



## **SWINDON BOROUGH COUNCIL**

**Municipal Year 2014/15**

**Meeting of Council on Thursday, 22 January 2015**

### **ITEM - MINUTES OF OTHER COUNCIL BODIES**

#### **SECTION 1 - SPECIAL, AUDIT AND STANDARDS COMMITTEES**

1. Minutes of meeting Monday, 15 December 2014 of Special Committee (Pages 7 - 8)
4. Minutes of meeting Tuesday, 4 November 2014 of Audit Committee (Pages 9 - 12)
3. Minutes of meeting Monday, 20 October 2014 of Standards Committee (Pages 13 - 14)

#### **SECTION 2 - OVERVIEW AND SCRUTINY COMMITTEES**

4. Minutes of meeting Monday, 27 October 2014 of Scrutiny Committee (Pages 17 - 22)
5. Minutes of meeting Monday, 17 November 2014 of Scrutiny Committee (Pages 23 - 26)
6. Minutes of meeting Monday, 15 December 2014 of Scrutiny Committee (Pages 27 - 32)
7. Minutes of meeting Wednesday, 12 November 2014 of Health, Adult and Children Services Overview and Scrutiny Committee (Pages 33 - 38)

8. Minutes of meeting Thursday, 25 September 2014 of Resources Overview and Scrutiny Committee (Pages 39 - 40)
9. Minutes of meeting Wednesday, 26 November 2014 of Streetsmart and Highways Overview and Scrutiny Committee (Pages 41 - 46)

### **SECTION 3 - REGULATORY COMMITTEES**

10. Minutes of meeting Tuesday, 7 October 2014 of Planning Committee (Pages 49 - 50)
11. Minutes of meeting Tuesday, 11 November 2014 of Planning Committee (Pages 51 - 54)
12. Minutes of meeting Tuesday, 9 December 2014 of Planning Committee (Pages 55 - 56)
13. Minutes of meeting Friday, 21 November 2014 of Licensing Panel (Pages 57 - 58)
14. Minutes of meeting Wednesday, 10 December 2014 of Licensing Panel (Pages 59 - 64)
15. Minutes of meeting Monday, 13 October 2014 of Education Transport Appeals Sub-Committee (Pages 65 - 66)
16. Minutes of meeting Tuesday, 14 October 2014 of Education Transport Appeals Sub-Committee (Pages 67 - 68)
17. Minutes of meeting Wednesday, 15 October 2014 of Education Transport Appeals Sub-Committee (Pages 69 - 70)
18. Minutes of meeting Thursday, 13 November 2014 of Education Transport Appeals Sub-Committee (Pages 71 - 72)
19. Minutes of meeting Thursday, 18 December 2014 of Education Transport Appeals Sub-Committee (Pages 73 - 74)

### **SECTION 4 - CHILDREN SERVICES BODIES**

20. Minutes of meeting Thursday, 16 October 2014 of Standing Advisory Council on Religious Education (Pages 77 - 80)
21. Minutes of meeting Tuesday, 2 December 2014 of Standing Advisory Council on Religious Education (Pages 81 - 84)

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

22. Minutes of the meeting Tuesday, 25 November 2014 of One Swindon Board (Pages 87 - 94)
23. Minutes of the meeting of meeting Thursday, 25 September 2014 of Wiltshire Fire Authority (Pages 95 - 98)

- 24.** Minutes of the meeting of meeting Tuesday, 11 November 2014 of Wiltshire Fire Authority (Pages 99 - 100)
- 25.** Minutes of the meeting of meeting Wednesday, 3 December 2014 of Town Twinning Network (Pages 101 - 104)

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## **Section 1**

# **Special, Audit and Standards Committee Minutes**

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## **SPECIAL COMMITTEE**

**MONDAY, 15 DECEMBER 2014**

**PRESENT:-** Councillors David Renard (Chair), Fionuala Foley, Jim Grant, Garry Perkins, Brian Mattock (Vice-Chair), Junab Ali, Steve Allsopp and Dale Heenan.

Also in attendance: Councillor Brian Ford.

An apology for absence was received from Councillor Stan Pajak.

### **12. Declarations of Interest**

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

### **13. Minutes**

Resolved –That the minutes of the meeting held on 21<sup>st</sup> October 2014 be confirmed and signed as a correct record.

### **14. Public Question Time**

No public questions were asked under Standing Order 28.

### **15. Adjustments to the Organisational Structure**

The Board Director, Service Delivery and the Head of People and Change submitted a joint report concerning (a) proposed changes to senior manager accountabilities required as a result of the Head of Leisure, Libraries, Culture and Traded Services leaving the Council on 31<sup>st</sup> December 2014 (Minute 6 refers), (b) the amendment of the job title of the Head of Planning and Regulatory Services resulting from the additional accountabilities for that post associated with the proposed changes, (c) the outcome of the consultation on proposed changes to the Council's support services (Minute 11 refers), and (d) a proposed amendment to the job title of Head of Finance and Strategic Projects to better reflect the accountabilities of that role.

The Head of People and Development introduced the report and commented on the background to the proposed changes to accountabilities.

The Board Director, Service Delivery explained the proposed re-allocation of responsibilities to specific areas and the reasons for the changes. He advised that specialist service leads would continue to be responsible for the operation of their services, as now, but they would report to "new" Heads of Service who would provide a strategic overview. He confirmed that responsibility for the Plas Pencelli Education Centre would transfer to the Commissioner, Education Place Planning and Admissions within Education.

The Board Director, Resources referred to the outcome of the consultation exercise associated with the review of Council support services and that a minor

change to a team and associated Head of Service job title had been proposed. It was intended that the revised structure agreed by the Committee at its previous meeting would be implemented from 16<sup>th</sup> December 2014 (Minute 11 refers).

Resolved – That the Special Committee on behalf of the Council approves –

(1) The changes in accountability of Board Directors and other senior posts, as set out in paragraphs 3.3.1 to 3.3.11 of the report, resulting from the departure of the Head of Leisure, Libraries, Culture and Traded Services.

(2) The change in job title of the Head of Planning and Regulatory Services to the Head of Planning, Regulatory Services, Heritage and Libraries.

(3) The outcome of the consultation process in relation to the proposals agreed by the Special Committee on 21<sup>st</sup> October 2014, which are to be implemented with effect from 16<sup>th</sup> December 2014, be noted. (Minute 11 refers.)

(4) The change in job title of the Head of Finance and Strategic Projects to the Head of Finance and Change.

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



### AUDIT COMMITTEE

**TUESDAY, 4 NOVEMBER 2014**

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

An apology for absence was received from Councillor Nick Martin.

#### **25. Declarations of Interest**

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

In accordance with the National Code of Local Government Conduct, Councillors Steve Allsopp and Neil Heavens made non-prejudicial declarations of interest in respect of the Committee's consideration of Agenda Item No. 6 ("Isambard School"), in their capacity of Local Education Authority appointed Governors of Oak Tree Primary and Liden Primary Schools, respectively. Councillors Mark Edwards and Oliver Donachie made non-prejudicial declarations in respect of the same agenda item, due to various familial relationships with Isambard School and associated campus.

#### **26. Public Question Time**

There were no public questions.

#### **27. Minutes**

Resolved - That the minutes of the meeting held on 16<sup>th</sup> September 2014 be confirmed and signed.

#### **28. Corporate Risk Management Update**

The Committee received the Annual Summary Report on Risk Management activity within the Council. The report included the latest Corporate Risk Register for the Committee's inspection and provided members with an update on progress in relation to the implementation of the framework for Corporate Risk Management and the embedding of the Risk Management Strategy across the Council.

Alex Bedford, the Council's Corporate Risk Manager, presented the report, which also provided members with details on the specific risk areas of insurance, business continuity management and civil protection (not currently reported to any other forum), and, with the Chief Executive, attending the meeting in his capacity as, effectively, the "owner" (with the Corporate Board) of the Corporate Risk Register, responded to members' specific questions on related issues.

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

(2) That the Chief Executive and the Corporate Risk Manager be thanked for

attending the meeting and for their full and open responses to members' questions and observations on the Council's Corporate Risk Strategy and specific aspects of the Corporate Risk Register.

**29. Internal Audit reports identifying 'significant' risk or 'of concern':  
Isambard School**

The Committee received a report on the key findings of the Internal Audit recommendations arising from the audit review the financial procedures operating at Isambard Community School. It was noted that an audit opinion of "Fundamental weaknesses identified" had been given, based on the areas reviewed, and that the high materiality and impact of the systems, along with the opinion on the system controls, had resulted in an overall risk assessment to the Council as being "Significant".

Paddy Bradley, the Council's Head of Economy and Skills, Kevin Gray, the Chair of Governors for Isambard Community School, Sue Banks, the School's Acting Head, and Robert Shorter, the School's Business Manager, were in attendance to provide a current position statement in relation to the implementation of the internal audit recommendations and to respond to members' questions on issues raised regarding the key findings of the audit and identified risk areas, the management response to the audit conclusions and key recommendations, and progress in implementing the action plan to mitigate risks.

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

(2) That Kevin Gray, the Chair of Governors for Isambard Community School, Sue Banks, the School's Acting Head, and Robert Shorter, the School's Business Manager, be thanked for attending the meeting and for their full and open responses to members' questions and observations on the issues raised.

(3) That a follow-up audit be carried out in six months' time (from the date of this meeting) and a further report submitted to the Committee on the implementation of the action plan and the effectiveness of the management responses in mitigating the identified risk areas.

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

Further to Minute 46 (2013/14), the Committee received a report on the Internal Audit Highways Asset Management Follow-Up review and providing an update on the implementation of the various audit recommendations. It was noted that, since the issue of the original Internal Audit report, a decision had been made to reintegrate the majority of services provided by Swindon Commercial Services (SCS) back into the Council, and that these included the services provided by the SCS Highways Team that are now managed by the Head of Highways and Transport. It was noted that the reintegration had had an impact on the nature of some of the recommendations made in the original audit report and on the timescales for implementation agreed at that time.

Resolved – (1) That the report and the effectiveness of actions taken in response to the findings in the initial audit be noted.

(2) That the impact of the reintegration of SCS on progress in relation to the

implementation of the audit review recommendations, and the consequent need to revise some action plan target dates, be also noted.

### **31. External Audit - Annual Audit Letter**

The Committee received the External Auditors' Annual Audit letter, summarising the key findings arising from their work at the Council for the year ended 31 March 2014. Liz Cave, the External Auditors' Engagement Lead for the Council, introduced the report. It was noted that it was the intention that the Letter should communicate key messages not only to the Council but also to external stakeholders, including members of the public. Ms Cave briefly outlined the detailed findings from their audit work with the Council, which had been reported in detail to the last meeting of the Audit Committee, in the Audit Findings report, and the following, most significant, recommendations identified during the 2013/14 audit:

- Financial Resilience - Members need to continue to show strong leadership in decision making to ensure the Council remains financially resilient.
- Wichelstowe – The Council should ensure it has sufficient representation on the joint venture board
- Service Transformation - The Council should review its plans for economic growth to ensure that assumptions remain valid.

Resolved – That the report be noted.

### **32. External Audit - Update**

Liz Cave (Grant Thornton) presented a report advising the Committee of the External Auditors' progress, as at 4<sup>th</sup> November 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.

### **33. Head of Internal Audit Update**

The Committee received a report of the Head of Internal Audit summarising the main issues arising from the Internal Audit reports finalised since the last Audit Committee meeting in September 2014, progress made against the Annual Internal Audit Plan 2014/15 and Internal Audit staffing and resource issues.

Resolved – (1) That the report be noted.

(2) That the recently completed "Licensing" internal audit report be submitted for consideration at the meeting of the Committee to be held in January 2015.

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## STANDARDS COMMITTEE

MONDAY, 20 OCTOBER 2014

PRESENT:- Councillor David Wood (Chair), Councillor Michael Bray (Vice-Chair), Councillor Fay Howard, Councillor Kevin Parry, Councillor Eric Shaw, Councillor Vera Tomlinson, Keith Strickland, Mr Paul Morris, Mr Trevor Davies, Mr Richard Hailstone and Mike Compton.

An apology for absence was received from Mr David Dawson .

### 10. 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.

### 11. Minutes

Resolved – That the minutes of the meeting held on 21<sup>st</sup> July 2014 be confirmed and signed as a correct record.

### 12. Public Question Time

There were no public questions.

### 13. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the item listed below on the grounds that it involved the likely disclosure of exempt information as defined in the respective paragraphs of Part 1 of Schedule 12A of the Act.

<u>Item No.</u>	<u>Paragraph Nos.</u>	<u>Minute No.</u>
7	1 and 2	15

### 14. Ethical Framework Update

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

- Dispensations.
- A summary of Code of Conduct complaints received during the 2014/15 Municipal Year.
- The consideration of updates to the Council's Codes and Protocols.
- The Council's Ethical Audit Self-Assessment.
- Training issues.
- The Annual Report 2013/14 of the Committee on Standards in Public Life.
- The regional workshop on the role of the Independent Persons.

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

(2) The new members of the Standards Committee be provided with a copy of the Council's recently revised arrangements for Code of Conduct complaints.

(3) That the summary of code of conduct complaints, included in the ethical framework update, should, in future, provide a distinction between complaints that are submitted by members of the public and those that are submitted by councillors.

(4) That, in order to facilitate the Standards Committee's consideration of the Council's Codes and Protocols, and in line with the procedure utilised for previous reviews, the Monitoring Officer consult on each of the Codes and Protocols with relevant officers, the political groups on the Council, and also with Parish Councils, and recommend any valid changes to the Standards Committee at its meeting in January 2015.

(5) That, further to (4) above, members of the Committee be invited to submit to the Monitoring Officer the details of any particular issues that they would wish to be considered as part of the review of the codes and protocols.

(6) That, with reference to the Committee's consideration of the Ethical Audit Desktop Analysis:

- The analysis be amended to incorporate the typographical errors highlighted by members during their debate of the item.
- The Council's Head of Human Resources be invited to attend the next meeting of the Committee to discuss (i) the status and content of the Employees' (Officers') Code of Conduct (approved by the Council in 2006 and not reviewed since October 2008) and (ii) the need for standardisation of "working from home" practices across the Council.

(7) That it be noted that the Hoey Ainscough workshop on the role of the Independent Persons, scheduled to be held at the Civic Offices on 23<sup>rd</sup> October, had been cancelled and that, instead, the Council's Independent Persons had been invited to attend workshops to be held at other regional venues.

## **15. Ethical Compliance Update**

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

Resolved – That the Ethical Framework Compliance report be noted.

## **Section 2**

### **Overview and Scrutiny Committee Minutes**

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**SCRUTINY COMMITTEE**

**MONDAY, 27 OCTOBER 2014**

PRESENT:- Councillors Robert Wright (Chair), Mark Dempsey, Toby Elliott, Colin Lovell, Mary Martin (Vice-Chair), Kevin Parry, Maureen Penny, Stan Pajak, James Robbins, Timothy Swinyard and Vera Tomlinson

Councillors David Renard, Leader of the Council and Chair of Cabinet, Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet, Cabinet Member for Health and Adult Social Care, Brian Ford, Cabinet Member for Streetsmart, Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, Russell Holland, Cabinet Member for Finance, Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, and Keith Williams, Cabinet Member for Corporate and Leisure Services were also in attendance.

Apologies for absence were received from Councillors John Ballman, Cindy Matthews and Steve Weisinger and Councillor Fionuala Foley, Cabinet Member for Children's Services.

**30. Declarations of Interest**

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

Councillors Maureen Penny and Mark Dempsey made non-prejudicial declarations of interest in relation to the Committee's consideration of Cabinet Minute 40 ("Children's Centres Consultation") in their capacity as chair of the Highworth Ladybird Centre and Governor of Abbey Meads Primary School, respectively. Councillor James Robbins made a non-prejudicial declaration of interest in relation to the Committee's consideration of Cabinet Minute Cabinet Minute 43 ("Additional Primary School Places in Swindon Town Centre") in his capacity as a Governor of Even Swindon School.

**31. Public Question Time**

Mr Richard Symonds, a local resident, asked a question regarding the number of prosecutions pursued by the Council over the last 12 months in relation to the offence of failing to remove dog excrement. Councillor Brian Ford, Cabinet Member for Streetsmart, responded to Mr Symonds question. The Chair asked that a written answer be provided to Mr Symonds.

Mr Roy Wallman asked for details of the "start up costs" for the Council's Green waste collection service. Councillor Brian Ford, Cabinet Member for Streetsmart, responded to Mr Wallman's question, providing him with a copy of information sheet produced in support of his Question and Answer Session (Minute 33 refers).

**32. Consideration of Cabinet Decisions**

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 22 October 2014.

#### 40. *Result of the Consultation for Children's Centres*

Councillor David Renard, the Leader of the Council and Chair of Cabinet, supported by the Council's Board Director Commissioning and Head of Commissioning - Children and Adults, responded to questions put by the Chair and Councillors Mark Dempsey, Jim Robbins, Stan Pajak, Toby Elliott, and Vera Tomlinson on the following matters:

- The results of the consultation exercise and changes made to the proposals as a direct consequence of the consultation responses.
- The criteria in place to determine the success, or otherwise, of the proposed changes in service provision.
- The degree to which financial resource pressure had necessitated this proposed change in service provision.
- The level of recorded opposition to the proposals and whether the consultation might be perceived, in some areas, as having been ineffectual.
- Cabinet's consideration of options alternative to the proposed de-commissioning of children's centres.
- Lessons learned from the way in which this consultation exercise was conducted and improvements that might be made for future consultations of this nature.
- Issues relating to the on-going national problem of the recruitment of social workers and health visitors.
- The co-ordination of preventative services and measures to maintain and enhance the Council's contact with hard to reach vulnerable families and children.
- The definition of "vulnerability" and the possible implications of the decision to prioritise family support outreach work to families living in areas with high numbers of vulnerable children.
- The "pupil premium" and the role of the Virtual Headteacher in relation to looked-after children.
- Capacity in the remaining Children's Centres to provide places for all identified vulnerable children and, specifically, the availability of places for families currently using those centres proposed for closure.
- The annual expenditure on children being taken into care and the number of vulnerable children taken into care annually.

Resolved – (1) That Minute 40 of the Cabinet be noted.

(2) That this Committee's recognition of the significant involvement and contribution of all the participants in the consultation exercise and the high standard of service provided through the Children's Centre service, be recorded.

#### 41. *Budget Management 2014/15 and Draft Budget 2015/16 (Minute for Confirmation (Minute 41(2)))*

Councillor Russell Holland, Cabinet Member for Finance, responded to questions put by the Chair and Councillors Jim Robbins and Mark Dempsey regarding matters relating to the management of the Housing Revenue Account, the Council's engagement on the effects of devolution settlements on local government funding and the Council's long term debt position.

Resolved – That Minute 41 be noted.

42. *References from Other Council Bodies: Town Twinning Network*

Resolved – That Minute 42 of the Cabinet be noted.

In accordance with the National Code of Local Government Conduct, Councillor Martin made a non-prejudicial declaration of interest in respect of the Committee's consideration of this matter, in her capacity as a member of the Town Twinning Network.

43. *Additional Primary School Places in Swindon Town Centre*

Resolved – That Minute 43 of the Cabinet be noted

44. *Progressing the Economic Strategy - Developing Skills and Employment Opportunities through the Construction Industry*

Councillors Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills and Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, responded to questions put by the Chair and Councillors Jim Robbins and Mark Dempsey on the issues of employment and training opportunities for looked after children, skills shortages in the job market and apprenticeship and job opportunities for young people in Swindon.

Resolved – That Minute 44 of the Cabinet be noted.

45. *Local Government Ombudsman Annual Review of Swindon*

Resolved – That Minute 45 of the Cabinet be noted.

46. *Independent Remuneration Panel on Councillors' Allowances - Recommendations 2015/16 (Minute for Confirmation)*

Resolved – That Minute 46 of the Cabinet be noted.

It was agreed that information requested by individual members during the course of the Committee's consideration of the Cabinet decisions should be forwarded to the Committee Clerk for distribution to Scrutiny Committee members.

**33. Cabinet Member Question and Answer Session - Cabinet Member for Streetsmart**

Councillor Brian Ford, 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 diverse portfolio of responsibility:

- Waterside Depot Management.
- SCS Trading.
- Streetsmart.
- Public Toilets.
- Waste Disposal / Waste Minimisation.

- Street Cleaning.
- Recycling.
- Refuse Collection – Domestic & Trade.
- Cemeteries & Crematoria.
- Ground & Tree Maintenance and open spaces.
- Removal of graffiti and abandoned vehicles.
- Parks.
- Playgrounds, including those that are not presently utilised.
- Maintenance of Roundabouts and non-HRA verges.
- Operational issues managing the Council's property portfolio (excluding council offices).

At the request of the Chair, Councillor Ford, in his presentation of the report, commented specifically on those elements within his portfolio that 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 Ford responded to members' specific questions and observations on the following issues raised in the presentation and also in the accompanying report:

- The effectiveness of the members' hotline arrangements.
- The reintegration of SCS, the management of outstanding and disputed invoices and IT investment to improve SCS's invoicing systems.
- The details of charges made for the Council's Green Waste Collection service and the Cabinet Member's evaluation, in the report, of the savings attributed to the service change.
- Issues relating to isolated incidents of green waste being left in the streets by unsubscribed households and the on-going audit to ascertain the location and volume of such green waste deposits.
- The award of the contract for the development of a skate park in West Swindon.
- The arrangements and timeframe for the replacement of damaged or misappropriated black wheelie bins.
- The availability of comparative data for green waste tonnage before and after the introduction of the green waste subscription service.
- The availability of comparative data for recycling rates.
- The identification of the sources of green waste left in streets by unsubscribed households.
- The annual net cost to the Council of the green waste subscription service.
- The timeframe for making waste collection and grass cutting schedules available on the website for public inspection.
- The Council's plans for a second household waste and recycling centre.
- The number of deposited green waste bags identified by the recent audit.
- The recognition of possible "hidden" costs incurred by the Council as a result of the introduction of the green waste subscription service and the impact of these on the level of savings attributed to the scheme.

- The percentage of the borough's household waste disposed of via the SRF Plant and the percentage going to landfill sites.
- The overall capacity and current level of usage of the SRF Plant.
- The profitability of the SRF Plant and the impact on profitability of green waste disposal through the household waste collection service.
- Savings made through the reduction in the number of vehicles used for the fortnightly kerbside recycling service.
- The problem of street cleaning in the town centre, due to the nature of the surfacing, and the cost of street cleaning in the town centre.

Resolved – (1) That Councillor Ford, 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.

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### SCRUTINY COMMITTEE

**MONDAY, 17 NOVEMBER 2014**

**PRESENT:-** Councillors Robert Wright (Chair), Mark Dempsey, Toby Elliott, Colin Lovell, Mary Martin (Vice-Chair), Kevin Parry, Maureen Penny, Stan Pajak, James Robbins, Steve Weisinger, Robert Wright (Chair), Nick Martin and Peter Watts

Councillors David Renard, Leader of the Council and Chair of Cabinet, Fionuala Foley, Cabinet Member of Children's Services and Richard Hurley, Cabinet Member for Public Protection, Housing and Streetsmart (Delivery)

Apologies for absence were received from Councillors Cindy Matthews, Vera Tomlinson and John Ballman.

#### **34. Declarations of Interest**

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

#### **35. Public Question Time**

Mr Terry Reynolds, a local resident, asked a number of questions relating to the recent check/safety audit on the new road markings etc on Regents Circus. The Chair indicated that a written answer would be provided and invited the Leader to pass the question onto the appropriate officer to respond to.

Richard Symonds, a local resident, asked a number of questions relating to the Western Flyer cycleway and walkway. The Chair indicated that a written answer would be provided by officers.

#### **36. Minutes**

**Resolved** – That the minutes of the meetings held on 13<sup>th</sup> and 27<sup>th</sup> October 2014, be confirmed and signed as a correct record.

#### **37. Leaders Half-Year Update to Scrutiny**

Councillor David Renard, the Leader of the Council, submitted his half-yearly report on the Council's performance in delivering its service priorities and targets for 2014/15 and beyond and also his level of success in delivering the specific leadership priorities he had identified in his report to the Scrutiny Committee in June 2014.

The report reviewed the Council's actions using the framework of the agreed Corporate Priorities, as detailed below:

- The need for the right skills, the right jobs in the right places, referring to economic growth being a key priority;

- the need to work with residents to create well cared for neighbourhoods, referring to disposal of litter, recycling, Sussex Square redevelopment and regeneration of Cavendish Square;
- Making the best use of Swindon's resources inside and outside the Council
- Finding new ways to reduce vulnerability and improve health for all
- Working with people and families to help them fulfil their potential

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

- The Council's priorities to be funded by the Swindon and Wiltshire Local Enterprise Partnership allocation over the next 5 years.
- The reasons why there was no adequate economic case for funding the Thamesdown Drive Extension
- The marketing of the Kimmerfields site and the proposals for office space within the development
- The work of the Forward Swindon Commissioning Panel to evaluate the commercially sensitive elements of the Kimmerfields development
- Concerns about pothole repairs and the resulting congestion especially in the run up to Christmas
- The Heritage Lottery funding bid for the relocation of the Museum and Arts Gallery and the potential impact on a funding request for the Mechanics Institute. A suggestion that both bids should be submitted to the Heritage Lottery Fund as the Mechanics Institute was at such a stage that a bid could now be made
- The numbers of students currently attending the UTC and future projections of attendance capacity
- Details about a potential bid in September 2016 for a second Swindon UTC, with an IT and mobile communications speciality run in partnership with the University of Buckingham, possibly opening in 2018
- The possibility of a transfer of Swindon Libraries to GLL
- Moirai achieving the timescales for the Oasis development
- Details about updated unemployment figures
- Clarification sought in relation to the numbers of troubled families helped through the LIFE initiative
- Up to date financial details in relation to the back log of repairs at schools
- Future decisions to be made by the Council about the allocation of budgets, the amount of flexibility in the financial allocations and the need to secure private investment, in the context of ever decreasing budgets

**Resolved:**

1. That Councillor Renard be thanked for attending the meeting to present the partnership report and for his 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.

**38. Partnerships**



Councillor David Renard, Leader of the Council, presented a report focussing on One Swindon and outlined its development and performance since its inception in 2010.

The Committee was informed that One Swindon was both a statement of strategic intent, in that it sets the tone and focus of partnership working in Swindon, and a programme of work, which was steered by the One Swindon Partnership Board, to maintain and improve priority shared outcomes.

The Leader explained that the One Swindon project was proving to be very successful and that currently there were twelve schemes at various stages of work. Following the presentation of the report, the Leader responded to members' specific questions and observations on the following issues:

- A request for more information about the twelve Schemes and the work of One Swindon to be circulated more widely to Councillors
- Confirmation of leadership and accountability of One Swindon within the Council
- The future of One Swindon after April 2015, the continuation of the twelve schemes and budgetary implications
- Recent examples of good partnership working
- Noted that the report used projects that were achieved by the council and not One Swindon and there was no way of judging progress as there were no milestones to help accountability and progress
- Details of the projects providing new delivery models to be confirmed at the next One Swindon Board meeting

**Resolved:**

1. That Councillor Renard be thanked for attending the meeting to present the partnership report and for his 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.
3. That James Griffin, Head of Strategy and Research be thanked for his input in the preparation of the report.

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### SCRUTINY COMMITTEE

**MONDAY, 15 DECEMBER 2014**

**PRESENT:-** Councillors Robert Wright (Chair), John Ballman, Mark Dempsey, Toby Elliott, Colin Lovell, Mary Martin (Vice-Chair), Cindy Matthews, Kevin Parry, Maureen Penny, James Robbins, Vera Tomlinson and Steve Weisinger.

Councillors David Renard, Leader of the Council and Chair of Cabinet, Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet, Cabinet Member for Health and Adult Social Care, Brian Ford, Cabinet Member for Streetsmart, Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, Russell Holland, Cabinet Member for Finance, and Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, were also in attendance.

An apology for absence was received from Councillor Stan Pajak.

#### **39. Declarations of Interest**

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

#### **40. Public Question Time**

Mr Roy Worman of the Haydon View Community Association asked a question about documentation available on the Council's website in support of Agenda Item No. 6 ("Cabinet Member Question and Answer"). Councillor Dale Heenan, the Cabinet Member for Strategic Planning, Sustainability and Transport, responded to Mr Worman's question.

Mr Richard Symonds asked several questions, relating to highways expenditure, flooding in the vicinity of Mead Way, dog fouling prosecutions and his opinion of the effectiveness of improvements to the Mannington Roundabout and traffic flow in Wootton Bassett Road. Councillor Dale Heenan, the Cabinet Member for Strategic Planning, Sustainability and Transport, and Councillor Brian Ford, Cabinet Member for Streetsmart, responded to Mr Symonds' questions at the meeting and also agreed to provide written responses where necessary, and as indicated at the meeting.

Mr William King asked questions regarding the Thamesdown Drive to Barnfield Relief Road Appraisal Report and the effect of carcinogenic pollution. Councillor Dale Heenan, the Cabinet Member for Strategic Planning, Sustainability and Transport, responded to Mr King's questions. Councillor Heenan also advised that a written response had been prepared in respect of Mr. King's questions, which he had despatched prior to the meeting.

#### **41. Minutes**

Resolved – (1) That the minutes of the meeting held on 17<sup>th</sup> November, 2014, be confirmed and signed as a correct record.

(2) That the proposed format of the document for monitoring responses to public questions and member requests for information (circulated at the meeting), be noted.

## **42. Consideration of Cabinet Decisions**

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

### **50. *Budget Management 2014/15 and Draft Budget 2015/16***

Councillors Garry Perkins, the Cabinet Member for Economy, Regeneration and Skills, Russell Holland, Cabinet Member for Finance, and Brian Ford, Cabinet Member for Streetsmart, responded to questions put by the Chair and Councillors Mary Martin, Vera Tomlinson and Toby Elliott on the following issues:

- Costs of entry and car parking at Lydiard Park and Lydiard House.
  - Options other than flat rate car parking charges.
  - The use of alternative methods of payment for on site car parking.
- Funding available to the Council from the New Homes Bonus.
- The impact of this resource becoming unavailable and the amelioration of consequent revenue pressures.
- The Rural Superfast Broadband project and the allocation of the remaining infrastructure budget.
- The cost to the Council of assisted burials.

Resolved – That Minute 50 of the Cabinet be noted.

### **51. *Capital Programme Monitoring - Second Quarter and Treasury Management Performance 2014/15***

Resolved – That Minute 51 of the Cabinet be noted.

### **52. *Recycling - Green Waste Service***

Councillor Brian Ford, Cabinet Member for Streetsmart, supported by the Council's Board Director Service Delivery, responded to questions put by the Chair and Councillors Mark Dempsey, Toby Elliott and Maureen Penny on the following issues:

- The level of savings attributed to the Green Waste collection service and the availability of information relating to the cost of households disposing of green waste via the residual waste collection service.
- The level of member support for the commissioning of a waste categorisation study to be undertaken by SCS.

Resolved – That Minute 52 of the Cabinet be noted.

### **53. *Motion at Council - Cars Parking on Grass Verges***

Councillors Garry Perkins, Cabinet Member for Economy, Regeneration and Skills, and Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, responded to questions put by the Chair and Councillors Mark Dempsey, Maureen Penny, Vera Tomlinson and Des Moffatt on the following issues:

- The availability of adequate car parking capacity in residential areas and the Council's anticipated response to the particular acute car parking issues in Redhouse Way.
- The need to respond to specific cases where vehicle owners choose to park on grass verges despite off-road car parking being available.
- The prevalence of grass verge parking in the Rodbourne Cheney Ward and the exacerbation of the problem by the overnight parking of commercial vehicles in residential areas.
- The conversion of verges to facilitate car parking and the promotion of the use of "grass-crete" in verged areas.

Resolved – That Minute 53 of the Cabinet be noted.

#### *54. Polling Districts and Polling Places Review (Minute for Confirmation)*

Councillors David Renard, Leader of the Council and Chair of Cabinet, and Brian Ford, Cabinet Member for Streetsmart, supported by the Director of Law and Democratic Services, responded to questions put by the Chair and Councillor Mary Martin on the following issues:

- Proposals to resolve the problems of providing suitable polling station facilities in the Alexandra Park area of Wroughton Ward.
- The use of licensed premises for the provision of polling station services.

Resolved – That Minute 54 of the Cabinet be noted.

#### *55. References from Other Council Bodies - Health and Wellbeing Board*

Councillors David Renard, Leader of the Council and Chair of Cabinet, and Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet and Cabinet Member for Health and Adult Social Care, responded to questions put by the Chair and Councillors Mary Martin, Maureen Penny, Vera Tomlinson, James Robbins and John Ballman on the following issues:

- The promotion of the Council's role in relation to the provision of health and adult social care services.
- Dementia care services provided via privately funded facilities and the potential for future pressure being placed on council budgets in relation to its own facilities and services.
- The Government's response to the Local Government Association's open letter in the Observer newspaper, signed by the Leader of the Council.

Resolved – That Minute 55 of the Cabinet be noted.

#### **43. Cabinet Member Question and Answer Session - Cabinet Member for Strategic Planning, Sustainability and Transport**

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, was in attendance and presented a detailed report summarising progress and performance in respect of each of the following service areas within his diverse portfolio of responsibility:

- Strategic Spatial Planning and Development Framework Planning
- Neighbourhood Planning
- Sustainability
- Local Land Charges
- Strategic Transport Network
- Public Transport (including Concessionary Fares, Specialist Transport, Council Transport and Fleet Management)
- Traffic and Transport Forward Planning (including Local Transport Plan and Implementation of Local Transport Plan)
- Highways & Maintenance Works (until November 2014)
- Strategic flood and water management
- Libraries (as of November 2014)

At the request of the Chair, Councillor Heenan, in his presentation of the report, commented specifically on those elements within his portfolio that 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 Heenan, supported by the Head of Transport and the Head of Planning, responded to members' specific questions and observations on the following issues raised in the presentation and also in the accompanying report:

- The arrangements for the proposed establishment of a cross-party highways working group.
- Regeneration and growth projects and the need for clearer communication and understanding of the long term plans for specific areas, particularly in respect of highways arrangements.
- Opportunities for the Council to encourage more sustainable and "future-proofed" private developments.
- The level of on-going utilities and road works throughout the town at the current time and the co-ordination of works to alleviate traffic congestion and maintain the town's highways' integrity.
- The Council's working relationships with the Statutory Undertakers and co-ordination efforts to minimise disruption caused by scheduled and emergency utilities' works.
- Opposition party support for the need for, and the programming of, ongoing road works across the town at the current time and apparently contradictory statements about that support in the local press.
- The Bruce Street Bridge Renewal works and issues relating to the flood alleviation works in that area, including increased traffic disruption and damage to verges and pavements as a result of those works.
- Issues of staff recruitment and retention in Planning Services
- The availability of the Council's highways planning strategic documents and the submission of the Cross Party Working Group report on road works to the Streetsmart and Highways Overview and Scrutiny Committee
- Issues around the topic of the future Thamesdown Drive extension road.

Resolved – That Councillor Heenan, 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.

#### **44. Policy interventions to prevent unfairness and inequality**

The Committee received a report from Councillor Keith Williams, Cabinet Member for Corporate Services and Leisure, responding to a question for debate posed by the Chair of the Scrutiny Committee, asking how the Council learns from and includes in its Policies the best interventions to prevent unfairness and inequality. The report considered whether or not due consideration of policy and its development fully takes into account a broad understanding of all the implications of policy and the effect it will have on Swindon residents – especially those in greatest need and at greatest risk. The report invited the Committee to consider Corporate priorities, with a particular view to finding new ways to reduce vulnerability and improve health for all.

In the absence of Councillor Williams, who was unable to attend, Councillor Brian Mattock, Deputy Leader of the Council, Vice-Chair of Cabinet and Cabinet Member for Health and Adult Social Care, supported by the Head of Strategy and Research Commissioning and the Change Manager, Equalities and Diversity Service Delivery, introduced the report, placing it in the context of the Council's overarching priorities to reduce vulnerability and promote health for all and within the legal framework and the administrative framework utilised by the Council in support of its policy and decision making processes and service design.

Resolved – That the Corporate Governance Working Party be asked to consider reviewing the Council's reporting templates with a view to incorporating an assessment of the secondary outcomes of recommended actions, both positive and negative.

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### HEALTH, ADULT AND CHILDREN SERVICES OVERVIEW AND SCRUTINY COMMITTEE

**WEDNESDAY, 12 NOVEMBER 2014**

PRESENT:- Councillors Maureen Penny (Chair), Michael Bray (Deputy Chair), Steve Allsopp, Alan Bishop, Mary Friend, John Haines, Fay Howard, Cindy Matthews, Gemma McCracken, Ann Richards, Eric Shaw, Carol Shelley, Timothy Swinyard, Nadine Watts, Steve Weisinger and Julie Wright, Kevin McNamara, (Director of Strategy, Great Western Hospital [GWH]), Michelle Howard (SEQOL), Ayoola Oyinloye (Public Health), Rosemarie Phillips (Equalities Advisory Forum), Paul Sunners (Standing Advisory Council for Religious Education), Claire Smith (Participation Manager), Paul Dobson (Project Manager, Swindon Ten to Eighteen Project), Ellie James and Wilf Steenbergern (Members of the Youth Parliament), Peter Rowe (Healthwatch Swindon), John Gilbert (Board Director Commissioning, Children and Adults), Paddy Bradley (Head of Economy, Skills and property Development), Sue Wald (Head of Commissioning, Children and Adults), Cherry Jones, Acting Director of Public Health.

Apologies for absence were received from Councillors Paul Baker, Andrew Bennett and James Robbins, Alison Paul (Swindon Association of Special School Headteachers), Andrew Wild (Church of England Diocese), David Dawson (Catholic Diocese), Karen Reeve (Head of Children's Social Care, Community Health and Family Services).

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

#### **26. Declarations of Interest**

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

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

#### **27. Minutes**

Resolved – That the minutes of the meeting held on 3<sup>rd</sup> September 2014 be confirmed and signed as a correct record.

**28.**

## **Public Question Time**

No public questions were asked or submitted for this meeting.

**29.**

## **Progress Update of the Youth Forum**

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

Ms Smith updated the Committee on the progress of the Youth Forum, Thought Tank (previously known as Chatterboxes) and Members of Youth Parliament (MYP). She referred to the ways the Youth Forum and its work linked to the One Swindon priorities.

The Committee received a presentation by Miss James on the work of the Youth Forum and Parliament. She outlined her recent work with ITV Fixers as a part of her campaign to encourage young people to take up free educational opportunities now rather than struggle when older.

She explained how the results of the 11 to 18 year old students' online survey, "What are the main life choices or obstacles that stop you following your dream?" shaped future work for the Youth Forum.

The Committee also heard from Mr Steenbergern on ways available for schools to engage with the issue of bullying in schools.

The representatives, Mr Paddy Bradley, Head of Economy, Skills and Property Development, together with Mr Paul Dobson, responded at the meeting to the following issues raised by Committee Members:

- The range of obstacles encountered by young people that may affect their confidence and aspirations and how these are tackled.
- Ways the Youth Forum offered advice and support to young people.
- Identifying possible links to bullying and its variations as a result of the on-line survey.
- Proposed timescale for circulating the Curriculum for Life related questionnaire targeting PSHE (Personal, Social, Health and Economic Education) and Citizenship provision teaching staff. The Committee noted that the second part of the survey would target students.
- The support provided by the Council to the Youth Forum.
- Awareness of available access to relevant and appropriate career advice.
- Reasons for low aspiration in young people.
- Dialogue between the Youth Forum and primary schools regarding bullying. The Committee noted that current primary school programmes meant that additional assistance was not required.
- The number and type of schools involved in the Curriculum for Life Campaign.
- Developing an understanding that whilst all schools had an anti-bullying policy, the content and style of the policy varied.

Resolved: (1) That the Chair, in conjunction with the Overview and Scrutiny Officer, be requested to send a letter recommending the Curriculum for Life to those schools that were not yet part of the scheme.

(2) That the Chair, in conjunction with Councillor Eric Shaw and the Overview and Scrutiny Officer, be requested to send out a survey directed at secondary schools regarding their funding.

(3) That the Committee expresses its continued support for the work of the Member of Youth Parliament and Youth Forum.

(4) That Miss Ellie James, the elected Member of the Youth Parliament and her deputy, Mr Wilf Steenbergern, be thanked for their contributions.

### **30. Infection Prevention and Control Annual Report 2013\_14**

The Acting Director of Public Health submitted a report providing an update on infection prevention and control (IP&C) in Swindon and on the activities undertaken by the multiagency Swindon Infection Prevention and Control Group.

Dr Ayo Oyinloye, Consultant in Public Health, introduced the report and explained that it highlighted the success and challenges in infection prevention and control in Swindon. He responded to questions and comments from the Committee regarding the following issues:

- The influence of the Committee on health provision in Swindon.
- Further to 3.4.5 of the report, Dr Oyinloye referred to the reasons for the low response to the Care Home Audit for Swindon survey and the Committee noted the work to be undertaken on its recommendations.
- Proposed future work being undertaken to increase the Measles Mumps Rubella (MMR) vaccination uptake.
- Clarity on whether the charge for the SEQOL IP&C Link network was a barrier to uptake and on further actions that may be considered to encourage greater take-up by health and social care providers.
- Contract timescales and the frequency of monitoring and inspecting Care homes.
- Patient choices under the “Choose and Book” referrals scheme.
- Further to paragraph 3.4.3 of the report, Dr Oyinloye commented on the learning from dealing with Methicillin-Resistant Staphylococcus Aureus (MRSA) cases. He referred to the action plan produced following the Care Quality Commission inspection of the Great Western Hospital in 2013 that included actions relating to Outcome 8, ‘People should be cared for in a clean environment and protected from the risk of infection’.

Resolved: (1) That the Infection Prevention and Control report, be noted.

(2) That the Overview and Scrutiny Officer be requested to programme in a training session for Members of this Committee providing an overview of Children’s Services and Health related work in the Work Programme for the next Municipal year.

### **31. Great Western Hospitals NHS Foundation Trust 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.

Mr Kevin McNamara, Director of Strategy, Great Western Hospital (GWH), presented the report highlighting priorities and achievements for the hospital.

He referred to discussions undertaken with Carillion following its poor hygiene inspection performance and on the monitoring of the hospital's financial situation.

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

- The standard of spoken English of recruited foreign staff.
- How ward managers ensure foreign recruits were integrated onto wards.
- Skills monitoring on wards and training provided for staff.
- Differentiation between actions being undertaken to recruit nurses and midwives.
- Communication difficulties with agency staff caused by the temporary short term nature of their employment on site.
- Date when the ophthalmology clinic would be opening and how the department would address transport issues for patients.
- Work being undertaken to transfer the success of the Sepsis Six campaign to acute kidney injury.
- An update on the talking newspaper.
- Following the cleaning inspection, actions being undertaken by Carillion to ensure patient safety.
- The financial arrangements for "out of Borough" patients.

Resolved: (1) That the report be noted.

(2) That the Overview and Scrutiny Officer organise a visit to Great Western Hospital to enable Committee Members to meet nurses and receive a briefing on their work.

(3) That the Overview and Scrutiny Officer be requested to circulate to Committee members information regarding the start dates for the Eye Care Liaison Officer and New Vision Team.

## **32. NHS Swindon Clinical Commissioning Group**

The Committee reviewed a report submitted by the Head of Communications and Patient and Public Involvement (PPI) on the performance and key issues relating to NHS Swindon Clinical Commissioning Group.

Resolved: (1) That the report be noted.

(2) That, if required, Members of the Committee be requested to submit any questions to the Overview and Scrutiny Officer for circulation to the Head of Communications and Patient and Public Involvement .

## **33. SEQOL Update**

The Customer Services Director (SEQOL) submitted a report outlining performance and key issues for SEQOL.

Ms Michelle Howard (SEQOL) explained the report structure and commented on the work undertaken in the infection control area, particularly in patient's homes and care homes. She referred to training available and extended an invitation to all Committee members to attend.

Following the presentation of her report, Ms Howard and Mrs Sue Wald, Head of Commissioning and Adults, responded to questions and comments on the following issues:

- The impact of the Housing Strategy on health and wellbeing.

- Training available for carers.
- How SEQOL contributed to facilities available at the Family Contact Point in Sanford House.
- Explanation on how SEQOL was a conduit between integrated services available at Great Western Hospital.

Resolved: (1) That the report be noted.

(2) That the Head of Housing Services be requested to submit a report on Housing and Wellbeing to this Committee's meeting in March 2015.

(3) That, further to (2) above, the Overview and Scrutiny Officer be requested to liaise with Ms Howard (SEQOL) regarding content of the report.

### **34. Consideration of Health and Wellbeing Board Recommendations**

Ms Cherry Jones, Acting Director of Public Health, submitted a report on the recommendations and issues arising from the meetings of the Health and Wellbeing Board held on 10 September and 8 October 2014.

Resolved: (1) That the report be noted.

(2) That the Overview and Scrutiny Officer be requested to circulate details regarding the waiting list for the Memory Clinic to Committee members.

(3) That the new report format for Commissioner and Provider reports be noted.

### **35. Work Programme 2014\_15**

The Committee received a report from the Director of Law and Democratic Services detailing its updated work programme for the Municipal Year 2014/15.

Mrs Sally Smith, Overview and Scrutiny Officer, referred to the changes within the programme.

The Committee discussed the creation of sub groups to address particular issues requiring scrutiny and noted that the Corporate Governance Review Working Group was to review the success of the operation of the existing Overview and Scrutiny Committee structure in early 2015.

Mrs Smith and Mr Paul Sunners provided an update on the Out of Borough Placements Sub-Group.

Resolved – (1) That members of the Committee be requested to inform the Overview and Scrutiny Officer of any subject they believed required the establishing of a sub-group of this Committee.

(2) That the Overview and Scrutiny Officer be requested to refer the findings of Out of Borough Placements review to the Corporate Parenting Advisory Group for its consideration and to request that it report back to this Committee in the next Municipal Year.

(3) That the Overview and Scrutiny Officer be requested to update the work programme as agreed in consultation with the Chair.

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**RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

**THURSDAY, 25 SEPTEMBER 2014**

PRESENT:- Councillors Steve Allsopp, Michael Bray, Oliver Donachie, Toby Elliott (Chair), Nick Martin, Gemma McCracken, Ann Richards, Keith Williams and Robert Wright

Apologies for absence were received from Councillors John Ballman and Stan Pajak.

**4. Minutes**

Resolved – That the minutes of the meeting held on 26<sup>th</sup> June 2014 be confirmed and signed.

**5. Declarations of Interest**

Councillor Robert Wright made a non-prejudicial and non-personal interest in respect of item no. 4 on the agenda and stayed in the room during the voting and discussion thereon.

**6. Public Question Time**

There were no public questions

**7. Communicating with the Public**

The Head of Communications submitted a report allowing this Scrutiny Committee to review the Council's approach to the way it communicates with the public, looking at front line services and the range of methods used.

Councillor Wright identified other ways of interacting with the public including signs at roundabouts and rail and bus stations.

Gavin Calthrop commented that signs on billboards and roundabout were currently an income source for the Council.

Resolved – That the report be noted

**8. Staff Survey**

The Group Director, Resources and Nicola Houwayek introduced a report submitted by Alison Hackett concerning the Council's approach to measuring employee engagement, and in particular the progress on a staff survey.

She produced a list of historic results for the staff survey including (a) areas for the Council to improve and (b) a review of the action taken in the light of the staff survey results.

She commented on the current position and the key engagement measures including the next steps to be taken.

Members of the Scrutiny Committee stressed the need for anonymity for staff responding to the staff survey.

Resolved – That this Committee:

- (1) Agree and support the staff survey
- (2) Be open advocates of the staff survey when dealing with employees and helping to promote its purpose and reason for taking place
- (3) Agree that the Committee, as key stakeholders, be part of reviewing the outcomes of the survey and subsequent action planning where appropriate.

## **9. Financial Projection 2014-15 and Forward look**

The Group Director, Resources introduced a presentation given by Kirsty Cole concerning an overview of the Council's financial position both in relation to the current year's budget and the outlook for coming years

Kirsty Cole tabled a document showing Council Tax levels for 2014/15 for Unitary Authorities and a pie chart showing how the 2014 General Fund Budget will be spent.. She itemized the key risks and projected overspend areas and offset mitigations assuming use of one-off resources. She advised that the overall assumption is that the Budget will be delivered within cash limits.

Resolved – That the report be noted



### STREETSMART AND HIGHWAYS OVERVIEW AND SCRUTINY COMMITTEE

WEDNESDAY, 26 NOVEMBER 2014

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

Also in attendance were Councillors Brian Ford and Dale Heenan.

An apology for absence was received from Councillor Roderick Bluh.

#### **19. Declarations of Interest**

The Chair reminded members of the need to declare any known interests in any matter to be considered by the Committee.

With reference to Item 5 – Review of Green Waste, Councillor Oliver Donachie declared a personal interest as a non-executive Director of Swindon Commercial Services.

#### **20. Public Question Time**

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

##### Questioner

Mr Richard Symonds, Shaw, Swindon

##### Questions

Mr Symonds asked a set of questions regarding: the policy for the removal of flytipping; investigations into if particular households are responsible for flytipping; unfinished work on cutting back hedges; the team only cutting back hedges on one side of a road and not the other; how to ascertain when a particular area is going to be visited for shrub beds and hedge cutting; the siting of two lampposts on the Eastern side of the River Ray bridge; the purpose of visits by road sweepers with its brushes retracted; the schedule for the clearance of street gutters; bus stops sited within the confines of pedestrian crossing protective zig zag lines; and the flooding under the Mead Way underpass.

##### Response

The Chair thanked Mr Symonds for his questions and comments.

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, and Councillor Brian Ford, Cabinet Member for Streetsmart, both responded at the meeting and advised that a written response would be provided where agreed.

##### Questioner

Mr Roy Worman, Haydon View, Swindon

### Question

Mr Worman asked a set of questions regarding: consultation input to the local flood management system and the Council's response; the number of residents who have purchased green waste bins and the savings to the service so far; and the number of fleet vehicles that had been sold since the transfer of waste services back to Swindon Borough Council.

### Response

The Chair thanked Mr Worman for his question and comments.

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, and Councillor Brian Ford, Cabinet Member for Streetsmart, both responded at the meeting and advised that a written response would be provided where agreed.

## **21. Minutes**

Resolved – That the Minutes of the meeting held on 24 September 2014 be accepted as a correct record.

## **22. Review of Green Waste**

The Committee received a report providing a review of the new Green Waste service implemented with effect from 31 March 2014, following on from the previous report received by the Committee at its meeting on 16 July 2014. The Committee noted that the introduction of the new Green Waste subscription service was linked to the Streetsmart Change Programme, one of the key change programmes identified by the Council, and the report provides summary information to inform discussion in line with the Committee's remit and Work Programme.

Councillor Brian Ford, Cabinet Member for Streetsmart, introduced the report and noted the projected reduction in operating costs by no longer collecting green waste free of charge. An analysis of subscription levels against disability, age and deprivation have not identified any significant disadvantages, and a meeting with the Equalities Advisory Forum on 25 June 2014 had provided positive feedback. Concerns raised by them, such as the size of the bins provided and the lack of awareness of the Assisted Collection Scheme, are being addressed.

Councillor Ford asked members to note the investigations being undertaken in conjunction with the housing service to explore the possibility of adding green waste charges to weekly rents, and a recent court case regarding fly tipping in which the Council successfully prosecuted the perpetrator. He added that there is no evidence so far of an increase in the amount of green waste being placed into general rubbish bins, but that reviews continue to be undertaken with Swindon Commercial Services Ltd. Members also noted that monthly instalments for paying the green waste service fee will not be introduced as it is cost prohibitive, but direct debit payments are being looked in to as an alternative.

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

- In rural areas a larger green waste bin may be required rather than a smaller

sized bin. It was also suggested that green waste bags should be available to purchase as and when required throughout the year. It was noted that compost bins are also available to purchase from the Council and that bins could be shared by neighbours.

- An assessment should be undertaken of the domestic rubbish being processed through the Solid Recovered Fuel Plant to determine if householders are now placing their green waste in with their general waste. It was noted that Swindon Commercial Services have not yet provided any data they may already have available on this issue to the Council.
- It was noted that it is still the policy of the Council to disperse green waste where the opportunity is provided.
- It was noted that the routing software used by the green waste service determines the distance between subscribers. This is monitored to ensure the current number of collection vehicles can cover all subscribers, or if a trigger point has been passed at which another vehicle may need to be purchased.
- The location of the fifty plus households who have purchased more than one green waste bin.
- Smaller gardens which struggle to accommodate the current size and number of bins.
- It was noted that the audit of fly-tipped waste was conducted over a two-week period in October when it was all collected from across the Borough in one event. Enforcement could be concentrated on those areas identified as part of the audit where fly-tipping is a particular problem, and officers are investigating ways to reduce incidents such as utilising mobile cameras, leaflets and reports in the local paper.
- Concerns were raised over the reliance of the current green waste service on achieving greater take-up and enforcement, and adding the service charge to weekly rents for residents who are already on a low income.
- Education being as important as enforcement when it comes to the issue of fly-tipping.
- The levels of general waste collection since the introduction of the green waste charges and if they had increased.
- The cost of disposing of green waste per tonne, and the levels of green waste being taken to the household waste recycling centre.
- The number of bins purchased by the Council which had not yet been allocated to a household.
- Variances projected on the current proposed operational cost savings of £731k, and alternative spending for that saving.
- The tonnage levels of waste taken by members of the public to the household waste recycling centre.

Resolved – To note the report and the supporting evidence base, with comments having been provided by members at the meeting on the next steps being considered for the future delivery of the Green Waste service.

## **23. Managing the Highway Asset**

The Committee received a report providing information on highway maintenance and major maintenance schemes planned for the Borough. The report supports the Council's strategic priority of working with residents to create well cared for neighbourhoods.

Councillor Dale Heenan, Cabinet Member for Strategic Planning, Sustainability and Transport, introduced the report and asked members to note that he would be attending Scrutiny Committee on 15 December 2014 for his Cabinet Member Question and Answer session.

Tim Price, Service Manager, Highway Asset Management and Project Delivery, then gave a short presentation to the Committee covering the following points: the different infrastructure which constitutes the highway asset; how big the Swindon Borough Council highway asset is; routine maintenance of the highway asset; planned maintenance of the highway asset; the case for asset management; the prioritisation of major maintenance works; and typical materials used during the maintenance of the carriageway asset.

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

- The typical life expectancy of differing road surfaces.
- Roads being resurfaced in some areas that do not require it, when nearby roads which do require it are not resurfaced.
- The consistency of the quality of resurfacing materials and any quality control measures put into effect such as warranty periods.
- The policy on the replacement of road safety fixtures, such as speed bumps, once an external organisation such as a utility company has finished their works under a road.
- Kerbs being placed on rural roads and the subsequent effects if they are or are not present.
- The geography of the East and North villages as set out in a recent communication regarding pothole repair and road patches.
- Concerns raised by elderly and disabled residents on the state of footpaths, and how councillors can access the footpath maintenance schedule.
- How the economic value of a road is determined through such things as the cost to build it at today's prices and an independent valuation being undertaken.
- 20mph speed limits being enforced in town centres.
- The use of CCTV cameras or mobile cameras on bus lanes which are being used by car drivers as a shortcut.
- The importance of a good transport network as a contributor to economic development.

Councillor Heenan then referred to the current roadwork and traffic problems being experienced through the town centre. He asked members to note that he, the Chief Executive, and the Leader of the Council have been involved in discussions trying to address the issues with the external organisations currently undertaking works and closing roads. Bus gates have been opened to all road users in an effort to alleviate some congestion, and 19 road resurfacing projects that were due to commence have been postponed. Councillor Heenan then proposed the setting up of a Task Group to look further into the management of the highways asset with a view to reporting back to this Committee at its January meeting.

Councillor Eric Shaw proposed, seconded by Councillor Vera Tomlinson, the addition of two recommendations which were agreed by the Committee.

Resolved – (1) To note the contents of the report and the presentation.

(2) To acknowledge:

- (a) The need to continue in investing in the road network to support the Council's economic strategy and policies to promote business.
- (b) The concerns expressed by residents and businesses with the issues caused by the present road key works, some of which were outside the Council's control.
- (c) The prompt action already taken by the Cabinet Member for Strategic Planning, Sustainability and Transport.

(3) To request that the Cabinet Member and Cross Party Working Group brings back to the next Committee meeting a report summarising the actions that were taken and any changes that will be implemented to alleviate or mitigate the effects of future road works.

## **24. 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 by the Council and within the Committee's work programme.

Karen McMahon, Head of Business Services and Support, introduced the report and noted that the presentation of the performance dashboard had been kept in the same format as at the last meeting following positive feedback received from members. She highlighted that the customer service function had been transferred back to the Council from Capita from 1 October 2014. A dip in performance levels during this transfer had been expected, and management actions have been taken to recover and build a more sustainable service.

Members also noted that the table set out in paragraph 3.17 of the report regarding the top five areas of complaints received in September and October was an annual picture. The call abandonment rate is now 9 – 10% which is good, and there has been an increase in the number of calls to the Members Hotline as discussed at the last meeting. An officer has now been appointed to lead on member queries received through the Hotline, and all members are asked to feed their concerns, comments and queries through her.

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

- The percentage of agency workers currently being used to staff customer services as compared to full time employees.
- The improved training available to new members of staff, and for keeping all customer services staff up-to-date with service developments across the Council.
- The staff absences and vacancy rates within Parking Services, and underlying issues contributing to this such as physical threats and violence towards parking enforcement officers. It was agreed that an investigation into this issue would be added to the Committee's work programme, and reported back on at the January 2015 meeting.

Resolved – To note the report and its appendices.

**25. 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.

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

(2) To agree the addition of extra items on the programme for January 2015 regarding the report from the Cross Party Working Group on managing the highways asset, and the recruitment and safety of Parking Officers.

## **Section 3**

# **Regulatory Committee Minutes**

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**PLANNING COMMITTEE**

**TUESDAY, 7 OCTOBER 2014**

PRESENT: - Councillors Abdul Amin, John Ballman, Toby Elliott (Vice-Chair), Colin Lovell (Chair), Teresa Page, Vera Tomlinson, Peter Watts, Nick Martin, Alan Bishop, Kevin Parry and Carol Shelley.

Apologies for absence were received from Councillors Brian Ford, Nicky Sewell, Paul Baker and Eric Shaw.

**15. Declarations of Interest**

There were no declarations of interest

**16. Minutes**

Resolved – That the minutes of the meeting held on 9<sup>th</sup> September 2014, be confirmed and signed.

**17. Public Question Time**

There were no public questions

**18. 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 Councillors Maureen Penny and Steve Weisinger in respect of application numbered S/14/823
- (e) The comments of Councillor Bob Wright in respect of application numbered S/14/519

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/14/823	Nick Laister Steve Martin	Agent
S/14/519	Will Charlton Alan Goulding	Agent Thrings Solicitors
S /OUT/14/568	Peter Lawson Richard Symonds	Agent
S/14/992	Roland Billington	Applicant

Resolved – (1) That permission be refused in respect of application numbered S/14/823 for the following reason:

“The Local Planning Authority is of the opinion that the applicant has failed to satisfactorily demonstrate a need for the development comprising the use of land for the siting of mobile holiday accommodation and associated uses, sufficient to outweigh locating the proposal in the countryside and outside of the settlement boundary.

As such the development is considered to be a harmful visual intrusion into the countryside and Thames Vale landscape character area and fails to respect the hilltop setting for Highworth. The proposal is therefore contrary to Saved Policies DS1, DS6, DS5, R9 and ENV10(i), of the adopted Swindon local Plan 2011 (2006), Policies DE1, SD1, SD2, RA1, EN5 of the emerging Swindon Local Plan 2026 and the NPPF”

(2) That permission be refused in respect of application numbered S/14/519 for the reasons set out in the report with the removal of reason 2 and informative 2. The officer’s report was verbally amended at the meeting and paragraphs 7.44 and 7.53 were deleted.

(3) That the Head of Director of Planning and Regulatory Services be authorised to grant permission in respect of application numbered S/OUT/14/568 subject to the satisfactory completion of a planning obligation to secure the infrastructure contributions that are necessary to mitigate development and subject to the conditions listed in the report with authority to vary the content and/or wording of both as appropriate.

If by 21<sup>st</sup> November 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)*

(4) That the Head of Planning and Regulatory Services be authorised to grant permission in respect of application numbered S/14/992 upon agreement of the submitted flood risk strategy and subject to the conditions listed in the Committee report. and any additional amended or omitted conditions as may be appropriate.

(5) That permission be granted in respect of application numbered S/14/1195 subject to the conditions listed in the report.

**PLANNING COMMITTEE**

**TUESDAY, 11 NOVEMBER 2014**

PRESENT: - Councillors Brian Ford, Abdul Amin, John Ballman, Toby Elliott (Vice-Chair), Colin Lovell (Chair), Vera Tomlinson, Peter Watts, Nick Martin, Alan Bishop, Paul Baker, Kevin Parry and Carol Shelley.

Apologies for absence were received from Councillors Teresa Page, Nicky Sewell and Eric Shaw.

**19. Declarations of Interest**

Councillor Parry made a non-personal and non-prejudicial interest in respect of application numbered S/14/1308 and stayed in the room and took part in the voting and discussion thereon.

**20. Minutes**

Resolved – That the minutes of the meeting held on 7<sup>th</sup> October 2014 be confirmed and signed.

**21. Public Question Time**

There were no public questions

**22. 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;
- (f) The comments of Councillor Ann Richards in respect of application numbered S/OUT/14/1005
- (g) The comments of Councillor Andrew Bennett in respect of application numbered S/13/1014
- (h) The comments of Councillor Des Moffatt in respect of application numbered S/14/1446
- (i) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/OUT/14/1005	Cathy Martin	Berkeley Farm
	Nick Noon	Berkeley Farm
	Paul Hurst	Wroughton Parish Council
	Paul Martin	Applicant
S/13/1014	Peter Mapson	Agent
	Sally Ann Skipp	The Marsh Wanborough

S/14/1446	Tina Gunston	48 Church Walk South
S/14/1308 S/14/1309	Bill Hughes	Castle Eaton Parish Council
S/14/1424	James Wood John Stanley Linda Brown	On behalf of applicant Haydon Wick Farmhouse Haydon Wick Parish Council
S/14/1050	Alex Blake Stephen Winton Victoria Domanski	On behalf of applicant Local Resident Local Resident

Resolved – (1) That in respect of application numbered S/OUT/14/1005: (a) at the meeting, the applicant's representative made verbal representation to the Planning Committee on an issue that had not been previously raised i.e. that the proposal would enable the applicant to generate funding which would enable the farming business of the applicant to continue. The Council's legal advisor drew Members' attention to the fact that the applicant was seeking to rely on this as a material consideration and that members would need to consider this point in determining the application. Prior to the vote, it was confirmed by Members that they had taken this point into account in the consideration of the application (b) permission be refused for the reasons set out in the Committee report

(2) That the Head of Planning and Regulatory Services be authorised to grant permission in respect of application numbered S/13/1014 subject to appropriate conditions and the completion of a planning obligation to secure the necessary developer contributions to mitigate the demand upon infrastructure to which the application gives rise.

If the obligation has not been completed by 31<sup>st</sup> January 2015 and agreement has not been secured to extend the period in which the application is determined, the application may be refused.

(3) That permission be refused in respect of application numbered S/14/1446 for the following reason:

#### Reason

The proposal together with the associated movement and manoeuvring of vehicles within the site represents an overdevelopment contrary to Saved policy DS6 of the Adopted Swindon Local Plan 2011 (2006) and policy DE1 of the emerging Swindon local plan 2026.

(4) That permission be granted in respect of application numbered S/14/1308 and S/14/1309 subject to the conditions listed in the Committee report.

(5) That consideration of application numbered S/14/1424 be deferred to enable the applicant to explore and address matters of access and flooding.

(6) That the Head of Planning and Regulatory Services be authorised to grant permission in respect of application numbered S/14/1523 subject to the completion of a planning obligation to secure the necessary developer contributions to mitigate the

demand upon infrastructure to which the application gives rise and subject to the conditions listed in the Committee report and any additional, amended or omitted conditions as may be appropriate.

If the obligation has not been completed by 31<sup>st</sup> January 2015 and agreement has not been secured to extend the period in which the application is determined, the application may be refused.

(7) That permission be granted in respect of application numbered S/14/1050 subject to the conditions listed in the Committee report and the following additional conditions:

Additional Conditions

6 Notwithstanding the submitted details, any opening lights to the first floor windows in the side elevations serving the bathrooms shall be side hung such that the hinges shall be located toward the rear most part of the elevation (i.e. to afford a view towards the road when open) or top hung.

Reason: In the interests of amenity

7 No construction works for the erection of the extensions shall take place outside the hours of 0800 – 1800 Monday to Friday, 0800 – Noon on Saturdays and no work at all shall take place on Sundays and Bank Holidays.

Reason: In the interests of amenity

**23. Proposed Article 4(2) Direction for Bishopstone Conservation Area**

The Head of Planning and Regulatory Services submitted a report seeking approval to make an Article 4(2) Direction to remove “permitted development” rights with respect to solar panels on domestic properties in the Bishopstone Conservation Area.

Resolved – That this Committee authorises:

- (1) the Head of Planning and Regulatory Services, in consultation with the Director of Law and Democratic Services to make an Article 4(2) Direction to remove permitted development rights with respect to solar panels on domestic properties within the Bishopstone Conservation Area;
- (2) the Head of Planning and Regulatory Services to carry out the steps detailed in paragraph 3.1 of the report; and
- (3) the Head of Planning and Regulatory Services to make minor drafting or typographical changes to the content of the Direction and supporting documents if required prior to publication.

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**PLANNING COMMITTEE**

**TUESDAY, 9 DECEMBER 2014**

PRESENT: - Councillors Brian Ford, Abdul Amin, John Ballman, Toby Elliott (Vice-Chair), Colin Lovell (Chair), 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 Councillors Teresa Page.

**24. Declarations of Interest**

There were no declarations of interest.

**25. Minutes**

Resolved – That the minutes of the meeting held on 11<sup>th</sup> November 2014, be confirmed and signed.

**26. Public Question Time**

There were no public questions

**27. Determination of Planning and Related Applications**

The Committee considered: -

- (a) Applications for permission to develop;
- (b) Recommendations of the Director of Planning and Regulatory Services;
- (c) The views of interested persons set out in the reports circulated with the Committee Agenda;
- (d) The comments of Councillor Penny in respect of application numbered S/14/1048
- (e) The comments of the following interested persons:-

<u>App No.</u>	<u>Name</u>	<u>Address/Organisation</u>
S/14/1048	Peta Donkin Audrey Barnes Andrew Forman Graham Stephens Julian Gibbs	Agent  Inglesham Parish 4 College Farm Cottages Local Resident
S/14/950	Mamie Beasant	Applicant
S/13/1806	Mick Compton	Blunsdon Parish Council
S/14/1481	Chris Kennedy	Wroughton Parish Council

Resolved – (1) That, in respect of application numbered S/14/1048: (a) during the discussion of this application members noted the offer by the applicant of a

financial sum to be paid to Highworth Town Council for use by Inglesham Parish, in the event that the application was successful. In determining the application the committee were clear that notwithstanding this offer, consideration of the application was based on the planning merit of the development; (b) that the Head of Planning and Regulatory Services be authorised to grant permission subject to the conditions set out in the report and any additional, amended or omitted conditions as may be appropriate. The Head of Planning and Regulatory Services is also authorised to determine, in consultation with the Director of Law and Democratic Services, the securing of the sum of £96,000 as a community benefit fund for use by Inglesham Parish

(2) That the Head of Planning and Regulatory Services be authorised to grant permission in respect of application numbered S/14/950 subject to any necessary/appropriate mitigation of the impact of the development being secured by a planning obligation and subject to any necessary and appropriate conditions.

(3) That the Head of Planning and Regulatory Services be authorised to grant permission in respect of application numbered S/13/1806 subject to any necessary/appropriate mitigation of the impact of the development being secured by a planning obligation and subject to any necessary and appropriate conditions.

(4) That permission be granted in respect of applications numbered S/14/1481 and S/14/1832 subject to the conditions listed in the Committee reports



**LICENSING PANEL**

**FRIDAY, 21 NOVEMBER 2014**

PRESENT:- Councillors Oliver Donachie, Vera Tomlinson and Peter Watts

**8. Appointment of Chair**

Resolved – That Councillor Vera Tomlinson Chair this meeting of the Panel.  
(Councillor Tomlinson took the Chair.)

**9. Minutes**

Resolved – That the minutes of the meeting held on 2<sup>nd</sup> and 14<sup>th</sup> July 2014, be confirmed and signed as a correct record.

**10. 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.

**11. Application for a Premises Licence for LJ Food 'N' Wine Store, 42 Manchester Road, Swindon SN1 2AG**

The Clerk to the Panel reported that a request had been received from Mr Jon Payne (Solicitor to the applicants) for a deferral of the hearing due to Court commitments.

Resolved – That, in light of the application from the applicants, the hearing be adjourned.

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**LICENSING PANEL**

**WEDNESDAY, 10 DECEMBER 2014**

PRESENT:- Councillors Oliver Donachie, Vera Tomlinson and Peter Watts.

**12. Appointment of Chair**

Resolved – That Councillor Vera Tomlinson Chair this meeting of the Panel.  
(Councillor Tomlinson took the Chair.)

**13. Declarations of Interest**

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

**14. Application for a Premises Licence for LJ Food 'N' Wine 42 Manchester Road, Swindon**

The Panel considered (a) a report of the Council's Licensing Officer setting out details of an application for a Premises Licence for LJ Food 'N' Wine, 42 Manchester Road, Swindon, SN1 2AG, (b) written representations from Wiltshire Police objecting to the grant of a Premises Licence, (c) additional written representations supporting their objection to the grant of a Premises Licence received from Wiltshire Police, (d) additional written documentation relating to crime figures in the locality received in support of the application and additional conditions volunteered by the applicant, (e) oral submissions in support of their objection received from Sian Kalyuka (Police Licensing Officer), PC Atkinson and PC Diffin in support of the Police Objection, (f) oral submissions received in support of the application from Mr Jon Payne (Licensing Lawyers) solicitor to the applicants, Mr Lavel King (Company Director) and Ms Lorraine King (applicant), (g) questions from Members to the applicants and objectors and answers received, and (h) the Council's procedure for licensing hearings, the Secretary of State's Guidance and the Council's Licensing Policy.

After considering: -

1. The application for a variation of a Premises Licence; and
2. Representations and material put forward on behalf of the Police and the applicant:

And taking into account: -

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

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

- i. The prevention of public nuisance
- ii. The prevention of crime and disorder.

The Panel determined that:

1. The application for grant of a Premises Licence to LJ Wine 'n' Food, 42 Manchester Road, Swindon be granted subject to (a) the following hours and the conditions set out in the application together with the following additional/ modified conditions:

#### Hours of Operation

##### Sale of Alcohol

Monday to Sunday inclusive 10.00 – 23:00

#### Reasons

(i) The original hours requested for the sale of alcohol (until 1:00am daily) were modified at the hearing by the applicant and the hours for the sale of alcohol until 11:00pm daily were proposed by the applicant and agreed subsequently by the Panel.

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

(iii) That the hours approved, as proposed by the applicant, were subject to conditions and it was determined that approval of such hours subject to conditions should ensure minimal impact on the amenities of local residents and should minimise the risk of breaches of the Licensing Objectives.

#### Conditions:

That in addition to the conditions set out in the application for a Premises Licence the following additional/modified conditions should be applied to the licence: -

#### Reason

(i) A number of conditions were offered by the applicant in relation to the grant of a Premises Licence. The Panel considered the conditions offered and amended these where it felt clarity was required or to strengthen the condition to ensure the maintenance of the Licensing Objectives. It was felt that the imposition of these conditions was proportionate in ensuring the maintenance of the Licensing Objectives given evidence received from the Police in respect of street drinking and other alcohol related disorder in the vicinity.

(a) A Closed-Circuit Television (CCTV) system shall be maintained in operational condition at the premises at all times when the sale of alcohol is undertaken.

#### Reasons

(i) The Panel heard evidence from the Police relating to anti-social and alcohol

related issues in the vicinity and the Panel determined that this condition would assist the applicant in meeting the prevention of public nuisance and the prevention of crime and disorder Licensing Objectives.

(ii) This measure was offered by the applicants as an additional condition for the grant of the Premises Licence.

(b) The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' of recording.

#### Reasons

(i) The Panel determined that the condition offered would assist the applicant and Police in ensuring the maintenance of the Licensing Objectives.

(ii) This measure was offered by the applicants as an additional condition for the grant of the Premises Licence.

(c) The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing.

#### Reasons

(i) The Panel determined that the condition offered would assist the applicant and Police in ensuring the maintenance of the Licensing Objectives.

(ii) This measure was offered by the applicants as an additional condition for the grant of the Premises Licence.

(d) A member or members of staff, who has been trained and is conversant in the operation of the CCTV system, including the making of copies and who shall be authorised to access the CCTV footage shall be on the premises during the hours of licensable activities. At the request of an authorised officer of a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, shall be downloaded immediately or secured to prevent any overwriting.

#### Reason

(i) The Panel determined that the condition offered would assist the applicants and Police in ensuring the maintenance of the Licensing Objectives.

(ii) A variation of this condition was offered by the applicants as an additional condition for the grant of the Premises Licence. The Panel determined that it be amended to strengthen the operation of the condition and to assist with meeting the Licensing conditions and based upon evidence from the Police that the area in the vicinity of the premises suffered from alcohol related problems.

(e) A marking system shall be adopted for all single bottles of alcohol sold below a capacity of 75cl to indicate that the bottle has been sold from the premises. Where cans of alcohol are sold, including multi-packs, each individual can shall be similarly

marked.

### Reasons

(i) The Panel determined that the condition offered would assist the applicant and Police in ensuring the maintenance of the Licensing Objectives.

(ii) A variation of this condition was offered by the applicants as an additional condition for the grant of the Premises Licence. The Panel determined that it be amended to strengthen the operation of the condition and to assist with meeting the Licensing conditions and based upon evidence from the Police that the vicinity of operation of the premises suffered from alcohol related problems.

(f) No single cans or bottles of beer, lager or cider of 5.5% ABV (alcohol by volume) or above shall be sold.

### Reasons

(i) The Panel determined that the condition offered by the applicant would assist the applicant and Police in ensuring the maintenance of the Licensing Objectives.

(ii) The Panel received evidence from the Police as to problems arising from street drinking in the vicinity and determined that the condition offered by the applicant would assist in the maintenance and promotion of the Licensing Objectives and was proportionate.

(g) All staff shall undertake and receive qualification in a Responsible Alcohol Retail Course prior to being permitted to undertake alcohol sales. A copy of this certification shall be retained by management on the premises.

### Reasons

(i) The Panel determined that the condition offered by the applicant would assist the applicant and Police in ensuring the maintenance of the Licensing Objectives.

(ii) The Panel received evidence from the Police as to problems arising from street drinking in the vicinity and determined that the condition offered by the applicant would assist in the maintenance and promotion of the Licensing Objectives and was proportionate.

(iii) The Panel determined that it was not disproportionate to request the management to retain a copy of the certification of training on the premises.

(h) All staff shall receive bi-annual refresher training, to be provided by management and a record of this training shall be maintained on the premises.

### Reasons

(i) The Panel determined that the condition offered by the applicant would assist the

applicant and Police in ensuring the maintenance of the Licensing Objectives.

(ii) The Panel received evidence from the Police as to problems arising from street drinking in the vicinity and determined that this was proportionate given the vicinity of the premises and would assist in the maintenance and promotion of the Licensing Objectives and was proportionate.

(iii) The Panel determined that it was not disproportionate to request the management to retain a copy of the certification of training on the premises.

Both parties were reminded that they had the right of appeal to the Swindon Magistrates Court against the determination of this Licensing Panel and that notice of appeal must be lodged with the Court within a period of 21 days, beginning with the day on which the parties receive notification of the decision.

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**EDUCATION TRANSPORT APPEALS SUB-COMMITTEE**

**MONDAY, 13 OCTOBER 2014**

**PRESENT:-** Councillors Paul Baker, Joe Tray and Andrew Bennett.

**25. Appointment of Chair**

**Resolved:** That Councillor Joe Tray be appointed Chair of this meeting of the Sub-Committee.

**26. Declarations of Interest**

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

**27. Minutes**

**Resolved:** The minutes of the meeting held on 26 September 2014 were signed as a correct record.

**28. 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 29 refers).

**29. Home to School Transport Appeals**

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

**Resolved:**

- (1) That, due to there being no exceptional circumstances, appeal numbers TA/14/177, TA/14/253 and TA/14/254 be refused.

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**EDUCATION TRANSPORT APPEALS SUB-COMMITTEE**

**TUESDAY, 14 OCTOBER 2014**

**PRESENT:-** Councillors Andrew Bennett, Michael Bray and Carol Shelley.

**30. Appointment of Chair**

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

**31. Declarations of Interest**

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

Councillor Shelley declared that she was a ward councillor for one of the Transport Appeals; however Councillor Shelley did not know the family and remained in the meeting, spoke and voted on the appeal.

**32. Exempt Items - Exclusion of Press and Public**

**Resolved:** That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred in Agenda Item 6 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned (Minute 33 refers).

**33. Home to School Transport Appeals**

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

**Resolved:**

1. That, due to the exceptional circumstances outlined in the appeal, appeal numbers TA/14/257 and TA/14/175 be upheld and a bus pass be provided until the end of the academic year 2015/16.
2. That, due to the exceptional circumstances outlined in the appeal, appeal number TA/14/172 be upheld and a taxi be provided until the end of the academic year 2014/15.

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**EDUCATION TRANSPORT APPEALS SUB-COMMITTEE**

**WEDNESDAY, 15 OCTOBER 2014**

PRESENT:- Councillors Gemma McCracken, Maureen Penny and Peter Watts.

**34. Appointment of Chair**

**Resolved:** That Councillor Peter Watts be appointed Chair of this meeting of the Sub-Committee.

**35. 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.

**36. 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 4 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 37 refers.)

**37. Home to School Transport Appeals**

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

**Resolved:**

1. That, due to there being no exceptional circumstances, appeal numbers TA/14/195 and TA/14/196 be refused.
2. That appeal numbers TA/14/261 and TA/14/262 be deferred for further information from the appellant.

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**EDUCATION TRANSPORT APPEALS SUB-COMMITTEE**

**THURSDAY, 13 NOVEMBER 2014**

**PRESENT:-** Councillors Gemma McCracken, Maureen Penny and Peter Watts.

**38. Appointment of Chair**

**Resolved:** That Councillor Peter Watts be appointed Chair of this meeting of the Sub-Committee.

**39. Declarations of Interest**

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

Councillor Maureen Penny declared an interest in relation to one of the Transport Appeals as she was the ward councillor; however she did not know the family making the appeal. Councillor Penny left the room and did not take part in the discussion or decision on this appeal.

**40. 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 5 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 41 refers).

**41. Home to School Transport Appeals**

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

**Resolved:**

- (1) That, due to there being no exceptional circumstances, appeal numbers TA/14/261, TA/14/262, TA/14/304, TA/14/303 and TA/14/371 be refused.
- (2) That, due to the exceptional circumstances outlined in the appeal, appeal numbers TA/14/166, TA/14/165 and TA/14/167 be upheld and petrol expenses be provided until the end of the academic year 2014/15.

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**EDUCATION TRANSPORT APPEALS SUB-COMMITTEE**

**THURSDAY, 18 DECEMBER 2014**

PRESENT:- Councillors Andrew Bennett, Michael Bray and Maureen Penny.

Apologies for absence were received from Councillors .

**42. Appointment of Chair**

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

**43. 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 interests were declared.

**44. Minutes**

The Minutes of the Sub-Committee held on 13, 14 and 15 October, and 13 November 2014 were agreed as a correct record.

**45. 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 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 46 refers).

**46. Home to School Transport Appeals**

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

Resolved – (1) That, due to there being no exceptional circumstances, appeal numbers TA/14/372 and TA/14/373 be refused.

(2) That, due to the exceptional circumstances outlined in the appeal, appeal number TA/14/396 be upheld and public transport be provided.

(3) That appeal number TA/14/SEN1 be deferred pending receipt of additional information.

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## **Section 4**

# **Children Services Bodies Minutes**

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**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION**

**THURSDAY, 16 OCTOBER 2014**

**PRESENT:-**

**Group A:**  
Christian Denominations and  
Other Religions or Religious  
Denominations

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

**Group B:**  
Church of England

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

**Group C:**  
Teacher Organisations

Mrs Lottie O'Brien - Vice Chair in the Chair and  
Paul Sunners

**Group D:**  
Councillors

Councillors James Robbins and Alan Bishop

Also in attendance: Katy Staples (SACRE Advisor)

Apologies for absence were received from Mrs Tracy Mason, Mrs Mandy Sandleton, Mrs Mel Shepherd, Ms Catherine Lomax, Mr Dinesh Patel, Councillor Fionuala Foley, Freddy Pound, Councillor Cindy Matthews and Councillor Gemma McCracken

**56. Minutes Silence**

The SACRE took time at the start of the meeting to remember Mark Cawte, who had served as the Chair of the SACRE since December 2012. The Vice-Chair led the tributes to Mark. Members of the SACRE also paid tribute to Mark for his passion, encouragement, determination, strength of character, authenticity and commitment to SACRE. The SACRE then had a few moments of silence in remembrance.

**57. Appointment of Chair**

**Resolved:** To defer appointing a Chair until early 2015 and that the Vice-Chair be asked to take on the responsibility of Chair for the next meeting on 2 December 2014.

**58. Declarations of Interest**

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

## **59. Public Question Time**

No public questions were received during the meeting.

## **60. Chair's Announcements**

The Chair made the following announcements:

- a) Welcomed the Reverend Clive Deverell to his first SACRE meeting as representative of the Church of England on Group B.
- b) That SACRE members consider nominating a school to apply for the Accord Inclusive Schools Award that they think had done the most in the last year to promote inclusion, cohesion and the growth of mutual understanding, particularly on the grounds of religion and belief.
- c) Reported that Funding was available for Postgraduate teacher training for eligible graduates who were starting their training in the 2015/16 academic year on postgraduate routes including the non-salaried School Direct programme. It was noted that the numbers of places available had drastically increased especially in RE
- d) Reported that there was a new NASACRE website log-on password and that the Clerk would circulate details by email after the meeting.
- e) Reported that there was a one day conference in Birmingham on 27 November 2014, called 'The Trojan Horse aftermath - implications and opportunities' to explore the impact on RE, SMSC and collective worship. Further details could be obtained from the Clerk.

## **61. Minutes and Matters Arising**

That the minutes of the meeting held on 17<sup>th</sup> June 2014 be confirmed and signed as a correct record.

## **62. SACRE Website**

The SACRE were reminded that Freddy Pound had volunteered to set up a working example of a website that would explain the role of SACRE in Swindon and contain information and useful links from SACRE members.

The SACRE Advisor asked all members to forward the following information to Freddy Pound for uploading to the SACRE web page:

- A profile of themselves, including picture
- Details about their role and experiences in relation to RE
- Useful resources for teachers
- Relevant information to be included in the locally Swindon pages
- Documents that would be useful for teachers

### **Resolved:**

1. That Freddy Pound be thanked for the tremendous work already undertaken on the SACRE website.

2. That SACRE members be asked to forward the information detailed above to Freddy Pound for the website pages

### **63. New Ofsted Framework and Implications for RE**

The SACRE received a report from the SACRE Advisor about guidance for Headteachers and Governors on Ofsted September 2014 criteria for Spiritual, Moral, Social and Cultural development, Religious Education and Collective Worship.

The SACRE noted that the guidance supported the Ofsted Inspection Handbook July 2014 for inspections, written in the light of the Ofsted enquiry which highlighted issues to do with protecting students from possible extremism and ensuring that the curriculum was sufficiently broad that pupils would be well equipped to live in modern Britain.

The SACRE Advisor spoke about the importance of schools offering students a broad, balanced and rich curriculum that would ensure that pupils understood core British values and learned to live with difference well. She referred to the five suggestions for outstanding practice detailed in the document.

The SACRE split into group for an exercise and discussion activity based on a number of questions for governors and headteachers to check how effective their school was at Spiritual, Moral, Social and Cultural development, Religious Education and Collective Worship. It was suggested that governing bodies should use the diagnostic tool in the guidance to check their current practice.

#### **Resolved:**

To note the report and SACRE members to encourage governing bodies to use the diagnostic tool to check the effectiveness of their Spiritual, Moral, Social and Cultural development, Religious Education and Collective Worship.

### **64. Progress Reports SACRE Working Parties**

The SACRE Advisor spoke about the Distinctively Local RE Working Party and reminded members that the Working Party was looking for examples of units of work that were distinctive to Swindon to resource the Swindon Agreed Syllabus RE Units. One of the units recently being worked on was in relation to the work undertaken by Swindon foodbank.

The SACRE received a presentation from Janet French about a recent visit to the Swindon Foodbank and The Gateway Furniture Project, both run by Gateway Church in Swindon. Both projects were set up by local Christians to serve those in need in their community.

SACRE noted that the presentation could be used to help resource Key Stage 1 and Lower and Upper Key Stage 2.

The SACRE Advisor explained that more examples of Distinctively Local Swindon Units were required and the issue would be raised at the next Primary teachers Network meeting. Enquiries had been made with the local mosque about a visit and

a distinctive unit. Other examples of possible distinctive Units included Lydiard and Remembrance, free English language lessons, Year 9 Holocaust lessons, Swindon Humanism.

**Resolved:**

1. That Janet French be thanked for a very informative presentation
2. That the work of the Working Group be noted

**65. Feedback from RE Teachers' Network Meetings**

The SACRE Advisor explained that there had not been any RE teacher's network meetings since the last SACRE meeting.

**66. Date and Time of the Next Meeting**

It was noted that the next meeting of SACRE would be held on 2<sup>nd</sup> December 2014, commencing at 6:00pm at Commonweal School 6<sup>th</sup> Form Centre.



**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION**

**TUESDAY, 2 DECEMBER 2014**

**PRESENT:-**

**Group A:** Mr David Burbidge (Baptist Church), Mrs Sarah Christian Denominations and Lane Cawte (United Reformed Church), Other Religions or Religious Reverend David Howell (Swindon Evangelical Denominations Alliance) and Mr Tony McAteer (Catholic Community)

**Group B:** Church of England

**Group C:** Mrs Tracy Mason, Mrs Lottie O'Brien (Vice-Chair Teacher Organisations in the Chair) and Paul Sunners

**Group D:** Councillors James Robbins, Alan Bishop, Councillors Cindy Matthews and Gemma McCracken

Co-opted: Freddy Pound (Swindon Humanists)

Apologies for absence were received from Mr Gurchoran Singh Lyal, Miss Janet French, Reverend Norma McKemey, Ms Steph Munda, Mrs Penny Summers, Mrs Mandy Sandleton, Mrs Mel Shepherd, Ms Catherine Lomax, Mr M S Khan, Mr Dinesh Patel, Katy Staples, Sarah Foulkes and Councillor Fionuala Foley

**67. Welcome from Commonweal School**

1. RE at Commonweal School  
The Vice-Chair, Lottie O'Brien, welcomed the SACRE to The Commonweal School and spoke about the school's approach to RE.

Lottie gave an example of a typical year 7 lesson and explained how the school delivered Key Stages 3, 4 and 5 with pupils moving from more traditional teaching of RE in KS3, where essential skills would be developed, to KS4 which dealt with religious questions from philosophical and ethical perspectives.

The SACRE thanked Lottie for a very informative presentation.

2. Curriculum for Life

Paul Sunners reported that he had attended a recent Health, Adult and Children's Services Overview and Scrutiny Committee (HACS) as a co-opted representative of SACRE. Paul explained that one part of the HACS agenda related to an issue raised by the Swindon Members of the Youth Parliament about 'Review your school' which questioned what appropriate 'life skills' young people felt they needed in preparation for life after education.

Paul asked SACRE to consider a short paper he had prepared on the above issue and whether it was relevant to the local SACRE.

It was suggested that this could be an agenda item for the next meeting of SACRE, therefore allowing members the time to read the paper and an opportunity to prepare appropriate questions and responses.

#### **68. Declarations of Interest**

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

#### **69. Public Question Time**

No public questions were received during the meeting.

#### **70. Chair's Announcements**

1. The Chair reported that the South West Conference for SACRE's would be held on Monday 16<sup>th</sup> March 2015 at Dillington House, Illminster.

Sarah Lane Cawte expressed an interest in attending the conference on behalf of Swindon SACRE.

**Resolved:** That Sarah Lane Cawte be nominated as Swindon SACRE representative at the South West Conference for SACRE's.

2. The Chair reported that Katy Staples, SACRE Advisor, was unwell and would not be attending the meeting. It was suggested that agenda item numbers 8 and 9 be deferred to the next meeting of SACRE as Katy would have been leading on these two items.

**Resolved:** That agenda item numbers 8 and 9 be deferred until the next meeting of SACRE on 10<sup>th</sup> March 2015.

#### **71. Minutes and Matters Arising**

That the minutes of the meeting held on 16 October 2014 be confirmed and signed as a correct record.

#### **72. Changes to GCSE/A Level Consultation**

The SACRE considered a Department of Education consultation document on changes to the subject content for religious studies GCSE, AS and A level.

The consultation document highlighted that the government was reforming GCSEs and A levels to ensure that they prepared students better for further and higher education and for employment. The new GCSEs would set expectations which matched those of the highest performing countries and the new A levels would be linear qualifications that ensured students developed skills and knowledge needed for progression to undergraduate study.

The main change to RE GCSE was the expectation that all students must study two religions; however, students would have the option to spend up to three quarters of their time studying one religion. It was hoped that this would ensure all students had a well-rounded education that led to a rigorous qualification through grounding in religion, religions and belief. A number of changes had also been made to RE A level to rebalance the breadth and depth of the subject content to support students progressing to higher education.

The consultation document detailed two options for study, with option 1 allowing 50% study of religions and 50% thematic studies and option 2 allowing 75% study of religions and 25% thematic studies. SACRE members felt that faith schools may well choose option 2 whilst other schools could choose option 1 for study. There was a concern that the proposed structure could put additional pressure on teachers and students especially as students would have to recall a lot of factual information for the exams. It was also noted that Humanism was not part of the subject content being consulted upon. SACRE considered that it was important for students to have a broad understanding of other world views, including Humanism, in addition to the main world religions being studied for GCSE. Questions were raised about whether the A level content would build on the study of the GCSE course undertaken by students. It was noted that, in general, the groups being consulted in relation to the A level content appeared to be happy with the proposals.

The Chair encouraged SACRE members to access the consultation document on-line and make comments before the deadline of 29<sup>th</sup> December 2014.

**Resolved:** That the consultation document on changes to the subject content for religious studies GCSE, AS and A level be noted and SACRE members be encouraged to access the consultation document on-line and make comments before the deadline of 29<sup>th</sup> December 2014.

### **73. The Development Plan 2015-2017**

**Resolved:** That consideration of the Development Plan 2015-17 be deferred until the next meeting of SACRE on 10<sup>th</sup> March 2015.

### **74. Religious Education Beyond Levels Discussion**

**Resolved:** That consideration of the discussion led activity be deferred until the next meeting of SACRE on 10<sup>th</sup> March 2015.

### **75. Feedback from RE Teachers' Network Meetings**

The Chair reported that the recent Secondary RE Teachers Network meeting discussed the proposed changes to the GCSE RE subject content.

### **76. Date and Time of the Next Meeting**

It was noted that the next meeting of SACRE would be held on 10<sup>th</sup> March 2015 at Gorse Hill Baptist Church, Cricklade Road, Swindon SN2 1AA.

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

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**Note of Meeting**

**ONE SWINDON BOARD**

**TUESDAY 25 NOVEMBER 2014**

**Present:** Gavin Jones (SBC), Councillors David Renard, Stan Pajak, and Brian Mattock (SBC), James Griffin (SBC), Cherry Jones (SBC), John Gilbert (SBC), Sue Wald (SBC), Paddy Bradley (SBC), Riana Taylor (BGS&W CRC), Michelle Howard (SEQOL), Pat Geenty (Wiltshire Police), Liz Holmes (Chair of CTB), Dr Peter Crouch (CCG), Haydn Jones (SEQOL), David Wray (VAS), Daniel Rose (VAS), Ian Jeary (Wilts Fire and Rescue), Jill Annal (DWP), Chris Collins (SBC) and Carmel Burton (SBC).

1.	<b>Welcome and introduction</b>	<b>ACTION</b>
	<p>Cllr David Renard, Chair of the One Swindon Board, welcomed everyone present to the meeting, highlighting the new members of the Board who had joined since the last meeting. The Chair also thanked Mr Tony Ranzetta from the NHS Swindon Clinical Commissioning Group for his contribution and enthusiasm which will be missed.</p> <p>The Board noted the following updates:</p> <ul style="list-style-type: none"> <li>• The launch of the Swindon Advice and Support Centre which is now a thriving hub.</li> <li>• The University Technology College has now opened. It is an employer-led college for 14 – 19 year olds which will equip them for the workplace.</li> <li>• The £5.5m funding obtained from the Government for the merge of the Wiltshire and Dorset Fire Services. The Board noted that the Council Tax precept will have to increase from April 2016 to equalise with Dorset.</li> <li>• The forthcoming appointment to the role of support officer for the One Swindon partnership. This person will support the Board, and work with commissioners to investigate areas for joint commissioning.</li> <li>• A bid has been submitted to the Transformation Challenge Award Fund for Community Navigators.</li> </ul>	
2.	<b>Common customer cohorts</b>	<b>ACTION</b>
	<p>The Board received a presentation from Chris Collins, Swindon Borough Council, regarding the actionable insights from the investigation into the customer groups driving demand and cost across our services, and considering how those insights can be used to inform partnership work.</p>	

	<p>Mr Collins noted that the original postcode level of the data had too much variation, but that consistent, matched service use data at a household level is now being used. MOSAIC is still being matched, and there are lots of customer types being identified that drive current service use and theories for who will drive future service use. There is work to do still, but the aim is to have one giant dataset to embed the use and understanding of Customer Intelligence.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> <li>• Most agencies already have MOSAIC so it would be sensible to explore a joint procurement of Household level MOSAIC as there are lots of benefits to using it.</li> <li>• Partner agencies already endeavour to correctly target cohorts but this process could be tightened, with programmes also being tied up.</li> <li>• The data can be shared amongst agencies if the person has given their permission.</li> <li>• It would be helpful to the voluntary sector to have access to this data as it may help to bring in significant funding.</li> <li>• MOSAIC are using this project as a case study so are interested in assisting in whatever way they can.</li> <li>• How people are targeted may change, for example the greater or lesser use of text messages dependent on the cohort in question.</li> <li>• The Police and Crime Commissioner has launched a Community Messaging Service and it would be helpful for this service to be able to target further down than postcode level. They would be supportive of a joint procurement of Household level MOSAIC, and it was noted that a join-up between Swindon and Wiltshire Councils would be helpful for those organisations that cross both.</li> <li>• It was noted that there is a challenge in mapping adult social care, but that there are no other case studies of this so Swindon is trial blazing in this respect.</li> <li>• It was noted that the enquiry that frames the question is essential to help the analysts correctly use the data.</li> </ul> <p>The Board agreed that the possibility of jointly commissioning and procuring MOSAIC at Household level would be investigated. Any further enquiries should be directed towards Chris Collins and James Griffin who will take this up with the analysts.</p>	James Griffin / Chris Collins
<b>3.</b>	<b>Implementation of the Business Cases</b>	<b>ACTION</b>
	The Board received updates on the implementation of the Business Cases as follows.	



## **Strengthen Families**

### *Alcohol Support and Advice – Cherry Jones*

The Board noted that the Alcohol Support and Advice Project Steering Group is in place and consists of Public Health, Localities, New College and Treatment Services. Three areas have been identified for delivery, and links between services have been strengthened. The Recovery Co-Ordinator started in October 2014 and has been training Peer Mentors to help in the co-design stage. Recovery Motivators will be recruited from within the Peer Mentors. The project is on track and is going well.

During discussion the following issues were raised:

- Work has been done with the Licensing Team to look at rules around alcohol being for sale 24 hours a day. The biggest problem however is alcohol consumption in the home.
- How Peer Mentors have been recruited, particularly how friends and family have come forward to volunteer.
- Evidence of impact is expected from this project within six months.

### *Reducing Domestic Abuse – Cherry Jones*

The Board noted that an Independent Domestic Violence Adviser will be based at Great Western Hospital and managed by Swindon Women's Aid. Staff from possible referral agencies have met to discuss the practicalities of the role and referral pathways, and work has been done to identify peak times at the hospital to determine when the Adviser will be available to support victims.

The position of Outreach Worker has not been advertised, but the Clinical Commissioning Group has been assisting in determining hotspots for domestic violence and which GP Surgeries may be best placed to take part in the project.

The contract for the non-mandatory Perpetrator Programme was awarded to BGSW CRC (Probation) and leaflets and referral pathways have been developed. A press release to launch the programme will go out shortly as part of the Domestic Violence Awareness Week.

During discussion the following issues were raised:

- It was noted that the Police will undertake risk assessments on vulnerable people identified after a report of domestic violence, such as children.
- It was noted that the Police are putting together a list of

	<p>serial offenders.</p> <ul style="list-style-type: none"> <li>It was noted that Lottery funding is available for domestic abuse projects.</li> </ul> <p><i>Troubled Families – John Gilbert</i></p> <p>Under the first phase of this programme, 67% of the three year target of 370 families have been claimed for, achieved outcomes and ‘turned around’. Another 215 families are currently identified and being worked with, and it is expected that 100% outcomes will be achieved by the final claim for Phase 1 in May 2015. Swindon has been invited to be an early starter for the extended Troubled Families programme for 2015/2016, the criteria for which is much wider than those of Phase 1, and work is underway to shape the outcome framework and plan with partners for submission to the Troubled Families Unit in the new year.</p> <p><b>Reshape Adult Demand</b></p> <p><i>Well-being Co-ordinators – John Gilbert</i></p> <p>The pilot has supported users stepping down from statutory mental health services, helping them to manage their own health and wellbeing more effectively and build their personal resilience. Take-up was low, but the benefits of this approach were recognised and all parties are keen to use the lessons learnt to embed the approach across mental health services and the wider voluntary sector workforce.</p> <p><i>Safe and Independent Living – Ian Jeary</i></p> <p>An implementation plan has been agreed with partners to run this project in Swindon using the Fire Service to administer the process. It gives vulnerable adults early intervention with the aim to keep them out of care. More partners need to be on board for the referral scheme, and it is spreading further than Swindon.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> <li>It was noted that it will be important to monitor the levels of referrals this may generate for organisations to ensure that they can cope with the level of demand.</li> <li>It was noted that the DWP visiting team could be involved.</li> <li>It was noted that the kind of organisations expecting to refer in to this service are SEQOL, churches, and other small bespoke community groups.</li> </ul> <p><i>Community Navigators – Dr Peter Crouch</i></p> <p>Initial evaluation appears to show that the Community Navigators</p>	
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	<p>work is reducing the number of unplanned hospital admissions. The project is achieving 65% of planned savings, and a third of GP practices are covered. The Navigators are working in the community with people identified as being at risk, particularly those with long term conditions. Self-care plans are being put in place for patients which will reduce social isolation and encourage involvement in community activities.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> <li>• The Navigator needs to be ingrained in the community to be effective, and not be too clinical. There are also issues about overloading demand.</li> <li>• It was noted that MOSAIC could be used to identify areas with high hospital admission rates as a next step.</li> </ul> <p><i>Reducing re-offending – Riana Taylor</i></p> <p>Delivery was started at the hub in March 2014 and service use is ahead of target, with levels of staff and service user satisfaction being high. Attendance has been good, and levels of partner engagement has also been high. There has been a successful bid to enable the expansion of the service into Penhill and the surrounding area.</p> <p><b>Grow the Economy</b></p> <p><i>Local Supply Chain and Procurement – Paddy Bradley</i></p> <p>This project has provided better opportunities for small and medium sized enterprises to bid for public sector contracts. A shared request for quotation has been launched and will be used initially for contracts between £10k and £75k in the areas of estate management and recruitment of temporary staff. Tender opportunities are being detailed on the Swindon and Wiltshire Local Enterprise Partnership website, and one of the next steps is to work with agencies on transparent contracts registers.</p> <p><i>Ready for Work Academy – Jill Annal</i></p> <p>The delivery design is complete and work to clarify the performance measures is under way. This is an employer-led approach to prepare people for the work market, trying to address gaps in the labour market and address missing soft skills. There is still some work to be done on linking with other programmes and activities, the marketing collateral is in development, and tenders are awaited following the completion of the research commission.</p> <p><i>Town Centre Team – Gavin Jones</i></p>	
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	<p>Premises have been identified that will be suitable for the team to be co-located, and the move in date will be mid-January 2015. The core team is being established so that they can engage and consult to embed and develop joint working across several different areas of the Council, Police and its partners to improve the safety and appearance of the Town Centre area.</p> <p><b>Next steps for the Business Cases</b></p> <p>The Board noted that the majority of the Business Cases are live or are about to go live. Savings are now being sought, and ways of being smarter about the costs of the services being provided. It is important to maximise the impact of these programmes, and assess how they are working with local communities and any impact on the community sector. The momentum of the projects needs to be maintained and results delivered, along with the recording of impacts upon different customer types. Partners will be contacted with regards to the next steps.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> <li>• It was noted that the generated savings from these projects should be assessed and recorded.</li> <li>• It was noted that the Board needs to take a view strategically on at what point the projects may scale up or stop. An overview of the Work Programme, with key milestones, will be brought to a future meeting of the Board to inform the discussion.</li> <li>• There is a challenge on the return of investment in some instances where results are not always seen straight away. Recipients may also move away from the area for example so some thought may need to be given to tracking.</li> </ul> <p>The Board noted the updates given.</p>	
<b>4.</b>	<b>External Funding Awards</b>	<b>ACTION</b>
	<p>The Board received updates on external funding either awarded to or being applied for by partner organisations.</p> <p>John Gilbert, Swindon Borough Council, referred to the submission to the Transformation Challenge Award Fund for Community Navigators as mentioned earlier in the meeting. He advised that the outcome should be announced on Friday 28 November 2014 and that partners will be informed accordingly.</p> <p>Ian Jeary, Wiltshire Fire and Rescue Service, referred to the Government transformation fund award of £5.5m for the merger with Dorset as mentioned earlier in the meeting. He highlighted what the funding would be used for, such as a new IT system.</p>	

	<p>Pat Geenty, Wiltshire Police, advised members of the Wiltshire bid to the Police Innovation Fund which includes a project to use computers to analyse and predict where crime will take place allowing for the correct allocation of resources.</p> <p>The Board noted the update.</p>	
<b>5.</b>	<b>SBC / Wiltshire Police Joint Working</b>	<b>ACTION</b>
	<p>The Board received a presentation from Gavin Jones, Swindon Borough Council, and Pat Geenty, Wiltshire Police, on the proposed move towards a more strategic and holistic view of joint working between frontline teams.</p> <p>Mr Jones advised that the respective transformation teams had recently spent half a day looking at the following issues with regards to the above objective:</p> <ul style="list-style-type: none"> <li>• A commitment to creating a multi-agency safeguarding hub in Swindon which would cover both adults and children.</li> <li>• Domestic violence and potential funding sources.</li> <li>• A strategic focus on the town centre.</li> <li>• A place-based approach to integrated working and the learning that can be taken from this.</li> <li>• The cultural aspects of different agencies working together.</li> <li>• Customer access and back office work that could be undertaken jointly.</li> </ul> <p>The Board noted that this is still in the early stages of development, but that governance will be put in place to ensure that the Board receives regular reports.</p>	
<b>6.</b>	<b>One off funding requests</b>	<b>ACTION</b>
	<p>The Board received and discussed the following requests for one-off funding.</p> <p><i>Strategic Network Development Worker – Voluntary Action Swindon</i></p> <p>David Wray, Voluntary Action Swindon, advised members that the job description for the Development Worker had been changed in line with the recommendations from the last meeting of the Board, along with the key benefits document. The post has now been endorsed by commissioners. The Development Worker post will be cost effective and generate volunteer capacity, with a £30k salary (£40k per annum with add-ons) for 16 months. The request is for</p>	

	<p>£53,335.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> <li>• The Board originally had nearly £1m of funding which has gone to the Business Cases approved so far. This Development Worker funding would come from the same budget.</li> <li>• The Development Worker would be monitored as it is aligned to voluntary contracts.</li> </ul> <p>The Board agreed to fund £53,335 for the appointment of the Strategic Network Development Worker.</p> <p><i>Swindon Town Centre Partnership Vehicle – Wiltshire Police</i></p> <p>Pat Geenty, Wiltshire Police, advised members that a more flexible vehicle is required than the current double decker bus, and that locality working will require a vehicle to get teams into different locations. £20k of funding is requested.</p> <p>During discussion the following points were raised:</p> <ul style="list-style-type: none"> <li>• There is an opportunity with this vehicle to add on public health promotions.</li> <li>• A longer term commitment is not required from Swindon Borough Council on this project.</li> </ul> <p>The Board agreed to fund £20k for the Swindon Town Centre Partnership Vehicle.</p>	
<b>7.</b>	<b>Any Other Business</b>	<b>ACTION</b>
	<p>Daniel Rose, Voluntary Action Swindon, asked members to note that a Swindon Community Infrastructure Partnership meeting had recently been held. Over 50 different voluntary and community sector organisations attended, and interactive films from the event are available on the Swindon Viewpoint website. The event was very popular so it is intended that this will now be hosted on an annual basis.</p> <p>Pat Geenty, Wiltshire Police, asked members to note that the What Works database is now up and running. It was agreed that partner organisations would input their current projects onto the database.</p> <p>The date of the next meeting of the One Swindon Board was confirmed as 24 March 2015.</p>	James Griffin

## **WILTSHIRE & SWINDON FIRE AUTHORITY**

### **MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES on THURSDAY 25 SEPTEMBER 2014**

**Present :** Cllrs C Devine, G Perkins, E Clark, R Jones MBE, J Knight, H Marshall, N Martin, C Newbury, G Payne, J Tray and B Wayman.

**31 Minutes of the Last Meeting**

The Minutes of the Meeting of 10 July 2014 were approved and signed.

**32 Apologies**

Apologies were received from Cllr Mrs Groom and Cllr Bennett.

**33 Members' Interests**

The Chairman reminded members of the need to declare any interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or by the Ethics Committee. None were received.

**34 Chairman's Announcements**

- a) The Chairman announced that Rohan McMillan would be standing down as Independent Person at the end of the month and that the Authority would be sending him a token of their appreciation.
- b) The Chairman had attended the Emergency Services Show and gave his thanks to all the staff involved, especially Louise Knox who played a key role on the organising committee. The CFO added that next year was the 10<sup>th</sup> Anniversary of the Show. (*Afternote: the 2015 ESS is scheduled for 13 Sep 15*).
- c) The Chairman reported that he and the CFO had attended the "Chiefs and Chairs" meeting in Taunton.

**35 Questions from the Public**

There were no questions from the public.

**36 Minutes of the Urgency Committee.**

The minutes of the Urgency Committee meeting held on 22 July 2014 were received.

**37 Membership of Committees.**

The issue of substitutes for committees was discussed.

**RESOLVED:**

- a. *That all members of the CFA are substitutes for the Urgency Committee, with Committee members nominating another from their political group to deputise for them, excepting members from smaller political groups may nominate a Member from another party.*
- b. *That all members of the CFA be invited to observe at Urgency Committee meetings.*
- c. *That the issue of substitutes be discussed by the Ethics Committee.*

Signature.....

## **WILTSHIRE & SWINDON FIRE AUTHORITY**

### **38 Amendment to Standing Orders**

The paper by the Clerk on the amending standing orders in light of the Openness in Local Government Regulation 2014 was considered. Members voiced concern about being misrepresented and asked that a multi-directional recording device be obtained at a reasonable cost for use at meetings where they may be recorded by third parties. It was suggested that the Ethics Committee consider how long the recordings should be retained.

#### **RESOLVED:**

*To amend para 20 of the Wiltshire and Swindon Fire Authority Standing Orders to read:*

*“Any person wishing to report proceedings of the meeting, using audio, visual or any other means, must do so without causing disruption or distraction. Any person causing a disruption or distraction will be asked to stop by the Chairman and may be asked to leave the meeting”.*

### **39 Programme & Scrutiny Board**

The report of the meeting of the Board held on 11 Sep 14 was received.

### **40 Annual Report**

The Annual Report of the Programme & Scrutiny Board was received. It was noted that there was a requirement for more detail in future reports.

### **41 Protection, Prevention & Intervention**

The members watched a short visual presentation.

### **42 Averies Fire**

The DCFO gave a report on the Averies fire which had burnt from 21 July to 17 September and crews had been stationed at the site round the clock. He reported that there had been good partnership working with the Environment Agency, Public Health England and Swindon Borough Council. SBC were heading up the recovery phase and their scrutiny committee would be carrying out a review.

The Monitoring Officer paid thanks to the FRS for the critical role they had played and reported that the Local Resilience Forum would carry out the review which would then go before the SBC scrutiny committee, however this was likely to be delayed until the New Year.

Members queried the costs and recoveries. The Treasurer reported that the final cost would not be known until the end of the month, but it was thought that the total cost was around £100k. There were ongoing discussions with the DCLG to see if the Bellwin Scheme would cover the costs, but this seemed unlikely. However, it was possible to cover the additional costs within existing resources.

Members reported concerns from the Retained Fire Fighters that their employers were unhappy with the number of hours they had been called out for recently, due to industrial action and the knock on effect of the Averies fire. In response the CFO reported that he planned to write to employers thanking them for their support, but nevertheless overuse of retained personnel remained a concern.

The CFO reported that unlicensed tips were a national issue. CFOA and the Environmental Agency had mapped the risk and there were 20 high risk tips in the

Signature.....



## **WILTSHIRE & SWINDON FIRE AUTHORITY**

Wiltshire FRS's area, although these were not necessarily all a high fire risk. A programme of visits was being drawn up in conjunction with the Environment Agency and it was anticipated that the visits would be complete by the end of the year.

### **43 Industrial Relations**

The Brigade Manager (People & Development) outlined the two industrial disputes that were ongoing; firstly the UNISON dispute over the annual pay award, which had resulted in one day of strike with another one planned; secondly the FBU action regarding pensions. To date there had been 46 periods of strike action and there was now a period of action short of a strike ie an overtime ban and a ban on additional hours. The Fire Minister was in talks with the FBU. It was noted that the current action was impacting on operations.

It was noted that the visits by members to fire stations had been well received and the firefighters had been reassured by the message that the proposed merger was not about job losses. It was suggested that the People & Development Workstream coordinate feedback from the visits and the Clerk would arrange visits to stations who had not yet been visited by a Member.

### **44 Independent Person**

The CFA approved the recommendation of the interview panel that Caroline Baynes be appointed the Independent Member.

### **45 Consultation Update**

The Consultation Institute had validated the consultation process which had begun on 21 July and would continue until 20 October. Documents had been widely distributed, including to partner stakeholders. The Chairman thanked the officers who had attended public forums in the evenings and he reported that public interest was high.

### **46 Date of Next Meeting**

- a. The date of the next meeting was confirmed as 11 November at 1400hrs.
- b. The meetings for 2015 were confirmed as 12 February, 11 June, 24 September and 10 December.

### **47 Urgent Business**

Cllr Bob Jones MBE reported that the Wiltshire Safeguarding Adults Board had made very positive remarks about the Wiltshire FRS in its report and it had used WFRS as an example of good practice.

### **48 Exclusion of the Public**

Resolved:

*In accordance with Section 100A(4) of the Local Government Act 1972, to exclude the public for the business specified in minute no. 5 below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraphs 3 & 4 of Part I of Schedule 12A to the Act.*

### **49 Minutes of the Combination Oversight Board**

The Minutes of the Combination Oversight Board of the 3 September 2014 were received.

**(Meeting Closed 13:15)**

Signature.....

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## **WILTSHIRE & SWINDON FIRE AUTHORITY**

### **MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES on TUESDAY 11 NOVEMBER 2014**

**Present :** Cllrs C Devine, G Perkins, A Bennett, E Clark, Mrs M Groom, R Jones  
MBE, J Knight, H Marshall, N Martin, G Payne, J Tray and Mrs B Wayman.

**50 Minutes of the Last Meeting**

The Minutes of the Meeting of 25 September 2014 were amended. "A report should be presented to the CFA" was added at the end of Item 42. The Minutes were signed.

**51 Apologies**

Apologies were received from Cllr C Newbury.

**52 Members' Interests**

The Chairman reminded members of the need to declare any interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or by the Ethics Committee. None were received.

**53 Chairman's Announcements**

The Chairman welcomed Cllr Peter Edge who had returned to the CFA following the resignation of Cllr Howard Marshall from the Wiltshire Council Liberal Democrat Group.

**54 Webcasting of the CFA Meeting**

The Meeting agreed to webcast the meeting to staff.

**RESOLVED:**

*That this meeting of the CFA be webcast to FRS staff.*

**55 Questions from the Public.**

There were no questions from the public.

**56 Public Consultation Feedback.**

The CFA received a presentation by Dale Hall, Opinion Research Services on the public consultation.

**57 Strengthening our Fire and Rescue Services**

The CFO gave a presentation on the Business Case for Combination. Every Member present spoke, giving qualified support for Option 3.

**RESOLVED:**

*That subject to:*

*assurance in writing by 31 December 2014 from DCLG that precept equalisation to Dorset's level of precept will take place in 2015/16 or 2016/17 and to there being no adverse impact on the business case,*

*and*

Signature.....

## **WILTSHIRE & SWINDON FIRE AUTHORITY**

*to there being equalisation of representation in governance arrangements, the Wiltshire and Swindon Fire Authority should adopt scenario three as its preferred option*

### **58 Committee Membership**

The meeting discussed membership of Committees.

#### **RESOLVED:**

- a) *That Cllr Peter Edge should take the places vacated by Cllr Howard Marshall.*
- b) *That Cllr Graham Payne should be the CFA's nomination for its sixth place on COB.*

### **59 Urgent Business**

There was no urgent business.

### **60 Date of Next Meeting**

The date of the next meeting was confirmed as 11 December 2014 at 1030hrs.

**(Meeting Closed 3:50pm)**

Signature.....

**TOWN TWINNING NETWORK**

**WEDNESDAY, 3 DECEMBER 2014**

**PRESENT:-** Councillor Kevin Small, Councillor Michael Bray, Councillor Abdul Amin, Councillor Toby Elliott, Councillor Andrew Bennett, Nazma Ramruttun (Swindon Mauritius Friendship Twinning), Councillor Junab Ali and Cecilia Olley (Swindon Ocotal Link)

Apologies for absence were received from Richard Pearce, Mark Sarnowski, Hassan Nur, Roger Gower, Mike Ide and Cristina Bennett

**53. Declarations of Interest**

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

**54. Public Question Time**

No public questions were received during the meeting.

**55. Minutes**

**Resolved:** That the minutes of the meeting held on 8<sup>th</sup> October 2014 be confirmed and signed as a correct record.

**56. Swindon Salzgitter Twinning - 40th Anniversary Celebrations**

The Chair reported on (i) the recent Cabinet decision in relation to the funding of Council supported activities to mark the 40<sup>th</sup> Anniversary of the Swindon/Salzgitter Twinning; (ii) the recent Mayoral visit to Salzgitter and discussion between the civic leaders of Swindon and Salzgitter about the Anniversary celebrations; (iii) details of a civic Anniversary dinner and (iv) the establishment of a small working group to consider the detailed planning of the Council supported Anniversary activities.

The Chair explained that the Cabinet, at its meeting held on 22<sup>nd</sup> October 2014 agreed, that further to Minute 51(3) of the Town Twinning Network, the Deputy Leader of the Council meet with the Chair of the Town Twinning Network and the relevant Council officers to consider the feasibility and financial implications of the Networks proposals.

The Chair suggested that a Working Group be set up to consider the detailed planning of the 40<sup>th</sup> anniversary celebrations and asked for volunteers to serve on the Group.

**Resolved:**

1. That a Working Group be set up to consider the detailed planning of events to celebrate the Swindon Salzgitter 40<sup>th</sup> anniversary.

2. That the following representatives serve on the Working Group:
  - Kevin Small – Chair of Town Twinning Network
  - Andrew Bennett – Vice-Chair of Town Twinning Network and Deputy Mayor
  - Toby Elliott
  - Abdul Amin
  - Brian Mattock - Deputy Leader – as agreed by Cabinet
  - Roger Gower – Swindon Salzgitter Twinning Association
  - Cecilia Olley – Swindon Ocotal Link
  - Stephen Taylor, Director of Law and Democratic Services or his representative
3. That the first meeting of the Working Group be held at 5:00pm on Monday 15<sup>th</sup> December 2014 at the Civic Offices

## **57. 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**

A report by Roger Gower about the following events was circulated:

- At the SSTA AGM all officers were re-elected unopposed. Subscription fees remain unchanged. The proposed programme for the Salzgitter visit was discussed at length.
- The programme for the visit by the DEG – Salzgitter is being further developed.
- The dates for the visit have yet to be finalised but it will take place in June 2015.
- The SSTA web site is now live and can be accessed at the address [www.swindon-salzgitter-twinning.co.uk](http://www.swindon-salzgitter-twinning.co.uk).
- The German student here for a 3-month study period returned home in late October.
- On behalf of the SSTA, may I wish all members of the Town Twinning Network a very merry Christmas and a happy New Year.
- Contact has been made with Arkell's Brewery and the discussions were very helpful. Work is in hand on the agreed actions.

### **Swindon Ocotal Link (SOL)**

Cecilia Olley reported on the following:

- A grant from the Swindon Ocotal Link for £3,500 had been sent to Ocotal for bursaries. The bursaries would be used to sponsor the education of a child

with \$100 covering ine year of fees

- A number of successful fund raising events were held.
- The Link's Treasurer had recently left
- The Link's AGM was held in November 2014
- Arrangements were being made for a curry night in January 2015

### **Swindon Mauritius Friendship Link**

Nazma Ramruttun reported on a trip she had made to Mauritius in September 2014 and spoke about the elections due in December 2014 and the election campaigning taking place. A further visit would be made in February 2015.

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