statutory requirements for Spiritual, Moral, Social and Cultural learning, assemblies and Religious Education. 35 Governors from 25 schools attended the training with the majority attending from Primary Schools.

The SACRE Advisor reported that the above Governor training may have fallen outside of her allocated hours and suggested that a more effective use of her hours as a resource could be discussed at the next meeting.

Resolved:

1. That the Governor training update be noted.
2. That further consideration be given, at the next meeting to the use of the resource provided by the SACRE Advisor.

55. Date and Time of the Next Meeting

It was noted that the next meeting of SACRE would be held on 14 October 2014, commencing at 6:00pm, venue to be agreed.

SCHOOLS FORUM

TUESDAY, 11 MARCH 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
Julie Tridgell, Secondary Headteacher
Jackie Smith, Special Headteacher
Richard Marshall, PRU
Nick Capstick, Academy Headteacher
Wendy Conaghan, Academy Headteacher
Andy Hazelton, Academy Governor
Andrew Henstridge, Primary Headteacher

Non-School Members:

Andrew Wild, Diocese - Bristol
Peter Smith, Trade Unions
Debbie Waldron, Early Years Representative
Ram Thiagarajah, BME
Ruth Lee, Diocese of Clifton

Apologies for absence were received from Councillor Fiona Foley, Rachael Matthey (Secondary Headteacher), Joanne Brown (Special Governor) and Andrew Miller (16-19 Partnership).

17. Minutes of Previous Meeting

Resolved: That the minutes of the meeting held on 21st January 2014 be confirmed and signed as a correct record.

The Chair advised that following confirmation from the Department for Education that the Ridgeway School was to become a member of the White Horse Federation, he was now a Federation Director.

18. 2013/14 Dedicated Schools Grant Position

Steve Haley, Head of Finance, Education and Innovation, presented a report on the latest position of the 2013/14 Dedicated Schools Grant (DSG) budget.

Mr Haley advised that based on information at the end of January 2014, an underspend of £0.532m was projected against the retained DSG Budget for the current year. He confirmed that the final DSG figure would be submitted to the next Schools Forum in July 2014. He drew attention to the main reasons for the

increased underspend which included disadvantaged two year old funding, trigger funding payable to schools and a review of the Oakfield Project finances. This meant that the final DSG balance to be carried forward at the end of the financial year and available for distribution in future years was now estimated at £1.001m. This was £0.290m higher than previous forecast.

Resolved: That it be noted that the latest projection on the 2013/14 retained budget was an underspend of £0.532m.

19. 2014/15 Dedicated Schools Grant General Updates

The Forum considered a report by Steve Haley, Head of Finance, Education and Innovation, updating the Forum on the 2014/15 Dedicated Schools Grant (DSG) settlement, including revised trigger funding estimates, notional Special Educational Needs funding details and mainstream funding per pupil values.

Mr Haley referred to the implications of Swindon Academy pupils being included in the schools block Dedicated Schools Grant (DSG). He confirmed that discussions were on-going with the Education Funding Agency with a view to ensuring that there would not be a gap between the costs to the local formula and the additional DSG funding provided by the DfE.

Mr Haley reminded members that at the January 2014 meeting, they had agreed a revised policy for the payment of trigger funding and a budget of £0.515m for 2014/15. He advised that this has since been revised downwards and a reduced budget of £0.373m is required.

Mr Haley explained the basis of the Notional SEN funding and referred to the calculations which determined additional top up payments to some schools which were required to ensure notional costs matched notional funding. He also referred to the 2014/15 funding per pupil calculations which would be used to claw back funding when pupils were permanently excluded from schools or referred to the Tuition Service.

Resolved: That the Schools Forum notes:

- (1) The latest position regarding the implications of Swindon Academy pupils being included in schools block DSG and funded from the local formula.
- (2) That a revised 2014/15 trigger funding budget of £0.373m was required.
- (3) That notional SEN top up allocations are calculated at £0.280m and will be paid to relevant schools in April from the £0.350m agreed budget.
- (4) The 2014/15 per pupil funding rates that will be used by the Local Authority to recover funding where pupils are permanently excluded or have been referred to Tuition Service.

20. 2014/15 2 Year Old Early Education Places

Paddy Bradley, Head of Commissioning, Economy and Attainment, introduced a report updating members on the progress made to meet the Department for Education targets regarding free nursery entitlement for disadvantaged 2 year olds and to further consider the hourly rate that should be payable in 2014/15. He explained that Swindon was making excellent progress and

was on track to meet future requirements and referred to the sustainable model that would need to be adopted.

The Forum has agreed a basic hourly of £4.95 for 2014/15 but deferred a decision on whether the £0.40p supplement should be repeated in 2014/15. Mr Bradley expressed his concerns on the range in quality of provision available and advised that funds could be re-directed centrally to build and expand provision across a different range of providers. He also drew the Schools Forum's attention to Point 3.6 of the report and requested members to consider whether additional budgetary provision should be made above the level of the 2 year old funding provided by the Department for Education. On balance it was decided not to continue to pay the £0.40p supplement beyond 2013/14.

Resolved: That the Schools Forum:

- (1) Approves an hourly rate of £4.95 per hour for 2014/15.
- (2) Notes the plans to create additional places and raise participation towards the Department for Education 2014/15 target.

21. Universal Infant Free School Meals

Paddy Bradley, Head of Commissioning, Economy and Attainment, submitted a report updating members on the allocation of capital and revenue funding to increase capacity for schools to meet the new requirement to provide every Reception, Year 1 and Year 2 child with a free hot school meal from September 2014. He advised that a perceived benefit of this initiative was to combat child obesity and that, due to financial constraints, support was sought from Public Health. He referred to a programme coordinator to be recruited to work with Angela Milliken, Healthy Schools Programme Manager, to ensure the programme was in place before the end of the scholastic year.

Steve Haley, Head of Finance, Education and Innovation, updated members on recent communication from the Department for Education regarding the financing and future support for this project.

Resolved: That the Schools Forum:

- (1) Notes the capital and revenue funding allocations for the new requirement for the provision of a free hot school meal to every Reception, Year 1 and Year 2 child.
- (2) Notes the proposed methodology to allocate capital funding to Community and Voluntary controlled Primary Schools.
- (3) Agrees to receive a progress report at the July 2014 Schools Forum meeting.

22. Projected 2013-14 Year End School Balances

Steve Haley, Head of Finance, Education and Innovation, presented a report advising the indicative position regarding the level of projected 31st March 2014 school revenue balances as compared to the levels expected when 2013/14 schools budgets that were set in June 2013. He explained that six schools had reported significant changes to the predicted end of year balance and most of these were due to on-going capital programmes.

Resolved: That the Schools Forum notes:

- (1) The majority 34 of 42 (81%) of Swindon maintained schools current estimates of their year end balances are close to the estimates

provided when budgets were set as measured by the thresholds agreed by Schools Forum and are commended.

- (2) Only 6 of 42 (14%) schools have reported significant variances between their current and initial estimates of their projected year end balances.
- (3) Latest estimated school balances (adjusted to exclude in-year Academy conversions) are forecast to be £3.7m which is 57% higher, than initial estimates of £2.4m. No maintained schools are anticipating being in deficit at 31st March 2014.
- (4) The Local Authority will present further information on school balances at the July 2014 Schools Forum showing how each schools estimate compared to their final year end positions.

23. 2014/15 High Needs Specialist Funding for Schools

The Forum considered a report by Steve Haley, Head of Finance, Education and Innovation, updating the Forum on the latest position regarding the 2014/15 High Needs Dedicated School Grant (DSG) funding for schools and to secure support for the 2014/15 funding proposals applicable to specialist schools and alternative provision setting. He referred to the High Needs Task Group which had been set up to replace the existing values by implementing a universal approach to top up funding for all specialist schools.

Mr Haley circulated paperwork relating to Pre-16 external and other Local Authority placement costs, new specialist setting top-up and supplement values 2014/15 and a summary of special schools and Special Resource Provision (SRP) funding 2013/14 to 2014/15. He commented on the 2014/15 High Needs funding available and referred to the projected net pupil increase in high need schools places next year. He further explained the various high needs elements encompassed within the overall funding available.

Paddy Bradley, Head of Commissioning, Economy and Attainment and Mr Haley commented on the various issues that influence funding allocations. These included:

- The views of the Education Funding Agency (EFA) for the future funding of the provision at Nylands Pathway Assessment Class / Mountford Manor Special Resource Provision (SRP) facilities.
- In order to comply with EFA regulations, there would need to be changes to the funding of services provided by the Primary Behaviour Support Team in 2015/16. This would involve consultation on de-delegation of funding from maintained schools and traded service contributions from academies.
- The impact of indicative top up values. Mr Bradley confirmed site visits had been undertaken to review service provision at Eldene CLD Special Resource Provision and Red Oaks LDDs RP and gave a summary of the issues and proposed resolutions for each setting.
- BESD Pupils. The impact on St Lukes and Nylands Schools following a reduction of funding whilst maintaining the same number of pupils on roll. The Local Authority felt that a premium should be maintained for pupils with behavioural, emotional and social difficulties (BESD) to help sustain the budgets for St Lukes and Nyland Schools.
- Therapy Supplements. Mr Bradley referred to an inconsistent approach for payment of services within some settings and summarised the new position

for funding for all therapy services. He referred to the uncertainty of future funding for the service provision.

- Centrally Commissioned Outreach and Support Services for High Need Pupils. Mr Bradley confirmed that a range of services were operating from a range of different schools and the 2014/15 indicative funding was based on projected future work to be undertaken.
- External Placements. No inflationary increases were being forecasted.
- High Needs Contingency Budget. The DSG Balance was increasing and it was envisaged that this could absorb the pressure of reducing the contingency budget allowing £0.200m to be allocated to specialist settings via the top up rates.
- Specialist and Alternative Provision Places. Mr Haley confirmed that due to changes in school place provision, there were minor changes to funding and this was now £7.471m.
- Specialist and Alternative Provision Top Up Values. Mr Haley referred to Appendices 2 and 3 of the report that confirmed the Local Authority ability to standardise most band values to ensure similar levels of funding per pupil were allocated and explained the estimated impact for each specialist setting of implementing the top up and supplement values in 2014/15 based on the current / estimated pupils.
- Proposed changes in mainstream funding for High Needs pupils. Mr Bradley referred to differences that would need to be harmonised and explained that the introduction of the Education and Health Care Plans could be a means of implementing this.

Mr Bradley and Mr Haley responded to the Forum's queries regarding the following points:

- Funding towards provision of Speech and language Therapy at Even Swindon Primary School.
- The ability for Special Schools to apply for the 2014/15 Specialist High Need Supplements.
- The difference between Education Funding Agency allocated budgets for high needs service provision and the agreement of funding allocation at School Forum meetings.

Resolved: That Schools Forum:

- (1) Notes the revised treatment of the Nylands / Mountford Manor BESD Pathway classes and support a 2014/15 top up value of £2,550 per pupil
- (2) Notes the need to consult during 2014 over the 2015/16 funding of the Nylands Primary Behaviour Support Team;
- (3) Supports the 2014/15 allocation of £1.200m for centrally commissioned outreach and SEN support services;
- (4) Supports the LA's proposal to reduce the 2014/15 contingency budget to £0.200m on the basis that any overspend would need to be met from the DSG balance;
- (5) Supports the proposed 2014/15 Top up and Supplement values as shown at Appendix 2 and note the impact of these rates on individual settings as shown at Appendix 3 (noting that proposed top up values may need to be marginally reduced to result in £0.2m lower spending if additional DSG is not received);
- (6) Notes the particular positions at Ridgway HI Special Resource Provision, Redoaks LDD Special Resource Provision, St Lukes

Special School and Nylands Special School and support the allocation of temporary additional funding of £0.058m, to Ridgeway and up to £0.020m for Redoaks from the unallocated DSG balance;

- (7) Notes that the resulting unallocated DSG balance will be £0.923m;
- (8) Reconfirm support for the Local Authority to seek Department for Education exemption to the MFG protection system for specialist settings in 2014/15;
- (9) Supports the continued review of top up and supplements values by the High Needs Task Group during 2014 to ensure value for money is being provided and to identify funding proposals for 2015/16.

SWINDON CHILDREN'S TRUST BOARD

THURSDAY, 13 MARCH 2014

PRESENT: Liz Holmes in the Chair, Councillor Cindy Matthews, Katherine Bryan (Special Schools Head Teachers), Mike Howard (LSCB), Kate Rowe (Children's Society), Kathie Bryan (Special Schools Headteacher), Debbie Kalynka (Primary Headteachers) and Bryan Morris (Fire Service).

Also in attendance: Helen Cawston Ofsted Inspector (Her Majesty's Inspector), John Gilbert, Board Director Commissioning, Children and Adults, Paddy Bradley, Head of Commissioning, Economy and Attainment and Sue Wald, Head of Commissioning, Children and Adults.

Apologies for absence were received from Councillors Fionuala Foley and Michael Bray, Sharon Kirwan (Secondary Headteachers), Valerie Johnstone (Governors), Andrew Miller (Swindon College), David Dawson (Diocese), Cherry Jones (Acting Director of Public Health), Jenny Lewis (Barnardos) and Supt. Andrew Carr (Police).

32. Minutes

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

33. Public Question Time

No public questions were asked at the meeting.

34. Children and Young People and Sport in Swindon

The Board considered a presentation by Gladys Barr, Service Manager, Sports Development and Partnerships, Swindon Borough Council, entitled "Children, Young People and Sport in Swindon - Working in partnership to build links, create opportunities and engage young people as volunteers in sport". Ms Barr outlined the importance of regular participation in sports and physical activity to the health of children and young people and how Leisure Services help to raise activity levels to meet the challenges identified within the Strengthening Families programme.

Ms Barr introduced Doug Imrie, Sports Participation Manager and Clive Maguire, Manager Swindon Town Football in the Community Trust. Mr Imrie explained the work being undertaken by the Leisure Services Department and of the positive participation of young people in Swindon. He introduced Jack Goodenough, Rich Overton, Brandon Jones, and Nathaniel Symonds who referred to their participation in the work undertaken by the Leisure Services, Sports Participation and Health Improvement Team and on the range of benefits this brought them. Mr Maguire referred to Soccer Centres, Twilight Football and on work being done with disabled young people to enable greater participation. The Board noted the positive work with the local community undertaken by the young people during their visit to Zambia in 2013.

Following the presentations, Ms Barr and the guests responded to members' questions and observations including:

- The definition of sport. Ms Barr confirmed that sport covered all manner of physical activities and that the focus was on being active regardless of what type of physical activity was being undertaken.
- Positive examples of how the presenter's lives had benefited from their involvement in the work undertaken by the Leisure Services, Sports Participation and Health Improvement Team.
- The various ways to engage young people to help ensure their successful participation
- Music, dance and arts opportunities as an alternative to sports. The Board noted the various services available for young people and that Swindon was a centre for urban dance.

Ms Barr referred to the opportunities of working closely with local sports clubs to enable young people to become more involved in the running of their clubs as this would broaden their sense of responsibility and business practices. Paddy Bradley, Head of Commissioning, Economy and Attainment further referred to the different schemes available that may offer entrepreneurship opportunities for young people.

Resolved: (1) That Board Members be requested to seek to promote the work of the Sports Development and Partnership Team within their organisations.

(2) That Board Members contact the Service Manager, Sports Development and Partnerships, with suggestions for increased partnership working.

(3) That the report be noted.

35. School Admission Arrangements and Co-ordination Schemes

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults submitted a joint report regarding School Admissions. Paddy Bradley, Head of Commissioning, Economy and Attainment referred to the link between school admissions and the Education transport policy and introduced Rebecca Mathis, Schools Admissions Assistant Manager, who gave an overview on the school admission arrangements from September 2015 together with an Education Transport Policy for 2015-16.

Miss Mathis commented on the report, highlighting the information centrally available for parents to access and advised that whilst governing bodies of Academies and Voluntary Aided Schools set their own admission arrangements, the Local Authority was legally required to consult on the co-ordinated admission arrangements for all schools within the Borough. She referred to the Department for Education Guidance regarding deferment of enrolment for summer born children.

Miss Mathis explained the changes to the Mainstream Home to School Transport Policy and confirmed that guidance was available for parents.

In response to a query regarding the Published Admission Numbers for schools, Miss Mathis confirmed that following discussions, all schools had agreed the published figures. The Chair referred to the autonomy of Academies on school admissions and enquired regarding their participation in the transport policy consultation.

Resolved: The Swindon Children's Trust Board recommends Cabinet to

approve:

- (1) The co-ordinated scheme of admission arrangements for the normal point of entry (Reception Year, Year 3 and Year 7) and In Year admissions for all primary schools and secondary schools in Swindon for September 2015;
- (2) The admission numbers and arrangements for Community and Voluntary Controlled schools for September 2015;
- (3) That, if approved, these proposals are determined by 15th April 2014 and implemented by the Board Director, Commissioning, Children and Adults, for admission for September 2015 for all new applicants;
- (4) The Education Transport Policy 2015/16.

36.

Youth Forum Update

The Chair welcomed Claire Smith, Participation Manager, Paul Dobson, Project Manager, STEP (Swindon Ten to Eighteen Project), Ellie James, the elected Member of the Youth Parliament and her deputy, Wilf Steenbergen to the Board meeting.

Ms Smith referred to the contents of the report and updated the Board on work undertaken by the Youth Parliament and Chatterbox over the past year. She explained that Youth Parliament elections were held in February 2014 and referred to the Youth Forum and multi-agency group set up to support development plans arising from the Children and Young People's Plan 2013-16.

Mr Dobson explained that the Chatterbox group had gone through a transition period and that a member of Youth Parliament sat on the group. Paddy Bradley, Head of Commissioning, Economy and Attainment referred to the possible opportunities and benefits of links between the Youth Forum and the Sports Development and Partnerships.

Ellie James explained why she became a member of Youth Parliament and talked about her message, "Education not Procreation". She confirmed that her campaign did not just relate to reducing teenage pregnancies but also to raising aspiration in young people. Wilf Steenbergen referred to his campaign that focused on bullying and advised that PSHE (Personal, Social and Health Education) lessons could be a way of further raising awareness of the negative impact of bullying. He explained how the use of social media helped raise awareness.

Mike Howard, Chair of the Local Safeguarding Board, commented on the work being undertaken by the Local Safeguarding Board that included the "Feeling Safe Survey" and invited members of the Youth Parliament to meet with the Local Safeguarding Board to discuss and progress work being undertaken by both bodies. Kate Rowe, Children's Centres, also invited the Youth Parliament members to visit Children's Centres where they can debate with young parents regarding their life choices and experiences.

In response to a question regarding Youth Parliament election campaigning, Ellie James explained that she had produced leaflets and posters and made speeches in assemblies across a number of schools.

Resolved: (1) That the Board note the report and presentations and reiterates that it will continue to support the work of the Youth Forum, Youth Parliament and

Chatterbox Group.

(2) That a meeting be arranged between the Chair of the Swindon Children's Trust Board, the Commissioner, Strategies and the Project Manager, STEP, to discuss the direction of work relating to the development plans arising from the Children and Young People's Plan 2013-16.

(3) That an update be presented to a future meeting of this Board on the work plans of the two proposed new project groups to focus on (a) all young people participating and enjoying sports leisure and culture, and (b) more people feel in control at times of crisis, are protected from abuse and family breakdown, and are more resilient and more able to regain their independence.

37. Swindon Children's Position Statement

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults submitted a joint report setting out the Swindon Children's Services Position Statement. John Gilbert, Director, Board Director Commissioning, advised that this was a living document, being updated regularly with input from various agencies. He gave a presentation on the Statement and explained the ways that Children's Services met the needs of children at every stage of their journey through the various services provided.

The Chair recommended that key objectives were discussed to help determine the work to be conducted by the Board during the next Municipal Year. She referred to the four priorities circulated to Board members before the meeting and recommended that other areas for discussion should include (a) exploring ways of raising aspiration, and (b) reviewing the links between policies and strategies of all agencies and updates on the effectiveness of these policies.

Following group discussions, Board members agreed that the focus should be on how well the work to meet the needs of children at every stage of their journey through the various services provided was being imbedded, was it leading to improvement and how was it being recorded and monitored across all agencies.

Resolved: That the Early Support Strategy priorities be updated taking into account the comments arising from the group discussions held at this meeting and these be circulated to Board Members for comment.

38. 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 final performance outturn for Children's Services for the period to December 2013.

Sue Wald, Head of Commissioning, Children and Adults, referred to the report structure where it now better reflected the movement of young people through the education system. She highlighted trends including for referrals and assessments undertaken. In response to a query regarding school contact with Social Care services, the Board noted that after initial contact with schools, staff pressures affected subsequent communication.

The Board was updated on the following topics:

- The number of young people on Child Protection Plans. A verbal update

would be available at the next meeting.

- Young people suffering from neglect and exploitation. A presentation to the Local Safeguarding Children's Board had been given covering child neglect. A new strategy regarding child sexual exploitation was to be launched shortly.
- Sharing of information on domestic violence. A system (DDAC – Daily Domestic Abuse Contact) would be launched in March 2014 to enable improved flow of information across agencies.
- Attendance. The implementation of new legislation has had a positive impact on school attendance. Support was available for head teachers regarding the issue of penalty notices to ensure consistency across all schools.
Resolved: That the Children Services Performance report, be noted.

39. Minutes of the Local Safeguarding Children's Board

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults submitted a report setting out the minutes of the Local Safeguarding Board meeting of 10th December 2013.

Resolved – That the report and minutes of the Local Safeguarding Board meeting of 10th December 2013 be noted.

40. Minutes of the Joint Commissioning Board (Adults and Children)

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults submitted a report setting out the minutes of the Joint Commissioning Board (Adults and Children) meeting of 3rd December 2013.

Resolved: That the report and minutes of the Joint Commissioning Board (Adults and Children) meeting of 3rd December 2013 be noted.

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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 15 JANUARY 2014 AT COMMITTEE ROOM VI, CIVIC OFFICE, EUCLID ST, SWINDON SN1 2JH.

Present:

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

Also Present:

Kieran Kilgallen and Angus Macpherson

32 Apologies for Absence

Apologies were received from:

Amanda Newbery
Cllr Teresa Page
Dr Carlton Brand

33 Minutes and matters arising

Decision:

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

34 Declarations of interest

There were no declarations of interest.

35 Chairman's Announcements

There were no Chairman's announcements.

36 Public Participation

There were no questions asked or statements given.

37 **PCC Diary report**

The PCC's diary report was noted.

The Commissioner was questioned on what projects in the second tranche of his Innovation Fund awards were worthy of consideration of mainstream funding, as mentioned in his report on 26 November. He explained there were 2-3 projects around domestic violence/abuse which potentially could be commissioned using money he had been given for commissioning services for victims.

Regarding his reference on 14 November he confirmed that his grant would be topsliced in order to fund the Policing Minister's innovation fund. He would have the opportunity to bid for it. The first round of successful applicants was being announced today, 15 January.

The Caen Hill Countryside Centre farm project was supported by the PCC's fund and topped up by funds from the Police Property Act disposal, particularly lost property. The fund had to be distributed to charity, and was administered by The Community Foundation for Wiltshire and Swindon.

Regional solutions were being sought for in-house services, and the Commissioner highlighted that a multi-regional collaboration around forensics had been signed.

When asked if he had any plans to visit the Swan Advocacy the Commissioner confirmed he would be pleased to do so.

38 **Draft Budget Settlement**

The Commissioner gave a detailed presentation on his draft budget settlement.

He drew attention to the net expenditure on policing per head of population in Wiltshire being the lowest in the region and the 3rd lowest in the country.

His plan themes were partnership, pro-activity and prevention, and his intention was to maintain the spend on prevention. Grant allocation would be more specific in the coming financial year with investment in ancillary services, watch schemes and victim and witness support. Neighbourhood Justice Panels were being rolled out throughout Wiltshire.

Strategic partnerships with both Wiltshire and Swindon provided savings of £2.5 million. Regional solutions had been found for major crime, such as armed policing and dogs, all of which were based in the county.

Whilst recognising that no increase would be welcome he noted that the funding shortfall would reduce by £2.3 million over three years with an increase of £3.15

on band D properties, and would help to protect frontline policing in neighbourhoods where the public want it.

Recruitment campaigns would happen on a regular and planned basis with 2 intakes of officers and 1 of PCSO's. £1.5 million of reserves would be used to smooth the process.

The public is being consulted as widely as possible through parish and town councils, the farming community, chambers of commerce and Area Boards / Locality meetings.

In response to questions the Commissioner explained that the precept had to be viewed from a stand alone point of view and would probably not be reconsidered in the event of a rise in council tax. He noted the unacceptable cost of a referendum, and explained that it would be about maintaining a base level of income, raised locally to be spent locally.

To date, in the first week of the consultation he had received approximately 60 responses with a mixed review. The government grant received was fixed and not affected by a rise in the number of houses.

He was confident that back office processes were operational in the face of redundancies, but drew attention to the risk associated with the need to find £12 million savings.

The Chairman drew attention to the £740,000 additional income generated by a £3.15 increase, noting that in reality the amount of new money compared with a zero percent increase was £330,000 once the figures allowed for the removal of the freeze grant. The Commissioner noted the point and agreed to make clear that he was not taking the freeze grant.

Clarification was sought on the figures in the draft budget settlement being slightly different to the figures contained in the Medium Term Financial Strategy (MTFS). The MTFS was a living strategy document which informed the budget process, and the latest information was contained in the Draft Budget Settlement paper. The Panel welcomed the estimate figures being as close as they could be to the latest information.

Attention was drawn to the increase in regional activity and it was confirmed that a list of police specific areas that could potentially be provided on a regional basis had been compiled and would be the subject of a management meeting with Avon and Somerset.

He confirmed the £3.15 increase was based on a band D profile and worked on a sliding scale, with the increase of £6.30 in the highest band and £2.12 in the lowest. The rise would be on top of any council tax rise from local authorities and came from the OPCC,

The panel requested the projected reserves figures for 2013/14 and the forecasted reserves by 2014/15, split into earmarked and general funds. These would be provided after the meeting.

Although no figures were available for the projected spend in the Chief Constable's budget in 2013/14 an underspend is expected, although difficult to predict with reducing staff numbers.

The impact of the Fire and Rescue Service's discussions on amalgamation with Dorset was not yet known and was an operational issue for the Chief Constable.

The OPCC's investment policy was queried and confirmation on whether it invested within the UK would be provided after the meeting. The panel asked that consideration be given to an additional financial health indicator for the required £12.5 million savings during the next three years.

Resolved:

The Panel noted the report.

39 Victims Commissioning

Kieran Kilgallen, Chief Executive – OPCC introduced the report which detailed the preparation for the transition of responsibility for aspects of victim services commissioning from the Ministry of Justice to Police and Crime Commissioners, due in October 2014 and April 2015.

South West PCCs have set out shared principles they are working to in developing a regionally based collective approach.

Commissioning and tender processes would ensure that local services are in place to meet victims' needs. Wiltshire Police were engaged in developing a proposal for an in-house initial victim referral mechanism, and the tender winner would work closely with the OPCC to develop a tailored system.

In response to questions he confirmed there would be no gap in service, and although there was no mandate to commission there were conditions on funding. The PCC wanted to commission once, rather than give money to others to commission services.

Resolved:

The Panel noted the report.

40 Restorative Justice

The Commissioner welcomed this item, explaining that restorative justice was specifically funded and an important part of his plan.

He introduced Simon Evans, Programme Manager – Centre for Justice Innovation who showed a DVD.

Simon noted the successful trial of Neighbourhood Justice Panels (NJP's) in Swindon and announced that these would be rolled out throughout Wiltshire with Panels ready in Chippenham, Corsham, Trowbridge, Salisbury and Devizes.

The Commissioner gave examples of how their range could be increased, including minor thefts / shoplifting, minor assaults (Section 47 or under), criminal damage and public orders offences.

There was a greater recognition of restorative justice power and the needs of victims within the system. This was reflected in sentencing with magistrates deferring sentences whilst restorative justice possibilities were explored.

The Panel raised concern around the NJP being biased to the perpetrator, however Simon confirmed this was a misconception of restorative justice and 85% of victims had found it 'demystified' the offender and was a useful process.

Simon explained that as it was a referral system it was completely separate from the child welfare system already in place. In a 12 month period there had been approximately 50 NJP's held with 85% successfully completed with a signed six month contract. Those not completed were referred back to the officer. NJP's could be used with anti-social behaviour, and benefit communities as they can see something is being done, although it was important to ensure it was the appropriate course of action.

Kieran Kilgallen explained that an independent panel would be set up to dip sample cases and Cllr Ford confirmed that NJP's were being scrutinised by Swindon Borough Council.

Future developments included restorative justice in education and Hampshire's work on Youth Justice Panels was noted.

The Panel thanked Simon for his presentation. The Commissioner confirmed that restorative justice would be part of his annual report.

Resolved:

The Panel noted the report.

41 Innovation Fund - 2nd Tranche update

Attention was drawn to the report contained in agenda supplement (1) which gave a summary of the second round of funding from the Commissioner's Innovation Fund.

The panel noted the wide variety of projects and asked the Commissioner how projects were reporting back as this could impact on future commissioning. Projects that had not yet provided an update would be contacted in the coming month, and feedback would be provided to the Panel as part of the next performance report, due at 6 March meeting.

Cllr Amin thanked the Commissioner for funding a youth café in his community which had opened part-time and was well used.

Resolved:

- 1. The Panel noted the report**
- 2. That the update on projects be brought as part of the quarterly performance data, next due at the panel meeting on 6 March**

42 Forward Work Plan

Resolved:

To note the forward work plan.

43 Future meeting dates

Resolved:

That the following dates were noted:

6 February 2014, 10am at Kennet Room - County Hall, Trowbridge BA14 8JN

6 March 2014, 2pm at Council Chamber - Council Offices, Monkton Park, Chippenham, SN15 1ER

11 June 2014, 2pm at Wessex Room, Corn Exchange, Market Place, Devizes SN10 1HS

4 September 2014, 2pm at Alamein Suite - City Hall, Malthouse Lane, Salisbury, SP2 7TU

19 November 2014, 10am at Committee Room VI, Civic Office Swindon.

(Duration of meeting: 10.00 am - 12.25 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

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 6 FEBRUARY 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

Present:

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

Also Present:

Clive Barker – Chief Finance Officer (OPCC), Cllr Trevor Carbin, Patrick Geenty - Chief Constable, Cllr Jon Hubbard, Kieran Kilgallen - Chief Executive (OPCC) and Angus Macpherson – Police and Crime Commissioner

1 Apologies for Absence

Apologies were received from Dr Carlton Brand.

Mark Gwynne attended as his representative.

2 Minutes and matters arising

Decision:

The minutes of the meeting held on 15 January 2014 were agreed as a correct record and signed by the Chairman.

3 Declarations of interest

There were no declarations of interest.

4 Chairman's Announcements

The Chairman announced that item no. 9 would be taken before item no. 7 as the Chief Constable had to leave by 11am.

5 Public Participation

There were no questions asked or statements given.

6 PCC Diary report

The PCC's diary report was noted.

The Commissioner was questioned on the position of Neighbourhood Watch, as mentioned on Friday 20 December. He explained that this was in relation to how the project board was working, and that they were working with a Wiltshire Council project officer and OPCC support. A system had been identified and a business case would be brought forward.

Regarding his reference to the number of killed and seriously injured (KSI) on 9 January, he explained that Wiltshire was bucking the trend as other areas figures were not falling. He noted the impact that the Safe Drive, Stay Alive course had on young people and drew attention to the involvement of speedwatch in the Chief Constable's Harness day, a high visibility road policing operation.

Patrick Geenty, the Chief Constable drew attention to the impact speedwatch was having in some villages and the partnership work with Wiltshire Council and the Community Safety Partnerships in identifying highways hotspots. He noted the local and national debate on the effectiveness of speed cameras, stating that Wiltshire had seen no increase in incidents since they had been turned off. However he continued to support the use of mobile cameras.

The Commissioner explained that he had a quarterly meeting with the Head of Roads Policing where KSI figures were reported together with individual case reports. Although details were available on the age ranges involved there was no identifiable behaviours as a cause.

The Splash programme, as mentioned on 10 January and which the Chief Constable was the Chair and trustee of, used a referral system through schools and other agencies. He explained that there was a core group seen every three to four years, and once it was not needed they moved out of the programme.

The Commissioner noted the constructive work with the Community Safety Partnerships (CSP) and highlighted the variety of approaches being taken nationally. He would take note of best practice on how the OPCC relates to CSPs and would clarify the relationship over time. The relationship between the CSPs and local safety forums in towns and villages would be driven by the CSP.

Regarding his reference to his attendance at the Health and Wellbeing Board on 16 January, the Commissioner expressed his pleasure at being a member and viewed it as a key board going forward. He acknowledged the link between health and low level crime, and would be presenting two reports to the next Health and Wellbeing Board on health and mental health issues in custody.

The Swindon Health and Wellbeing Board runs in parallel with the Wiltshire Board. It was hoped that the Neighbourhood Watch, Neighbourhood Alert system would be used in the future to put out health messages.

7 Formal consideration of the PCC's proposed precept for 2014-15

The Commissioner introduced his precept proposal, drawing attention to the detailed information already presented to the Panel at the 15 January meeting which gave further details.

He noted the need for careful use of language as it was the police precept which was being debated and not council tax which was determined by a different organisation doing different work.

He detailed his extensive public consultation through a variety of means including email, media and visiting the locality meetings and area boards throughout the county. 130 responses had been received and over half had been in support of his proposal.

The advice of the Chief Constable and the OPCC Chief Finance Officer had also been considered in the paper before the Panel today. The Commissioner noted that the Chief Constable had asked for a 10% increase to be consulted on which would provide more money for policing.

An additional investment in the National Crime Agency had seen available grants further topsliced, in addition to contributions to the IPCC, HMIC and the Minister's Innovation Fund, and his proposal was to increase the local tax base which would allow policing to be maintained in the face of further government cuts.

The difference in the balance of funding between local authorities was explained with Wiltshire 60% funded by local taxation and 40% national funding and Swindon 52% funded by local taxation and 48% national. This was compared to the OPCC which was 64% funded by government grants and only 36% funded locally.

The effect of grant cuts was disproportionate with the spending level being reduced by 6% to 7% for Wiltshire and Swindon against a reduction of nearer 12% for the OPCC.

He drew attention to the difficulty in consulting when the referendum threshold limit was unknown, and there was no certainty on the future of freeze grants.

In responding to a query on reserves he drew attention to the reserves paper that was circulated at the meeting (and attached to these minutes). £2.5 million was being put into estates transformation reserves and any money made from the move out of the Salisbury Police Station would be re-invested in the estate and new accommodation.

Clive Barker, Chief Finance Officer, confirmed that the 1.99% increase would generate £770,000 and explained that the strategy was to allow funding to be available in the future as there was no certainty on the future of the freeze grant, which was worth £435,000 in 2014/15 which would be forfeited if the 1.99% increase was implemented.

He explained that reserves were projected to decrease over the next three years as capital projects will not be completed by the end of the first year. There was no statutory requirement on the level of reserves held however it was maintained at a level of 3% to 5%. The general reserve had been reviewed and would now hold a level of 3% rather than 4% of the spend.

Policing numbers would be maintained at a minimum of 1,000, however the management structure was being reduced and the Chief Constable's operation review had not been finalised so this was a working assumption. There would be no reduction in PCSO numbers and these may be increased in the future.

The Commissioner was asked about the credibility and public perception of setting the precept at 1.99% knowing that the referendum threshold limit was 2%, and he explained that he had consistently consulted on a figure of £3.15 or £3 for three years to protect frontline policing, and not a percentage figure.

When asked what the impact in terms of delivery the additional 8% would have had a 10% increase had been consulted on the Commissioner explained that there would be no increase in money, only a reduction in savings.

There were no public questions asked.

The Panel debated the credibility and perception of the 1.99% increase. They appreciated that the public perception on the proposal being the maximum permitted without triggering a referendum could be viewed negatively and voiced concern on the effect to neighbourhood policing.

They welcomed the extensive consultation carried out and supported the Commissioners view that the government's delay in announcing details of the referendum threshold and freeze grant frustrating and unhelpful in his efforts to consult communities

It was noted that in the short term the Commissioner had ample reserves to cover the difference between the freeze grant and the income generated by the proposal. The Commissioner's focus was long term and sought to build the tax base and reduce the savings, making savings easier to find.

Decision

The Panel voted to support the Commissioner's proposed increase to the police precept.

8 Police accountability Landscape review

The Chairman introduced the item and invited questions from the panel.

When asked if engagement with the public had increased as detailed in paragraph 6 of the report the Commissioner confirmed this was the case and referred to the extensive consultation carried out on the precept proposal.

A working relationship, like the one he had with the Chief Constable was very important. He was asked what would not be delivered given that the Constable had requested a 10% precept proposal to deliver his strategy. In response the Commissioner explained that there was no single aspect of the police service that would not continue to be delivered. Wiltshire Constabulary was one of the top performing in the country presently and the Chief Constable wanted to make fewer savings, not stop delivery. An efficiency strategy was in place to address the need to find £4 million savings each year over the next three years, with ideas on where they would come from, however it was not an easy task.

When questioned on the publication of data as detailed in paragraph 14 in the report Kieran Kilgallen, the OPCC Chief Executive explained that an audit had been conducted, and work was ongoing in one area of non-compliance relating to contracts. Contracts over £40,000 were dealt with regionally.

In commenting on the results of the British Crime Survey mentioned in paragraph 2.3 in part two of the report the Commissioner was pleased and not surprised that people were more aware of his position. He noted the need to increase public awareness in the 'and Crime' aspect of his work, for example around victim support, which the annual report addressed.

Kieran detailed the work done with the constabulary to make decisions faster, reducing the number of meetings officer had to attend and creating a non-combatative environment.

9 Accuracy of the police-recorded crime figures

This item was taken after item 6 as detailed in the Chairman's announcement.

The Commissioner explained that problems around the accuracy of police-recorded crime figures had been known as far back as 2006. A task group had been set up in May 2013 to investigate and audit Wiltshire's figures resulting in the process being altered over a period of time. Resources were strengthened; figures reviewed much earlier, screening officers now sat alongside call handlers and the force registrar reported independently all of which resulted in significant improvements in recording.

The Chief Constable explained that the Home Office rules on recording were highly complex and were open to interpretation. He felt that the crime recording process was the most robust and audited in any country. In Wiltshire the

previous target driven culture had led to unforeseen consequences and he was moving away from this, using the data as an indicator and taking into account a host of other factors to manage performance which will deliver a quality of service with confidence.

The presumption that a response to an incident moves it in to the category of investigation was highlighted, and demonstrated the lack of clarity on the process. Should the reporter of the crime not be provided with a progress update the appearance of nothing being done was given. The Chief Constable explained that he did not have the resource to fully investigate every crime, and reports were screened with 30-40% of total reported crime investigated.

A question was asked on whether crime figures could be weighted by communities and made clearer and more meaningful, and the Chief Constable explained that he felt the public distrusted the figures, and it was more important to provide quality policing.

The Commissioner highlighted that interpretation and context were key, and whilst Wiltshire had seen a 7% decrease in absolute numbers in September these did not include fraud or cyber-related crimes which were reported from the City of London.

Attention was drawn to the different thresholds in charging standards, with the example given of the force recording a crime as GBH and the Crown Prosecution Service downgrading it to an ABH charge. This was a known issue nationally.

When asked the two questions that were asked to the Kent force as detailed in the HMIC report the Chief Constable confirmed that all crime was recorded appropriately and he was confident that it would stand scrutiny. There was no pressure to reduce figures and no incentive to fiddle the figures. The cultural change to values and behaviours with confidence and satisfaction in the force was shown to be working and this message was working its way down to frontline officers.

Kieran Kilgallen, OPCC Chief Executive noted that the HMIC questions had been through the Kent PCC which was the correct route for the Commissioner to hold the Chief Constable to account.

The Panel thanked the Chief Constable for attending.

10 **Volunteers and Specials scrutiny review update**

Malcolm Grubb, leader of the volunteers and specials scrutiny working group presented an update to the panel.

He explained that the group had met in early December and developed a project plan. This identified key people to interview and detailed questions were agreed.

These interviews were now complete and had been very helpful and constructive. They had identified three key pieces of work that were currently being undertaken. These were:

- A volunteer strategy by the Chief Constable, which was currently in draft format and which had just been shared with working group members
- A review of the Special Constabulary which a preliminary draft report contained approximately 50 recommendations
- Neighbourhood Alert, a system that Neighbourhood Watch had identified and a business case for its procurement was being worked
-

The group would be meeting next week to determine the next steps and possible further interviews.

When asked why it was not showing on the forward work plan Malcolm explained that the working group meeting next week would identify the best date.

11 Forward Work Plan

The Panel noted the forward work plan.

The Chairman asked to be informed on agenda item suggestions or areas of interest.

12 Any other business

iQuanta

A question was raised on the progress of iQuanta access for panel members.

Kieran explained that the National Audit Office had pulled approval for the police statistics one month ago. Access to iQuanta had been withdrawn for Community Safety Partnerships, and data on most similar forces was not allowed to be shared until it was six months old.

He suggested that the Panel may wish to comment on this. He would keep the panel informed of developments and the quarterly data due at the next panel meeting scheduled for 6 March would contain the most up to date information available.

Crime figures

The Panel requested that crime figures reported in the quarterly data be broken down into the groups seen in Appendix A to the Police and Crime Plan.

Officers will work together on how this will look.

OPCC Investment Strategy

In response to a question raised at the Panel's 15 January meeting Clive confirmed that the OPCC did invest outside the UK but only in a secure environment. A list of these investments would be provided to officers to circulate.

13 Future meeting dates

The next meeting of the Police and Crime Panel will be on Thursday 6 March, 2pm at Council Chamber - Council Offices, Monkton Park, Chippenham, SN15 1ER

Future meeting dates were:

11 June 2014, 2pm at Wessex Room, Corn Exchange, Market Place, Devizes SN10 1HS

4 September 2014, 2pm at Alamein Suite - City Hall, Malthouse Lane, Salisbury, SP2 7TU

19 November 2014, 10am at Committee Room VI, Civic Office Swindon.

(Duration of meeting: 10.03 am - 12.15 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

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RESERVES

Purpose

1. This paper briefs the panel on the level and allocation of my reserves.

Background

2. In setting the annual budget I am required to review my reserves with advice from my Chief Finance Officer. The optimisation of reserves is an important part of financial planning and as such I have a reserves and provisions policy. This policy was updated in December 2013 and a copy was provided to the panel as part of the Medium Term Financial Strategy.

Reserve levels

3. I hold reserves for 3 purposes;
 - Risk – to provide a level of cover for unexpected or one off events
 - Investment – one off funding available for investment in projects which improve services or efficiency
 - Partnership – funds held on behalf of other organisation provided to me for a specific purpose
4. At the start of the year I held £15.565m of revenue reserves. During the year I have used finances in a number of areas and reviewed the reserves. In light of the review I have decided to reduce my general risk reserve from 4% to 3% freeing up in excess of £1m to invest in the estate.
5. Appendix A shows the detail on the revenue reserves which is summarised below;

Reserve Type	Actual 1/4/13 £m	Est. Used £m	Trfs £m	Est 31/03/2014 £m
Investment	8.691	-4.787	2.983	6.887
Partnerships	0.198	-0.178	0.000	0.020
Risk	6.676	-0.555	-0.483	5.638
	15.565	-5.520	2.500	12.545

6. There is a net transfers figure due to the £2.5m underspend forecast for 2013-14.

Capital

7. My four year capital plan estimates £19.237m of spend during that period. This is financed by a mixture of grant, revenue contributions, capital receipts and capital reserves. The total funding allocated for this period is £19.537m which allows £0.300m to finance any capital variations. Within the £19.537m is £8.035m of capital reserve.
8. Whilst the capital reserve does include some estates investment it does not include the impact of future large scale projects such as HQ and Salisbury. When these projects are approved it is likely that funds will be transferred from the Estates Transformation Reserve to the capital plan.

Legal

9. I am required to receive advice from my Chief Financial Officer surrounding my reserves. The Chief Financial Officer is content that my reserves are adequate to manage risk.

Conclusion

10. My review of reserves has identified that I have available one-off finances to cover risks which I hold. The level of reserves also allows me to invest in improving the service. With reserves being one off I am always minded of the future, ensuring that plans exist to ensure that the long term financial viability of the organisation is not compromised.

Angus Macpherson
Police and Crime Commissioner

Wiltshire PCC Estimate of Reserve Levels at 31 March 2014

Owner	Area	Reserve Name	Actual 1/4/13	Est. Used	Trfs*	Est 31/03/2014
PCC	Investment	Investment Reserve	5,814	-3,000	-1,850	964
PCC	Investment	Estates Transformation Reserve	0		3,067	3,067
PCC	Investment	CS Innovation Reserve	1,000	-750		250
PCC	Investment	Regional Projects	146		104	250
PCC	Investment	Restructuring Reserve	800	-400	400	800
PCC	Investment	Regional Remote Reserve	587	-587		0
PCC	Investment	Uniforms Reserve	50	-50		0
PCC	Investment	Training Reserve	294		-144	150
PCC	Investment	Police Officer Intake Strategy	0		1,406	1,406
			8,691	-4,787	2,983	6,887
PCC	Partnerships	Switch	44	-44		0
PCC	Partnerships	MAPPa Reserve	22	-22		0
PCC	Partnerships	Road Safety Initiatives	49	-49		0
PCC	Partnerships	MASH Reserve	40	-40		0
PCC	Partnerships	Local Resilience Forum	43	-23		20
			198	-178	0	20
CC	Risk	CC Operational Reserve (1%)	1,067			1,067
PCC	Risk	General Fund Reserve (3%)	4,268		-1,067	3,201
PCC	Risk	Fleet Managers Trading Reserve	100			100
PCC	Risk	Seized Assets Reserve	206	-100	54	160
PCC	Risk	Insurance Reserve	400			400
PCC	Risk	Ill Health Reserve	280	-100	30	210
PCC	Risk	Budget Smoothing Reserve	355	-355	500	500
			6,676	-555	-483	5,638
Summary per Area						
	Investment		8,691	-4,787	2,983	6,887
	Partnerships		198	-178	0	20
	Risk		6,676	-555	-483	5,638
			15,565	-5,520	2,500	12,545

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WILTSHIRE POLICE AND CRIME PANEL

MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 6 MARCH 2014 AT COUNCIL CHAMBER - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM, SN15 1ER.

Present:

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

Also Present:

Carlton Brand (Corporate Director WC), Kieran Kilgallen (Chief Executive OPCC), Sarah Kyte (Business Manager OPCC), Angus Macpherson (Commissioner OPCC), Cllr John Adams (Dorset Council), Alissa Davies (Senior Corporate Support Officer WC), Henry Powell (Senior Scrutiny Officer WC) and Karen Spence (Senior Corporate Support Officer WC)

14 Apologies for Absence

Apologies were received from Cllr Russell Hawker and Cllr Julian Johnson.

Cllr Chris Caswill substituted for Cllr Russell Hawker
Cllr Sue Evans substituted for Cllr Julian Johnson

15 Minutes and matters arising

Decision:

The minutes of the meeting held on 6 February 2014 were agreed as a correct record with the following amendments:

Item 7 – Formal consideration of the PCC's proposed precept for 2014-15

Paragraph 10 to read:

Clive Barker, Chief Finance Officer, confirmed that the 1.99% increase would generate £770,000 and explained that the strategy was to allow funding to be available in the future as there was no certainty on the future of the freeze grant, which was worth £435,000 in 2014/15 which would be forfeited if the 1.99% increase was implemented.

The final sentence of paragraph 11 to read:

The general reserve had been reviewed and would now hold a level of 3% rather than 4% of the spend.

The first sentence of paragraph 12 be amended to read:

Policing numbers would be maintained at a minimum of 1,000, however the management structure was being reduced and the Chief Constable's operation review had not been finalised so this was a working assumption.

Item 8 – Police accountability Landscape review

The final sentence in paragraph 4 to read:

Contracts over £40,000 were dealt with regionally.

Item 10 - Volunteers and Specials scrutiny review update

The words 'had been given access to' be removed from the first bullet point.

16 Declarations of interest

No declarations of interest were received.

17 Chairman's Announcements

The Chairman announced that no paper copies of the agenda would be circulated to Panel members for future meetings. Members would be alerted and directed to the publication of agenda papers via the usual electronic link via e-mail.

Thanks were provided to Malcolm Grubb, co-opted independent member of the Panel, for his valuable contribution noting that this would be his last meeting. Malcolm Grubb was relocating to West Sussex and officers would be looking to appoint a replacement in due course.

18 Public Participation

There was no public participation.

19 PCC Diary report

The PCC Diary Report, which provided a summary of the commitments undertaken by the Commissioner since the last meeting held on 6 February 2014, was presented to the Panel by Angus Macpherson where the following information was provided.

Operation Harness, the day of action organised to tackle drug gangs, included special constables.

The work of the Safe Places Scheme in Salisbury was highlighted with a request for clarification on whether this would be rolled out across Wiltshire, particularly the supported expansion of the scheme in Warminster, Chippenham and Westbury. Clarification was provided that funding given towards the Group was not specific for the Salisbury area. The Salisbury and Devizes Groups were well established and the Commissioner was supportive of the roll out of further Groups across the county.

The Commissioner continued to remind the force of the impact non-domestic burglary also had on the victim, reiterating that the work undertaken by the force should always be centric to the victim and not centric to the crime.

The Commissioner was due to meet shortly with the Chief Fire Officer where discussion would take place regarding the proposed merger of the Wiltshire and Dorset fire services. Discussions were already underway with the Leaders of both Wiltshire and Swindon Councils to ensure the final arrangements were the right solution for the County.

Following concerns raised with how those with autism were dealt with by the force, clarification was provided that further details on the Force Champion were awaited but that it was recognised that strong communication was required to ensure all within the force were appropriately trained to give appropriate care. Notices were also within custody suites as a reminder to officers.

The Commissioner was informed that the Chief Executive of the National Autism Society may be able to provide assistance in developing awareness and it was agreed that Cllr Andrew Bennett would endeavour to arrange a meeting.

In highlighting the success of the Bluez N Zuz discos the Commissioner confirmed that a meeting with Positive Futures (who were looking to run similar events) had taken place. The force was looking to agree a new champion for these events noting that the founder of the Bluez N Zuz, Superintendent Dawson, had now left.

The Chairman thanked the Commissioner for the report.

20 Monitoring of Force Performance

A report outlining how the performance of the Constabulary was monitored was presented where the following information was provided.

Regular meetings with the Chief Executive and Business Manager of the OPCC took place as well as informal Performance Monitoring meetings.

Although the Terms of Reference for the Strategic Improvements Board (SIB) indicated that neither the Commissioner nor the Chief Executive were members, both were in regular attendance.

In seeking clarity on the different roles of the Commissioner's Monitoring Board (CMB) and the SIB, the Commissioner confirmed that the CMB often identified areas that the SIB were then requested to consider.

The Risk Register was that of the OPCC and not the force's and was therefore not operational based. However, as a member of the SIB any issues identified from that Board (which held its own Register) if appropriate could be included within the OPCC Register.

In noting the suggestion for a member of the Panel to attend a meeting of both SID and CMB as an observer the Chief Executive confirmed that this would be discussed with the Chief Constable and a response provided.

The Chairman thanked the Chief Executive and Commissioner for the report presented.

21 Quarterly Data

Quarterly data and exception reports were presented by the Chief Executive and Commissioner. Following questions received information was provided as detailed below.

The Risk Register was monitored every 2 weeks, the classifications given altered accordingly by the Commissioner and were subject to review by the Audit Committee. Those categorised as 'red' were given priority consideration by the management team. Apologies were provided that the key detailing the classification of the categories was not included for reference.

The Panel were informed that point 8 'Collaboration (Benefits)' was given a 'red' rating due in part to the difficulties experienced in joined up working with neighbouring forces in some areas. This had been explored in February and Commissioners had now been requested to put forward ideas on future working arrangements.

The Commissioner had met with the Chief Finance Officer and was assured that the IT system was secure and was now working effectively.

Details of the audit on equipment was still awaited but was expected to provide clarity on any missing equipment.

The classification of 'red' against 'Whistle blowing' raised concern. It was understood that the constabulary policy had now been agreed and would be available on the Force website. The OPCC policy which was being developed by Expolink would need to be broader and therefore the policy was still in development. The Chief Executive would circulate details of the OPCC Policy to Panel members once available.

The second stage transfer of a large number of operational staff was the main factor in the scoring given to 'Maintenance of an Efficient and Effective Force'.

The fall in the number of special constables was thought to be a contributing factor in the performance of the reducing crime and anti-social behaviour.

The Police and Crime Plan set a threshold of 24,700 in total crime figures in 2013/14 with a benchmark of no more than 30,000 by 2017 and the Chief Constable was reassured that the recording of these figures was in line with National Crime recording measures.

The recording of hours worked by Special Constables remained a challenge. This was in part due to the transfer to a new recording system which did not include backdated data. The new system should provide more accurate data by the end of the financial year.

In the first 9 months of the year 603 offences were recorded as serious harm crime against a threshold of 542. This was due to an increase in the number of serious sexual offences which made up 70% of this grouping. This reflected national figures which had also increased.

The resolution of many crimes (44.4% against a threshold of 48.8%) were as a result of restorative justice in the form of community resolutions. These had been piloted before any guidance published.

A range of measures had been used to ensure licensed premises were meeting their obligations. Within a 9 month period there had been 46 interventions by licensing officers. 4,194 licensed premises checks had been carried out by police or licensing officers during this period. The reduction is understood to have been caused by some officers not recording the checks.

88 complaints had been received against a year to date threshold of 92 and were recorded as per the IPCC requirement within 10 days. Although not in the Plan measures of public satisfaction in terms of delivering an efficient and effective service were also monitored via a twice yearly survey. The autumn data was currently being analysed..

Two separate pieces of work had been commissioned which included victim support. This should result in a detailed and interactive pathway for victims to navigate the justice system confidently.

From 1 April 2015 NHS England would take over the responsibility of commissioning health services. The OPCC were now looking to identify the services and where gaps may arise.

At a recent performance review meeting a reduction of those being held under S136 in custody suites was reported. To date this year none had been reported.

The addendum to the Police and Crime Plan was expected to come to the Panel in June together with the Annual Report.

Operation Harness had resulted in more robust policing and it was felt that this was likely to be the cause for the increase in the number of complaints received. An explanation of the complaints procedure was given which was regulated by the IPCC. The procedure itself was available on line but details would also be sent for circulation to the Panel members.

In noting concerns raised in relation to the transfer of responsibility for low and medium risk offenders to a newly formed Community Rehabilitation Company (CRC) the Commissioner agreed to the circulation to Panel members of a briefing paper on the proposals following the meeting.

The Commissioner confirmed that the quarterly report was felt to be a true reflection of Wiltshire Police and that the thresholds set were appropriate. Although Wiltshire performance had been categorised as fair (amber), the Commissioner confirmed that this had been the third year in which monitoring had been consistently applied and it was suggested that the Panel may wish to focus on those categorised as red. It was noted that the scorecard itself was specific to Wiltshire only.

With reference made to the information provided on agency staff, the Chief Executive confirmed that there was a continued drive to reduce this figure wherever possible. The figure provided for other employee costs included the cost of redundancy. These were effectively one off costs but as future budget cuts were expected this cost was likely to reoccur.

The Chairman thanked the Commissioner and Chief Executive for the information provided.

22 Procurement - the national, regional and Wiltshire picture

A report outlining procurement developments affecting the police service was presented. This included that local procurement services for Wiltshire Police were provided by the South West Police Procurement Department (SWPPD) which had resulted in cost savings for Wiltshire Police. The SWPPD also provided services to Dorset, Gloucestershire and Devon and Cornwall with Avon and Somerset receiving procurement services from South West One.

Commissioners and Chief Constables recognised that further efficiency savings could be achieved. Consultants would be appointed to explore this further across the region.

Reference was made to the National Police Procurement Hub and the work that it undertook at a national level, including the procurement of police vehicles as well as the procurement of uniforms.

The updated was noted and the Panel looked forward to receiving further details in due course.

23 Volunteers and Special Constables Task Group - update

Malcolm Grubb gave a verbal update on the work of the Volunteers and Special Constables Task Group noting that it had met immediately before the Panel meeting.

The Group looked forward to receiving details on the current status of the review being undertaken regarding special constables and also progress in relation to the volunteer strategy that was being led by the Chief Constable.

The Panel were invited to contact the OPCC to arrange a date when the Commissioner could present the report on special constables which would also be circulated to Panel members. The volunteer strategy was expected to be received from the Chief Constable by the OPCC in June and would be made available accordingly.

Thanks were given to the Group and to Malcolm Grubb for his involvement in the work undertaken and the Panel looked forward to receiving the final report before it was presented to the Commissioner. The Group hoped to deliver this around the end of March.

24 Forward Work Plan

The Panel agreed to take this item was taken ahead of Item 11 (Potential Topics for Future Focus) to allow the Commissioner to leave the meeting if required.

In noting the Plan provided the following additions would be included:

- Police and Crime Plan update to be considered in June, inclusive of the addendum relating to special constables as discussed earlier in the minutes.
- Review of Restorative Justice, including Neighbourhood Justice Panels, to be added in November.
- Complaints Procedures would be added to the Plan for June.

The Forward Plan would be revised and circulated to Panel members ahead of the next meeting.

Decision:

To amend the Forward Work Plan to include the topics as detailed above.

25 **Potential Topics for Future Focus**

A report prepared by the Senior Scrutiny Officer, Henry Powell, was presented for the Panels consideration. This included proposals for potential topics that the Panel may wish to consider for review by way of dedicated Task Group.

The Chair proposed that whilst a scrutiny review was underway the Panel should establish the next topic for a task and finish group.

The Panel were asked for their suggestions which included an exercise on complaint handling and whistle blowing policy of the OPCC. Reference was also made to the Joint Strategic Assessment (JSA) which was considered an appropriate source that highlighted areas of interest to the public. This was likely to be available late spring and would be added to the Forward Work Plan (FWP) for consideration in June.

Licensing would also be added to the FWP to include consistency of approach and partnership arrangements. This would be the next topic for review.

The following Panel members expressed an interest as members of the Task Group:

Amanda Newbury
Cllr Brian Ford
Cllr Chris Caswill
Cllr Linda Packard

Decision:

That the topics identified above be added to the Panel's Forward Work Programme with Licensing identified as the next topic for review for a Task Group of the Panel.

26 **Future meeting dates**

The next meeting of the Police and Crime Panel would take place on 11 June 2014 in the Wessex Room, Corn Exchange, Market Place, Devizes SN10 1HS.

Future meeting dates were:

4 September 2014
19 November 2014

(Duration of meeting: 2:00 pm to 4:30 pm)

The Officer who has produced these minutes is Sharon Smith, of Democratic Services, direct line 01225 713948378, e-mail kirsty.butcher@wiltshire.gov.uk

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Note of Meeting

ONE SWINDON BOARD

TUESDAY 18 MARCH 2014

Present: Gavin Jones (SBC), Councillors David Renard, Stan Pajak, Jim Grant and Brian Mattock (SBC), James Griffin (SBC), Heather Mitchell (SEQOL), Liz Holmes (Chair of CTB), Tony Ranzetta (CCG), Angus Macpherson (PCC), Simon Routh-Jones (Wilts Fire and Rescue), David Wray (VAS), John Popowicz (Wilts Fire and Rescue), Maria Moore (GWH), Nigel Tucker (JCP), Nicky Alberry (Chair of Influence), Liz Hickey (Wiltshire Probation), Mike Dearing (Transformation Hub), Louise Howell (CCG), Sarah Hardwick (SBC), Chris Collins (SBC) and Carmel Burton (SBC).

1.	Welcome and notes of last meeting	ACTION
	<p>Cllr David Renard welcomed everyone present to the meeting, and introduced Mike Dearing from the Transformation Hub. He asked members to note the three issues to consider when discussing an item: will it reduce costs; will it reduce demand; and will it build capacity.</p> <p>The notes of the last meeting of the One Swindon Board held on 28 January 2014 were agreed as an accurate record.</p> <p><i>Updates</i></p> <ul style="list-style-type: none"> An update was requested on the Local Supply Chain and Procurement project, as Alison Chamberlain was marked for the action point but has now left. Nicky Alberry confirmed that a workshop will be held on 7 April with the procurement leads to take this forward. Tony Ranzetta confirmed that £177k of business had been generated in Swindon in the last week alone. Cllr Jim Grant was asked for an update on contacting the Trade Unions to ensure they understand the ethos of One Swindon. He confirmed he has spoken to UNITE and UNISON but has yet to meet with the police and fire unions. He will report back to a future meeting once he has spoken to them all. 	
2.	Shared strategy	ACTION
	The Shared Strategy had been included with the agenda for this meeting as a reminder to members on agreed objectives and priorities.	
3.	Common customer cohorts	ACTION
	The Board received a presentation from Sarah Hardwick and Chris Collins (Swindon Borough Council) regarding the headline findings	

	<p>of work undertaken on identifying common customer cohorts since the Board received its last update in 2013.</p> <p>There is 50% confidence in the current users identified which provides a good idea of the current volume of customers and the services they are using. Data has been matched to postcodes, but a move to household level would raise the confidence level above 50%. Having identified common customer cohorts allows for targeted communications, and would inform commissioning based on future predictions.</p> <p>The Mosaic Public Sector is an established customer intelligence tool from Experian which has been bespoke altered for Swindon. It can be used to identify dominant characteristics and informs on what the likely needs will be and what communications will work / not work. The differing Mosaic Segments – Types were highlighted, particularly Segment 14 and Segment 7 as examples, though it was noted that postcodes can strongly skew results.</p> <p>It was noted that the Board is being asked to give permission to the release of household and cost data from analysts, and to release 20% of partner analyst's time for two months. The aim is to move to household, cost and volume and predictive usage data which will give a greater accuracy on service users to inform commissioning and delivery across services and agencies.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • It was queried if the key features of each segment type were specific to Swindon or were based on examples across the country. It was confirmed that they are based across the country but that having a bespoke model allows unique data to be entered. • It was queried and noted that individuals are not being tracked as they move through services as this requires a unique identifier for each person which is not currently available. • It was confirmed by all Board members that they fully support the move to household level data. • It was suggested that there is an opportunity to make links on an economic perspective between those people in Segment 14 and the Job Centre. • It was suggested that this could be fed in to the Employment and Skills Board. <p>The Board agreed to give permission to the release of household and cost data from analysts, and to release 20% of partner analyst's time for two months.</p>	ALL
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4.	Data sharing protocol and action plan	ACTION
	<p>The Board considered this report, presented by John Popowicz, regarding a Swindon and Wiltshire data sharing protocol, action plan, and jointly funded fixed term post. It was noted that the responsibility for promoting information sharing does not lie with one person and that this is a gap that needs filling if it is to move forward.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • It was queried who would appoint the data sharing officer for Wiltshire and Swindon. This has not yet been discussed. • Clarification was given that scoping work is required on the different levels of security in each partner organisation, along with other investigative work on the processes in each organisation. The Board is being asked to support this moving forward. • Wiltshire has moved further forward on this issue than Swindon has and supporting this recommendation will allow that gap to be filled. <p>The Board agreed to fund £25k from the One Swindon Transformation Fund for a data protection officer to lead a 6 month scoping review.</p>	John Popowicz
5.	Business case implementation	ACTION
	<p>The Board received a presentation from Carmel Burton on critically reviewing the programme progress and plan, and asking the Board to strongly sponsor the implementation phase.</p> <p>It was noted that work is being done on understanding and mitigating the risk across the business cases, along with evaluation and cost benefit analysis. The planned latest date that any of the business cases already agreed by the Board will go live is October 2014. A company called New Economy are working with officers to produce more robust figures for the projected financial benefits and cashable savings that these projects will realise, as to avoid inflated expectations.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • It was noted that the cost benefit analysis model being used has been rejected by others for not being effective. Other models should perhaps be looked at, as well as utilising the expertise of Board members. • It was noted that there is no cost for using New Economy, and the eventual aim is to have a bespoke model for Swindon (after using the community budget model as a starting point). All 	

	<p>figures coming out of the current model are being tested.</p> <ul style="list-style-type: none"> Board members were asked to champion and sponsor the business cases, and ensure the principles of the partnership do not remain on the periphery but are incorporated into day-to-day work. A plan is being drawn up by the Council's Communications team to help cascade information on the Board's work. <p>The Board noted this update.</p>	
6.	Transformation Hub	ACTION
	<p>The Board received a presentation from Mike Dearing on the high-level model for the One Swindon Transformation Hub. The team will be looking at how partners can use their capability to assist each other, using the observations that have already been made on the current situation.</p> <p>Members were asked to note that the aim is to have delivery managers rather than project managers that can make things happen. The next steps are to look at resourcing and clarifying the scopes of the key projects. It was reiterated that the Hub will not be about managing change in the partner organisations but will be about cross partner projects.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> It was noted that working with the business community could help the public sector to grow the economy and there should be a collective resource to assist this. It was confirmed that there will be engagement with the business community to allow for the opportunity to build on existing capabilities already in Swindon. It was suggested that a procurement project could replace Community Navigators on the Hub agenda as this would be a clear bridge to the private sector and bring more jobs into the area. <p>The Board noted the update.</p>	
7.	Aligned bidding for external funding	ACTION
	<p>The Board received a presentation from James Griffin on aligning responses to external transformation funds, joined-up bidding, and choosing two or three opportunities to accelerate implementation at scale during 2014/15.</p> <p>He advised members that at the recent Network Challenge meeting, Whitehall colleagues had noted that an indication of accelerated implementation on a few big projects would position</p>	

	<p>them better for applying for additional funding during 2014/15, especially if they demonstrate structural reform. Around £1m - £2m one-off funding would be available and the prospectus is expected to be published in April. He asked members to consider if the Board would be interested in developing this further.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • It was noted that the Community Navigator project would be suitable for this. • It was noted that the Police Innovation Fund will be finalised in April. • It was noted that there is no-one person responsible in the area for identifying potential sources of funding, though Voluntary Access Swindon (VAS) does sometimes direct people to potential opportunities. The three sectors would need to be lined up for making bids. <p>The Board agreed:</p> <ol style="list-style-type: none"> (1) To support two or three projects being put forward as part of a bid for transformation funding from Government in 2014/15. The Board will need to be kept appraised of progress. (2) More investigatory work to be undertaken on 2015/16 opportunities and proposals to determine if they are an opportunity or a distraction. To be discussed at a future meeting of the Board. (3) To discuss at a future meeting the potential of connecting people in organisations who are tasked with finding funding opportunities. 	James Griffin
8.	Social Investment	ACTION
	<p>The Board received an update from Heather Mitchell on the social investment feasibility study. The scoping project is underway, and Richard Todd has been apprised of expectations. It is also possible that this project may be able to benefit from external investment. There is a tight timetable for return, and a further update will be brought to the next Board meeting.</p> <p>The Board noted the update.</p>	
9.	Joint Commissioning	ACTION
	<p>The Board considered a report, presented by James Griffin and Tony Ranzetta, on developing a business case for One Swindon to jointly commission community capacity building and approving £25k of funding for consultancy to develop it.</p> <p>Increasing independence is one of the shared enablers agreed by</p>	

	<p>the Board, and to be more effective at achieving this will require better joint commissioning. The report contains an outline proposal which can be worked up into a business case should the Board support it.</p> <p>One aim of the proposal is to re-visit neighbourhood planning and what will promote self-reliance. There has not been much traction on neighbourhood planning in towns yet, and it would be important to include local residents on defining what the neighbourhood is, what services they want and what they expect from partners.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • It was confirmed that the proposed £25k funding would be used as a one-off consultancy fee to develop a toolkit that works in a town location. • It was reiterated that local people will be asked to define what makes a neighbourhood. It will not necessarily be geographical, it could be based on communities of interest for example. • It was noted that the consultants would assist the Board with learning benefits, approaches, learning points and risk as part of this process. • It was confirmed that the transformation network and the treasury would be used to source a potential consultant as they will be able to recommend a company that has done neighbourhood planning before. • It was noted that this idea had been turned down by the treasury for being too revolutionary. • It was reiterated that there is no successful town model to draw on, only rural models, so anything created would be bespoke to Swindon. This would have to be defined as part of the consultancy process. <p>The Board agreed to fund £25k for the appointment of a consultant to assist in providing a briefing on learning points and risks, which will be considered at a future meeting of the Board. An attempt will be made to recover the £25k from the Treasury.</p>	James Griffin / Tony Ranzetta
10.	Swindon Community Infrastructure	ACTION
	<p>The Board considered a report, presented by David Wray, on improving the Voluntary and Community Sector (VCS) contribution to One Swindon by agreeing an extra VCS seat on the Board, early involvement in transformation design and delivery, and jointly funding a fixed term post.</p> <p>He noted that the Swindon Community Infrastructure Partnership was established in 2012 to bring together a wider range of larger Swindon VCS organisations as a reference group to confront local needs and challenges more locally by working together. This is</p>	

	<p>managed by Voluntary Action Swindon and its work to date has been undertaken on an unfunded basis. He highlighted what the proposals contained within the report would deliver, which include an increased capacity within the VCS to meet challenges by supporting joint working across and within the sectors. The proposal would also create one point of contact for partners to access the sector, and improve communications to the communities of Swindon and feed in knowledge held by the VCS. He referred to the request for funding which is £90k for a two year post.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> • It was noted that most things discussed by the Board require VCS support. It was acknowledged that the third sector has a huge amount to contribute. • It was noted that the creative sector (such as arts) would be able to link in and contribute to the economy. • It was suggested that the role profile of the two year post could be extended to include scoping and building links with the private sector. • It was noted that the outcomes to be delivered as set out in paragraph 7 of the report were very high-level and it did not give a clear indication of what the individual in post would actually be doing. It will be important to clarify this to ensure there is no duplication. • It was confirmed that this post would give capacity to recruit more volunteers. It would be hard to track the benefits of having the post as projects would be delivered without this role but delivered more quickly with it. • There is a need to co-ordinate the VCS differently in Swindon to give them the capability to respond to what the partner organisations ask of them. • It was noted that it is difficult to assign funding to a post with no clear job description. The Board should also feed in to the development of the job description to ensure that needs will be met. <p>The Board agreed:</p> <ol style="list-style-type: none"> (1) To provide an additional seat for the Sector on the One Swindon Board. (2) To give a commitment from partners to engage with the Sector at the earliest stage possible. (3) That revisions to the proposal on funding a Strategic Liaison Officer will be worked up by Voluntary Action Swindon, Swindon Borough Council, SEQOL, the Clinical Commissioning Group and the Police Authority. To include quantifying what benefits other than financial will be achieved by this role, and defining critical success factors and an exit strategy after two years. 	<p>David Wray</p>
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11.	Any Other Business	ACTION
	<p>Tony Ranzetta referred to the hypothetical dysfunctional family used as an example at a previous meeting. It was used to show how they needed support but promotes a reliance culture. He proposed a re-write of this (working with Communications) to show instead how they can improve things for themselves (promoting self-reliance). The Board supported this proposal.</p> <p>Liz Hickey asked the Board to note that the Team for Five Wards has been nominated for a National Probation Award.</p>	<p>Tony Ranzetta</p>

TOWN TWINNING NETWORK

WEDNESDAY, 2 APRIL 2014

PRESENT:- Hassan Nur (Salahley, Somaliland), Councillor Kevin Small, Councillor Junab Ali, Councillor Abdul Amin, Councillor Mike Bawden, Councillor Toby Elliott, Nazma Ramruttun (Swindon Beau Bassin/Rose Hill, Mauritius Link) and Mark Sarnowski (Swindon Torun Link)

Apologies for absence were received from Eileen Mochan, Roger Gower, Mr Bruce Clarke, Mike Ide, Andy Lane, John Mayell, Councillor Michael Bray and Derrick Gustafson

32. 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 Junab Ali declared a personal interest in Minute numbers 36 and 37 as he was a member of the Swindon Salzgitter Twinning Association.

33. Chairman's Announcements

1. The Chair reported that this meeting was Councillor Mike Bawden's last Town Twinning Network meeting as he was not seeking re-election at the Local Elections in May 2014. The Chairman wished him well for the future and thanked him for his valuable contribution to the Network and the Council.
2. The Chair reported that Andy Lane, Vice Chair and Chattanooga, USA link had decided to end the relationship link with Chattanooga and the Network. The Chair wished Andy all the best for the future and agreed to write a letter of thanks.

34. Public Question Time

There were no public questions.

35. Minutes

Resolved:

That the minutes of the meeting held on 4 December 2013 be confirmed as a correct record, subject to Nazma Ramruttun's name being added to the list of those giving apologies for absence.

36. Town Twinning Grants Applications - Cultural and Educational Activities

The Network considered a report of the Director of Law and Democratic Services reviewing the criteria for consideration of Town Twinning grant applications along with the Council's definition of 'Cultural and Education Activities'.

The Director of Law and Democratic Services reported that the word 'culture' was subjective and could have many different meanings to different people depending on their viewpoint. The report highlighted the definition adopted by the Department of Culture, Media and Sport and suggested that this interpretation was one that this Council should use alongside the existing guidance and criteria for considering Town Twinning grant applications.

The Network were reminded that the basis for awarding grants was that they would strengthen links between Swindon and its twin towns and widen the horizons of the individuals and groups involved in twinning activities.

It was suggested that twinning activities needed to be taken more seriously within Swindon, especially as there were positive benefits for the economy, tourism, social and business community. A view supported by the Network.

The Chair proposed that a wider consultation be undertaken with those organisations connected with the Network and all 57 Councillors about the report, and in particular their opinion on the proposed definition of 'Cultural and Education Activities', prior to its adoption by the Network. It was also suggested that Cabinet be approached with a request for a 'one-off' budget of £10,000 to support Town Twinning activities over the next 3-5 years.

Resolved:

1. That the Cabinet be asked to consider a 'one-off' budget of £10,000 to be administered by the Town Twinning Network to support Town Twinning Activities over the next 3-5 years.
2. That the Director of Law and Democratic Services be asked to undertake a consultation of the organisations connected to the Network along with the 57 Borough Councillors to canvass opinion on the definition of Cultural and Educational Activities contained in the report, prior to its adoption by the Network.

37. Swindon Salzgitter Twinning - 40th Anniversary Celebrations

The Network considered the report of the Director of Law and Democratic Services about arrangements to mark the 40th anniversary of the Swindon/Salzgitter Town Twinning during 2015.

The report highlighted the discussions held with various Heads of Service Areas within the Council and the possible options open to the Council to help with the celebrations, including appropriate displays at the Civic Offices and Central Library and Communications support and publicity of events.

The Network, along with Councillor David Renard, Leader of the Council, indicated their support to mark the 40th Anniversary celebrations. There was an expectation that there would be mutual visits to Swindon and Salzgitter during 2015 and recognition that appropriate resources would be necessary to support events. A number of ideas were suggested for the celebrations including:

- Participation of Schools – German themed events
- Promotion of events and activities through local papers and radio

- To ask the Salzgitter delegation visiting Swindon in 2014 to bring any materials that would help with displays at the Civic Offices and Central Library
- In promoting the economic links between the Towns, to ask Forward Swindon to identify German companies based in Swindon and encourage them to become involved in the celebrations for example BMW, Siemens, VW and MANN
- To seek the support and participation of the Mayor and Deputy Mayor in the activities planned for 2015
- To 'tie-in' the visit from Salzgitter to Swindon with the Council's Annual Council and Civic Dinner for 2015

Resolved:

1. That the arrangements detailed in the report and highlighted above be supported
2. That the Cabinet be asked to approve a 'one-off' budget to support the 40th anniversary celebrations during 2015 of the Swindon/Salzgitter Town Twinning link

38. Reports from Town Twinning Associations and Links

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

Swindon Salzgitter Twinning Association

Councillor Junab Ali reported on the recent events as detailed below, on behalf of Roger Gower who was unable to attend this meeting:

- Held 2 Social meetings both of which were well supported and enjoyed by those who attended
- Had 2 Business meetings. The January meeting was poorly attended but there was a good showing at the meeting in March. Enthusiastic discussion led to several decisions being made:
 - details of the visit to Salzgitter in June 2014 were completed
 - the Association would start setting up their own website
 - No change to when evening meetings were held
 - Visit by student of English from Salzgitter. Members of the Association would host her and has been the conduit for the Council to find her a volunteer posting for her 3-month stay in Swindon. Association members had agreed that they would take her on visits in and around Swindon and engage her in other events.
 - There were vigorous discussion about means of raising funds and enhancing visibility of the Association with the public. Work would go forward on the ideas suggested.
 - Planning had started on the events in the programme for the visit by Salzgitter in summer 2015. Vitally important to coordinate activities with the Council on celebrations of the 40th anniversary of the twinning between the two towns so that events were not duplicated.

Salahley, Somaliland

Hassan Nur reported that Salahley road construction project, which would connect Hargeisa to the largest district under the Marodijeh region in the south and of the most populated rural district in the Hawd of Hargeisa was progressing well.

Swindon Mauritius Friendship Twinning

Nazma Ramruttun reported that the former Mayor of Beau Bassin/Rose Hill, Mauritius, Ramalingum Maistry, who instigated the Friendship Twinning between the two towns in 2008 had visited Swindon in August last year and was very well received by the Mayor of Swindon. A reception was held for Ramalingum at Voluntary Action Swindon, where the Council's Chief Executive, Gavin Jones, and Leader of the Council, Councillor David Renard were also in attendance.

Swindon Torun Link

Mark Sarnowski spoke about a recent visit that took place to Torun. Members asked to receive advance notice of future visits to Torun so that they could consider attending.

39. Date of Next Meeting

It was noted that the next meeting would be held on 18 June 2014 starting at 6:00pm.

TOWN TWINNING NETWORK

WEDNESDAY, 18 JUNE 2014

PRESENT:- Eileen Mochan (Ocotal Link), Roger Gower (Swindon Salzgitter Twinning Association), Councillor Kevin Small, Councillor Abdul Amin, Councillor Andrew Bennett, Nazma Ramruttun (Swindon Mauritius Friendship Twinning) and Councillor Junab Ali

Apologies for absence were received from Mark Sarnowski, Hassan Nur, Mr Bruce Clarke, Mike Ide, John Mayell, Councillor Michael Bray, Derrick Gustafson and Councillor Toby Elliott

40. Appointment of Chair

Resolved:

That Councillor Kevin Small be appointed Chair of the Town Twinning Network for the 2014/15 Municipal Year.

41. Appointment of Vice-Chair

Resolved:

That Eileen Mochan be appointed Vice-Chair of the Town Twinning Network for the 2014/15 Municipal Year.

42. Declarations of Interest

The Chairman reminded members of the need to declare any known interests in any matters to be considered at the meeting. There were no declarations.

43. Public Question Time

No public questions were received during the meeting.

44. Minutes

Resolved:

That the minutes of the meeting held on 2 April 2014 be confirmed and signed as a correct record.

45. Town Twinning Network - Updates

The Director of Law and Democratic Services gave an update on the following issues that were considered by the Town Twinning Network at its last meeting on 2 April 2014:

- Town Twinning Grant Applications consultation on whether the definition of 'Cultural Activities' should be included in the future assessment of Town Twinning Grants, copy of the definition attached as Appendix A to these minutes.

- Requests to Cabinet for Town Twinning activity and Swindon/Salzgitter 40th Anniversary celebrations budgetary provision

The Network were informed that following the consultation with both Councillors and organisations connected to the network, the overwhelming majority who responded supported the use of the definition. In light of the outcome of the consultation the Chair suggested that the Network agree to include the definition in the future assessment of Town Twinning Grants.

The Network was also reminded that they had made two budgetary requests for consideration of Cabinet. The first request related to a 'one-off' budget of £10,000 to be administered by the Town Twinning Network to support Town Twinning Activities over the next 3-5 years. The second request related to a 'one-off' budget to support the 40th Anniversary celebrations during 2015 of the Swindon/Salzgitter Town Twinning Link. Both requests were scheduled for consideration by Cabinet on 25 June 2014.

Resolved:

1. That the results and outcomes of the Town Twinning Grant Applications consultation be noted.
2. That the Network endorse the definition of 'Cultural Activities', as detailed in Appendix A of these minutes for use in the consideration of Town Twinning Grant applications.
3. That consideration of the Networks budgetary requests by Cabinet at their meeting on 25 June 2014 be noted.
4. That the Cabinet decision from its meeting held on 25 June 2014 be circulated to the Network.

46. Reports from Town Twinning Associations and Links

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

Swindon Salzgitter Twinning Association

Roger Gower reported on a number of recent events as detailed below:

- Five members of the Swindon Salzgitter Twinning Association had visited Salzgitter between 11th– 18th June 2014. Marion Jefferies spoke in detail about the visit and the importance of continuing the twinning link between Swindon and Salzgitter.
- The Association were starting to lay the foundations for the 40th Anniversary celebrations in 2015.

It was suggested that the Lord Lieutenant and High Sherriff be invited to celebrate the 40th Anniversary celebrations, especially when the Salzgitter Twinning Association visited Swindon.

Swindon Ocotal Link

Eileen Mochan reported that a number of successful fundraising events had taken place with a further event planned for 17 August 2014.

Swindon Mauritius Friendship Link

Nazma Ramruttun spoke about a number of successful events that the former and current Mayors of the Council attended. The Network was also informed of a need to heighten the awareness within the Council of the work undertaken between Swindon and the Mauritius Friendship Link. The Chair agreed that a briefing note about the work of the Town Twinning Network would be circulated to all Councillors.

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