



SWINDON BOROUGH COUNCIL

Municipal Year 2014/15

Meeting of Council on Thursday, 6 November 2014

ITEM - MINUTES OF OTHER COUNCIL BODIES

SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES

1. Minutes of meeting Monday, 15 September 2014 of Special Committee (Pages 3 - 4)
2. Minutes of meeting Tuesday, 21 October 2014 of Special Committee (Pages 5 - 6)
3. Minutes of meeting Tuesday, 16 September 2014 of Audit Committee (Pages 7 - 10)

SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES

6. Minutes of meeting Monday, 15 September 2014 of Scrutiny Committee (Pages 13 - 18)
5. Minutes of meeting Monday, 13 October 2014 of Scrutiny Committee (Pages 19 - 22)
6. Minutes of meeting Wednesday, 11 June 2014 of Health, Adult and Children Services Overview and Scrutiny Committee (Pages 23 - 30)
7. Minutes of meeting Wednesday, 3 September 2014 of Health, Adult and Children Services Overview and Scrutiny Committee (Pages 31 - 36)

8. Minutes of meeting Monday, 16 June 2014 of Economy and Regeneration Overview and Scrutiny Committee (Pages 37 - 46)
9. Minutes of meeting Wednesday, 17 September 2014 of Economy and Regeneration Overview and Scrutiny Committee (Pages 47 - 50)
10. Minutes of meeting Thursday 26 June 2014 of Resources Overview and Scrutiny Committee (Pages 51 - 52)
11. Minutes of meeting Wednesday, 18 June 2014 of Streetsmart and Highways Overview and Scrutiny Committee (Pages 53 - 54)
12. Minutes of meeting Wednesday, 16 July 2014 of Streetsmart and Highways Overview and Scrutiny Committee (Pages 55 - 58)
13. Minutes of meeting Wednesday, 24 September 2014 of Streetsmart and Highways Overview and Scrutiny Committee (Pages 59 - 64)
14. Minutes of meeting Wednesday, 5 March 2014 of Children and Young People's Overview and Scrutiny Committee (Pages 65 - 70)

SECTION 3 - REGULATORY COMMITTEES

15. Minutes of meeting Tuesday, 9 September 2014 of Planning Committee (Pages 73 - 74)
16. Minutes of meeting Thursday, 23 October 2014 of Private Hire and Hackney Carriage Licensing Sub-Committee (Pages 75 - 76)
17. Minutes of meeting Tuesday, 26 August 2014 of Education Transport Appeals Sub-Committee (Pages 77 - 78)
18. Minutes of meeting Friday, 26 September 2014 of Education Transport Appeals Sub-Committee (Pages 79 - 80)

SECTION 4 - CHILDREN SERVICES BODIES

19. Minutes of meeting Thursday, 11 September 2014 of Swindon Children's Trust Board (Pages 83 - 88)
20. Minutes of meeting Tuesday, 7 October 2014 of Schools Forum (Pages 89 - 94)

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

21. Minutes of meeting Thursday, 4 September 2014 of Wiltshire Police and Crime Panel (Pages 97 - 104)
22. Minutes of meeting Wednesday, 8 October 2014 of Town Twinning Network (Pages 105 - 110)

Section 1

Special, Audit and Standards Committee Minutes

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SPECIAL COMMITTEE

MONDAY, 15 SEPTEMBER 2014

PRESENT:- Councillors Fionuala Foley (Chair), Jim Grant, Garry Perkins, Junab Ali, Steve Allsopp, Dale Heenan, Ann Richards (Deputy), Brian Ford (Deputy) and Richard Hurley (Deputy).

Apologies for absence were received from Councillors David Renard (Chair), Brian Mattock (Vice-Chair) and Stan Pajak.

1. Appointment of Chair

Resolved – That, in the absence of the Chair and Vice-Chair, Councillor Fionuala Foley be appointed as Chair for this meeting of the Special Committee.

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.

3. Minutes

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

4. Public Question Time

No public questions were asked under Standing Order 28.

5. Exempt Items - Exclusion of Press and Public

Resolved – That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in Agenda Item No. 6 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned. (Minute 6 refers.)

6. Chief Officers - Chief Officer Severance Payment.

The Board Director, Service Delivery and the Head of People and Development submitted a joint report concerning the application of the Chief Officer Severance Matrix, previously approved by the Committee (Minute 15, 2013/14 refers), in relation to employee 1440888 whose role was to be made redundant with effect from 31st December 2014.

The Committee considered whether it was necessary for individual severance cases to continue to be submitted to the Committee given that a Chief Officer Severance Matrix had been previously agreed and was in use. The Committee

concluded that as there remained a degree of discretion within the application of the Matrix, individual case should continue to be submitted for approval.

Resolved – That, the Special Committee, on behalf of the Council, approves that the Head of People and Development applies the Chief Officer Severance Matrix to the redundancy of Employee 1440888, and that a payment of two month's salary be made to take account of the length of service (Criteria 1) and an additional one month's payment be made in relation to the extent of responsibility and level of risk (Criteria 3), resulting in a total payment of £21,617.

SPECIAL COMMITTEE

TUESDAY, 21 OCTOBER 2014

PRESENT:- Councillors David Renard (Chair), Fionuala Foley, Jim Grant, Garry Perkins, Brian Mattock (Vice-Chair), Junab Ali, Steve Allsopp, Ann Richards (Deputy) and Emma Faramarzi (Deputy).

Apologies for absence were received from Councillors Stan Pajak and Dale Heenan.

7. Declarations of Interest

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

8. Minutes

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

9. Public Question Time

No public questions were asked under Standing Order 28.

10. Mobile Homes Act 2013

The Acting Director of Public Health submitted a report concerning the Council's obligations under the Mobile Homes Act 2013 and setting out proposed delegated powers necessary for officers to effectively discharge these obligations, including the use of new enforcement powers to secure site licence holder compliance and the application of an appropriate schedule of fees.

The Environmental Services Manager explained why it had been necessary to seek the Council's approval for new officer delegations required to enable the Council to meet its obligations under the Mobile Homes Act 2013. He advised that the schedule of fees had been developed so that it would recover the actual costs associated with the implementing the requirements of the legislation. The schedule of fees established a framework that could be applied to any site, to changes to sites, and to any new Mobile Home sites.

Resolved – (1) That the Council's obligations under the Mobile Homes Act 2013 be noted.

(2) That the schedule of fees set out in Appendix 1 to the report of the Acting Director of Public Health be approved for licensing and for the service of Enforcement Notices under the provisions of the Mobile Homes Act 2013 as follows:-

(a) A licence fee for applications to grant, or transfer a licence, or an application to alter the conditions on a licence;

(b) An annual licence fee for administering and monitoring licences (including existing);

(c) Compliance Notices in respect to any breach of site conditions (Councils are at liberty to charge site-owners in order to recover costs, should this action be warranted); and

(d) Fees for the deposit of site rules.

(3) That the powers contained in the Mobile Homes Act 2013 be delegated by the Council to the Director of Public Health for their use by officers, as necessary, to carry out the Council's obligations under the Mobile Homes Act 2013, and that this include any future fee setting in accordance with the methodology contained in Appendix 1 to the report of the Acting Director of Public Health.

(4) That the fee schedule as set out in Appendix 1 to the report of the Acting Director of Public Health for 2013/14, be implemented as from 1st November 2014 and be charged in respect of any fees due during this year (2014).

(5) That the Director of Law and Democratic Services be authorised to make the necessary changes to the Council's Constitution and Scheme of Delegations to enable the Director of Public Health to carry out the Council's obligations under the Mobile Homes Act 2013 as referred to in the report of the Acting Director of Public Health and its Appendix 1.

11. Adjustments to Organisational Structure

The Chief Executive submitted a report concerning (a) proposed changes to the Council's management structures and accountabilities following a review of the Council's support services undertaken as a consequence of the reintegration of Swindon Commercial Services Ltd (SCS) and Capita PLC staff, and (b) an update on the Council's One Swindon transformation agenda and the progress of the development of a Transformation Hub.

The Chief Executive commented on the background to the review of support services and on the circumstances whereby the Council and its partners had been unable to progress the establishment of a One Swindon Transformation Hub. He confirmed that it was his belief that all the One Swindon partners remained committed to the One Swindon Transformation agenda. He advised that the changes in structure proposed would support transformation and new ways of Council working and in particular place additional emphasis on data, performance and engagement. He explained that this report concentrated on the Council's support services and that the Board Director, Service Delivery would be submitting a similar report to a future meeting of the Special Committee on the proposed structure to be adopted following the implementation of the Leisure Options Appraisal. He would ask the Board Director, Service Delivery, to provide Committee members with an update on progress prior to the formal submission of a committee report.

Resolved – (1) That the Special Committee, on behalf of Council, approves–

(a) the changes in accountabilities and structure for Board Directors and other senior posts as referred to in paragraphs 3.15 to 3.17 of the Chief Executive's report;

(b) that, following formal consultation with affected staff where required, the Chief Executive be authorised to take the necessary steps to implement the revised senior management structure as soon as practicable, noting that detailed structures will be developed by the responsible Board Director and Head of Service; and

(c) the Director of Law and Democratic Services be authorised to amend the Council's Constitution accordingly.

(2) That it be noted that, for the reasons detailed in paragraph 3.4 of the Chief Executive's report, the implementation of a One Swindon Transformation Hub, while still remaining an ambition, will not be progressed for the time being.

AUDIT COMMITTEE

TUESDAY, 16 SEPTEMBER 2014

PRESENT:- Councillors Steve Weisinger (Chair), Steve Allsopp, Oliver Donachie, Mark Edwards, Neil Heavens, Nick Martin and Des Moffatt

16. Declarations of Interest

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

17. Public Question Time

There were no public questions.

18. Minutes

Resolved - That the minutes of the meeting held on 15th July 2014 be confirmed and signed.

19. Final Annual Statement of Accounts 2013/14

The Committee received a report introducing the Council's Annual Statement of Accounts for 2013/14 (attached to the report at Appendix 1). The Board Director Resources, with the Finance Manager, Housing, Treasury and Growth, presented the report, highlighting key areas of adjustment since the submission of the draft accounts to the Audit Committee meeting on 15 July 2014, including the inclusion of additional narrative requested by members on the material reasons for year-on-year variances in the main statements of the accounts, and a recommendation that the accounting policy for depreciation not being charged in the year of disposal be reversed. The report also advised that, in response to a request at its last meeting, central government had been contacted over members' concern about the complexity and accessibility of the statement of accounts and the Committee was invited to review the Council's proposed response to CIPFA consultation on simplifying the main performance statement of the accounts.

Following their presentation of the report, the Board Director and Finance Manager responded to members' specific queries and observations regarding the accounts.

Resolved – (1) That the report and the Annual Statement of Accounts 2013/14 (attached at Appendix 1 to the report), together with updates provided at the meeting, be noted.

(2) That the Annual Statement of Accounts 2013/14 be approved. That the recommended change to accounting policy for depreciation chargeable on asset disposals be also approved.

(3) That the draft response to the CIPFA consultation on simplifying the main performance statement of the accounts, set out in Appendix 2 to the report, be approved.

(4) That the Board Director Resources and Mr Darren Stevens, the Council's Finance Manager, Housing, Treasury and Growth, and his team, be thanked for

their hard work and diligence in compiling the Annual Statement of Accounts.

20. External Audit - Audit Findings

The Committee received a report of the Council's External Auditors, Grant Thornton, highlighting the key matters arising from their audit of the Council's financial statements for the year ended 31 March 2014.

Liz Cave, Engagement Lead (Grant Thornton), introduced the report, taking the Committee through the external auditor's findings and responses in respect of matters and risks identified at the planning stage of the audit, and additional matters that arose during the course of the work, and also the adjustments to the financial statements arising from the audit work and findings in respect of internal controls. Ms Cave concluded her presentation by guiding members through the recommendations and proposed management responses set out in the Action Plan (attached to the report at Appendix A)

Resolved – (1) That the report be noted and that the External Auditors' intention to give unqualified opinions for the year ended 31 March 2014 on the Council's financial statements and its VFM conclusion in relation to the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2014, be welcomed.

(2) That the Chair be authorised to sign the letter of representation provided by the external auditors in relation to the audit of the group financial statements of the Council and its subsidiary undertakings.

21. External Audit - Update

Chris Hackett (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at 8th September 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 and supporting papers be noted.

22. Annual Governance Statement

Further to Minute 11, the Committee received the Annual Governance Statement 2013/14 for approval. It was noted that the draft Statement had been approved by the Committee at its meeting on 15th July 2014 and that no additional items for inclusion in the statement had been identified at that meeting or subsequently.

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

23. Internal Audit Charter

The Committee received a report of the Head of Internal Audit on the Council's Internal Audit Charter, required to ensure compliance with Public Sector internal Audit Standards (PSIAS).

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

approved.

24.

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 July 2014 and progress made against the Annual Internal Audit Plan.

Resolved – (1) That the report be noted.

(2) That the Oracle System Control and Integrity audit report, categorised as having an overall risk evaluation of “Of Concern”, be submitted for consideration at the meeting of the Committee to be held in November 2014.

(3) That the Head of Internal Audit liaise with the Chair regarding the outcome of pending audits and that the Chair determine which, if any, of these should be reported to the September meeting for consideration.

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Section 2

Overview and Scrutiny Committee Minutes

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SCRUTINY COMMITTEE

MONDAY, 15 SEPTEMBER 2014

PRESENT:- Councillors John Ballman, Mark Dempsey, Toby Elliott, Mary Martin (Vice-Chair, in the Chair), Cindy Matthews, Kevin Parry, Maureen Penny, James Robbins, Vera Tomlinson, Steve Weisinger, Nick Martin and Ann Richards

Apologies for absence were received from Councillors Robert Wright (Chair)

18. Declarations of Interest

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

Councillor Nick Martin declared a personal interest in respect of agenda item 5 – Consideration of Cabinet decisions as he was a member of the Wiltshire and Swindon Fire Authority.

19. Public Question Time

There were no public questions.

20. Minutes

Resolved – That the minutes of the meeting held on 11 August 2014, be confirmed and signed as a correct record.

21. Consideration of Cabinet Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 10 September 2014.

27. Wiltshire and Swindon Fire Authority Consultation

Councillor Fionuala Foley, Cabinet Member for Children Services and Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills responded to questions put by Councillors Mark Dempsey and Mary Martin on the following matters:

- the Councils support for option 3, detailed in the Consultation document considered by Cabinet, and the possibility that this might lead to the closure of stations and or a reduction in the number of fire fighters in Swindon.
- Rebranding of the fire fighters uniform and equipment

Resolved – That Minute 27 of the Cabinet be noted

28. Budget Management 2014/15

Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills responded to a question put by Councillor James Robbins on the following matter:

- Distribution and selling on at the waste recycling facility

Resolved – That Minute 28 of the Cabinet be noted

29. Capital Programme Monitoring – First Quarter 2014/15

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport responded to a question put by Councillor Cindy Matthews on the following matter:

- Section 106 funded projects

Resolved – That Minute 29 of the Cabinet be noted

30. Education Provision 2014-2017

Councillor Fionuala Foley, Cabinet Member for Children Services responded to questions put by Councillors Mark Dempsey, Cindy Matthews James Robbins and Mary Martin on the following matters:

- The establishment of free schools in Swindon and the potential success of the bids
- Update on free school meals
- The number of children accessing early education and the Council's target uptake of 40%
- Special Educational Needs and the number of specialist providers

Resolved – That Minute 30 of the Cabinet be noted

31. Housing Strategy 2015-2026

Councillor Emma Faramarzi, Cabinet Member for Housing and Public Safety and Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport responded to questions put by Councillors Mark Dempsey, James Robbins, Nick Martin and Toby Elliott on the following matters:

- the Housing Strategy 2015-2026 and its ability to meet the challenge and demand for affordable housing, especially first time buyers and families
- The number of Council housing sold to tenants under the Right To Buy scheme
- New housing schemes and the number of parking spaces per dwelling

Resolved – That Minute 31 of the Cabinet be noted

32. Swindon and Wiltshire Local Enterprise Governance

Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills responded to questions put by Councillors Cindy Matthews and Mark Dempsey on the following matters:

- Governance arrangements appeared to be excessive
- The importance of having political involvement to achieve the best possible decisions for Swindon
- Disappointment that higher education was not being supported by the Local Enterprise Partnership

Resolved – That Minute 32 of the Cabinet be noted

33. Town Centre Car Parking Rationalisation

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport responded to a question put by Councillor Mark Dempsey on the following matter:

- The progress of car parking at Kimmerfields

Resolved – That Minute 33 of the Cabinet be noted

34. Motion at Council – Traffic on Cricklade Road, Swindon

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport responded to questions put by Councillors Mark Dempsey and Toby Elliott on the following matters:

- Disappointment about the lack of action taken in relation to traffic on Cricklade Road
- Flexibility of the 3 year programme of design and feasibility work for major transport schemes

Resolved – That Minute 34 of the Cabinet be noted

35. Invest and Save for a Low Carbon Swindon – Swindon's Energy Future – Motion to Council

Resolved – That Minute 35 of the Cabinet be noted

36. References from Other Council Bodies – Licensing Committee

Resolved – That Minute 36 of the Cabinet be noted

22. Cabinet Member Question and Answer - Cabinet Member for Communities and Volunteering

Councillor Richard Hurley, Cabinet Member for Communities and Volunteering, 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:

- Localities and Devolution
- Capacity Building – promoting and developing community-based alternatives to traditional public services
- Parish and Town Councils/Community Council Engagement Strategies
- Community Strategy
- Services to the Community and Voluntary Sector
- Swindon Community Compact
- Community Engagement Strategies
- Community Buildings

At the request of the Chair, Councillor Hurley, 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, particularly in relation to on-going budgetary constraints.

Following his presentation of the report, Councillor Hurley responded to members' specific questions and observations on the following topics:

- The non-attendance of members of the localities team at a recent fun day and a potential missed opportunity to promote the work of the team
- Funding for the production of the Cities of Service – Swindon Circles brochure
- The role of the localities team in helping communities and the financial impact of their work in the light of reducing budgets
- The ability to quantify and measure the financial success of the localities team work undertaken in the community
- The ability to measure the non-financial impact of the localities team
- The process of devolving decision making on Streetsmart and examples of good practice from other authorities
- The need to look at how to encourage residents to attend locality meetings and the different ways of publicising meetings in communities

Resolved –

(1) That Councillor Hurley, and his support team of officers, be thanked for attending the meeting to present this performance report and for their full and open responses to members' questions and observations on the issues raised.

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

23. Review of Complaints Process

The Scrutiny Committee considered the report of the Cabinet member for Corporate Services and Leisure and the Head of Business Services and Support, about the current complaints process for the public, whether it was effective for the public to raise concerns and for those concerns to be acted upon.

Members were informed that the Council had well established Customer Feedback processes in place which were underpinned by a general Corporate Customer Feedback Policy. This Policy was revised in 2013 with additional steps for Housing Services as well as specific policies and procedures for Children, Young People & Families and Adult Services.

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

- Improvements to the system of receiving and recording complaints and comments and a reduction in the number of complaints received were welcomed
- Differences between a comment and a complaint and how they were responded to
- Concern at the number of green and black bags of waste across Swindon and the need for these to be collected and disposed of.
- An explanation of the reasons for the increase in complaints for 2014/15
- The tracking of unjustified complaints
- The need to inform members of the outcome of complaints and how they have been resolved
- Monitoring of monthly complaint reports and a request for the monitoring reports to be circulated to all members on a quarterly basis
- The need to monitor trends in new planning policy and the effect on the Grounds Maintenance budget, for example should the Council consider suggesting to developers that they lay grass instead of planting hedges therefore the knock on effect being that the Council avoids the need to spend time and money on trimming the hedges
- All complaints were recorded on LAGAN
- The success of the members hotline

Resolved:

1. That the level of complaints received in comparison to the overall level of activity the Council performs be noted
2. That the Cabinet Member for Streetsmart be asked to consider a one-off collection of green and black waste bags across Swindon
3. That the Cabinet Member for Corporate and Leisure Services be asked to consider circulating complaint monitoring reports to either Overview and Scrutiny Committee's or all members of the Council on a quarterly basis
4. That officers be asked to continue to inform members of the outcomes of investigations into complaints they or residents may have raised
5. That officers be asked to consider monitor trends in new planning policy and the effect on the Grounds Maintenance budget as detailed above

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SCRUTINY COMMITTEE

MONDAY, 13 OCTOBER 2014

PRESENT:- Councillors Robert Wright (Chair), Michael Bray, John Ballman, Mark Dempsey, Oliver Donachie, Toby Elliott, Colin Lovell, Cindy Matthews, Kevin Parry, Maureen Penny, Stan Pajak, James Robbins and Steve Weisinger.

Councillor Garry Perkins, Cabinet Members for Economy, Regeneration & Skills, was in attendance.

Apologies for absence were received from Councillors Mary Martin (Vice-Chair) and Vera Tomlinson.

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 were made.

25. Public Question Time

Mr Terrence Reynolds, a local resident, asked three questions regarding the Oasis Leisure Centre Commissioning arrangements. At the Chair's invitation, the Council's Head of Property Services responded to Mr Reynolds' questions. It was agreed that a written response should be provided to Mr Reynolds' third question, concerning monies being paid by the new leaseholders, once he provided more precise details of the information that he was seeking.

26. Minutes

Resolved – (1) That the minutes of the meeting held on 15th September 2014 be confirmed and signed.

(2) That, in response to a question put by Councillor Toby Elliott, at the meeting on 15 September, it be noted that 63 Council houses had been sold to tenants under the Right To Buy scheme over the period of the last year. That a written response be sought to a question put by Councillor Maureen Penny, at an earlier meeting, regarding the leisure centres transfer and the cost and details of outstanding backlog maintenance works.

27. Commissioning - Oasis Leisure Centre

The Committee received a report reviewing the commissioning procedure utilised by the Council in relation to the transfer of the Oasis Leisure Centre. It was noted that the transfer of the Oasis Leisure Centre had been progressed to achieve the following One Swindon and Corporate Objectives:

- "Improve health and wellbeing for all by increasing and widening participation in sports, leisure and culture."
- "More young people are supported to take part in sports, leisure and culture."
- "We can all benefit from a growing economy."
- "I like where I live."
- "Make best use of Swindon's resources inside and outside the Council."

The report sought to identify good practices within that process that might be adopted elsewhere in the Council and also any lessons that might have been learnt from the process.

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration & Skills, introduced the report, summarising the background to this initiative to enhance district leisure facilities, through either the refurbishment and improvement of the existing facilities or by the provision of a new build facility, and took the Committee through the various elements of the commissioning process, in the period from inviting expressions of interest from interested parties in developing a leisure destination on the Oasis site to the Cabinet decision to enter into a collaboration agreement with the winning bidder 'Moirai', in February 2012. Councillor Perkins summarised the particular areas of good practice that had been identified in relation to the process and experiences that might positively influence the on-going and future transfer of other Council leisure services and facilities.

Following his presentation of the report, Councillor Perkins, supported by the Head of Property Assets and other officers, responded to questions put by members of the Committee and Councillor Des Moffatt on the issues raised in both the report and the presentation, including:

- The level of cross party support for the transfer of the Oasis Leisure Centre.
- The Cabinet Member's level of involvement in establishing the commissioning procedure utilised in relation to the transfer of the Oasis Leisure Centre.
- The application of best practice to the commissioning process and the Cabinet Member's assessment of where such application had proven to be most successful.
- The composition of the cross-party working group established to oversee the commissioning process.
- The effectiveness of due diligence in relation to the parties invited to submit proposals, in light of the necessity for the deed of variation subsequently required by the winning bidder to facilitate access to working capital.
 - Due diligence in relation to new or recently-founded companies.
 - The funding arrangements for the improvement of the Oasis Leisure Centre and the effectiveness of the commissioning process in identifying potential problems that might be associated with a developer's ability to access working capital.
 - The decision to remove from the BTA the Council's ability to "buy-back" the facility.
- The performance of the winning bidder in relation to the achievement of milestones in the Business Transfer Agreement (BTA) for the delivery of key activity and allegations that monies owing to local businesses had not been paid.
- The efficacy of using delegated authority and the Cabinet Member Briefing Note process to authorise the variations to the BTA referred to in paragraph 3.15 of the report.
- The projected timeframe for the submission of planning applications for the Arena and Snow Dome elements of the proposed development.
- The due diligence criteria utilised by the Evaluation Panel established to consider and evaluate written bids and presentations for the delivery of a new leisure centre on the former Clare's site.

- The timeframe that plans have existed for the development of an Arena and Snow Dome.
- The average timeframe for proposals for the regeneration of a town centre or similar large scale development to come forward.
- The cost to the Council of running the Oasis Leisure Centre if the transfer had not taken place and the cost to the Council subsequent to the transfer.
- The standard practice of developers sourcing funding only after initial plans have been produced.
- The breakdown of the £1.5m expenditure on the site attributable to Moirai, GLL and grants from central government, charities and other groups.
- Variations to the BTA requested by Moirai but not accepted by the Council.
- The possible implications of the lost opportunity cost to the Council of leasing the undeveloped land to Moirai.
- The Cabinet Member's knowledge of the circumstances of the purchase of "Oasis Operations" by a particular named individual
- The officers' view of the likelihood that funding for this project might have been secured without the requisite changes to the BTA.

Resolved – (1) That the report, and the presentation of that report by Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Skills, be noted. That the experience gained by Members and officers arising from the Oasis Leisure Centre commissioning process, and how this has been applied in regard to the on-going transfer of the Council's six leisure centres and two golf courses (as set out in paragraphs 3.16 - 3.18 of the report), be also noted.

(2) That officers, through the auspices of the Member Development Working Group if appropriate, arrange a workshop for members to enhance their understanding of the various issues raised by members during the Committee's debate of the Oasis Leisure centre Commissioning process.

(3) That the Corporate Governance Working Party be asked to consider the existing governance arrangements applied in respect of the variations to the Oasis Leisure Centre Business Transfer Agreement and, in particular, the Scrutiny Committee's recommendation that variations of the "size and magnitude" referred to in the report, should, in future, require formal Cabinet approval.

28. Cabinet Member Question and Answer Session - Cabinet Member for Economy, Regeneration and Skills

Councillor Garry Perkins, Cabinet Member for Economy, Regeneration and Skills, 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:

- Economic Development, Regeneration (except Wichelstowe and Village Centres project) and Forward Swindon Limited (FSL) Client Lead Member
- Museums, including Steam
- Arts and Culture
- Specific responsibility for Lydiard Park Project
- Superfast Broadband
- Strategic Property Portfolio
- Changes to the Borough's boundaries to support economic development
- Lifelong Learning

- Tertiary education
- Skills.

At the request of the Chair, Councillor Perkins, 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, particularly in relation to on-going budgetary constraints.

Following his presentation of the report, Councillor Perkins responded to members' specific questions and observations on the issues raised in the presentation and also in the accompanying report.

Resolved – (1) That Councillor Perkins, and his support team of officers, be thanked for attending the meeting to present this performance report and for their full and open responses to members' questions and observations on the issues raised.

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

29. Work Programme Update

The Committee received a report providing an update on the Scrutiny work programme for 2014/15, including a proposal by the Chair that a cross-party Task Group should be established to review the processes followed by the various relevant agencies in response to the fire at the Averies Recycling Centre. It was noted that the purpose of the Task Group was to provide a report to Council in response to the motion, agreed at its meeting on the 18th September 2014, inviting the Scrutiny Committee to "review the Local Resilience Forum's independent, multi-agency debrief of the Averies Fire incident."

Resolved – (1) That the work programme update report be noted.

(2) That, in compliance with the agreed motion at the Council meeting on 18th September 2014, a Task Group, comprising Councillors Dempsey, Pajak, Elliott, Matthews, Weisinger and Penny, be established to review the Local Resilience Forum's independent, multi-agency debrief of the Averies Fire incident and to submit a review report to a public meeting of the Scrutiny Committee (to be arranged).

HEALTH, ADULT AND CHILDREN SERVICES OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 11 JUNE 2014

PRESENT:- Councillors Kevin Parry (Chair), Steve Allsopp, Paul Baker, Andrew Bennett, Michael Bray, Fionuala Foley, Mary Friend, John Haines, Fay Howard, Cindy Matthews, Brian Mattock, Maureen Penny, Ann Richards, James Robbins, Eric Shaw, Carol Shelley, Timothy Swinyard, Nadine Watts, Steve Weisinger and Julie Wright. Cherry Jones (Acting Director of Public Health), Jo Olsson (Interim Head of Children and Families), Sue Wald (Head of Commissioning, Children and Adults), Jennifer Howells (NHS England), Peter Rowe (Healthwatch Swindon), Ben Curtis (Healthwatch Swindon), Paul Sunner (SACRE), Paul Bearman (Executive Director, Swindon Clinical Commissioning Group), Kevin McNamara, (Director of Strategy, Great Western Hospital [GWH]) , Michelle Howard (SEQOL), Heather Mitchell (SEQOL), Jan Trethewey (SEQOL), Paula May (Managing Director, AWP), Sammad Hashmi (Clinical Director, AWP), Anning Newlands (AWP) and Rosemarie Phillips (Equalities Advisory Forum).

Apologies for absence were received from Councillor Gemma McCracken and Tony Ranzetta (CCG), Peter Crouch (CCG), David Dawson (Diocese), Jackie Smith (ASSSH), Nerissa Vaughan (GWH).

1. Appointment of Vice-Chair

Resolved – That Councillor Mick Bray be Vice Chair of the Health, Adults and Children's Services Overview and Scrutiny Committee for the Municipal Year 2014/15.

2. Declaration of Interest

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

Councillor James Robbins made a personal and non-prejudicial declaration of interest as he was a foster carer for Swindon Borough Council.

Councillor Fay Howard made a personal and non-prejudicial declaration of interest as she was employed by Great Western Hospital.

Councillor Tim Swinyard made a personal and non-prejudicial declaration of interest as he was a governor at Millbrook Primary School.

Councillor Kevin Parry made a personal and non-prejudicial declaration of interest as he was a governor at Great Western Hospital NHS Foundation Trust.

3. Public Question Time

No public questions were asked at this meeting.

4. Induction and Welcome to the Committee

Mrs Sally Smith, Scrutiny Officer, welcomed members to the first meeting of the Health, Adults and Children's Services Overview and Scrutiny Committee and referred to the introductory information previously circulated on the remit of the Committee and its Terms of Reference.

5. Co-optees Report

The Committee considered a report by the Director Law and Democratic Services regarding the appointment of co-optees to the Health, Adults and Children's Services Overview and Scrutiny Committee for the Municipal Year 2014/15.

Resolved: (1) That the appointment of Andrew Wild as Church of England Diocese representative to the Committee be confirmed.

(2) That the appointment of David Dawson as the Catholic Church Diocese representative to the Committee be confirmed.

(3) That the appointment of the following non-voting representatives be confirmed:

- Jackie Smith (Swindon Association of Special School Headteachers)
- Paul Sunners (Standing Advisory Council for Religious Education)
- Melanie Sancto (Swindon Association of Primary Headteachers)
- Ben Curtis (Swindon Healthwatch)

(4) That the appointment of a Swindon Association of Secondary Headteachers Representative to the Committee be considered as and when nominations were received.

(5) That the appointment of an Equalities Advisory Forum Representative to the Committee be considered as and when nominations were received.

6. Consideration of Health and Wellbeing Board Recommendations

Mrs Cherry Jones, Acting Director of Public Health presented a report allowing the Committee to consider the issues raised and the recommendations made by the Health and Wellbeing Board at its meeting on 7th May 2014. In response to a query regarding the report, the Acting Director agreed to seek clarification on the role to be exercised by the Overview and Scrutiny Committee in respect of the recommendations made by the Health and Wellbeing Board.

Resolved: That the Acting Director of Public Health seek clarification on the remit of this Committee with regard to the recommendations made by the Health and Wellbeing Board and update this Committee at its meeting of the 3rd September 2014.

7. Ofsted and Care Quality Commission Inspections

The Board Director Commissioning, Children and Adults submitted a report updating the Committee on the findings of two major inspections of Children's Services in Swindon and on the actions planned to meet the identified areas for development.

Ms Jo Olsson, Interim Head of Children, Families and Community Health, introduced the report and explained that it covered both the Care Quality Commission Inspection and Ofsted Inspection Findings. She referred to the different

styles, culture and methodologies used in both inspections and how these affected the proposed action plans.

Jo Olsson and Mrs Sue Wald, Head of Commissioning, Children and Adults responded to the Committee's questions and comments in respect of the following points:

- Undertaking caseload spring cleaning to ensure all cases that should be closed were closed. Jo Olsson explained that this was an administrative exercise as in some service areas case load figures were inaccurately high. She referred to the increase of activity over the past two years and explained that proposals to review future case management would be submitted to the Board Director, Commissioning for consideration.
- How Swindon was being marketed to attract social workers. Jo Olsson explained that Swindon had a stable workforce and referred to the commendable work being undertaken by social workers. She explained that Swindon benchmarked reward packages against other local authorities.
- The provision of well recorded regular supervision, enabling social workers to reflect on their practices. Jo Olsson explained how and why supervisors' caseloads were high in Swindon, how the re-structuring proposals that were currently being subject to consultation may help and that an annual audit of supervision was undertaken.
- The invitation to young people to attend the Children in Care Awards.
- How the Committee may assist in keeping the self-assessment process active following the Ofsted inspection and ways of helping to implement the action plan.
- Ways of driving up standards where demand was increasing. Jo Olsson referred to the transformation programme being undertaken across the Council.
- Lack of GP engagement in wider safeguarding arrangements. Sue Wald explained the Care Quality Commission (CQC) inspection process and commented on the recommendations and action plan reflecting the work to be undertaken between CQC and NHS England to increase training awareness for GPs.
- The challenge for the Committee to identify impact implications in actions undertaken within the plans.
- Ofsted's comments regarding necessary improvements to the Corporate Parenting Advisory Board. Jo Olsson referred to the development programme to be undertaken to assist Corporate Parenting Board members in fulfilling their duties as Corporate Parents.
- The monitoring of educational outcomes for Children in Care.

Jan Trethewey (SEQOL) informed the Committee of training being undertaken and invited Committee members to contact her if they required further information.

Resolved: (1) That the findings of the Ofsted and Care Quality Commission inspections and action plans be noted.

(2) That the Board Director Commissioning and the Cabinet Member for Children's Services be requested to monitor the implementation of the actions plans, particularly the strategic priorities identified at 4.1.4 of the report.

(3) That, a task group be established comprising of five Committee members to monitor work being undertaken on the post inspection action plans, and a report be submitted at this Committee's meeting in November 2014.

8. Adult Services Performance Report

The Cabinet Member for Children's Services and the Board Director Commissioning, Children submitted a joint report updating the Committee on the performance in Adult Services for the Quarter 4 of 2013/14.

Mrs Sue Wald, Head of Commissioning, Children and Adults explained the report structure. She referred to the low take-up of Personal budgets and direct payments and explained how this had changed following the new definition of "personal plans". She commented on the increase of admissions to residential care in October 2013 and March 2014.

Sue Wald, Kevin McNamara, Director of Strategy, Great Western Hospital (GWH) and Paul Bearman, Executive Director, Swindon Clinical Commissioning Group, responded to questions and comments from the Committee regarding the following issues:

- Reasons for the drop in carers' assessments and the work being undertaken to address the issue.
 - Referrals to the Ophthalmology Department at GWH and how treatment was being carried out at other location during the backlog reduction.
 - Follow-up of patient care when patients opt to go out of area for treatment.
- Resolved: That the report be noted.

9. NHS Swindon Clinical Commissioning Group Report

The Executive Director, Swindon Clinical Commissioning Groups submitted a report updating the Committee on local health related issues. Mr Paul Bearman, explained that the Swindon Clinical Commissioning Groups (CCG) represented 26 member GP practices and was responsible for commissioning health services for the Swindon and Shrivenham community.

Paul Bearman referred to proposals for the expansion of radiotherapy services at Swindon and explained that a business plan would be submitted following the approval by the NHS Trust Development Authority Capital Investment Group. He further updated the Committee on the development of NHS Swindon CCG Strategic Plan.

Paul Bearman and Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), responded to questions and comments from Members on the following issues:

- Timescale for the submission of the radiotherapy business case.
- Funding for the project.
- Confirmation of who outside the Swindon community would be utilising the service.

Resolved: That the report be noted.

10. Update on the Urgent GP / Nurse Centre

Ms Louise Tapper, Joint Commissioner, Adults, Swindon CCG, the Board Director Commissioning, Children and Adults and SEQOL submitted a report (a) in response to a request made by the Health and Overview Scrutiny Committee at their meeting

in March 2014 on the use of the Urgent GP/Nurse Centre (formerly known as the Urgent Care centre) on the site of Great Western Hospital and (b) to update the Committee on the work carried out to improve the provision of access to Urgent Care Services for the residents of Swindon.

Resolved: That the report be noted.

11. Arriva Transport Report

The Joint Commissioner, Adults, Swindon Clinical Commissioning Group (CCG), and the Associate Commissioning Director, Swindon CCG submitted a joint report providing an overview of the mobilisation of the new non-emergency patient transport contract with Swindon, including (a) initiation implementation, (b) performance overview, (c) interventions required, (d) quality monitoring, and (e) the current position.

Resolved: That the report be noted.

12. BGSW Area Team: Commissioning Plan 2014/15 and 2015/16

Ms Jennifer Howells (NHS England) submitted a report introducing NHS England, identifying the commissioning intentions for the Municipal Year 2014/15 and on the draft delivery plan setting out the strategic framework for the development of commissioned health services in the Bath, Gloucestershire, Swindon and Wiltshire area (BGSW). She gave a presentation on the work being undertaken by NHS England and on the commissioned health services in the BGSW area.

Following her presentation, she responded to members' questions and observations on the following issues:

- Clarity on who commissions specialist services such as podiatry.
- The provision of dental care for Armed Forces personnel and their families.

Resolved: That the report be noted.

13. Great Western Hospitals NHS FT - Partner Update

The Committee received a report by the Chief Executive of the Great Western Hospital (GWH) NHS Foundation Trust on key issues and developments at the Great Western Hospital. Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), presented the report highlighting matters of significance, particularly on the work of Emergency Care Intensive Support Team's (ECIST's) review of its processes and the increased pressures on Great Western Hospital following a rise in demand for services, particularly over the winter months. He referred to the Trust's challenge to consistently achieve the 95% four hour Emergency Department wait due to increased admissions. He commented on further partnership working with other agencies for the benefit of the community.

Resolved: That the report be noted.

14. Avon and Wiltshire NHS Partnership Trust Community Services Report

The Committee received a report demonstrating Avon and Wiltshire NHS Partnership Trust's (AWP) performance against the targets set out in the balance scorecard. The report highlighted key performance target issues and actions taken by AWP to improve performance where required in 2014/15.

Resolved: That the report be noted.

15. SEQOL Update

The Customer Services Director (SEQOL) submitted a report outlining the work undertaken and achievements by SEQOL over the past twelve months. Heather Mitchell (SEQOL) advised that SEQOL was a wholly employee owned venture offering support to the community in areas covering health, social care and employment with some services extended into neighbouring areas. She commented on the work undertaken over the past year and referred to partnership working with the Clinical Commissioning Group and primary care service delivery with GPs.

In response to a query regarding the Memory Clinic, Mr Paul Bearman (CCG) commented on working undertaken over the past year to address concerns regarding memory assessment services.

Resolved – That the report be noted.

16. Healthwatch Swindon

Mr Peter Rowe, Manager of Healthwatch Swindon, presented a report introducing the work of Healthwatch England. He advised on achievements since April 2013 and highlighted key areas for future work.

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

- Differentiation between work undertaken to address adults and children and young people's issues.
- The total number of volunteers at Healthwatch Swindon and the work being undertaken by them.
- Ways of advertising for Board Members.
- Engagement of the Health, Adult and Children Services Overview and Scrutiny Committee as a sounding board for Healthwatch Swindon

Resolved: That the report be noted.

17. Work Programme 2014/15

The Committee considered a report by the Director of Law and Democratic Services on the results of the work programme consultation and the suggested priorities for the work for the Municipal Year, 2014/15.

Resolved – (1) That all those contributing areas for consideration under this Committee's Work Programme for the Municipal Year, 2014/15, be thanked.

(2) That the proposed Work Programme for the 2014/15 as set out in the report, be approved.

(3) That the Scrutiny Officer be asked to circulate the proposed Task Groups list to all members and stakeholders.

(4) Further to (3) above, Members be requested to advise the Scrutiny Officer on which task groups they wish to volunteer to serve on.

18. Dates of Future Meetings

It was noted that meetings of the Committee are scheduled for the remainder of the Municipal Year 2014/15 as follows:

Wednesday, 3rd September 2014 at 6.00 p.m. in the Council Chamber.
Wednesday, 12th November 2014 at 6.00 p.m. in the Council Chamber.
Wednesday, 14th January 2015 at 6.00 p.m. in the Council Chamber.
Wednesday, 4th March 2015 at 6.00 p.m. in the Council Chamber.

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HEALTH, ADULT AND CHILDREN SERVICES OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 3 SEPTEMBER 2014

PRESENT:- Councillors Maureen Penny (Chair), Michael Bray (Deputy Chair), Steve Allsopp, Paul Baker, Andrew Bennett, Alan Bishop, Mary Friend, Fay Howard, Cindy Matthews, Gemma McCracken, Ann Richards, James Robbins, Eric Shaw, Carol Shelley, Timothy Swinyard, Nadine Watts, Steve Weisinger and Julie Wright, Gill May (Clinical Commissioning Group), Kevin McNamara, (Director of Strategy, Great Western Hospital [GWH]), Bill Chapman (GWH), Michelle Howard (SEQOL), Sharon Kirwan (Swindon Association of Secondary headteachers), Simon Manchip (Avon and Wiltshire Mental Health Partnership NHS Trust), Ayoola Oyinloye (Public Health), Rosemarie Phillips (Equalities Advisory Forum), Karen Reeve (Head of Children, Families and Community), Peter Rowe (Healthwatch Swindon), Paul Sunners (Standing Advisory Council for Religious Education), Sue Wald (Head of Commissioning- Children and Adults).

Apologies for absence were received from Councillor John Haines, David Dawson (Catholic Diocese), Cherry Jones (Acting Director of Public Health), Jackie Smith (Swindon Association of Special School Headteachers), Andrew Wild (Church of England Diocese).

Also Present: Councillors Fionuala Foley, Cabinet Member for Children's Services, and Brian Mattock, Cabinet Member for Health and Adult Social Care.

19. **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 James Robbins made a personal and non-prejudicial declaration of interest as he was a foster carer for Swindon Borough Council.

Councillor Fay Howard made a personal and non-prejudicial declaration of interest as she was employed by Great Western Hospital.

Councillor Eric Shaw made a personal and non-prejudicial declaration of interest as he was a Council appointed representative on SEQOL.

20. **Minutes**

Resolved – (1) That the minutes of the meeting held on 11th June 2014 be confirmed and signed as a correct record.

(2) That the Scrutiny Officer be asked to enquire when a review on the viability of the Committee would be undertaken and circulate the information to all Members.

21.

Public Question Time

The following questions were asked in accordance with Standing Order 28 –

Questioner

Mrs Rosemarie Phillips, Equalities Advisory Forum.

Questions

Mrs Rosemarie Phillips asked questions regarding a) meeting the needs of vulnerable children following the closure of some Children's Centres b) the provision of foster care in Swindon and c) the referral of children to the Children's Mental Health Services.

Response

The Chair thanked Mrs Phillips for the questions and advised that a response had been prepared and circulated at the meeting.

22.

Demand for Adult Services

The Cabinet Member for Children's Services and the Board Director Commissioning, Children submitted a joint report updating the Committee on the demand for adult social care and health services and regarding the demand programme in Adult Services and the Clinical Commissioning Group.

Mr John Gilbert, Board Director Commissioning, Adults and Children referred to pressures within Social Care, particularly relating to Learning Disability Care Packages and on the collaborative and integrated work being undertaken with partners. John Gilbert referred to expenditure propositions set out in the Better Care Fund Plan being presented to the Health and Wellbeing Board and explained how Swindon's changing demographics affected the range of service provision. He further drew attention to the challenges and changes following the implementation of The Care Act 2014.

Following the presentation of his report, Mr Gilbert responded to member's questions on the following issues:

- Ways of utilising the net underspend in Public Health Funding.
- The correlation between Swindon's low cost per head of older population and the increase in support offered to people at home and in residential care.
- The criteria used for the various care packages as referred to in 3.4 of the report.
- Reviewing different ways of working to address the financial impact on adult social care due to demographic changes.
- Range of ways to advertise and promote "Circles of Support" in Swindon.
- The provision of carer support.
- Low incomes and/or living in isolation. The difference between living and minimum wages were described and the impact of implementing each one explored.
- Ways that community navigators operate in the four GP practices.
- Explanation of time banking and "circles of support".

- Reasons why different approaches were implemented to support older people in varying locations within the community.
- The need for social understanding and reshaping due to reforms in social care provision.

Resolved: (1) That the demand for adult services report, be noted.

(2) That the Board Director Commissioning, Adults and Children be requested to circulate a list of criteria for the various care packages referred to in 3.4 of the report.

(3) That the Scrutiny Officer be asked to circulate "Circle of Support" leaflets to all members of the Committee.

(4) That the Scrutiny Officer be requested to organise a briefing session regarding The Care Act 2014.

23. Children's Services Performance Report

The Board Director Commissioning, Children and Adults and the Cabinet Member for Children's Services presented a report updating the Committee on the final outturn performance position at the end of 2013/14. The Chair welcomed Mrs Karen Reeve, Head of Children, Families and Communities who referred to the increase in the adoption rate over the past year, school attendance and placement stability. She responded to questions and comments from the Committee regarding the following issues:

- Clarity on the obesity levels in Reception and Year 6 pupils for 2013/14.
- Timeframe for the recruitment of social works.
- Difference between core and initial assessment and one size assessment and how this affected child protection processes timescales.
- Reasons for the increase in fixed term exclusions and timeframes for pupil re-integration into mainstream schooling.
- Clarity on the areas needing improvement as indicated in the draft findings of the Child Exploitation Audit commissioned by Children's Social Care in June 2014.
- Reasons for the increase in the number of children in need and if this constituted a future challenge.
- The possible impact of differing exclusion practices by Local Authority schools and academies on fixed term exclusions.
- Progress made over the past year on the "Curriculum for Life Strategy.
- The stage of the legal process at which young offenders were referred to the Youth Offending Team.
- The centrally located multi-agency teams' work being undertaken on child sexual exploitation.
- The work being undertaken with schools and businesses to address young people not in education, employment or training.
- Ensuring that young people completing college course were equipped with the right employment skills sets for Swindon businesses.
- Appropriate provision of career and advice facilities at schools and colleges.

Resolved: (1) That the report be noted.

(2) That the Head of Children, Families and Communities be requested to circulate the final data position for 2013/14 on absenteeism.

(3) That the Head of Children, Families and Communities be requested to circulate information on obesity levels in Reception and Year 6 for periods 2012/13

and 2013/14.

(4) That the Board Director Commissioning, Adults and Children to circulate a breakdown of exclusion data.

(5) That the Head of Children, Families and Communities to submit PNC (Police National Computer) data regarding further youth offending at the next meeting of this Committee.

24. Commissioner and Provider Updates

The Committee received update reports from the following Commissioners and Providers:

- Great Western Hospitals NHS Foundation Trust
- SEQOL
- Avon and Wiltshire NHS Partnership Trust Community Services
- NHS Swindon Clinical Commissioning Group
- Healthwatch Swindon

The report also included a summary of the reports and decisions arising from the meeting of the Health and Wellbeing Board on 23rd July 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:

- Clarity on targets set for the Emergency Department at Great Western Hospital.
- Following the Cavendish Review, progress made towards Cavendish Certification for healthcare assistance and support workers.
- Recruitment of GWH staff - The percentage of staff recruited from overseas, reasons why UK staff seek employment overseas, language proficiency of overseas applicants and the provision of career advice in schools.
- Work undertaken with dieticians to address patient's queries on meal times and food provision at Great Western Hospital.
- The work being undertaken with Carillion following a food hygiene inspection in April 2014.
- Volunteering role in healthcare – how the number of volunteers were to be increased and on their role in the community.
- Training provision of all staff and the establishment of dementia champions in helping to continue development of other ways to work and provide support and care provision for people with dementia.
- Service provision by the Crises Team, the investment into the memory assessment service to address waiting times and the development of a new model for delivering memory assessments within existing General Practitioners (GP) surgeries.
- Radiotherapy update – The Committee were updated on how £1.2m over three years would aid the establishment of the radiotherapy service in Swindon and noted that a report was being prepared reviewing the national provision of radiotherapy services.
- Integrated work undertaken between public health service providers to aid fall prevention.

- The support being provided to GPs, particularly those practicing in West Swindon.
- Concerns on the strength of the analyses and feedback received from a survey conducted on the treatment of service users receiving secondary mental health services. The Committee commented on the small sample size as a possible factor affecting the results.
- Timeline for the recruitment of Board Directors on the Healthwatch Swindon Board.

Resolved: (1) That the report be noted.

(2) That the Director of Strategy, Great Western Hospital (GWH) be requested to submit an update on the Cavendish Care Certification at a future meeting of this Committee.

(3) That the Director of Strategy, Great Western Hospital (GWH) be requested to include data on nurse staffing in future updates.

(4) That the Director of Strategy, Great Western Hospital (GWH) be requested to circulate data on the number of patients being moved during the night.

(5) That Michael Barnes, Patient & Public Involvement, Swindon Clinical Commissioning Group, be requested to submit an update to the Scrutiny Officer regarding GP provision in West Swindon before the next meeting of this Committee.

(6) That Peter Rowe, Healthwatch Swindon, be requested to include information on the review of treatment to service users receiving secondary mental health services, particularly those provided in Swindon by Avon and Wiltshire Mental Health Partnership Trust at the next meeting of this Committee.

25. Work Programme 2014/15

The Committee considered a report by the Director of Law and Democratic Services detailing the activities to be undertaken during the municipal year. The Scrutiny Officer advised that the work programme would be restructured to address changes agreed at the meeting.

Resolved – (1) That the Infection, Prevention and Control Annual Report be submitted at the next Committee meeting on 12th November 2014.

(2) That the Scrutiny Officer be requested to liaise with the Chair regarding setting up an OFSTED Action Plan Task Group.

(3) That a task group to address the following issue be set up:

- To consider the Dementia Strategy in detail.
- To discuss the procedures for diagnosing dementia.
- To recommend a plan aimed at reducing waiting times for the memory clinic.

(4) Further to (2) and (3) above, Members be requested to advise the Scrutiny Officer if they wish to volunteer to serve on the task groups.

(5) That the Scrutiny Officer be requested to submit a report on the Out Of Borough Task Group meetings held during the 2013/14 Municipal Year.

(6) That further to (5) above, Members be requested to inform the Scrutiny Officer if they wish to continue the work set up by the Children and Young People Overview and Scrutiny (Minute 7 refers) on out of borough placements.

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ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 16 JUNE 2014

PRESENT:- Councillors Junab Ali, Roderick Bluh, Wayne Crabbe, Mark Dempsey, Mary Friend, Mary Martin (Chair), Kevin Parry, Nicky Sewell and Steve Wakefield

Apologies for absence were received from Councillors .

1. Appointment of Vice-Chair

Resolved:

That Councillor Wayne Crabbe be Vice-Chair of the Economy and Regeneration Overview and Scrutiny Committee for the 2014-15 Municipal Year.

2. 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.

3. Public Question Time

No public questions were received during the meeting.

4. Economic and Regeneration Overview and Scrutiny Committee

The Committee received a presentation from the Overview and Scrutiny Officer about the role of the Economy and Regeneration Overview and Scrutiny Committee. The Committee were also provided with an information pack containing a number of Plans and Strategies relevant to the Overview and Scrutiny Committee.

The main issues raised during the presentation included:

- The role of the Committee in relation to Overview and Scrutiny
- The remit of the Committee
- Cabinet Member portfolios aligned to the Committee
- Topics reviewed by the former Economic, Environmental and Sustainability Overview and Scrutiny Committee
- Joint Scrutiny of Swindon and Wiltshire Local Enterprise Partnership (LEP)

Members, in discussing the Cabinet Member Portfolios, asked for further clarification about the responsibilities of Portfolio holders relevant to the Committee.

Resolved:

1. That the presentation be noted
2. That the Scrutiny Officer circulates a list of the Cabinet Member Portfolio responsibilities relevant to this Committee.

5. Employment and Business Development

The Committee received presentations from the Head of Economy and Skills about Swindon's Economic Status and from the Chief Executive of Forward Swindon about Inward Investment and Business retention and Expansion in Swindon.

1. Swindon Economic Status

The Head of Economy and Skills explained that Swindon had a diverse economy which was private sector led. For every 1 job in the public sector there were 4 private sector jobs, which was very close to the highest ratio in the country. It was noted that due to this make-up of jobs, Swindon was generally hit early by economic downturns, but was able to stage a strong recovery earlier than other towns and cities in the country. There were also a high proportion of UK headquarters and foreign-owned businesses based in Swindon. The main issues raised during the presentation included:

- Industry in Swindon by number of businesses
- Trends in the number of enterprises compared to the number of units
- Percentage of businesses by number of employees in Swindon
- Variation in number of businesses by major grouping level
- Percentage of labour market in employment and self-employment in Swindon
- Self-employment trends
- Percentage of part-time and full-time employment
- The reduction in the number of people employed in administration and secretarial roles
- The time that people were on Job Seekers Allowance during 2013 – split between age groups and compared to the whole labour market
- Reasons for economic inactivity
- Qualifications in Swindon as a percentage of the labour market
- Percentage of the labour market with NVQ Level 4 and above compared to the percentage for Great Britain

Members made the following comments and raised a number of issues in relation to the content of the presentation:

- Small and medium sized enterprises made the most impact on the employment market
- It was noted that it had been a very tough time for business between August 2013 and May 2014 as the number of businesses, based on major grouping of type of business, had been in decline
- Concern that the construction industry was not attracting the same number of young people as in previous years.
- 18-24 year olds were most affected by the downturn in employment, however this area was starting to improve particularly the number of young people being employed in engineering
- Concern at the advice, guidance and lack of awareness of employment streams available to young people along with a reduction in the teaching at schools of relevant and practical skills necessary to

enter the construction industry

- There was a reduction in early retirement as people continued to work into the later years
- The call for qualifications from employers was increasing resulting in a rise in the number of people studying for degrees at university
- Technology was having a large impact on administrative and secretarial roles
- Swindon was the largest town in the country without a university, a possible reason why individuals with NVQ1, 2, 3 and 4 qualifications as a percentage of the labour market fall slightly behind the national figures

2. Inward Investment and Business retention and Expansion in Swindon.

The Chief Executive, Forward Swindon reported that there were exciting opportunities for the future of Swindon. He reported that Forward Swindon was leading plans for its growth and regeneration and that Swindon is set to continue to prosper. Forward Swindon produced a five year Business Plan in October 2010, and the Company updated its detailed delivery plan each year with the Council.

He explained that Forward Swindon was a company set up by the Council in 2010 to deliver and facilitate economic growth and regeneration in Swindon. It was a limited company, funded by the Council, but operated independently with a private sector dominated Board. The staff included specialists in economic growth and inward investment, property development, senior business management, marketing and communications, and project management, with a mix of backgrounds in the private and public sector. The main issues raised during the presentation included:

- Performance for the 2013/14 year – including how the company performed against targets set by the company Board.
- Comparisons between office space taken up and commercial/industrial space taken up in 2013/14 against targets
- Investment secured for the private and public sector during 2013/14
- Comparisons of Jobs created and safeguarded between the construction industry and non-construction industry

Members made the following comments and raised a number of issues in relation to the content of the presentation:

- Concern at the shortage of good quality commercial property space available.
- There was a need for good quality sites to be made available, particularly eco business parks on the edge of town
- Investigation needed into the most appropriate use of redundant sites in town
- Suggestion that Forward Swindon, in addition to targeting the top 100 companies for employment opportunities in Swindon, they could expand this to the top 250-500 companies
- Potential need for additional marketing of Swindon as a recent survey demonstrated that business outside of Swindon did not understand the

town in its current context of industrial heritage and innovation

Resolved:

That the Head of Economy and Skills and the Chief Executive, Forward Swindon be thanked for their very informative presentations.

6. Work Programme 2014/15

The Committee received a report from the Overview and Scrutiny Officer setting out details of suggested topics for the Economy and Regeneration Overview and Scrutiny Committee work programme for 2014/15.

There were three Cabinet Members whose portfolios were relevant to the work of this Committee and members were encouraged to suggest additional topics and issues that the Committee could investigate over the coming year with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies and bodies to consider.

The following suggestions were put forward for inclusion in the 2014/15 work programme along with potential meeting dates:

- Youth unemployment – to complete the review from 2013/14 and produce recommendations arising from discussions and interviews with business and young unemployed people
- Transport Policy and Strategy – to receive a report detailing the work of the Local Enterprise Partnership Local Transport Body and how it would develop a programme of major transport schemes.
- Higher Education Skills and City Deal – The importance of education and attaining skills relevant to the work place environment. Possible joint scrutiny with Education, Health and the Caring Services O &S Committee
- Swindon 175 – to receive regular updates on the work of the working group
- Town Centre Regeneration and the Economic Strategy – regular update reports and Question and Answer session with the Cabinet Member for Economy, Regeneration and Skills
- Forward Swindon – How Swindon manages its reputation and promotion
- Mechanics Institute – to receive regular updates from the Working Group
- Strategic Property Portfolio - Question and Answer session with the Cabinet Member for Economy, Regeneration and Skills
- Capacity Building – to consider further the promotion and development of community based alternatives to traditional public services. Also a Question and Answer session with the Cabinet Member for Communities and Volunteering
- Localities and devolution
- Employment Land review
- One Swindon Hub – Question and Answer session with the Cabinet Member for Finance

The Scrutiny Officer was asked to prepare a draft work programme, in consultation with the Chair and Vice-Chair, based on the suggestions detailed above.

Resolved:

1. That the Scrutiny Officer be asked to prepare a draft Work Programme for 2014/15 in consultation with the Chair and Vice-Chair based on the discussions and suggestions made at the meeting.
2. That the Scrutiny Officer be asked to circulate the draft Work Programme, attached at Appendix A to these minutes, to Members of the Committee for further comment, with any amendments to be agreed with the Chair and Vice-Chair.

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Economy and Regeneration
Work Programme 2014-2015

Terms of Reference of the Committee

To fulfil all the functions of an Overview and Scrutiny Committee as they relate to:-

- The review, scrutiny and development of policy recommendations
- The management of performance
- The monitoring of progress against corporate priorities
- The formulation of advice for the Cabinet, Council and other partners and stakeholders

To have specific responsibility for (but not limited to) the scrutiny of:-

- The performance of services promoting economic development and enterprise and environmental sustainability against agreed local and national performance indicators
- Regeneration
- Economic and Cultural development
- One Swindon Hub
- Localities
- Volunteering
- Strategy and Research

Reports for noting

Reports with a recommendation “to note the report” will be included in a separate section at the back of the Agenda and will not be heard at the committee meeting, unless specifically requested by a Member of the Committee.

Review of the Work Programme

The work programme will be reviewed at every meeting of the Economy and Regeneration Overview & Scrutiny Committee to ensure that it remains relevant, to ensure that Members and Officers have sufficient capacity to deliver the work programme and to include any additional items on the work programme, if appropriate.

Contact details

Scrutiny Officer: Sally Smith
Email: ssmith3@swindon.gov.uk
Tel: 01793 463412

16th June 2014 <i>Please provide reports by 2nd June 2014</i>		
Item	Objectives	Witnesses
Induction	Introduction from Scrutiny Officer as to the remit of the Committee.	Scrutiny Officer
Economic Report	To receive a report from the Head of Commissioning, Economy and Attainment which highlights economic performance data for Swindon using existing public data sets and other sources.	Paddy Bradley
Work Programme discussion	To set the work programme for the forthcoming municipal year and agree Task and Finish Groups and Membership on to those groups.	All

17th September 2014 <i>Please provide reports by 3rd September 2014</i>		
Item	Objectives	Witnesses
Transport Policy and Strategy	To receive a report from the Chair of the Task Group detailing evidence and any recommendations to be referred to Cabinet.	Chair of Task Group
Swindon 175 Group	To receive a report from Members of this Group to update the Committee on the current work streams.	Councillor Steve Wakefield
Town Centre Regeneration	To provide an update report to the Committee on the status of the Town Centre Regeneration, to include the Mechanics Institute.	Cabinet Member for Economy, Regeneration and Skills Paddy Bradley Ian Piper, Forward Swindon

19th November 2014 <i>Please provide reports by 5th November 2014</i>		
Item	Objectives	Witnesses
Higher Education and Skills	To receive a report from the Chair of the Task Group detailing evidence and any recommendations to be referred to Cabinet.	Chair of the Task Group

25th February 2015 <i>Please provide reports by 11th February 2015</i>		
Item	Objectives	Witnesses
Economic Report	To receive a report from the Head of Commissioning, Economy and Attainment which highlights economic performance data for Swindon using existing public data sets and other sources.	Paddy Bradley
Strategic Property	To receive a report from the Chair of the Task Group detailing evidence and any recommendations to be referred to Cabinet.	Chair of the Task Group

20th April 2015 <i>Please provide reports by 6th April 2015</i>		
Item	Objectives	Witnesses
Capacity Building	To receive a report from the Cabinet Member for Communities and Volunteering on the portfolio responsibility of Capacity Building to enable the Committee to fully scrutinise and understand the role of localities and moving public services in to the communities.	Cabinet Member for Communities and Volunteering Relevant SBC Officers
One Swindon Transformation Hub	To receive a report from the Cabinet Member for Finance on the One Swindon Transformation Hub	Cabinet Member for Finance Relevant SBC Officer

TASK GROUPS

Transport Policy and Strategy	To follow up recommendations from the meeting of the Economic, Environmental and Sustainability O&S Committee on the 1 st April 2014, looking particularly at the development of a Transport Master Plan for Swindon and the work of the LEP Local Transport Body and how it would develop a programme of major transport schemes. To report to the Committee on the 17th September 2014.
Higher Education and Skills	To examine the status of Higher Education in the Borough, including details of the City Deal. Looking at University Provision and Apprenticeship schemes to help deliver better skills for the young people of Swindon. To report to the Committee on the 19th November 2014.
Strategic Property	To examine the Employment Land Review and the re-use of redundant buildings and the requirement for new business parks. To report to the Committee on the 25th February 2015.

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ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 17 SEPTEMBER 2014

PRESENT:- Councillors Junab Ali, Roderick Bluh, Wayne Crabbe (Vice-Chair), Mark Dempsey, Mary Friend, Mary Martin (Chair), Kevin Parry, Nicky Sewell and Steve Wakefield

7. Declarations of Interest

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

8. Minutes

Resolved – That the minutes of the meeting held on 16 June 2014, be confirmed and signed as a correct record.

9. Public Question Time

No public questions were received during the meeting.

10. Transport Policy and Strategy

The Committee considered the report of the Cabinet Member for Strategic Planning, Sustainability and Transport and Board Director, Service Delivery about the Local Transport Body and the development of a programme of major transport schemes, including how it would prioritise, consult and use medium/long term shelf plans.

Members were reminded that the report was requested by the former Economic, Environmental and Sustainability Overview and Scrutiny Committee at its meeting held on 1st April 2014.

The report described the role and function of the Local Transport Body and the membership, which included the Swindon and Wiltshire Local Enterprise Partnership, Wiltshire Council and Swindon Borough Council.

Members noted that the Local Transport Body would approve the funding through the Business Cases process and approve the programme and funding allocation as required by the Local Transport Board Assurance framework.

Following the presentation of the report, Councillor Heenan and the Board Director responded to members' specific questions and observation on the following topics:

- An explanation of the improvements to motorway junctions
- The need for 'shovel ready' plans that improve the infrastructure of Swindon
- The number of schemes that did not make the prioritised list agreed by the

Swindon and Wiltshire Local Transport Body

- Request for a report on how the prioritised schemes would contribute to the economic growth of Swindon
- The definition of 'shovel ready' plans and the practical application of achieving those plans
- Details about the representatives on the Swindon and Wiltshire Local Transport Body
- Detailed information about the works proposed for the M4 junction 16 improvements and suggestions how these could be enhanced

The Chair thanked the Cabinet Member and his support team for their report and responses to questions asked.

Resolved –

1. That the report be noted
2. That the Cabinet Member for Strategic Planning, Sustainability and Transport be asked to provide a list of schemes to the Committee that were not included in the list of prioritised schemes for consideration by the Swindon and Wiltshire Local Transport Body
3. That the Cabinet Member for Strategic Planning, Sustainability and Transport be asked to provide a report on how the prioritised schemes would contribute to the economic growth of Swindon
4. Cabinet Member for Strategic Planning, Sustainability and Transport be asked to provide an all member briefing on the improvements to motorway junctions to the members of this Committee, the Wichelstowe Project team and Consultants
5. That officers respond to suggestions about enhancing the proposed improvements for junction 16 of the M4

11. Swindon 175 Group

The Committee received an update report from Ian Surtees, Income Generation Manager, Museums and Heritage and Alan Greer, Service Manager, Museums and Heritage about the activities under development for the celebrations of Swindon's 175 years of innovation since the towns foundation in 1841.

The Committee were reminded of the arrangements for the celebrations and in particular the relocation of two iconic steam locomotives – King George V and City of Truro. It was noted that agreement had been reached in principle with the National Railway Museum in York for their relocation to Swindon on a medium to long term basis. The locomotives would become the centre piece of the museums new displays. The Managers at Steam spoke about the impact of the new housing development building works, in the vicinity of the Steam building, on the delivery of the locomotives and the knock-on effect on neighbouring residents.

The Managers responded to members' specific questions and observations on the following topics:

- The Project Team and the work of the new Senior Curator
- Work with commercial partners on promoting events, merchandising and complimentary products
- Plans in place to raise finance and meet budgetary targets

- The need for a Planning Officer to be seconded to the Project Team
- The marketing strategy, projected increase in visitor numbers and the overall impact on Swindon
- The need to make the most of the opportunities that present themselves before, during and after the celebrations.
- The possibility of using public art and naming streets to reflect the towns historic railway heritage
- The development of a programme of events at Steam and incorporating the use of Swindon's open spaces at Lydiard Park, Moulden Hill and a possible link to the Swindon/Cricklade railway
- Invitations to members of the Royal Household to attend the celebrations during 2016
- The work of the Swindon 175 Group

The Chair thanked Ian Surtees and Alan Greer for their very informative presentation and wished them well with all the arrangements being made for the celebrations.

Resolved

1. That the report be noted
2. That the Overview and Scrutiny Committee supports
 - a. the possibility of using street art and the naming of streets to celebrate Swindon's historic railway heritage
 - b. the secondment of a Planning Officer to the Project Team
 - c. the use of Section 106 monies to help fund celebration projects

12. Town Centre Regeneration

The Committee received the update report of Garry Perkins, Cabinet Member for Economy, Regeneration and Skills, about the status of the regeneration of the Town Centre and the Mechanics Institute.

The report detailed the progress of regeneration in Swindon Town Centre over the last year following the endorsement of the Town Centre Masterplan by the Cabinet and Planning Committee. Members noted that the strategic framework for regeneration of Swindon Town Centre was set out in the Masterplan and the schemes which were already taking place.

The Cabinet Member, along with his support team responded to members' specific questions and observations on the following topics:

- Information about Swindon as one of the UK's fastest growing towns.
- First impressions when entering the town and the need for improvements to the gateways of the town
- Current employment figures and how Swindon performed better than other towns during the recession years due to investment in business
- Car parking usage at the Kimmerfields development and the expectations of Muse developments to attract new companies to relocate to Swindon
- Information about the Corn Exchange designer outlet
- Latest position regarding the pedestrian links between the Designer Outlet,

- town centre and the Oasis
- Support for zero emission developments in Swindon to encourage additional business in the town
- The work being undertaken with the Mechanics Institute Preservation Trust, English Heritage and the Heritage Lottery Fund in relation to a sustainable restoration of the Mechanics Institute building

The Chair thanked the Cabinet Member and his support team for their report and responses to questions asked.

Resolved – That the report be noted.

13. Work Programme 2014/15

The Committee received the report of the Scrutiny Officer setting out details of the Committee's current work programme.

The Committee was informed that the Overview and Scrutiny meeting to be held on 20 April 2015 had been arranged very close to the date of the next election. As members would be campaigning at this time it was suggested that the Overview and Scrutiny meeting should be rearranged for March 2015.

The Chair reported that the Scrutiny Committee, at its meeting held on 15 September 2014 received a report from the Cabinet Member for Communities and Volunteering on his portfolio, which included Capacity Building. Members were reminded that one of the items on this Committee's work programme was a report on Capacity Building. The Chair advised that in order to avoid a duplication of workloads that members may wish to consider refocusing the item to concentrate on a more detailed piece of work in relation to Localities. It was suggested that the Committee could scrutinise how budgets were devolved to localities, with examples of best practice from other local authorities being presented.

Resolved –

1. That the Work Programme be noted
2. That the Head of Localities, Community Involvement and Volunteering be asked to undertake a review of how budgets are devolved by the Council and to seek out examples best practice within local government.
3. That the Head of Localities, Community Involvement and Volunteering report on (2) above at the Committees meeting to be held in March 2015.
4. That an update from the Swindon 175 Group be received at the Committee's meeting in June 2015
5. That the meeting scheduled for 20 April 2015 be rearranged for a date in March 2015.

RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 26 JUNE 2014

PRESENT:- Councillors Steve Allsopp, John Ballman, Oliver Donachie, Mark Edwards, Toby Elliott (Chair), Gemma McCracken, Stan Pajak and Robert Wright

1. Appointment of Vice-Chair

Resolved – That Councillor Mark Edwards be Vice-Chair of this Committee for the Municipal Year 2014/15

2. Public Question Time

No public questions were received during the meeting.

3. Work Programme

Sally Smith, Scrutiny Officer, submitted a report concerning this Committee's work programme for the Municipal Year 2014/15.

The work programme details the various topics and issues that this Committee intends to look into during the Municipal Year 2014/15 with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies/bodies to consider.

The work programme is developed taking into account:

- Corporate priorities and objectives, including the Cabinet Forward Plan
- Partnership strategic priorities and objectives
- The interests and concerns of Members, Council officers, members of the public and other stakeholders such as community and voluntary groups and local businesses

Resolved – That this Committees work programme for the Municipal Year 2014/15 be as set out below:

September 2014

- Communications – 1stop-shop communications strategy
- How the Council communicates with the general public – interactive forums
- Update on Financial projects

November 2014

- Is the implementation of ICT Strategy providing VFM as appropriate investment
- The Council's website – accessibility

January 2015

- Wichelstowe joint venture arrangements
- Operating framework for the Council
- Staff Survey HR

March 2015

- Civic campus
- Property portfolios

STREETSMART AND HIGHWAYS OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 18 JUNE 2014

PRESENT:- Councillors Abdul Amin, Andrew Bennett, Alan Bishop, Roderick Bluh, Mary Friend, Neil Heavens, Colin Lovell, Nick Martin, Derique Montaut, Maureen Penny (Chair), Eric Shaw (Vice-Chair), Timothy Swinyard, Vera Tomlinson, Steve Wakefield, Peter Watts and Robert Wright

Apologies for absence were received from Councillors Fay Howard and Joe Tray.

1. Appointment of Vice-Chair of the Committee

Councillor Eric Shaw was appointed to the position of Vice-Chair of the Streetsmart and Highways Overview and Scrutiny Committee, as proposed by Councillor Vera Tomlinson and seconded by Councillor Mary Friend.

2. Declaration of Interests

The Chair reminded members of the need to declare any known interests in any matter to be considered by the Committee. No interests were declared.

3. Public Question Time

There were no public questions submitted.

4. Induction and welcome to the Committee

The Committee received a presentation from Sally Smith, Scrutiny Officer, introducing the terms of reference and the remit of this newly established Committee. She also highlighted the relevant Cabinet Member's whose portfolios relate to the work of this Committee. They are Councillor Brian Ford, Cabinet Member for Streetsmart; Councillor Dale Heenan, Cabinet Member for Highways, Strategic Planning, Sustainability and Transport and Councillor Keith Williams, Cabinet Member for Corporate Services and Leisure.

Individual officers who will be reporting to the Committee then introduced themselves and the areas of work they are responsible for. They are Karen McMahon – Head of Business Services and Support; Leon Barrett – Head of Streetsmart; Gwillam Lloyd – Head of Highways and Transport and Ian Bickerton – Head of Leisure, Libraries, Culture and Traded Services.

Members were invited to question the officers and the following issues were discussed:

- The nature of the services proposed to transfer back in-house from Capita.
- The Cabinet decision proposed to be taken on 25 June 2014 regarding leisure services in Swindon.
- The time limits regarding the collection of fly-tipped green waste.
- The reporting of highways issues such as potholes now that some services have returned to the Highways Team from Streetsmart.

- The funding for the replacement of signage in the town.
- The responsibility for the upkeep of front gardens on private properties where the homeowner does not own it.
- The Council's policy of asset disposal with regards to un-adopted land.
- Grass cutting within the Borough.
- Creating hub centres of services within existing Library buildings.
- Commercial activity and opportunities at the leisure sites across the Borough.

5. Work Programme 2014/15

The Board considered this report, presented by Sally Smith, regarding the need to add items to the Work Programme for this Committee for the 2014 – 2015 municipal year. Each Overview and Scrutiny Committee is requested to detail their forthcoming activities with the aim of producing evidence-based recommendations intended to provide service improvements for Cabinet and external agencies / bodies to consider.

Members were then invited to put forward suggestions to be added to the Work Programme for this Committee, and for topics on which to set up Task Groups.

The following subjects were suggested for addition to the Work Programme:

- Green Waste
- Local Flood Risk Management Strategy
- Libraries
- Highways Programme Maintenance
- Streetsmart – Community Capacity
- Recurring item on performance reports
- A Cabinet Member question and answer session
- An end of year review to receive reports from the Task Group Chairs. It was agreed that the planned meeting for April 2015 will be brought forward to March 2015 to allow for this

Members agreed that Task Groups would be set up on the following issues. The Scrutiny Officer will invite nominations to these separate to this meeting.

- Signage
- Leisure Assets
- Green Waste
- Un-adopted land

Resolved – To approve the items as listed above for inclusion on the Work Programme for the 2014/15 municipal year.

STREETSMART AND HIGHWAYS OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 16 JULY 2014

PRESENT:- Councillors Abdul Amin, Andrew Bennett, Alan Bishop, Brian Ford, Mary Friend, Neil Heavens, Fay Howard, Colin Lovell, Nick Martin, Derique Montaut, Maureen Penny (Chair), Eric Shaw (Deputy Chair), Timothy Swinyard, Vera Tomlinson, Joe Tray, Steve Wakefield, Peter Watts and Robert Wright

An apology for absence was received from Councillor David Wood.

6. Declarations of Interest

The Chair reminded members of the need to declare any known interests in any matter to be considered by the Committee. No interests were declared.

7. Public Question Time

Mr Nas Orchard submitted a written statement regarding his and other local residents concerns on road safety issues along Welcombe Avenue, from Goodard Park School to Bidport Road. Issues raised were speeding, buses vibrating houses, cars parking in inappropriate places, road repairs, drainage, and parking wardens and the police regulating the area. The response from Naz Ali, the Locality Lead, was noted, and Councillor Amin confirmed that he is already working with the residents to move these issues forward.

The Chair expressed concerns that Speedwatch training takes place in Devizes which is a long distance to travel for the residents of Swindon. It was agreed that this issue would be taken up with the Office of the Police and Crime Commissioner.

Mr Roy Worman from Haydon View Community Association queried the take-up figure on green waste bins and asked if it still applies. He also referred to the lack of reference numbers being given out on enquiries, and what performance tables are available for the public to scrutinise Streetsmart work. The Chair agreed that a written response would be provided to Mr Worman on his questions.

8. Minutes

It was queried and confirmed that the Local Flood Risk Management Strategy had been suggested as an addition to the Work Programme by officers, and agreed by members as part of the draft Work Programme item at the last meeting. It was queried if the Strategy is still in draft form and agreed that this needs to be confirmed with a view to removing it from the Work Programme.

Resolved – That the minutes of the meeting held on 18 June 2014 be accepted as a correct record.

9. Review of Green Waste

The Committee received a report providing a review of the new Green Waste service implemented from 31 March 2014. The report also contained information on

fly tipping as requested at the last meeting and whether there was evidence of this happening more in rural or urban areas.

With the agreement of the Committee, Leon Barrett, Head of Streetsmart, introduced the report in two sections and firstly dealt with the new Green Waste service.

He advised that there had been 11,000 subscriptions to the service since its implementation and that there will be a service review meeting held on 11 September 2014. He asked members to note that as part of the review process initial comments from users had already been gathered which fell under the following categories: requests for bags even though the property can accommodate a wheelie bin; concern that the green waste goes directly into the green wheelie bin in relation to the associated smell and cleaning; could the Council consider a smaller size bin; can customers pay the subscription fee by instalments; are there concessions available for the elderly or those on benefits; and the renewal process. These and any other feedback received during the following months will be considered as part of the review in September.

Members then asked questions and made observations on the following issues relating to the new Green Waste Service which will be incorporated into the service review in September:

- The decision behind the setting of the target level of subscriptions when the current subscription level is adequately covering costs.
- The £40 annual subscription fee and how wheelie bins can cost the same as green waste bags.
- The green waste service having been designed predominantly as a wheelie bin service due to Health and Safety Executive advice that this will improve the health and wellbeing of the collection crews when the paper collection box has to be manually lifted and this can be extremely heavy.
- The levels of profit expected once the subscription levels reach the projected 16,000 target.
- Swindon Commercial Services being asked to check black bins to ensure that residents are not putting their green waste into those rather than paying the subscription fee.
- The cost to the Council for the green wheelie bins and how this relates to the annual subscription fee.
- The possibility of reducing the number of different coloured bins and potential savings for the Council as a result.
- If a risk assessment had been completed for the move to a wheeled bin system.
- A schematic map being available in future performance reports of sign up to the service across the Borough.
- Any increase in the number of bonfires now being seen across the Borough.
- It was agreed that the outcome of the service review in September would be brought to the November meeting of this Committee.

Leon Barrett then introduced the second part of the report regarding fly tipping. He noted that on average the Council receives around 3000 enquiries per month, 10% of which relate to this issue. There is a 4% difference in the figures compared to the previous year's figures, mainly due to confusion over new collection dates and what

can and cannot be put into the differing bins. There can also be multiple logging of the same instance of fly tipping if more than one resident contacts the Council. The focus will be on how to prevent fly tipping from occurring, and the various services involved are working together to find a solution.

Councillor Brian Ford, Cabinet Member for Streetsmart, noted that officers had met with the Enforcement Officer to discuss this issue, and that there had been prosecutions for fly tipping last year.

Members then asked questions and made observations on the following issues relating to fly tipping:

- The length of time it takes to prosecute a person for fly tipping and the evidence required when there will be no documents within green waste that could be used to identify the culprit.
- The possibility of an awareness campaign to ensure residents are informed that fly tipping can be prosecuted, and also educating school children on the issue.
- The procedure followed once an instance of fly tipping is initially reported, and ways to improve upon this without encouraging further fly tipping.
- The instances of fly tipping of hazardous waste on farm land.
- The length of time it takes the Council to deal with an instance of fly tipping compared to instances of graffiti.
- The introduction of new anti-social behaviour laws and how these may help to convict more people of fly tipping.
- The regularity with which officers will visit an instance of fly tipping and their responses depending on the type of material that has been fly tipped.
- The possibility of a campaign to encourage residents to use composters.
- It was agreed that any further issues identified would be sent to the Scrutiny Officer separately to the meeting for the relevant Task Group to scrutinise.

Resolved – To note the contents of the report.

10. Performance Dashboard

The Committee received a report presenting an overview of operational performance relevant to the Committee's remit. The performance dashboard is an enabler to inform future work packages within the Committee's annual work programme, and is expected to evolve and improve over time.

Karen McMahon, Head of Business Services and Support, introduced the report and advised that the dashboard is made up of operational performance information from Customer Services contact information, Customer Complaints, Highways, Streetsmart and Leisure for the month of May 2014.

After the presentation of the report and performance dashboard appendix, members asked questions and made observations on the following issues:

- It was noted and agreed that future dashboards will contain more than one month's data to allow for scrutiny of seasonal changes.
- The value of using the Red / Amber / Green system to record service performance and target achievement to easily identify issues.

- The reasons behind the differences between the figures relating to calls coming in and calls being answered as set out in the appendix.
- The drop in the number of people visiting the One Stop Shop and the possible causes behind this.
- Possible alternative data which could be put into the dashboard such as a serial complainers analysis, and how the Council performs compared to other authorities.
- Members meeting with the Head of Business Services and Support separate to the meeting to discuss patterns within the dashboard, and levels of complaints and how they relate to the performance of services.

Resolved – To note the contents of the report.

11. Work Programme 2014-15

The Committee received a report of the Director of Law and Democratic Services regarding the development of its work programme for 2014/15.

The Committee noted that the proposed item on Libraries currently scheduled for the September meeting will be moved to the January 2015 meeting.

The Committee also noted that the number of task groups had been reduced to three from the original proposed four as the Signage task group had been removed. The task groups have started to meet and work is progressing.

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

STREETSMART AND HIGHWAYS OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 24 SEPTEMBER 2014

PRESENT:- Councillors Andrew Bennett, Alan Bishop, Mary Friend, Colin Lovell, Nick Martin, Derique Montaut, Kevin Parry (Chair), Eric Shaw (Deputy Chair), Vera Tomlinson, Joe Tray, Steve Wakefield, Peter Watts, David Wood and Robert Wright

Also in attendance was Councillor Brian Ford.

Apologies for absence were received from Councillors Neil Heavens, Fay Howard and Timothy Swinyard.

12. Declarations of Interest

The Chair reminded members of the need to declare any known interests in any matter to be considered by the Committee. No interests were declared.

13. Public Question Time

No public questions were received prior to or during the meeting.

14. Minutes

It was queried and confirmed that Councillor Brian Ford, the Cabinet Member for Streetsmart, and Leon Barrett, Head of Streetsmart, have been visiting and investigating the areas where issues of concern had been raised at the last meeting.

Resolved – That the minutes of the meeting held on 16 July 2014 be accepted as a correct record.

15. Swindon Local Flood Risk Management Strategy

The Committee received a report providing information on the Swindon Local Flood Risk Management Strategy approved by Cabinet on 23 July 2014, as identified in the Works Programme of this Committee approved on 16 July 2014. The report supports the Council's strategic priority of working with residents to create well cared for neighbourhoods.

Tim Price, Service Manager, Highway Asset Management and Project Delivery, introduced the report and gave a short presentation to the Committee covering the following points: the Flood and Water Management Act 2010 and how Swindon Borough Council is now the lead local flood authority; the differing types of flooding possibilities and responsibilities for each; the co-ordination between flood risk management authorities; riparian owner responsibilities; flood risk groups already set up in communities and flood prevention plans which have received grant funding from the Environment Agency; the capital spend allocated by the Council for flood prevention work; and moving towards a more risk based approach to asset maintenance.

Members then asked questions and made observations on the following issues:

- It was noted that a summary of the consultation responses received and how they were dealt with is contained within Appendix C (Stakeholder Engagement) to the main Strategy available on the Council's website.
- Boundary line changes amongst the Localities, and in particular which Locality the Bruce Street Bridges now come under.
- The issues of flooding in the car park at Cavendish Square, and any pressure that could be brought to bear upon the developer to address this.
- The recurring submergence of the subways at Queens Drive, and contributing factors to this problem.
- The low predicted risk to domestic properties from surface water and fluvial flooding in the North East Locality when this area has historically suffered from a high number of floodings.
- Connections with partner organisations, in particular Thames Water, and available information from them on how they are discharging their obligations and duties. It was noted that Thames Water has been given responsibilities under the Flood and Water Management Act 2010, and that they prioritise their spending based on evidence of floods.
- The current reactive service provided by Council staff to reports of blocked gullies, and how this is communicated to members of the public.
- Checks completed by Council staff when roads are formally adopted from housing developers, particularly if gullies are clear from building rubble, and who is responsible for addressing issues dependent on when the issues arose.
- The possibility of publicity aimed at those homeowners who do remedial work to address their own flooding problems but ultimately cause others to have flooding problems as a result.
- It was queried how the Environment Agency fits in with the Strategy and how their approval is obtained. It was noted that the Agency is closely involved with the separate drainage strategy being developed for the Eastern villages as one example, and their permission has to be sought for river developments.
- It was noted that there are no thorough historical plans available as to the whereabouts of every pipe and drain laid over the area during the last couple of hundred years. The available budget has to be concentrated on addressing high flood risk areas rather than investigative works.
- It was noted that rural and urban areas have different seasonal issues, for example when farmers are cutting and transporting straw and the blockages that can occur as a result of this.
- It was noted that a list will eventually be produced which will show the programme of planned gully cleaning across the area, but that further information will still need to be collated for at least the next two or three years first.
- It was suggested that more emphasis should be placed on preventing flooding rather than managing it.
- It was noted that there should be effective and quick resolutions to riparian disputes contained within the Strategy.
- It was noted that the old drains and drainage systems are failing and should be replaced rather than repaired.
- It was noted that members could encourage residents to complete the

questionnaires produced by Thames Water on flooding issues in the local area. Trading Standards can also sometimes be involved where the blockage is being caused by a business.

Resolved – To note the report and the presentation.

16. Working Party Report - Customer Feedback Management

The Committee received a report providing an update from the Complaints Working Party on how customer feedback is received and managed, and how it is used within departments to drive service improvements. This work was requested by this Committee as part of its Annual Work Programme. A similar report had been produced for the Scrutiny Committee at its meeting on 15 September 2014 and it was noted that much of this report is a duplication of that reports contents, with additional sections relating to the service area processes of handling and reviewing complaints.

Karen McMahon, Head of Business Services and Support, introduced the report and highlighted the main findings from the review, namely that there is a robust process in place but that there is room for improvement, particularly with issues around logging complaints properly. Overall it was noted that the volume of contacts versus Council activity is low.

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

- The complaints received in other forms that do not necessarily come in through official channels and get logged, such as those received at Locality meetings.
- Concerns were raised over the use of the Members Hotline and the potential for it to be overloaded if all members are using it to log complaints. It was noted that an advertisement was being placed for a dedicated complaints officer.
- It was queried if complaints and issues raised through the Hotline were being processed and completed within the 10 working days deadline. It was noted that the Council's internal complaints system, LAGAN, was used to log these and that a spreadsheet is also completed when a member calls in. These are used to follow through on queries but improvements need to be made to ensure that queries are dealt with within the deadlines.
- It was noted that members are being asked to log any Streetsmart issues through the Members Hotline rather than going direct to officers as this allows them to be tracked properly.

Resolved – (1) To note the report and information and data presented.

(2) To note the level of complaints received in comparison to the overall level of activity the Council performs.

17. Performance Dashboard

The Committee received a report presenting a monthly performance dashboard relating to services provided within the Committee's remit. The report presented an overview of operational performance and is expected to be an enabler to inform

future work packages within the Committee's work programme.

Karen McMahon, Head of Business Services and Support, introduced the report and noted that the performance dashboard had been enhanced following feedback received from members at the last meeting.

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

- Missing information in the dashboard including issues with the Green Waste service, potholes being dealt with, and enforcement of any people abusing the Blue Badge parking permits.
- The large increase in the number of complaints regarding waste collections in July 2014 and the possibilities of employing short term temporary staff to cover periods of absence during this time.
- The policy of not picking up fly tipped waste immediately and how this may lead to problems of residents not bothering to report issues if they do not feel that it is being addressed.
- The technological developments being planned to assist with waste collection and call centre queries and when these can expect to be embedded.
- The problems with enforcing prosecutions for fly tipping and any publicity surrounding cases that are successfully prosecuted which would hopefully deter others.
- The issue of clarity being required on when the 48 hours that residents have to complain about a missed collection begins.
- Problems caused by the orange boxes being emptied in a hurry by the waste collection teams, causing some of the contents to spill onto the street leading to complaints.
- The replacement programme for highways machinery that has been transferred back from Swindon Commercial Services.
- The planned communications regarding the collection of Christmas Trees under the new Green Waste services.
- Work done through the Localities to engage with schools to educate children about issues such as littering, and further opportunities being explored.
- The criteria and decision making process behind the schedule of works for resurfacing or patching roads, and which roads are done when.

Resolved – To note the report and its appendices, reading it in conjunction with the Working Party Report – Customer Feedback Management also on the agenda.

18. Work Programme 2014-2015

The Committee received a report of the Director of Law and Democratic Services regarding the development of its work programme for 2014/15.

The Committee noted that all three Task Groups had met since the last meeting:

Leisure Assets Task Group

Upon investigative work by officers, it became apparent that the Leisure Assets Task Group were duplicating work already being undertaken by a Cross Party Member Advisory Group who are reviewing facilities as agreed at Cabinet in March 2013. Members of the Task Group agreed that it would be sensible not to proceed

with this Task Group at this stage, subject to the Committee's agreement.

Green Waste Task Group

The Green Waste Task Group noted that officers were currently carrying out a review on the Green Waste Service and felt that they preferred to wait until the outcome of these reviews were available before proceeding further with the Task Group, subject to the Committee's agreement.

Un-adopted Land Task Group

The Task Group have agreed the areas that they would like to investigate further. Terms of Reference are being drafted and are subject to agreement from the Task Group. A further meeting has been arranged for 5 November 2014.

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

(2) To support the decision of the Leisure Assets Task Group in not proceeding with the review, and agreed that an update report of the Cross Party Member Advisory Group be brought to this Committee at a future meeting.

(3) To support the decision of the Green Waste Task Group in not proceeding with the review unless required at a later date.

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CHILDREN AND YOUNG PEOPLE'S OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 5 MARCH 2014

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

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

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

Also present: Councillor Fionuala Foley, Cabinet Member for Children's Services.

34. Declarations of Interest

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

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

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

35. Minutes

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

36. Public Question Time

There were no public questions.

37. End of Year Report 2013/14

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

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

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

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

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

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

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

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

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

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

38. Cabinet Member Question and Answer Session

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

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

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

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

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

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

(2) That the report be noted.

39. Skills and Employment Strategy

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

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

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

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

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

40. Children's Services Performance Report

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

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

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

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

Resolved: (1) That the report be noted.

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

41. Update Reports

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

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

Resolved – That the Update Reports be noted.

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

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Section 3

Regulatory Committee Minutes

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PLANNING COMMITTEE

TUESDAY, 9 SEPTEMBER 2014

PRESENT: - Councillors Brian Ford, Abdul Amin, John Ballman, Colin Lovell (Chair), Teresa Page, Nicky Sewell, Vera Tomlinson, Peter Watts, Nick Martin, Alan Bishop, Paul Baker, Kevin Parry, Eric Shaw and Carol Shelley.

Apologies for absence were received from Councillor Toby Elliott.

10. Declarations of Interest

Councillor Baker made a non-prejudicial and non-personal interest in respect of Item No. 7 and stayed in the room for the voting and discussion thereon.

11. Minutes

Resolved – That the minutes of the meeting held on 12th August 2014 be confirmed and signed.

12. Public Question Time

There were no public questions

13. Determination of Planning and Related Applications

The Committee considered: -

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

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/14/753	Mark Campbell Maureen Fitzgerald	Agent 5 Queensfield

Resolved – (1) That it be noted that application numbered S/14/58 was withdrawn.

(2) That the Head of Planning and Regulatory Services be authorised to grant planning permission in respect of application numbered S/14/753 subject to the applicant being requested to amend the proposal to provide an additional parking space to serve the proposed flats and if such agreement is reached, the application be amended to reflect this and that a legal agreement is entered into to secure a claw back of the necessary developer contributions should the development achieve a reasonable profit and subject to the conditions listed in the report which can be added to, amended or omitted as appropriate.

If by 21st October 2014, the legal agreement has not been completed and a further extension of time has not been agreed to, the Head of Planning and Regulatory Services may refuse planning permission for the following reason:

The applicant has failed to enter into a legal agreement to secure the necessary infrastructure provision to mitigate the development. As such the proposal is contrary to policy DS8 of the Swindon Borough Local Plan 2011 (2006) and the Council's adopted 'Developer Contributions 2010 Update' Guidance Note (Nov, 2010) hat permission be refused in respect of the following applications for the reasons set out in the Committee report.

14. Development Brief: The Limes, 21 Green Road Stratton St Margaret, Swindon

The Head of Planning and Regulatory Services submitted a report seeking this Committee's approval for a public consultation on the draft Development Brief at The Limes 21 Green Road Stratton St Margaret

Resolved - That this Committee:

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

PRIVATE HIRE AND HACKNEY CARRIAGE LICENSING SUB-COMMITTEE

THURSDAY, 23 OCTOBER 2014

PRESENT:- Councillors Junab Ali, Andrew Bennett (Chair), Oliver Donachie, John Haines, Derique Montaut and Timothy Swinyard.

An apology for absence was received from Councillor Steve Wakefield

16. Declarations of Interest

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

17. Minutes

Resolved – That the minutes of the meeting held on 13th August 2014, be confirmed and signed as a correct record.

18. 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 Item 7 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph of Part 1 of Schedule 12A to the Act. (Minutes 20 refers.)

19. Public Question Time

No public questions were received during the meeting.

20. Application for the Grant of a Private Hire Drivers Licence

The Sub-Committee considered (a) a report of the Council's Licensing Manager setting out an appeal against the decision by officers not to grant a Private Hire Drivers Licence to the applicant, (b) representations by the applicant in support of his appeal, and (c) questions to the applicant from Councillors and the answers received.

Resolved – That the appeal be upheld and the driver named in the report be issued a Private Hire Drivers Licence with immediate effect.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

TUESDAY, 26 AUGUST 2014

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

Apologies for absence were received from Councillor John Ballman.

16. Appointment of Chair

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

(Councillor Bennett took the Chair)

17. Declarations of Interest

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

18. Minutes

Resolved – That the minutes of the meeting held on 12th August 2014, be confirmed and signed as a correct record.

19. 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 20 refers).

20. 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 – That, due to there being no exceptional circumstances, appeal number TA/14/119 be refused.

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EDUCATION TRANSPORT APPEALS SUB-COMMITTEE

FRIDAY, 26 SEPTEMBER 2014

PRESENT:- Councillors Michael Bray (Chair), Vera Tomlinson and Peter Watts.

21. Appointment of Chair

Resolved: That Councillor Michael Bray be appointed Chair of this meeting of the Sub-Committee.

22. Declarations of Interest

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

23. 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 24 refers).

24. Home to School Transport Appeals

The Sub-Committee considered (a) a report of the Board Director, Commissioning setting out an education transport appeal 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 the exceptional circumstances outlined in the appeal, appeal number TA/14/131 be upheld and a taxi provided until a school place is available at a local catchment area school.

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Section 4

Children Services Bodies Minutes

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SWINDON CHILDREN'S TRUST BOARD

THURSDAY, 11 SEPTEMBER 2014

PRESENT: Liz Holmes (Chair), Councillors Michael Bray, Fionuala Foley, Cindy Matthews, Kathie Bryan (Head Teachers), Valerie Johnstone (Governors), John Gilbert (Board Director Commissioning, Children and Adults), Mike Howard (LSCB), Doug Morris (Parent & Carers Advisory Group), Kate Rowe (Sure Start), David Dawson (Diocese), Sue Wald (Head of Commissioning, Children and Adults), Cherry Jones (Acting Director of Public Health), Paddy Bradley (Head of Economy and Attainment) and Karen Reeve (Head of Children's Social Care, Community Health and Family Services).

Apologies for absence were received from Supt Andrew Carr (Police), Andrew Miller (Swindon College), Paul Bearman (NHS Swindon Clinical Commissioning Group) and Jenny Lewis (Barnardos).

14. Minutes

Resolved: That the minutes of the meeting held on 19th June 2014 be confirmed and signed as a correct record.

The Chair thanked members for their presence and referred to the December 2014 meeting where members' attendance was important due to the planned format for that meeting.

15. Public Question Time

No public questions were asked at the meeting.

16. Children's Services Performance Report

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults presented a joint report updating the Committee on the final performance outturn for Children's Services for the period 2013/14 and Quarter 1 of 2014/15. Mrs Sue Wald, Head of Commissioning, Children and Adults explained that the report structure better reflected pupil movement through the education system, and referred to child protection, the demand for Children Social Care and to the increase in the adoption rate.

Mrs Wald, Mr Paddy Bradley, Head of Economy and Skills and Ms Karen Reeve, Head of Children, Families and Community responded to the Committee's queries regarding the following points:

- School attendance and reasons for the increase in exclusion numbers.
- Whilst numerical data presented in the report was of interest, qualitative data reflecting clarity on outcomes achieved following interventions was desired by the Board.
- The proportionally high number of fixed term exclusions of pupils with Special Educational Needs. Mr Bradley explained that schools tried to determine the underlying issues for misbehaviour and referred to work undertaken between schools and multi-agency teams to work with

families in understanding the underlying reasons for any challenging behaviour by pupils at schools.

- Further to the findings from the Quality Assurance Audits, qualitative work was being undertaken with schools to ensure early signs of possible child sex exploitation were identified. Ms Reeve referred to the Community Score Card toolkit, pocket guide and practitioners handbook to assist staff.
- The reduction of youth unemployment in Swindon and if a core number of youth included in the data provided were young people persistently in and out of employment.

The Board noted that the LSCB conference would be held on the 1st October 2014.

Resolved: (1) That the Children's Services performance report, be noted.

(2) That at a future meeting of this Board, the early stages of intervention in order to prevent sexual exploitation, be addressed.

(3) That the Head of Commissioning, Adults and Children be requested to include timeframes for strategies and action plan implementation together with progress made towards expected outcomes in future reports to this Board.

17. Teenage Pregnancy in Swindon

The Cabinet Member for Children's Services and the Board Director, Commissioning presented a joint report updating the Board on Swindon's progress and challenges in reducing risky sexual behaviour, teenage conceptions and unwanted pregnancies.

Ms Jo Hartley, Senior Commissioner Family Support and Sexual Health and Mr Ayoola Oyinloye, South West Public Health Training Programme Director introduced the report and referred to the continued reduction in teenage pregnancies since the launch of the first strategy in 1998 and explained how teenage conception rose with levels of deprivation. Ms Hartley commented on the open access to sex and health services through outreach clinics, sex education being conducted to aid teenagers make an informed decision and on the collaborative work with PSHE (Personal, Social, Health, Economic education) programmes in schools.

Ms Hartley and Mr Oyinloye responded to the Board's questions and comments in respect of the following points:

- The strategies being implemented to achieve greater sex education in schools.
- Whilst understanding school's pressures to deliver the curriculum, noting the importance of ensuring that sex education was part of PSHE studies across all schools in Swindon.
- The importance of peer to peer support that may include working with the Young Parents Group.
- How abortion was being used as a way of contraception - the importance of promoting and delivering sex education programmes.

The Board noted the planned work to be undertaken between secondary schools and the Youth Parliament to promote the importance of healthy relationships and resilience.

Resolved: (1) That the report be noted.

(2) That the Head of Children, Families and Community

be requested to circulate further information on strategies being implemented on sex education in schools before the next meeting of this Board.

18. Teenagers in Care in Swindon Borough Council

The Board Director Commissioning and the Head of Children, Families and Community presented a joint report setting out the key data and associated narrative around the number of teenagers in care of Swindon. Ms Karen Reeve, Head of Children, Families and Community referred to (a) the work being undertaken to support young people aged between ten and seventeen on the edge of care; (b) how this work could be further developed to keep more teenagers out of the care system; (c) the support required by agencies on the Board to assist the local authority in keeping teenagers out of care.

Ms Reeve referred to Swindon data as compared to national and statistical neighbours and explained how the report reflected the various reasons why young people entered into care. The Board heard about the qualitative work undertaken by Outreach and Group Work Services and on how future work would focus on defining the characteristics of good foster care and residential placements to effectively support young people as research had indicated that the later young people received care intervention, the less positive the experience.

Ms Reeve responded to observations on the following issues:

- The range of support available to parents and this may include community based support for families.
- The availability of services to support families after working hours and at weekends.
- The reasons for and time taken before parents requested assistance from Social Care and the timescales of cases being open before young people entered into care.
- Clarity on the types of need as highlighted in 3.14 of the report.
- Confirmation that there was no generational correlation between those who had benefited from care and any future children they may have.
- Work being undertaken by the Looked After Children Services to support children in care and their families in accessing information regarding sex education and healthy relationships.

Resolved: That the report be noted.

19. Minutes of Local Safeguarding Children's Board

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report setting out the minutes of the Local Safeguarding Children's Board (LSCB) meeting of 10th June 2014.

Mr Mike Howard, Chair, Swindon Local Safeguarding Children Board (LSCB), commented on the Minutes and informed the Board of the main points arising from the LSCB meeting. He referred to the changes in the format style for the LSCB minutes following a recommendation from Ofsted and commented on the discussions held at the meeting that included the following:

- The Safeguarding In Schools audit report – the work being undertaken by Sarah Turner, developed by her predecessor Pam Jackson, School Safeguarding Advisors, to ensure best practice was cascaded

between all schools in Swindon.

- The E-safety Sub-Group annual report. He referred to work being undertaken by the sub group that included raising awareness of sexting as a form of bullying and expressed his concerns regarding the low take-up of available support by secondary schools for the LSCB sub-group work relating to e-safety. He informed the Board on the LSCB's engagement with the Youth Forum and young carers in compiling a school internet survey relating to e-safety that would be launched in autumn 2014 with results expected in spring 2015.
- Domestic abuse and its impact on children and young people. He referred to collaborative work undertaken with Wiltshire Police to launch of the "Daily Domestic Abuse Conference Call" scheme.
- The use of the Multi Agency Safeguarding Hub by Swindon and Wiltshire Local Authorities.

Resolved: That the report be noted.

20. The Local Authority Role in Improving the Quality of Education in a School-Led System

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report on the approach taken to improve the quality of education provided in Swindon schools and through using the Ofsted Inspection Framework, to be able to reflect the effectiveness of the Local Authority role in this process.

Mr Paddy Bradley, Head of Economy and Skills, explained the role and responsibilities of the local authority and advised that following the academy expansion programme, the majority of children in Swindon now attended academy schools. He explained that Swindon had a wide range of school settings and referred to the collaborative work being undertaken with academies following their expansion. Mr Bradley referred to the Education Improvement Strategy that reflected different educational provision within the Borough and commented on the new Ofsted inspection framework regime that identified schools requiring improvement. Mr Bradley introduced Mr Nick Capstick, Chief Executive Officer of the White Horse Federation, who gave a presentation on how the two new teaching schools in Swindon were able to support local schools in improving their rating.

Following the presentation, Mr Bradley and Mr Capstick responded to the Committee's questions and comments in respect of the following points:

- Explanation of how and why a number of schools fell below the floor standards.
- Clarity required within the Strategy on the course of action to be undertaken if an academy school failed to accept local authority advice and support.
- The need to reflect the strong support available for schools governors in the Strategy.
- Various ways on how teaching schools are able to support local schools needing improvement.
- The pre and post Ofsted Inspection support currently undertaken by the teaching schools with Wiltshire, Oxfordshire and Dorset schools.

Resolved: (1) That the report be endorsed

(2) That the Head of Economy and Attainment be requested to include the Board's suggestions for improvement into the Education Improvement Strategy.

21.

Youth Forum

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults, submitted a joint report regarding a new joint project between the Youth Forum, Members of the Youth Parliament and the Routes to Employment Team. Mrs Sally Burnett, Commissioner, Routes to Employment, and Paul Dobson, Participation Manager, STEP (Swindon Ten to Eighteen Project) referred to the collaborative work between all parties that would link into the Curriculum For Life and the Skills to Employment Strategy. The Board noted this work complimented the Members of Youth Parliament campaign, "Encouraging young people to strive to achieve" and that discussions were being conducted with Job Centre Plus and local business to ensure young people were equipped with the right job skills to enter the job market.

Resolved: (1) That the report be noted.

(2) That a report on the progress of the project be submitted at the Board's meeting on 4th December 2014.

22.

Minutes of Joint Commissioning Board (Adults & 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 17th June 2014.

Resolved: That the report and minutes of the Joint Commissioning Board (Adults and Children) meeting of 17th June 2014 be noted.

23.

Restorative Youth Services Plan 2014_15

The Cabinet Member for Children's Services and the Board Director Commissioning, Children and Adults submitted a report on the Restorative Youth Services Plan 2014/15, reflecting the performance, priorities and risks for the forthcoming year.

Resolved: That the report be noted.

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SCHOOLS FORUM

TUESDAY, 7 OCTOBER 2014

PRESENT: -

School Members: Ray Williams, Chair, Primary Governor
Sharon Kirwan, Secondary Academy Headteacher
Wendy Conaghan, Academy Headteacher
Sue Banks, Secondary Headteacher
Alison Lowe, Primary Headteacher
Janet Urban, Primary Headteacher
Jane Wheatley, Primary Headteacher
Andrew Henstridge, Primary Headteacher
Lauren Connor, Academy Headteacher
Jackie Smith, Special Headteacher
David Bell, Secondary Governor
Charles Law, Special Governor
Ben Slater, EOTAS

Non-School Members: Andrew Wild, Diocese - Bristol
Ruth Lee, Diocese of Clifton
Peter Smith, Trade Unions
Cathy Parker, Early Years Representative (Deputy)
Andrew Miller, 16-19 Partnership
Graham Taylor, 16-19 Partnership
Ram Thiagarajah, BME

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

Apologies for absence were received from Steve Colledge (Chair - Academy Headteacher), Rhian Cockwell (Primary Headteacher), Andrew Miller (16-19 Partnership) and Graham Taylor (16-19 Partnership).

11. Appointment of Chair

In the absence of the Chair nominations to chair this meeting of the Schools Forum were sought.

Resolved: That, in the absence of the Chair, Ray Williams, Governor Representative, be appointed to chair this meeting of the Schools Forum.

12. Minutes of Previous Meeting

Resolved: That the minutes of the meeting held on 8th July 2014 be confirmed and signed as a correct record.

13.**Forum Membership Update**

The Head of Commissioning, Economy and Attainment submitted a report updating members on changes to the Forum's membership and terms of condition. Mr Paddy Bradley, Head of Economy and Skills introduced the report and referred to the terms of reference for headteachers and governors and explained that due to the new structure, nominations for Chair and Vice Chair were being sought. Due to apologies submitted by the incumbent Chair, members agreed to postpone the election of the Chair to the next meeting and requested that nominations for Vice-Chair be sought from those members present. Members agreed that voting for Vice-Chair was to be conducted during the meeting and Janet Urban, Headteacher, Westrop School, was elected as Vice-Chair.

Resolved – (1) That the report be noted.

(2) That Janet Urban, Headteacher, Westrop School, be elected as Vice-Chair.

(3) That the Head of Economy and Skills be requested to seek nominations for Chair from School Forum Members.

14.**2014-15 Dedicated Schools Grant Budget Position**

The Head of Finance, Education and Innovation, submitted a report on the latest position of the 2014/15 retained Dedicated Schools Grant (DSG) budget.

Mr Steve Haley advised that based on information to the end of August 2014, there was a projected overspend of approximately £0.066m against the retained DSG budget for the current year and Appendix A to the report provided details on the budget areas which were causing the overspend. He referred to the overspend and re-allocation of funds for the existing disadvantaged 2 year old pupil funding and explained this would be used to increase capacity for 2 year olds places at the Tadpole Farm School.

Resolved – That the Schools Forum:

(1) Notes that based on information to the end of August 2014, an in-year overspend of £0.066m was projected against the 2013-14 retained Dedicated Schools Grant budget.

(2) Supports that £0.200m of existing disadvantaged 2 year old funding be allocated to increase capacity of which £0.150m will be used to create 48 nursery places for 2 year olds at Tadpole Farm School.

(3) Supports that £0.006m of existing disadvantaged 2 year old pupil funding be allocated to fund the appointment of a temporary Early Years Project support officer up to 31st March 2015.

15.**2014-15 Dedicated Schools Grant General Updates**

The Head of Finance, Education and Innovation, submitted a report updating members on the 2014/15 financial position, particularly regarding (a) the inclusion of all Swindon Academy pupils in the Dedicated Schools Grant (DSG) calculations; (b) an update on the overall DSG position; (c) additional funding available and proposals regarding equal pay.

Mr Steve Haley confirmed that following the Department for Education's changes to the High Needs block funding and the resolution of the Swindon Academy matter, DSG would be increased with a final estimated 2014/15 DSG

settlement of £153.574m. He explained the funding and spending of DSG blocks spanning from early years to age 19 in schools, including SEN Sixth Form and for vulnerable young people to age 25 and clarified the reasons for the £0.5m repayment of equal pay liabilities for 2014/15 and why this would be due by schools and academies in future years. In response to a query regarding the possibility of investing £2m and paying the liabilities out of this money, Mr Haley advised that there were no mechanisms in place to invest DSG funding and explained how funding had been used to pay one off costs.

He also drew the School's Forum attention to the national non domestic rates (business rates) and how schools and academies were affected.

Resolved – That the Schools Forum:

(1) Notes the latest position regarding Swindon Academy pupil costs and that additional funding was to be provided by the Education Funding Agency (EFA) meaning that Swindon will not be detrimentally affected by the end of partial recoupment arrangements.

(2) Notes that the latest estimate of Swindon's overall 2014/15 DSG settlement was £153.574m.

(3) Notes that Swindon will receive £0.5m of EFA funding to effectively reimburse the DSG for place costs at Uplands Sixth Forum

(4) Agrees that this will be used to repay £0.5m of equal pay liabilities in 2014/15.

(5) Agrees that this will be used to enhance mainstream BPPE rates by £0.5m from 2015/16 onwards.

(6) Notes the position regarding school National Non Domestic Rates (NNDR) charges.

(7) Agrees that the current NNDR balance was to be used to repay £0.8m of equal pay liabilities in 2014/15 which will leave a more reasonable sum of £0.2m.

(8) Notes that the equal pay liability as at 1st April 2015 payable from the centrally retained budget was currently estimated at £2.5m which will require annual budgetary provision to be made from 2015/16 onwards of £0.161m.

(9) Agrees to the repayment of £2m of liabilities from the sources identified in the current year, reducing the liability as at 1st April 2015 to £0.5m, which will require a reduced annual budgetary provision to be made from 2015/16 onwards of £0.034m.

16. Post 16 High Needs Funding Update

The Head of Finance, Education and Innovation, presented a report updating the Forum on the final outturn position for the 2013/14 academic year and the proposed funding allocations for 2014/15 for post 16 high need students that included students attending further education colleges, independent specialist college and other training providers. Mr Haley explained that this data excluded school's sixth forms.

Mr Haley made reference to Table 1 in the report, reflecting the student numbers and spending position. He referred to the £0.611 underspend and explained that this had remained unchanged since the projections reported in the July meeting (Minute 3 refers). This was the difference between the initial position in July 2013 as compared with the final position in July 2014.

Mr Haley also commented on the funding available for 2014/15, particularly on the expected funding arrangements for Uplands Educational Trust (UET) following its accreditation as an Independent School Provider by the Education Funding Agency.

Mr Haley drew member's attention to paragraph 5.5 of the report regarding placements at Independent Specialists Provider Colleges (ISP) that included the UET and gave a breakdown of estimated costs for 2014/15.

Mr Paddy Bradley, Head of Economy and Skills referred to the collaborative work with Special Schools Headteachers undertaken over the past three years to determine banding process for pupil led funding.

Resolved – That the Schools Forum:

(1) Notes that the final 2013/14 academic year budget position arising from the Local Authority's new funding responsibilities for post 16 High Need students was that actual spend of £2.902m was £0.611m lower than the enhanced budget agreed by Schools Forum in July 2013.

(2) Notes that the academic year costs relating to the period April 2014 to August 2014 of £0.595 will need to be met from the 2014/15 financial year budget.

(3) Notes that the LA's latest estimate was that a total of 267.8 full time equivalent (FTE) post 16 (excluding school sixth form) high needs students will need to be supported financially during the 2014/15 academic year.

(4) Notes that the estimated annual net costs of 46.8 FTE placements at ISPs was £0.791m of which £0.528m (2/3) will be charged to the 2014/15 budget

(5) Notes that 24 unplanned places will require element 2 funding of £0.144m will be paid to providers of which £0.096m (2/3) will be charged to the 2014/15 budget.

(6) Agrees increased band values as shown in Table 3 which will be used to allocate 2014/15 funding for FE Colleges and training providers which will result in revised 2014/15 annual allocations to FE colleges and training providers totalling £1.205m of which £0.803m (2/3) will be charged to the 2014/15 budget

(7) Notes the overall 2014/15 financial year and 2014/15 academic year budget position as shown at Table 4 of the report.

17. 2015-16 DSG Update and Budget Proposals

The Head of Finance, Education and Innovation, submitted a report providing the Forum members with (a) updates regarding Schools Block and Early Years Block Dedicated School Grant (DSG) proposals for 2015/16, (b) the indicative impact of increases to early years and mainstream school funding, (c) budget proposals relating to some centrally funded services, (d) information on options to enhance pupil growth funding for expanding school and (e) an update on de-delegations.

Mr Haley referred to the introduction of the Minimum Funding Level (MFL) proposed by the Department for Education resulting in an increase for Swindon by 2.5% on current schools block DSG per pupil. He explained that the additional funding would be delegated to mainstream schools and referred to the expenditure options agreed by members at the July 2014 Forum meeting (Minute 10 refers). Mr Haley also explained that due to improved DSG settlement and the reduction in the historic post 16 high needs subsidy, the Basic Per Pupil Entitlement (BPPE) for Key Stages 1 to 4 would be enhanced by a proposed 4.15% year on year increase.

Mr Haley proceeded to explain options available to increase pupil growth funding for 2015/16. He advised that whilst there was no policy change to pre-opening, start-up costs and set-up funding, expanding schools would attract 4.15% increase to their funding. He commented on the financial impact on schools wanting to expand and referred to Table 2 of the report where proposed BPPE rates and pupil led rates were explained.

The Forum noted that Swindon Association of Primary Heads had agreed, at their meeting on 24th September 2014, to continue funding the Nylands Campus Outreach Team. Mr Haley referred to the financial implications for primary schools and explained that academies would be able to use this facility through a Traded Services agreement.

Primary Sector Schools' Forum representatives debated on whether the LA should continue to commission the primary behaviour support service provided by the Nylands Campus Outreach Team for the financial year 2015/16. They further discussed the financial impact of school expansions and out of borough placements for pupils attending Special Schools and benefiting from Special Resource Provision (SRP). Mr Paddy Bradley, Head of Economy and Skills referred to Swindon's approach and specialist high needs provision and commented on the importance of reviewing strategies for this provision due to the increase in the demand for these services. He explained that a review of the long term impact of pupils using these services as they move into adulthood would be conducted and reported back to Cabinet in 2015.

Resolved – That the Schools Forum:

(1) Notes that Swindon expects to receive a total of £123.691m in Schools Block DSG in 2015/16.

(2) Notes that the 2015/16 settlement was expected to include an additional £4.3m of Schools Block funding in 2015/16 which, together with £0.5m available from elsewhere that could be passed on to mainstream schools

(3) Agrees to a 4.15% uplift to the Basic Per Pupil Entitlement factor in the local formula.

(4) Notes the indicative impact across Swindon Schools as shown at Annex A subject to final figures being produced for the January 2015 Schools Forum.

(5) Agrees that from 2015/16, trigger funding was provided at a value per pupil which reflects sector average funding for that year and that the 21 pupil break even calculation for reception age pupils was retained but kept under review.

(6) That, with regards to commissioning the primary behaviour support service provided by Nylands Campus Outreach, the Head of Finance, Education and Innovation, be requested to e-mail academies with:

- The proposal of agreeing a three year contract.
- Provide an indication of what the implications were.
- Report the findings back to the Forum meeting in January 2015.

(7) Notes that Swindon expects to receive;

- Approximately £2.788m in Early Years Disadvantaged 2 year old DSG in 2015/16.
- Approximately £8.466m in Early Years 3 & 4 year old DSG in 2015/16.

(8) Approve a 2.7% inflationary increase bringing the 3 and 4 year old hourly rate up from £3.75 to £3.85 with effect from 1st April 2015.

(9) Notes the information relating to the new Early Years Pupil Premium for disadvantaged 3 and 4 year olds which will be allocated to LAs in 2015/16.

(10) Notes that The LA is currently expecting that 2015/16 High Needs Block DSG will be broadly sufficient to cover current overall levels of expenditure and that updates will be provided to the Forum as and when further information becomes available.

(11) Notes that a range of High Need band and supplements have been identified for review and the LA will undertake modelling on various options via the task group with a view to presenting proposed 2015/16 changes to the January 2015 Schools Forum.

Section 5
Minutes of Wiltshire Police and
Crime Panel, Fire Authority, One
Swindon Board and Town Twinning
Network

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WILTSHIRE POLICE AND CRIME PANEL

DRAFT MINUTES OF THE WILTSHIRE POLICE AND CRIME PANEL MEETING HELD ON 4 SEPTEMBER 2014 AT ALAMEIN SUITE - CITY HALL, MALTHOUSE LANE, SALISBURY, SP2 7TU.

Present:

Cllr Abdul Amin, Cllr Andrew Bennett, Cllr Richard Britton (Chairman), Cllr Trevor Carbin, Cllr Chris Caswill, Cindy Creasy, Chris Henwood, Cllr Charles Howard, Cllr Peter Hutton, Cllr Julian Johnson and Cllr Steve Wakefield

Also Present:

Angus MacPherson (Police & Crime Commissioner), Kieran Kilgallen (OPCC), Prof Allan Johns (OPCC), Chris McMullen (OPCC), Sarah Kyte (OPCC), Henry Powell (Wiltshire Council), Kevin Fielding (Wiltshire Council)

43 Apologies for Absence and changes to Membership

Apologies were received from Cllr Glenis Ansell – Wiltshire Council, Cllr Oliver Donachie – Swindon Borough Council and Carlton Brand – Corporate Director, Wiltshire Council.

The Chairman thanked Kirsty Butcher – Senior Democratic Services Officer, Wiltshire Council and Emma Dove – Scrutiny Officer, Wiltshire Council, for their hard work in supporting the Wiltshire Police and Crime Panel.

The Chairman thanked Cllr Peter Hutton and Cllr Andrew Bennett for their help in the interview process for the vacant Independent Panel member.

Resolved:

- **The Panel endorsed the appointment of Cindy Creasy as an Independent Co-Opted member.**

44 Minutes and matters arising

Decision:

The minutes of the meeting held on the 11th June 2014 were agreed as a correct record and signed by the Chairman.

45 Declarations of interest

There were no declarations of interest.

46 Chairman's Announcements

The Chairman welcomed the Commissioner back to the meeting after his recent illness.

The Chairman advised that he had partaken in a number of constructive conversations with the OPCC about how to ensure that the Panel was doing everything it could to support the Commissioner in the delivery of his Police and Crime Plan.

The Chairman felt that in order for the Panel to do this it was important that:

- Give an appropriate amount of time and focus on the Commissioner's key work areas.
- Where possible, do this from the beginning of the process – giving the Commissioner feedback on projects and initiatives when they are being developed, rather than at the end of the process when they were being implemented.

The Commissioner had provided a letter that detailed what his four key work priorities were at the moment, these were:

1. The strategic integration with Wiltshire and Swindon Borough Council.
2. The Regional Vision for Collaboration.
3. The Performance Culture Review.
4. The Systems Thinking Review of Service Delivery.

The Chairman advised that the Panel had already been invited to contribute to the Police Performance Culture Review, with members being invited to take part in a working group to engage with the OPCC on this review.

47 **Public Participation**

There were no issues raised under Public Participation.

48 **Wiltshire and Swindon Community Messaging**

Paul Mills, Business Analyst for Wiltshire Council, gave a presentation on the new Wiltshire and Swindon Community Messaging system.

Points made included:

- Wiltshire and Swindon Community Messaging had been live since Monday 18 August 2014.
- The service was being initially piloted in four neighbourhood policing areas - Malmesbury, Pewsey, Swindon West and Warminster.
- Wiltshire and Swindon Community Messaging was part of a national system called [Neighbourhood Alert](#), which is used by national Neighbourhood Watch and other police forces.
- The system was a localised version of social media, using real time messaging.
- Further information could be found at <https://www.wiltsmessaging.co.uk/>

Questions raised included:

Would local officers all receive the same level of training, to ensure the same level of service in all areas?

a. Yes, Sector Inspectors were all on board to use the system.

Will this system be able to help with food warnings etc?

a. Yes, The system is very much a localised version of social media, using real time messaging.

How is the system being promoted?

a. Through the Neighbourhood Policing Teams, social media, Area Boards and Parish Councils.

Can we be assured that the system would not be swamped with community messages, rather than police related issues.

a. Yes. Individual users can chose just how much information they wish to receive.

When will the system be rolled out?

a. Full roll out is scheduled for October/November 2014.

Resolved:

The Panel noted the presentation.

The Chairman thanked Paul Mills for his presentation.

49 PCC Diary Report

The PCC Diary report which set out a summary of commitments the Commissioner had undertaken since the last Police and Crime Panel meeting on 11 June 2014 was presented to the Panel.

The Commissioner advised that:

- He was pleased that the OPPC had functioned well during his enforced absence and thanked his staff for their hard work during this period.
- Since being back in the office he had attended several meetings with the constabulary and was pleased to have chaired the Commissioner's Monitoring Board which brought together chief officers and OPPC senior staff.
- That it was hoped that members would visit the Crime & Communications Centre.
- Police and NPT teams were now working out of Bourne Hill, Salisbury with the old Wilton Road site now available for the UTC development to commence.
- Plans were on track to re-site a custody suite back in Salisbury, Melksham custody suite was currently being used by Salisbury Police.

Questions raised included:

When would the old Chippenham Police station be sold?

a. It is currently on the market, any updates on a sale would be given at future PCP and Chippenham Area Board meetings.

What is the status of Police Cadets?

a. Purely voluntary. It's all about engaging young people, many who have struggled with behavioural issues. It a great way of fostering team spirit etc.

The Commissioner advised that he would give an update on the Police Cadets in six months time to the PCP.

Resolved:

The Panel noted the PCC's diary report.

50 **Quarterly data (Q1) - Risk / Performance / Finance / Complaints / Innovation Fund update**

The Quarterly data (Q1) report was presented to the Panel by the Commissioner.

The Commissioner advised that for some time, he had had reservations about the use of targets to measure the performance of Wiltshire Police. It was widely agreed that target driven organisations can leave themselves open to perverse behaviour as managers seek to deliver the desired targets, almost at any cost.

These concerns were shared by a number of well respected national professional bodies, including the UK Statistics Authority. In January 2014, the authority announced that it was stripping the official 'gold standard' status from police recorded crime statistics. A month earlier, the Commissioner of the Metropolitan Police conceded that there was 'cause for concern' about police statistics.

The Chief Executive advised that a "Gate Keeping" process had been put in place by Wiltshire Police with an independent panel who now decided which incidents should be recorded as crimes and the category of those crimes.

Questions raised included:

If there were to be no targets how do we know that Wiltshire Police was doing its job to a good standard?

a. Wiltshire Police would continue to set targets and measure them.

How would you deal with Performance if no targets were set?

a. The Chairman advised that the OPPC had invited the PCP to become involved more with its Performance, with a task group looking at this topic.

Would the PCP have access to the decisions of the Gate Keeping Panel?

a. Yes. The panel's decisions would be made available to the PCP.

Well done to Wiltshire Police for trying to get it right, but what about the other Police forces, how would Wiltshire's statistics match against their's?

a. Wiltshire Police wants its statistics to be a fair and accurate picture of what is happening in Wiltshire.

PCC Priority Scorecard 2014/15

The scorecard is graded as “Fair”, how do you get from “Fair” to “Good”?

a. The scorecard has a weighted score which is consistently applied.

Reducing Crime and Anti-Social Behaviour (ASB)

Public Opinion Survey - Results for the most recent survey conducted in early 2014 had recently been received by the Force and analysis would commence shortly. Therefore the results within this report are the same as published in the annual report last year?

a. Data for this was not available for this report, but the analysis would go into the next report.

Protecting the most vulnerable in society – the graph shows a difference of 44.4%?

a. This was a national figure and not just Wiltshire.

Putting victims and witnesses first

Neighbourhood Justice Panels – how many have been requested and Completed?

a. 25 Neighbourhood Justice Panels had been requested with 17 local resolutions completed.

Victim Satisfaction – Why had the figure dipped and then risen?

a. The figure had to be looked at in context.

Driving up the standards of customer service

Prosecutions that fail due to the quality of Police input – What are Wiltshire Police doing to improve on this?

a. In the short term more Gatekeepers involved in the process, with fewer parties getting involved in the process.

Northumbria Complaints Recording Process - The OPCC has been to visit Northumbria and see for itself how this operates. When would the PCP get any feedback from this meeting?

a. A report on the Northumbria process would be circulated to the Panel at the next PCP meeting.

Unlocking the resources to deliver

Number of PCSOs – Are Wiltshire Police advertising PCSO recruitment at the Bourne Hill and Monkton Park hubs?

a. PCSO recruitment is widely advertised.

Why does the force lose PCSOs?

a. Some leave to have children, or become Police officers.

The Chairman asked if there was any interest from the PCP members as to sitting on a Police Performance Culture Review Working Group. Cllr Julian Johnson, Cllr Andrew Bennett and Chris Henwood advised that they would be happy to do this.

Resolved:

The Panel noted the report.

51 Police and Crime Plan 2013-17 update

The Commissioner presented an update to the Police and Crime Plan 2013-17. The Commissioner advised that he was looking to getting the Plan back to an April – April time frame.

Questions raised included:

How can you improve engagement to your role and the plan?

a.it is a big job to promote the role of Police Commissioner. Press coverage has become better than it was.

Complaints and professional standards – Complaints against Wiltshire Police increased last year, why?

a.Greater confidence in the complaints process is driving up the number of complaints. Many complaints are also precursors to a civil claim.

Innovation Fund – Will any funds not used be rolled over?

a.It wasn't planned that the Innovation Fund would be an ongoing scheme. Current recipients of the fund will be evaluated at the end of the year.

Resolved:

The Panel noted the update report.

52 PCC response to the Final Report of the Volunteers and Special Constables Task Group

The Police and Crime Commissioner presented his response to the Final Report of the Volunteers and Special Constables Task Group.

The task group was established by the PCP in November 2013 and its work focused on two key themes:

1. Special Constables
2. Community Safety Volunteers and 'Watch' schemes.

The Chairman expressed surprise that the PCC had made no reference in his Police and Crime Plan updates to the PCP's review.

Resolved:

The Panel noted the report.

53 Task Group Update

A report was presented by the Senior Scrutiny Officer providing an update on task group activity since the PCP's previous meeting.

Resolved:

That Panel noted the update report.

54 Forward Work Plan

Resolved:

The Panel noted the forward work plan.

55 Future Meeting Dates

- 19th November 2014 at Committee Room VI, Civic Office, Euclid St, Swindon SN1 2JH.

(Duration of meeting: 2.00 - 4.35 pm)

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

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

TOWN TWINNING NETWORK

WEDNESDAY, 8 OCTOBER 2014

PRESENT:- Roger Gower (Swindon Salzgitter Twinning Association), John Mayell (Swindon Ocotal Link), Councillor Kevin Small, Councillor Abdul Amin, Councillor Andrew Bennett, Councillor Junab Ali, Cristina Bennett (Swindon Ocotal Link) and Cecilia Olley (Swindon Ocotal Link)

Apologies for absence were received from Mark Sarnowski, Hassan Nur, Mike Ide, Councillor Michael Bray, Councillor Toby Elliott, Nazma Ramruttun and Richard Pearce

47. Appointment of Vice-Chair

Resolved:

That Councillor Andrew Bennett be appointed Vice-Chair of the Town Twinning Network for the 2014/15 Municipal Year.

48. 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.

49. Public Question Time

No public questions were received during the meeting.

50. Minutes

Resolved:

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

51. Swindon Salzgitter Twinning - 40th Anniversary Celebrations

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

Members were informed that the previous request for a 'one-off' budget to support the 40th Anniversary was declined by Cabinet at its meeting held on 25 June 2014 as there was a lack of detailed financial information on which the Cabinet could base a decision.

The report highlighted the discussions held with various Heads of Service Areas within the Council and the possible options open to the Council to become involved with the celebrations. Appendix A of the report detailed the proposed events with costings where appropriate which would complement the events planned by the Swindon Salzgitter Twinning Association as detailed at Appendix B of the report.

The Network was informed that since the report was prepared a number of events and new ideas had been included in the proposals, which included revised and updated costs.

It was proposed that the Twinning celebrations and the Swindon 175 celebrations taking place in 2015 could be linked, especially as Salzgitter had a similar railway heritage as Swindon.

Resolved:

1. That the proposed events and ideas, detailed at Appendix A to these minutes be supported.
2. That additional events, once evaluated, be added to those identified in Appendix A.
3. That the Cabinet be asked to approve a 'one-off' budget up to £10,000 to fund the Council promoted events detailed at Appendix A to these minutes to ensure that Swindon Borough Council has the capacity of marking the 40th anniversary celebrations during 2015 of the Swindon/Salzgitter Town Twinning link and to continue promoting healthy international links.
4. That the Town Twinning Network continues to explore funding streams to offset the 'one-off' budget requested at 3 above.

52. 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:

- A draft programme of events had been prepared for the Swindon Salzgitter Twinning Link 40th Anniversary celebrations in 2015. Included in the programme was a visit to Arkells Brewery and a local fire station. It was anticipated that the Mayor would attend at least one of the events in the programme. The programme had been published earlier than normal so that the Associations events would be complimented by any Council run events
- The Associations AGM was due to be held on 17 October 2014.
- The Association had commissioned a new website which should be ready to launched in the new year
- The German student being hosted by members of the Association was nearing the end of her 3 month stay in Swindon

Swindon Ocotal Link (SOL)

John Mayell reported on the following:

- A number of changes to the Swindon Ocotal Link representatives on the Town Twinning Network. Eileen Mochan had withdrawn her involvement with SOL and the Network for personal reasons. John Mayell and Bruce Clarke had been replaced as representatives by Cristina Bennett and Cecilia Olley.
- Held a successful duck race on 17 August 2014. The Mayor was in

attendance and the event raised £1400

- The SOL AGM was due to be held on 13 November 2014
- A new website for SOL was now available at www.solswindon.co.uk

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Appendix A

<u>Event</u>	<u>Indicative cost</u> <u>£</u>
German Style Market – Initial discussions held with inSwindon about the type of markets available including German food, Arts and craft and seasonal.	Potentially cost neutral
Display's in various town centre locations of material already available and held by the Council and Twinning Association, promoting the history and international links with Salzgitter. Locations could include - Brunel Plaza/Library/Museum/Civic Offices.	Potentially cost neutral – Officer time
Schools event – Concert and raising the awareness of the international link – Waiting for responses	500.00
Youth Service led exchange – Waiting for a response	1500.00
Visit of Salzgitter delegation to Swindon to include: <ul style="list-style-type: none"> a celebration dinner with an invite to the German Ambassador – 30 invites at £30 a head to present a commemorative gift, New Coat of Arms for Salzgitter Council 	900.00 200.00 500.00
Members visit to Salzgitter - To be funded from the Mayoral Town Twinning budget	2700.00
Media awareness campaign provided by Comms	Officer time only
Salzgitter visit to Swindon (Civic visit)	2800.00
12 months of German themed food events at Council offices – Possible ideas – throughout the coming year In House Catering would add a theme to the catering area (Hut 8) with some striking decoration to act as continual visual reminder of this significant year, linked in with German themed menu items running each month supported with events such as Cheese tasting with German regional cheeses, Cake tasting (superb chocolate) and bringing in some German branded soft drinks and snacks as a point of difference. Picking a good week in the summer In House Catering could host a German themed BBQ outside for the staff and invited guests. This can all be building up to a larger Oktoberfest event. Costs to the Council would include décor and point of sale	500.00

over 52 weeks. Investment would be matched by In House Catering.	
Support for Swindon/Salzgitter Link Association awareness, promotion and exchange	900.00
Swindon Salzgitter Website	100.00
New bench plaque in the Town Gardens, Old Town	300.00
GWR 175 Celebration (rail link) and joint celebrations at STEAM	To be identified
Oktoberfest as a German awareness event	To be identified
Total	10900.00