

# Swindon Borough Council

## Scrutiny Committee

**Monday, 13 February 2017**

Committee Room 6, Civic Offices

At 6.00 p.m.

### **Conservative Councillors**

Claire Ellis (Vice-  
Chair)

Emma Faramarzi

Cathy Martyn

Gemma McCracken

Kevin Parry

Vera Tomlinson

Timothy Swinyard

### **Labour**

### **Councillors**

Robert Wright  
(Chair)

Emma Bushell

Mark Dempsey

Des Moffatt

James Robbins

Chris Watts

### **Contact Officers:**

Stuart Figini (Committee Officer) 01793 463612 [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk)

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 445500)

**Access Arrangements** - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

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## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

### **3. Public Question Time**

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

### **4. Minutes (Pages 5 - 10)**

To receive the minutes of the meeting held on 9<sup>th</sup> January 2017.

5. **Consideration of Cabinet Decisions** DLDS (Pages 11 - 12)
6. **Cabinet Member Question and Answer Session - Cabinet Member for Housing and Homelessness** (Pages 13 - 28)
7. **Cabinet Member Question and Answer Session - Cabinet Member for Streetsmart** (Pages 29 - 60)
8. **Work Programme 2016/17** (Pages 61 - 88)
9. **Status of Requests for Action and/or Information** (Pages 89 - 108)

**Date of Despatch:** 01 February 2017

**Key:**

**Officers:**

DLDS - Director of Law and Democratic Services (Monitoring Officer)

**Public Question Time** - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website.

(<http://www5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

**The Scrutiny Committee - Terms of Reference**

- To meet at regular intervals to review the policies, process and implications of Cabinet, Cabinet Member and Officer decision making and the way in which Cabinet and Cabinet Member decisions are made;
- To consider requests for "Call-in" as defined in the Council's "Call-in" Procedure;
- To refer decisions back to Cabinet (or the decision maker) for reconsideration. It may do this once for any individual decision, after which if there is no agreement the decision will be referred to the full Council for determination;
- To refer Cabinet and Cabinet Member decisions to the relevant Overview and Scrutiny Committee for investigation without delaying the implementation of the decision concerned;
- To receive a report by the Leader of the Council at its first meeting after each Annual Council Meeting (or at such a meeting as is agreed by the Chair of the

Committee and the Leader of the Council) on the service issues for the year ahead, the Leader of the Council's priorities for the coming year and on the Council's performance in the previous year;

- To oversee the arrangements for Overview and Scrutiny within the Council, including determining (i) where matters fall within the remit of more than one Overview and Scrutiny Committee which of those Committees will assume responsibility for any particular issue, (ii) a system to ensure that referrals from Committees to the Cabinet, either by way of report or for reconsideration are managed efficiently and do not exceed any limits set out in the Council's Constitution, and (iii) in the event of reports to the Cabinet exceeding any limits in this Constitution or if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business, at the request of the Cabinet to make decisions about the priority of referrals made.
- To carry out any investigation into the business and functions of the Council and to call in any Cabinet Member or senior officer of the Council so that they can offer advice, support or answer any question that will assist the Committee in carrying out its functions.
- To carry out an external scrutiny function, particularly in relation to corporate issues and issues falling into the remit of a number of Overview and Scrutiny Committees.

To fulfil all the functions of an overview and scrutiny committee as they relate to –

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

To have specific responsibility (but not limited to)

- Good governance and the operation of Law and Democratic Services
- The Budget Scrutiny function.

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**SCRUTINY COMMITTEE**

**MONDAY, 9 JANUARY 2017**

PRESENT:- Councillors Robert Wright (Chair), Emma Bushell, Mark Dempsey, Claire Ellis (Vice-Chair), Emma Faramarzi, Cathy Martyn, Gemma McCracken, Des Moffatt, Kevin Parry, Vera Tomlinson, Chris Watts and Steve Weisinger

An apology for absence was received from Councillor James Robbins.

**51. Declarations of Interest**

Councillor Kevin Parry made a personal, non-prejudicial declaration of interest in respect of agenda item 7 “Cabinet Member Question and Answer Session – Cabinet Member for Communities”, as he was a Nythe Parish Councillor and a Trustee of Covingham Parish Council.

Councillor Gemma McCracken made a personal, non-prejudicial declaration of interest in respect of agenda item 6 “Leader of the Council Update”, on the grounds that she and her husband are tenants of a commercial unit in the Town Centre.

**52. Public Question Time**

Mr Brian Cockbill, a local resident, asked questions about the administrative operations of Nythe Parish Council. Mr Cockbill received a written response at the meeting.

Mr Cockbill, asked an additional question about the standard of service provided by the Public Health Department. The Cabinet Member for Adults’ Health and Social Care responded at the meeting.

Mr Cockbill, asked a further additional question about a response he had received from the Public Health Department regarding his reporting of rats in Fleming Way. The Cabinet Member for Adults’ Health and Social Care agreed to investigate the issue and provide a written response.

Mr Roy Worman, a local resident, asked a question about the Swindon and Wiltshire Local Enterprise Partnership funding bid for the Thamesdown Drive extension. The Leader of the Council responded at the meeting.

Mr Worman asked a supplementary question about the possibility of a further funding bid being submitted. The Leader of the Council responded at the meeting.

Mr Worman asked a further question about the Cabinet Member Advisory Group being re-established. The Leader of the Council responded at the meeting.

Mr Worman asked a further question about the problems experienced by some residents in relation to recycling collections and the length of time for Council officers to respond to queries about the collections. The Leader of the Council agreed to provide a written response.

**53.**

## **Minutes**

Resolved – That the minutes of the meeting held on 12<sup>th</sup> December 2016, be confirmed and signed as a correct record.

**54.**

## **Budget Setting Process 2017/18**

The Committee received a report of the Director of Law and Democratic Services about the Budget setting process 2017/18.

Members were reminded of their specific responsibility under the Committees terms of reference, and under the Budget and Policy Framework Procedure Rules, to fulfil the Council's Budget Scrutiny Function. The report provided members with the opportunity to better understand the strategic context and framing for the direction of travel of the organisation to deliver the Vision for Swindon over the next four years. This was within the expected financial context, and the particular processes the Council had adopted to ensure a balanced budget for 2017/18 and a sustainable financial position moving forward.

The Chair welcomed Councillor David Renard, Leader of the Council and Chair of Cabinet, and Councillor Russell Holland, Deputy Leader of the Council, Vice-Chair of Cabinet and Cabinet Member for Finance and Corporate Services to the meeting.

The Leader and Cabinet Member responded to the following observations and questions from the Chair and Councillors Des Moffatt, Vera Tomlinson, Chris Watts, Mark Dempsey and Emma Faramarzi:

- The Council making representations to the Government about the New Homes Bonus.
- Timing of the budget consultation with the Scrutiny Committee and conversations with opposition Councillors.
- Closure of the toilet block in Moredon.
- The impact of the transfer of garages from the Housing Revenue Account to the General Fund.
- Proposed savings between 2017 and 2020 from place based services and how these will be delivered.
- Business Rates devolution and the financial impact on services provided by the Council.
- The action being taken to secure a better deal for Swindon in national funding negotiations.

The Chair thanked the Leader of the Council and Cabinet Member for Finance and Corporate Services for their full and open responses to members' questions and observations on the issues raised.

Resolved – (1) That the Budget Position Update report be noted.  
(2) That the Cabinet Member for Finance and Corporate Services be invited to speak with the Labour spokesperson for Resources about the 2017/18 budget proposals.

Further to Minute 5/2016 and in accordance with the Council's Constitution, Councillor David Renard, the Leader of the Council attended the meeting to report to the Committee on the Authority's performance in the first half of the 2016/17 Municipal Year in progressing the Council's priorities and targets, as outlined in his Annual presentation to the Committee at its June meeting.

Councillor Renard introduced his report, commenting on the Council's achievements so far in 2016/17 and highlighting the challenges for the remainder of the year and outlined how the Authority had performed in the first half of 2016/17 Municipal Year.

The Leader responded to the following observations and questions from the Chair and Councillors Cathy Martyn, Des Moffatt, Vera Tomlinson, Chris Watts and Mark Dempsey:

- The role of large retail parks in Swindon can encourage growth in the number of small and medium size business locating to the town centre.
- Opportunities for the Council to work proactively with school Academy Trusts to promote Swindon schools in a positive light.
- The new secondary free school opening on a phased basis in Wichelstowe and its impact on surrounding schools.
- The ability of Councils to manage school places.
- The unsuccessful funding bid made by Swindon and Wiltshire Local Enterprise Partnership (LEP) for the Thamesdown Drive extension, the potential for future bids and examination of how other LEPs function.
- Town centre retail offer and reasons why other similar sized regional towns/cities retail centres were growing more rapidly than Swindon.
- The lessons that might be learned from previous decisions about selecting development partners, the need for due diligence and the potential to consider self-development.
- The need to improve and drive up education standards in Swindon schools.
- The number of subscribers to UK Broadband.
- The new Secondary School Learning Campus for the Eastern Villages and its impact on other schools in the area.
- The creation of new parishes being a new form of taxation on residents.
- To revive and re-invest in redundant industrial estates to encourage the production of goods and services.
- The financial cost to Swindon of the additional responsibility of providing shelter for those caught up in the refugee crises in Europe.
- Progress being made on the Bus Exchange.
- Bruce Street Bridges and the impact on new businesses.
- Measures to improve the image of Swindon and the role of new Parish Council's in achieving this.
- The continuing development of Higher Education provision within Swindon and the work to secure a new University.
- The need for information about the strategic framework and commitment that underpins the Council's Vision.

Resolved – That Councillor Renard, the Leader of the Council, be thanked for his informative presentation of his half-year update report and for his full and open responses to members' questions on the issues raised.

## **56. Cabinet Member Question and Answer Session - Cabinet Member for Communities**

Councillor Mary Martin, Cabinet Member for Communities, was in attendance and presented to the Committee a detailed report summarising progress and performance in respect of each of the following service areas within his portfolio of responsibility:

- Localities and Community Development
- Capacity Building – Promoting and developing community-based alternatives to traditional public services
- Leading Parish and Town Councils/Community Engagement implementation
- Community Engagement Strategies
- Community Assets – Libraries, Community Centres
- Community Governance review
- Leisure (residual services e.g. Highworth, County Ground etc., contact with GLL excluding Oasis)

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

Councillor Martin responded to the following observations and questions from the Chair and Councillors Des Moffatt, Vera Tomlinson, Steve Weisinger, Gemma McCracken, Kevin Parry, Emma Bushell, Chris Watts, Mark Dempsey and Emma Faramarzi:

- The calculation of new Parish Council precept.
- The function of external auditors in relation to the new Parish Councils' finances.
- A review of Section 106 monies and how they could contribute towards offsetting and proposed increases in Parish Council precepts.
- The awareness of Councillors about how Section 106 monies had been and were proposed to be used to finance schemes in their wards.
- The support available to Parish Council in the preparation of Neighbourhood Plans.
- Future operating models for community libraries.
- Members' concern at the limited time available and associated difficulties for new Parish Councils to prepare and determine their precepts for 2017/18.
- Parish Council elections and amendments to the original timescales.



- The conduct of the Community Governance Review and how the Council's experience of the review might be shared with other Local Authorities who were considering creating new parishes.
- The financial cost of the Community Governance Review.
- The challenges facing new Parish Councils and the need for asset surveys and condition surveys.
- The allocation of transition funding for new Parish Councils.
- The transfer of allotments to new Parish Councils.

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

## **57. Work Programme 2016/17**

The Committee considered a report of the Director of Law and Democratic Services setting out the topics for inclusion in the 2016/17 Scrutiny Work Programme as agreed by the Committee at its meeting on 20<sup>th</sup> June 2016.

The Chair observed that the Question and Answer Session for the Cabinet Member for Streetsmart, was due to be considered at the next meeting of the Scrutiny Committee in February 2017. He suggested that, and highlighted the opportunity for Members to advise the Cabinet Member of those issues they would like addressed in his Scrutiny report.

Resolved – That the work programme 2016/17 be noted.

## **58. Status of Requests for Action and/or Information**

The Committee received an updated report advising on the status of outstanding issues and member requests for information.

Resolved – That the report on the status of outstanding issues and member requests for information be noted.

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## Consideration of Cabinet Decisions

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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### **1. Purpose and Reasons**

- 1.1 To allow the Scrutiny Committee to consider the decisions arising from the meeting of the Cabinet held on the 8<sup>th</sup> February 2017.
- 1.2 The Scrutiny Committee's Terms of Reference include the review of the Cabinet decision making process and the way in which Cabinet decisions are made. As part of the Scrutiny function the Scrutiny Committee is able: -
  - (a) to refer decisions back to Cabinet for reconsideration. It may do this once for any individual decision, after which, if there is no agreement, the decision will be referred to the full Council for determination
  - (b) to refer Cabinet decisions to the relevant Overview Committee

### **2. Recommendations**

The Committee is recommended to:

- 2.1 Review the process of Cabinet decision-making and the decisions made.

### **3. Detail**

- 3.1 The Scrutiny Committee is invited to review the decisions of the Cabinet to be held on 8<sup>th</sup> February 2017. (The minutes of this meeting will be forwarded to Members as soon as they become available.)

### **4. Alternative Options**

- 4.1 None

### **5. Implications, Diversity Impact Assessment and Risk Management**

Financial and Procurement Implications

- 5.1 This report has no financial or procurement implications. Such implications are set out in the original reports previously circulated to all Councillors with the Cabinet Agenda.

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Further information on the subject of this report can be obtained from Stuart Figini (Committee Officer), Direct Dial Telephone Number 01793 463612, [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk)

# Consideration of Cabinet Decisions

Scrutiny Committee

Date: 13<sup>th</sup> February 2017

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## Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been fully taken into account in compiling this report. It is considered that the recommendations of this report are compatible with convention rights.

## All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 None

## Links to One Swindon, Plans and Policies

- 5.4 There are no other direct implications arising as a result of this report. Any further implications will be identified when a topic is reviewed by the Scrutiny Committee and in any recommendations made by the Scrutiny Committee.

## Diversity Impact Assessment

- 5.5 No Diversity Impact Assessment is required at this stage, any DIA that is required during review of topics included within the work programme will be identified at the appropriate stage.

## Risk Management

- 5.6 No risk management issues have been identified at this stage, any risk management issues will be identified at the appropriate time when a topic is under review by the Scrutiny Committee and if it makes any recommendations

## **6. Consultees**

- 6.1 The Board Director Finance, Revenues, Benefits and Property (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 Cabinet Agenda for the meeting held on 8<sup>th</sup> February 2017.

## **8. Appendices**

- 8.1 The draft minutes of the meeting of the Cabinet held on 8<sup>th</sup> February 2017 (to follow).

## Cabinet Member Question and Answer Session

### Cabinet Member for Housing and Homelessness

Scrutiny Committee

Date: 13<sup>th</sup> February 2017

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Author:	Cabinet Member for Housing and Homelessness
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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#### 1. Purpose and Reasons

- 1.1 This report sets out details of the portfolio for the Cabinet Member for Housing and Homelessness.
- 1.2 A key purpose of the Scrutiny Committee function is to hold the Cabinet to account and ensure that Council priorities and performance are being delivered. The Scrutiny Committee partly fulfils this requirement through the use of question and answer sessions with the Cabinet Member for Housing and Homelessness.
- 1.3 The purpose of the Question and Answer session is to ensure that the Cabinet Member provides the Scrutiny Committee with performance information relative to their portfolio responsibilities. It also requires the Cabinet Member to provide budget information for their portfolio responsibilities and provides an opportunity for the Scrutiny Committee to ask questions on the portfolio responsibilities.
- 1.4 The remit of the Committee includes the review, scrutiny, and development of policy recommendations and the monitoring of performance of corporate priorities including One Swindon and the Corporate Strategy.

#### 2. Recommendations

Scrutiny Committee is recommended to:

- 2.1 Take note of the report by the Cabinet Member for Housing and Homelessness
- 2.2 Put appropriate questions to the Cabinet Member for Housing and Public Safety
- 2.3 Decide if any further action is required.

#### 3. Detail

- 3.1 The Cabinet Member for Cabinet Member for Housing and Homelessness is Councillor Oliver Donachie who is accountable for the following Pledges from the Council's Vision:
  - 3.1.1 Pledge 7. Build new affordable homes including 200 new council homes and 66 units through the Affordable Housing Development programme at

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Further information on the subject of this report can be obtained from Michael Ash  
mash@swindon.gov.uk

# **Cabinet Member Question and Answer Session**

## **Cabinet Member for Housing and Homelessness**

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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sites including the Hawthorns, the Royal British Legion site in Penhill, Townsend House in Old Town and the Former Refuge in Park South.

3.1.2 Pledge 8. Complete the redevelopment of Sussex Square.

3.2 The Portfolio responsibilities for this Cabinet position were updated in December 2016 and are as follows :

3.2.1 Allocations and Advice Services

3.2.2 Empty Homes

3.2.3 Estate and Tenancy Management

3.2.4 Housing Enabling and Strategic Services

3.2.5 Homeline Services

3.2.6 Homelessness

3.2.7 Housing Right to Buy/Sales Services

3.2.8 Neighbourhood Wardens

3.2.9 Private Sector Housing Renovation Grants

3.2.10 Repair and Improvements to Council Housing Stock

3.2.11 Sheltered Accommodation

3.2.12 Police Authority/Police and Crime Commissioner liaison

3.2.13 Community Safety Partnership including young offenders and reducing anti-social behaviour

3.2.14 Environmental and Public Protection Services Gypsies, Travellers and Unauthorised Encampments

3.2.15 Reducing Drugs, Alcohol and Substance Abuse

3.2.16 Control Room Operations

3.2.17 Principal Member for consultation on Public Space Protection Orders

3.2.18 Licensing, including taxis, etc.

3.2.19 Community Safety Partnership including young offenders and reducing anti-social behaviour

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Further information on the subject of this report can be obtained from Michael Ash  
mash@swindon.gov.uk

# Cabinet Member Question and Answer Session

## Cabinet Member for Housing and Homelessness

Scrutiny Committee

Date: 13<sup>th</sup> February 2017

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### 3.2.20 Reducing Domestic Violence and Abuse

#### What have you done well?

#### Delivering The Council's Vision and Pledges

- 3.3 **New Affordable Housing.** It is particularly pleasing to see the progress at Sussex Place (the former Sussex Square), which is delivering Pledge 8 of the Council's Vision. The development will be complete in February 2017.
- 3.4 The wider Phase 1 development programme of 100 additional affordable homes will be completed by March 2018. Construction at the Hawthorns commenced in January 2017 and tenants moved into Townsend House in Old Town in December 2016. Planning decisions are due on 3 further sites in January 2017, and plans for further sites are being developed including the significant redevelopment of Council homes alongside Queens Drive. These also contribute to Pledge 9.

#### Environmental and Public Protection Services

#### Licensing

- 3.5 The Council has introduced a Public Spaces Protection Order to cover the control of dogs in Lydiard Park. The PSPO restricts areas in which dogs can be let off leads at Lydiard during parts of the day in the summer months. The PSPO is supported by clear signage, and the Council has prioritised resources to assist with its enforcement. Although the PSPO has only recently been designated, work is already underway to review the periods during which it will apply, with the potential to extend it to cover certain parts of the Park all year round. Further work is about to commence on investigating the possibility of introducing a Borough-wide PSPO specifically to address issues around dog fouling.
- 3.6 We continue to have a good relationship with the Wiltshire Police and have a Police Licensing Officer embedded within the Licensing team. This integrated working has helped us to ensure that licensed premises are operating lawfully. Working closely with the Police, and across Council teams, the Licensing Committee has adopted a Cumulative Impact Zone for the Broad Green area. The Zone is intended to limit the proliferation of additional licensed premises in the area, where adverse amenity and public health issues are known to be linked to the sale of goods from existing licenced premises.
- 3.7 The Licensing Committee has adopted a number of important licensing documents over the last year, including the Borough-wide 'Statement of Licensing Policy', a supplemental policy for the Licensing of Sexual Entertainment establishments, an Animal Charter and several policies covering

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Further information on the subject of this report can be obtained from Michael Ash  
mash@swindon.gov.uk

# **Cabinet Member Question and Answer Session**

## **Cabinet Member for Housing and Homelessness**

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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animal health and welfare issues. These documents provide an important baseline against which proposals for premises and event licences can be considered.

### Public Protection

- 3.8 The wide-ranging work of the Public Protection Team has continued to be effective in protecting the health and wellbeing of those living, working or visiting Swindon. Most of this work is statutory in nature but wherever possible resources have been focussed on areas of highest risk and to support those individuals or groups considered to be most vulnerable. .
- 3.9 There are currently 1959 registered food businesses in Swindon and generally standards of food safety have been maintained through a regime of inspection, advice and support. The numbers of premises rated 4 and 5 star under the national Food Hygiene Rating (FHR) system has increased but some businesses remain rated at zero star despite the considerable support and assistance given to them. In these cases it has been appropriate to take formal enforcement action such as enforced closure, seizure of unsafe food stuffs or prosecution. Priorities for the food safety service reflect those set by the Government's Food Standards Agency (FSA) We have continued to work closely with them to tackle the serious issue of meat fraud and are participating in a regional initiative to ensure the traceability safety and traceability of animal feedstuffs entering the food supply chain.
- 3.10 The Council has continued to offer quality and affordable food hygiene and aligned training to support local businesses. This has included a training programme to help them meet recently introduced requirements regarding allergens in food. There is support for the Government's proposal to make display of FHR (Food Hygiene Rating) scores mandatory for food businesses.
- 3.11 The number of service requests received relating to noise and other nuisance, has continued to be high but we have mostly been able to deal effectively with these by offering advice, support and mediation. In the worst cases enforcement has been necessary, including prosecution, seizure or through close working with Community Safety, Housing Officers or Police colleagues.. The Public Protection 'Out of Hours' service remains key to being able to resolve those most difficult problems of nuisance. Although the number of complaints received has been down a little on 2015/16, the number of complaints subject to the higher levels of enforcement (prosecutions, seizures) has been up; suggesting that continuing efforts to focus our efforts on the worst cases is being successful.

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Further information on the subject of this report can be obtained from Michael Ash  
mash@swindon.gov.uk



## **Cabinet Member Question and Answer Session**

### **Cabinet Member for Housing and Homelessness**

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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- 3.12 The plans for the rapid growth of the town has meant that we have had to devote much greater resource to our consultative role in the Planning process, especially on the topics of Air Quality, Noise, and Contaminated Land. The Healthy Neighbourhoods team is heavily involved in ensuring that future residential areas are healthy places to live and is also working hard with the Planning team and other partners, including developers, to mitigate environmental constraints holding up large development proposals. This work stream has increased greatly in recent years. Additional funding is currently being sought through the Homes and Communities Agency to ameliorate this pressure, and the team has also worked hard to develop expertise and free up resource internally to respond to this demand
- 3.13 Air Quality continues to be monitored across the Borough and additional work is now being carried out to investigate a discrete area in more detail in response to elevated levels of Nitrogen Dioxide being indicated. Specialist equipment has been procured and installed by both the Healthy Neighbourhoods and Highways teams to try to understand the specific causes of the higher than normal levels in preparation for further action to try to improve things in due course. A further report into Air Quality in the Borough is due to be submitted to DEFRA from.
- 3.14 Other priorities for the Trading Standards service continue to be the detection and seizure of illicit tobacco and alcohol products, preventing inappropriate sales of age restricted or unsafe products and the control of so called 'Legal Highs' or 'Novel Psycho-active Substances' (NPS) in the market place. With the introduction of the Psychoactive Substances Act 2016, this has effectively removed NPS's availability through shops but Trading Standards continue to be.
- 3.15 As part of the changes in the private rented sector, Government has resolved to extend Mandatory House in Multiple Occupation (HMO) Licensing to a greater proportion of the HMO stock. It is likely that this will now take in all HMOs with 5 or more person regardless of the number of stories in the property. In Swindon this may increase the number of HMOs that must be licensed from the current 120 to around 600 – 800. Much work is being done to ensure that we are as ready as we can be for this very significant change, which may become law as early as April 2017, although it is perhaps more likely to be sometime in Autumn 2017. Consultation on the fine detail of the scheme has recently ended. Due to the nature of Swindon's housing stock and market; the great majority of HMOs in Swindon will fall under a Licensing scheme following these changes, and this will allow for much more effective regulation of the sector.
- 3.16 Demand for disabled adaptations is increasing and this reflects demographic changes and health improvements enabling more households with disabilities to

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Further information on the subject of this report can be obtained from Michael Ash  
mash@swindon.gov.uk

# Cabinet Member Question and Answer Session

## Cabinet Member for Housing and Homelessness

Scrutiny Committee

Date: 13<sup>th</sup> February 2017

remain living independently at home. Corresponding demand for Disabled Facilities Grant (DFG) has only been able to be met through effective assessment and targeting of funds in conjunction with Adult Social Care.

### Housing

- 3.17 **Homelessness.** The Council continues to manage its homelessness services well. During 2015/16 270 households were prevented from becoming homeless, the Council is on target to exceed this in 2016/17 with 170 preventions in the first 6 months. However, 138 households have been accepted during the first 3 quarters of 2016/17, this shows an increased trend on 2015/16 (162 in total) reflecting a national rise in homelessness. Comparisons with other South West local authorities are as follows:

Quarter 1 2016/17 Homelessness acceptances	Local Authority	Per 100,000 population*
Gloucester	133	104.59
Bristol	234	52.08
Plymouth	81	30.83
Bournemouth	50	25.70
Swindon	55	25.33

\*Mid 2015 population statistics taken from:

<http://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland>

- 3.18 The new Homelessness Strategy is underway, this supports measures to strengthen preventative measures particularly in respect of domestic abuse, supporting those with complex needs, those with care needs and making best use of the social housing stock to alleviate homelessness.
- 3.19 **Tenancy Management.** By far the greatest challenge continues to be rent collection. The income of the Housing Revenue Account to meet tenants' service aspirations depends on a high rate of collection. The collection rate currently stands at 97.77% a remarkable achievement given the on-going changes to the Welfare System. Swindon remains a top quartile performer in this respect.

Further information on the subject of this report can be obtained from Michael Ash  
mash@swindon.gov.uk

# Cabinet Member Question and Answer Session

## Cabinet Member for Housing and Homelessness

Scrutiny Committee

Date: 13<sup>th</sup> February 2017

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Swindon went live on the 'full' Universal Credit system on 30th November 2016. This affects all new claims by working age residents including couples and families and may also affect tenants reporting change of circumstances. Universal credit is paid monthly in arrears and direct to tenants, housing benefit is paid weekly and direct to the tenants rent account.

**Tenant Engagement.** The service continues to explore new ways to take on the views of our tenants. "The Housing Sounding Board" has grown to over 1000 active participants as well as over 800 Facebook and over 700 twitter account followers. Overall numbers of engaged tenants are increasing and number of ways for tenants to be informed and engaged is also increasing. For example the service area also runs a fortnightly radio show on Swindon 105.5 FM and has started several new groups of "Street Reps". The dedicated tenants' website continues to be developed which includes links to Tenant Academy e-training modules on Gas Safety and condensation awareness.

A new Tenant Participation Strategy is nearing completion, which will demonstrate the range of opportunities and support available to tenants who volunteer to help to improve the housing service.

- 3.20 Tenant Academy - Over 150 tenants took part in Tenant Academy Courses in 2015/16 including programmes for our sheltered housing residents. Work with tenants affected by the benefit cap has commenced, with 15 tenants referred to training providers and two tenants so far have gained employment since this work started in November.

3.21

**Repairs and Improvements.** An independent Stock Condition Survey (SCS) identified that 98.6% of homes are compliant with the Decent Homes Standard. It also identified an investment need of £168.1 million over the next five years, which includes £36.9 million for works to our non-traditional housing stock. Survey and replacement works are in place and a 5-year Capital Programme has been developed with the aim to ensure all homes meet the Decent Homes Standard. It has lower spend levels for works to our non-traditional housing stock. A contract worth £7 million was let this year to help tackle the exceptional extensive programme of structural repairs and thermal improvements work, 220 non-traditional houses in Pinehurst and Meadowcroft will benefit from this work.

Other long-term contracts that have been put in place are shown as follows:

- Gas Central Heating – 2 to 5 year contract with potential value up to £8.9 million
- Electrical Upgrades – 2 to 4 year contract with potential value up to £4.3 million

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Further information on the subject of this report can be obtained from Michael Ash  
mash@swindon.gov.uk

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- External Planned Maintenance – 1 to 4 year contract with potential value up to £4.1million
- Roofing Renewals – 1 to 4 year contract with potential value of £8.4 million
- PVCu windows & doors – 1 to 5 year contract with potential value up to £4 million [Gateway award stage]
- Kitchen refurbishment 2 to 5 year contract with potential value up to £4.6 million [to supplement delivery by our in-house team]
- Bathroom refurbishment 2 to 5 year contract with potential value up to £2.6 million
- Major Adaptations – contract extension for 1 year with potential value up to £600k

An options appraisal is also being undertaken to assess the viability of refurbishment or regeneration works to two high-rise blocks of flats.

Gas safety remains a high priority and we are on target for 100% compliance for the 7<sup>th</sup> consecutive year. An external audit has also verified that this safety work is being carried out to a very high standard. Over 95% of homes have had an electrical safety check in the last 10 years. A review of emergency repairs and a focused effort has helped to exceed our service standard for the delivery of repairs. 87.64% of emergency repairs and 81.46% of urgent repairs are currently being completed against a target of 85% and 80% respectively. Customer satisfaction also remains high with over 95% of tenants satisfied with the repairs service. The time to turn around empty properties for re-letting remains on track with homes being brought back into use on average within 25 days. We are also in the process of letting a long-term contract for up to 7 years with potential value up to £14 million for minor and vacant property repairs. Furthermore, we obtained an Association Removal Contractors Association (ARCA) gold award and 3-year asbestos removals licence in recognition of our good practice for the safe removal of asbestos containing material.

### **Housing and Adult Social Care.**

Housing Officers increasingly work with some of the most vulnerable individuals in our neighbourhoods. This traditionally has been seen through the work on homelessness, sheltered and supported housing as well as the growth of Homeline (Community Alarm system). The Head of Housing and Community Safety now chairs a cross service area work programme that covers a number of activities to make best use of Council resources and add to the savings already made in Adult Social Care. This includes developing and refurbishing new affordable homes to meet complex needs, the increased use of Assistive Technology within the home, speeding up hospital discharges as well as creating

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dementia friendly housing. A new two-year Social Care Lettings Officer has begun work focusing on complex cases needing a housing solution. The officer is working closely with Adult Social Care to assist people with learning disabilities and physical disabilities in finding suitable accommodation whether that be supported or adapted. Working with Adult Social Care to establish a support plan and assessing clients to work towards independent living where possible. The Officer is also the main point of contact for hospitals in respect of hospital discharge cases; working toward improving the process to reduce bed-blocking; identifying suitable temporary housing for the service user if they are not able to return home on discharge and ensuring follow-up to find a permanent suitable housing solution for the service-user.

### Community Safety

- 3.22 **Reducing Domestic Abuse.** Cabinet agreed the new strategy earlier in 2016. Priorities include, support for perpetrators, reducing the impact on children within the family and working with victims and survivors. The main concern is the number of cases where repeat crimes and incidents are occurring. These are above 40% and although in line with national guidance given the wider implications for the families involved and the demand extended to other public agencies more needs to be done. A thorough analysis has been undertaken by our in house research team to establish national and global examples of good practice. Two examples being explored further are in developing better school engagement and extending our perpetrator programmes.
- 3.23 **Anti- Social Behaviour.** The Community Safety Team have relocated to the town centre Hub and are working alongside Police and other enforcement colleagues. The town's first Public Space Protection Order for the Town Centre has recently been varied to strengthen all aspects of its enforcement activity. This is now in place for the town centre and prohibits actions such as begging, consuming alcohol in open places and skate boarding.
- 3.24 **Prevent (Counter Terrorism).** The Community Safety Partnership leads on preventing individuals from becoming radicalised by responding locally to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views. A local Prevent Board monitors and responds to concerns and in 4 cases extensive support has successfully been given to all involved to prevent radicalisation.
- 3.25 **Risk Enablement Panel.** The Community Safety Team works alongside Adult Social Care to support some of the most vulnerable victims and perpetrators of crime through the Risk Enablement Panels. There have been successes in some of these cases that have significantly improved life chances. This approach has been identified by partners as a best practice approach to highly complex cases.
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Further information on the subject of this report can be obtained from Michael Ash  
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### Reducing Drugs, Alcohol and Substance Abuse

- 3.26 **Changes to services.** The past year has been one of significant change for drug and alcohol services. Both services are now delivered by one provider, Change, Grow, Live (CGL). All services have moved from their previous three sites into one newly refurbished premise in Temple Street. This allows for improved joint working along with improved access and facilities for service users. The service has also undertaken a thorough systems review. This has delivered a new service model allowing a more efficient and recovery orientated offer to our service users
- 3.27 **Treatment.** The adult drug service is meeting client demand with 744 clients being effectively treated over the past 12 months (Target 600). National performance has maintained with 9.4 % of Swindon Opiate clients and 37.2% of non-opiate clients successfully completing treatment in 2015/16, placing Swindon Opiate performance in the top quartile of comparator local authorities. The young people's substance misuse service (U-Turn) continues to perform well against local indicators. Due to the change in the service delivery there has been a recent drop in alcohol service performance which is being addressed with increased contract scrutiny and review.
- 3.28 **Prevention.** Several campaigns have been launched in the past few months including Alcohol Awareness Week, Dry January and International Overdose Awareness Campaign. We have linked in closely with other local events including Swindon College and New College Fresher's Fayres and Swindon Pride. All of these have been driven by treatment services with support from the Council's drugs and alcohol team. In response to changing legislation, campaigns have been coordinated with Police colleagues to respond to the challenges of New Psychoactive Substance sales and use. The Street Drinker's Outreach Project has been launched this year and has successfully targeted this highly vulnerable group.

### What would you do differently?

#### Licensing

- 3.29 In licensing, I am looking to push ahead with additional enforcement but am mindful of the resourcing required to meet 'business as usual'. There are lessons to be learned from the work on the Lydiard PSPO and the Broad Green Cumulative Impact Zone, which will make subsequent similar exercises more efficient and effective.



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### Public Protection

- 3.30 The service will continue to review its structure to ensure that it is best placed to deliver on the challenges it faces. In particular it will need to respond to anticipated legislative changes giving additional control, for example in areas such as Food hygiene standards, HMO's, Novel Psycho-active Substances and Air Pollution control. Much of the new and amended proposed legislative changes include potential for recouping costs of enforcement, either through licensing, fees, or retained penalties, and it will be a focus for the team to ensure that we utilise these provisions appropriately and so stabilise funding of this vital work. Longer term the implications for the UK leaving the European Union (where a lot of legislation derives from), have yet to be fully understood.

### Housing

- 3.31 Over the coming year given the considerable budget challenges facing the Council I will continue with housing led initiatives that will increasingly assist to reduce spend or avoid costs in the areas of both learning disability and older persons adult social care. The development programme is already assisting, there is also the opportunity to make best use of further assistive technology advances and I am pleased to mention a recent Department of Health Grant Award of £340,000 to apply some of the most advanced technology to the new development under construction at the Hawthorns in Gorse Hill, Bembridge Close in Park North and at Linden Avenue in Pinehurst.

### Community Safety

- 3.32 Given the success in terms of feedback and support for the recent Town Centre and Lydiard Park Public Space Protection Orders I will accelerate our work on enforcing this and other potential Orders to protect the public from the nuisances caused.

### Reducing Drugs, Alcohol and Substance Abuse

- 3.33 Both drug and alcohol services have been subject to a full CQC inspection. This is the first year that substance misuse services have been subject to these reviews. The initial feedback on the Swindon visit was very positive but we are awaiting the full report. We will act on all findings of the review. In order to achieve the savings required by reductions in local authority grants we will be reviewing all our commissioned drug and alcohol services to ensure that we are delivering best value. In order to drive this process we are completing a joint strategic needs assessment and developing a new substance misuse strategy for Swindon.

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Re-procurement 2018/19 - Swindon Drug and Alcohol services are due to be re-procured with the new service due to start April 2018. The JSNA will inform this commissioning process in order to deliver the optimum integrated and efficient model of service that will deliver a high quality, evidence based service to our identified vulnerable groups. We are exploring options with Wiltshire Council as they are also recommissioning their drugs and alcohol service at the same time.

#### **What are the Challenges facing your Portfolio?**

##### Public Protection

- 3.34 Given current and future budgetary pressures prioritisation of service provision will need to focus on its statutory responsibilities and those areas which are most able to deliver the needs of our community as recognised through the Councils vision and priorities and in particular by protecting those who are most vulnerable or at risk.

##### Licensing

- 3.35 The licensing service continues to deal with a wide range of important and high profile issues; however, it is operating well below required staffing levels, placing addition pressure on officers. Whilst 2 posts have been filled, there is still a level of vacancy which is likely to mean that the service is not able to operate in the pro-active manner that I would like. Particular challenges in the next year exist around the Taxi Tariff, which although set for a year from December will be likely to be challenged when it is up for review. Work around reviewing the Lydiard PSPO and controlling dog fouling will also be prioritised, along with a review of the Street Trading Policy, where resources allow.

##### Housing

- 3.36 The social housing rent reduction of 1% per year until 2019/20 over shadows all other housing challenges, as it results in a reduction of over £20 million in the housing capital programme. I am pleased to say that current reserves and efficiency savings have drastically reduced the immediate impact on tenants and I will continue to mitigate against this loss in funding. The full HRA Budget report elsewhere on your agenda provides more detail.
- 3.37 Homelessness is the other area where budget pressures remain the highest. I look forward in 2017/18 in seeing the numbers of households being prevented from homelessness increasing further, reflecting once again how well we perform compared to other urban areas in our Region.



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### Community Safety

- 3.38 An emerging theme, as covered in the section above on Public Protection, is the conditions in which many are living within Houses in Multiple Occupation. There are wider Community Safety concerns as tragically exemplified in the fire at Manchester Rd where two adults lost their lives and a young child aged 17 months sustained life changing injuries. Officers from agencies within the Community Safety Partnership have capitalised on the success of nearly 300 home visits in this neighbourhood in the days after the fire to bid for Home Office Funding to improve housing standards, reduce the risks of fire and improve English language skills to assist employment prospects.

3.39 Domestic Abuse

The Community Safety Partnership will also oversee new strategic responses to Domestic Abuse. As stated in 3.23 not only does this have a detrimental impact on family life but is increasingly adding to pressures on already stretched statutory services. I look forward to implementing measures that have been evidenced to work in other localities, in particular there are good examples of working with perpetrators and school programmes.

### Reducing Drugs, Alcohol and Substance Abuse

- 3.37 We are experiencing an increasing number of service users presenting for treatment into all our services. This is particularly notable for the opiate using adult group. We are responding to this changing demand by moving to an improved prevention model of delivery which will identify vulnerable young people and adults earlier and offer them access to appropriate levels of support and treatment. The complexity of our client group is also increasing with heightened concerns about dangerous drug networks and increased sex working activity in Swindon. These complexities alongside improved safeguarding processes have increased demand for the more expensive residential treatment options. We are also continuing to work with the service provider to improve the uptake of Blood Borne Virus testing and immunisation. Delivering an integrated multi-agency response to these complex problems, within a context of significantly reducing resource, is a challenge requiring a response of sound analysis of need, multi-agency strategic planning and an evidence based delivery of services.

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### **4. Alternative Options**

- 4.1 The Committee can choose not to operate a Cabinet Portfolio Question and Answer session system.

### **5. Implications, Diversity Impact Assessment and Risk Management**

#### Financial and Procurement Implications

- 5.1 There are no direct financial or procurement implications arising from this report.

#### Legal and Human Rights Implications

- 5.2 Section 21 of the Local Government Act requires every local authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor, and improve performance.

#### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no other direct implications arising from this report. Any further implications will be identified when a topic is reviewed by the Overview & Scrutiny Committee and in any recommendations made by it.

#### Diversity Impact Assessment

- 5.4 No Diversity Impact Assessment is required at this stage. Any DIA that is required during review of topics included within the work programme will be identified at the appropriate stage.

#### Risk Management

- 5.5 No risk management issues have been identified at this stage. Any risk management issues will be identified at the appropriate time when a topic is under review by the Overview Scrutiny Committee and if it makes any recommendations.

### **6. Consultees**

- 6.1 The Interim Corporate Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

### **7. Background Papers**

- 7.1 None

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Further information on the subject of this report can be obtained from Michael Ash  
mash@swindon.gov.uk

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**8. Appendices**

8.1 None

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## **Cabinet Member for Streetsmart, Highways and Transport Q&A**

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Author:	Cabinet Member for Streetsmart, Highways, and Transport
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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### **1. Purpose and Reasons**

- 1.1 The purpose of the report is to provide the Scrutiny Committee with an opportunity to question the Cabinet Member for Streetsmart, Highways, and Transport on his portfolio responsibilities and performance.
- 1.2 A key purpose of the Scrutiny function is to hold Cabinet to account and ensure that Council and partner's priorities and performance are being delivered.
- 1.3 Members are reminded that following changes in December 2016, this portfolio now covers Streetsmart; Highways and Transport; IT and Digital Services; and Building and Engineering. The report reviews performance across these areas which previously would have sat across two portfolios. Building and Engineering will be verbally reported at the meeting.
- 1.4 Members of the Committee are reminded that all Members of the Cabinet are required to come before the Scrutiny Committee to take part in a Question and Answer session that will focus on the full remit of their portfolio. Scrutiny Committee is therefore encouraged to focus Question and Answer sessions with Cabinet Members on specific topics and/or services in order to avoid duplication.

### **2. Recommendations**

The Committee is recommended to:

- 2.1 Take note of the report by the Cabinet Member for Streetsmart, Highways, and Transport, to put appropriate questions to the Cabinet Member, and to decide if any further action is required.

### **3. Detail**

- 3.1 The Cabinet Member for Streetsmart, Highways and Transport is Councillor Keith Williams. The Portfolio responsibilities for this Cabinet position are as follows:
  - 3.1.1 Strategic Transport Network;
  - 3.1.2 Traffic and Transport Forward Planning (including Local Transport Plan and Implementation of Local Transport Plan);

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Further information on the subject of this report can be obtained from Steve Jones, (01793) 463602 [sjones@swindon.gov.uk](mailto:sjones@swindon.gov.uk) or Stuart Figini (01793) 463612 [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk)

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- 3.1.3 Highways Maintenance and Repair Works;
- 3.1.4 Street Lighting
- 3.1.5 Public Transport (including Concessionary Fares, Specialist Transport, Council Transport and Fleet Management);
- 3.1.6 Streetsmart
- 3.1.7 Waste Disposal / Waste Minimisation and Recycling
- 3.1.8 Refuse Collection and Street Cleaning
- 3.1.9 Grounds, Open Spaces, Parks, Verge and Tree Maintenance
- 3.1.10 Envirocrime, Graffiti and Abandoned Vehicles
- 3.1.11 Public Toilets, Cemeteries and Crematoria Assets, Waterside Depot Management
- 3.1.12 Building & Engineering
- 3.1.13 Building Services, cleaning, catering & security services
- 3.1.14 IT Strategy, Delivery and Digital by Design

## **What have you done well?**

### **Highways and Transport**

- 3.2 The amount and scale of infrastructure work continues to create significant levels of temporary roadworks and disruption across the network. These range from localised impact relating to new service connections to large infrastructure works such as Bruce Street Bridges or Greenbridge Roundabout improvements. The Street Works team received 24,915 notices from utility operators between June 15 and June 2016 this is still a considerable figure reflecting the level of growth in Swindon, but does represent a reduction of around 6% on last year due to good work by the team engaging early with utilities, improved noticing and working hard to ensure 1st time fixes.
- 3.3 The positive and required levels of growth inevitably mean some managed congestion however a Strategic Programme Board comprising of senior officers and myself continues to meet to plan and review the impacts of roadworks across the Borough and steps have been taken to increase engagement and publicity of works to members and the public.

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### Highways Maintenance

- 3.4 Outstanding backlogs associated with the number of defects identified by inspection teams and the public, compared to the number repaired, continue to be reduced.
- 3.5 Since the reintegration of the service from SCS the teams have been managing a backlog in defects. In October 2015 the backlog total was around 5,000 defects and this figure has now been reduced to under 3,000. Improvements in the management, efficiency and programming of the gangs as well as some additional funding through the Government's 'pothole fund' has allowed the backlog to be reduced whilst the teams have continued to cope with current work levels.

### Winter maintenance

- 3.6 The winter service continues to deliver a good and reliable service. Whilst temperatures last winter saw fewer extremes, it was a relatively average winter for salting (gritting) in relation to the number of times that sub-zero temperatures were recorded. This winter is currently matching similar profiles to last winter. The table below details the amount of gritting completed in previous winters.

Financial Year	Number of operations	Salt tonnage
2013/14	29	1,230
2014/15	39	1,580
2015/16	26	1,075

Table 1 – Winter Service (Salt Gritting Operations)

### Incentive funding

- 3.7 In late October 2015 the Council submitted its self-assessment questionnaire, placing itself within band 1 (the lowest of the 3 levels). Submission this year was on the 3<sup>rd</sup> February 2017 and was submitted at a self-assessed band 2. The improvement in band has been very much reliant upon improvements to the programming and repair of defects, improvements in staff training; reduction in the associated backlog; and improvements to network resilience through management of information, works programming and staff training.

### Street lighting

- 3.8 Since last year the operations and asset teams have been itemising the exact number and specification of equipment across SBC's 33,000 lighting columns.

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Previous billing has been based on generic energy consumption for lighting. SBC's first itemised bill was submitted this month and whilst consumption figures are still being verified it is expected that this will lead to a reduction in energy costs of between 5-10 %.

## Communications

- 3.9 Highways and Transport continues to be high profile, with high expectations and reducing resources. Proactive and reactive communication and the visibility of the service are key to better managing demand, expectation and reputation going forward. I'm pleased with how things have moved forward in the last year however more can always be done in this respect.
- 3.10 In April 2016, the Council's Highways newsletter, was launched. This publication is emailed to subscribers fortnightly, has over 1,200 subscribers and has received very positive feedback. Proactive press releases continue to be generated across a range of highway schemes, communicating key messages and highlighting the range of functions for the team.
- 3.11 In September 2016, the Council's first Highways and Transport event for Members was held at Steam, showcasing the wide scope of the service areas to members and parishes, presenting service updates and challenges and providing feedback to Members' questions.
- 3.12 The Council has re-joined the National Highways and Transport (NHT) survey for 2016. The summary results are given in Appendix 1 and show that the Council's Highways and Transport services are regarded as slightly better than average when compared to the results of those authorities surveyed nationally.

## Junction 16

- 3.13 In August 2016 the Swindon and Wiltshire LEP, confirmed that the Council had secured £5.9m to support improvements to Junction 16 relating to housing growth at Witchelstowe. The £11m scheme improves the junction capacity improving slip roads off the motorway and the roundabout itself, with completion planned for Spring 2018.
- 3.14 The Council's selected contractor Hocktief (based at the adjacent Windmill Hill business park) is progressing well and changes have already been made to the Eastbound motorway off slip. The scheme is a key deliverable for the Council and a first by which the Council are leading the delivery of a scheme based within Wiltshire and involving changes to Highways England's Motorway slip roads.

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### Greenbridge Roundabout

- 3.15 Work delivered through the New Eastern Villages team has progressed well and to target throughout the year. The scheme was substantially complete with traffic management removed before Christmas and throughout was well publicised and regular updates informed drivers and managed expectation around delays. The remaining work to the roundabout is all “off road”, and due for completion over the next few weeks.
- 3.16 Work continues behind the scenes on preparations for major transport projects funded through the Local Growth Fund and Growth and Housing Fund. These schemes relate to improvements at M4 junction 15, White Hart Junction, Witchelstowe Western Access and roads to serve the New Eastern Villages.

### Street lighting LED business case, future Challenge Fund and trials

- 3.17 The team is working with Wiltshire on a combined bid for LED conversion as part of the next tranche of challenge fund submissions with the learning from our previous unsuccessful bid, greater economies of scale and collaboration with a neighbouring authority felt to be strong characteristics. Current work on developing the possibility of an internal business case will be used to support this challenge fund bid if this is to be taken forward.
- 3.18 The energy budget for street lighting is currently £1.053m pa having roughly doubled in the last 10 years. In order to inform options to reduce street lighting energy consumption and maintain lighting assets more efficiently dimming and trimming trials are just commencing in a number of streets across the Borough.

### Savings and income

- 3.19 A system of bus lane enforcement cameras was commissioned in August 2014. The success of these sites in improving compliance whilst continuing to be self-financing was developed further this year with two additional camera sites installed in August and a further two implemented before Christmas.
- 3.20 The savings, income and efficiency programme on other aspects within the service continues to be progressed in line with the 17/18 budget proposals, a significant element of which was the review of the council’s bus Strategy which was successfully reviewed, consulted on and implemented in September 2016 with only minimal impact on service provision.

### StreetSmart

- 3.21 In the past 12 months we’ve completed a number of improvements to the Household Waste Recycling Centre (HWRC) that improve the safety and

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operation of the site as well as prolonging the utilisation of the site delaying the need to introduce a second HWRC within the borough to manage increasing housing growth.

- 3.22 The main improvements have been the introduction of a new entrance off Darby Close which now improves safety by separating residents from the operational traffic entering and moving around the site. This has significantly improved the holding capacity of the site removing the impact of cars queuing up Darby Close.
- 3.23 Other safety measures have included burying overhead power cables into the ground, and we have extended the site beyond the Transfer Station to improve safety for operational teams.
- 3.24 At the time of writing this report, we are preparing a separate disposal channel for Trade waste along with the introduction of a new weighbridge. By separating Trade waste disposal from household waste disposal, it is expected this will reduce the waiting times for residents using the site. This will also bring the introduction of charging for some materials as agreed by Cabinet on 7<sup>th</sup> December 2016, details of which can be found on the Council's website.
- 3.25 The new EnviroCrime team have been operating since mid-July 2016 with improved performance. Their focus is a combination of enforcement activity to address short term behaviour, and education in schools to change long term behaviour and reduce the cost of littering and fly tipping from happening in the first place.
- 3.26 By the end of December 2016 the new team had issued over 175 Fixed Penalty Notices for littering and trade waste violations. The team had also carried out over 280 investigations into reports of fly-tipping, waste and littering and 14 files are being prepared for prosecution. Through the year, we have published high value prosecution cases with the intention of raising people's awareness of the significant costs that can be incurred by irresponsible disposal of waste and fly tipping. Additionally, the team has collected over 300 shopping trollies from across Swindon which has a positive impact on local environments. Over the next three months the team will concentrate on Fly-Tipping Hot Spots and focus on businesses to ensure that they are disposing of their trade waste legally.
- 3.27 Education programmes have been developed and Primary and Secondary Schools and other institutions are being approached to arrange sessions to deliver these programmes. These education programmes are targeted towards Key Stage 1 and 2 (4-6 and 9-10 year olds), Year 8 (11-13 year olds) and Sixth Form (17-19 year olds). Uniform Groups such as the Brownies (7-10 year olds) have also been approached and the team will be attending the Junior Good Citizen event in June 2017.

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Date: 13<sup>th</sup> February 2017

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- 3.28 During November and December of 2016 educational programmes were delivered to Pre-schools (Jellytots and imagination) and Primary Schools (Drove KS1 – Reception and Year 1 children and Westlea – Reception and Year 1 children). These programmes reach an audience of 329 children. Programmes due to be delivered in January 2017 are Primary – Oliver Tomkins KS1 and Ks2 and Drove KS2, Secondary – Lydiard Park Academy Year 8 and St Joseph's Year 7 and Uniform – Penhill Brownies. The target audience for these programmes is over 800 children. In November and December 2016 the team ran a Design a Sticker competition for a sticker that could be used to accompany the educational programme and a winner was announced on the 4<sup>th</sup> January 2017 and the stickers are currently in the process of printing.
- 3.29 The team are also involved in working with the community in Broadgreen under the 'Keep Broadgreen Clean' initiative which will involve weekly clinics in Broadgreen Community Centre with the aim to assist residents and local businesses with any issues they may have around waste, recycling and littering. Day and night patrols will also be undertaken to provide advice and guidance to residents with regard to street drinking and disposing of waste appropriately. Posters and leaflets have been designed that make clear that there is a Fixed Penalty Notice for littering and we aim to work with local businesses to display these and hand leaflets out whilst on patrol with the aim to educate and change behaviours.

## ICT

- 3.30 In February 2016 the ICT service was brought back in house from Capita. This saved the organisation £800,000 per year. Through excellent preparation from Finance and IT the exit fees for the contract which should have cost the Council £2m were avoided entirely. 24 staff were transferred from Capita under TUPE and the department was further strengthened with permanent recruitment to a size of 53 FTEs including one new apprentice.
- 3.31 The new IT department has begun the process of stabilising the environment and bringing failing component up to an acceptable performance level and compliance level. It is the expectation of the department that they will be PSN compliant by the end of the year. To achieve savings a modest investment in on premise technology has been made to enable failing services running in the Capita data centre to be brought back to Swindon. This has the ability to save the Council up to another 300,000 per year.
- 3.32 The new IT department has delivered a self-service portal to staff to allow for all incidents to be logged and tracked by the users 24 x 7. A fully configured request system is available for staff to request pre-authorised procurement and used to log all non-authorised requests.

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# Cabinet Member for Streetsmart, Highways and Transport Q&A

Scrutiny Committee

Date: 13<sup>th</sup> February 2017

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- 3.33 The IT team run a number of projects at any one time averaging at about 30. The current top 5 projects are a
- Deployment of Office 365 (November 2016), to increase service standards.
  - Insourcing SEQOL (October 2016 – March 2-017) to support adults Social Care
  - New Print Management Solution (November 2016) To deliver savings between £0.5m and £1.7m
  - New Mobile Phone Contract (November 2016) to deliver saving of £200,000pa
  - Citizen Portal (First live service - Green waste subscriptions, March 2017)
- 3.34 The Information Governance (IG) in the organisation continues to mature as during 2016 the training of the Directors and Tier 2 Senior Officers in IG took place. IG training for school governors has also continued to be deployed.

## **What would you do differently?**

### Highways and Transport

- 3.35 Lessons have been learnt from the Bruce Street Bridges scheme. Whilst I am pleased with the way the team managed a complex major project that, due to the late identification of utility services, needed further design and development whilst the construction was underway; it's certainly accepted that the resulting delays to the project had an impact on the area.
- 3.36 The procurement of major contracts, lead in times and input from support services such as legal, procurement finance etc. represents an ongoing challenge. Procurement of a new professional service contract could have been given a longer lead in period creating a smoother transition between suppliers; the contractual relationship with Ringway Services could ideally have been fast tracked, making more of the better weather for delivery over summer; and although Junction 16 continues to be on target, head room for mobilisation could have been improved.
- 3.37 Approval of the in-year capital programme will benefit from a greater lead in period in future years and a more clearly defined process. Approval in June, effectively eats into delivery time, creating resourcing and efficiency issues.

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## Scrutiny Committee

Date: 13<sup>th</sup> February 2017

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Whilst resources and process issues are not instantly solvable, the team have brought the submission to Cabinet forward to April this year and are committed to working towards a progressively earlier approval over future years.

### Highway Maintenance

- 3.38 Teams continue to operate paper records in relation to defect identification and repair. Upgrading the system to electronic mobile working is only possible through the re-procurement of the Council's asset management system ('Confirm' is one of the 6 major SBC IT systems and is being specified by IT at present).

### Street Lighting Maintenance

- 3.39 Over the last 12 month the street lighting team have continued to manage the asset and maintain the equipment. Around 12,000 bulbs have been replaced and nearly 400 columns. 9,000 steel and 1,000 concrete columns have been structurally tested to ensure that risks are managed. This represents good performance from the team however the aged nature of some of our assets creates capital and revenue pressures and in turn can impact on the financial viability of upgrading bulbs to more efficient LED's. A business case is currently being developed to see how significant investment up front could reduce ongoing annual spend and reduce energy consumption

### Funding Bids

- 3.40 Last year the team were successful in securing contribution from the Transition Fund allowing Swindon Travel Choices programme to continue this year. However a bid for funding going forward from the Access Fund was recently unsuccessful.
- 3.41 In August and in line with Pledge 4, the Council submitted an outline bid for a future Thamesdown Drive extension as part of the Large Local Majors DfT bidding process. Despite lobbying the Department for Transport, Ministers, Advisors and local MP's in support of the scheme and positive feedback about the bid from the DfT the fund was significantly over subscribed and Swindon's bid was turned down in December. Further consideration is needed with regard to future steps.

### StreetSmart

- 3.42 Following a review of the Grass Cutting during 2016 presented to StreetSmart and Highways Overview and Scrutiny Committee on 28<sup>th</sup> September 2016, we faced a challenging season this year with the significant rate of grass growth as experienced by council's up and down the country.

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# **Cabinet Member for Streetsmart, Highways and Transport Q&A**

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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- 3.43 During the peak of the growing season, we directed some resources from areas we considered were lower priority where there would be little impact if we allowed the grass to grow longer and directed those resources to try and maintain the cutting schedule in high priority areas where there was greater impact. One consideration for future seasons is to identify whether some areas should be left to fallow where there would be little direct impact and focus resources to the amenity areas with higher priority.
- 3.44 It is noted that existing parish councils have agreed to take on further StreetSmart services from 1<sup>st</sup> April 2017 where they are looking to cut the grass on a two or three week basis, and as part of the creation of new parish councils, we have recently seen some of the new shadow parish councils such as West Swindon Shadow Parish Council and St Andrews Shadow Parish Council set a budget that will introduce three weekly grass cutting and additional hedge cutting to their areas from 1<sup>st</sup> April 2017.

## **ICT**

- 3.45 The Council have allowed many of the Councils major IT contracts to lapse. With the arm's length nature of contract management during the outsourced Capita partnership, this was not closely monitored and as such, following novation of the contracts back to SBC this has caused a real backlog of major procurement. It will take some years to overcome this backlog but plans are in place and being progressed. To avoid a backlog forming again all contracts are closely monitored in a procurement pipeline with a specialist procurement officer reporting directly to the Chief Information Officer.

## **What are the Challenges facing your portfolio?**

### **Bruce Street Bridges and Newcombe Drive Highway Improvement**

- 3.46 Both schemes were completed in April 2016 and have brought significant network benefit, reducing overall congestion and journey times in this area.
- 3.47 The schemes were not without their problems, with the contractor identifying ground condition and utility service issues on site, which were not identified through the design process. Whilst this created cost and time pressures, highlighting inadequacies in the original targets, the team managed the project successfully given the unforeseen nature and complexity of the challenges and the scheme has led to valuable learning that is being applied to schemes going forward.

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# Cabinet Member for Streetsmart, Highways and Transport Q&A

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- 3.48 Accuracy of and sufficient detail during design stages particularly around high costs and long lead in utility works was seen as fundamental to many of the problems and as such, the Council is progressing a legal challenge against the design consultant relating to additional costs incurred due to perceived inadequacies in the design process.

## Professional Services Contract

- 3.49 The contract is used to provide additional technical resources to the service. The contract with CH2MHill came to an end in July 2016 and the Council have now entered into a new contract with Atkins which will need to manage delivery, price and quality.
- 3.50 How internal resources can be developed to off-set consultancy costs continues to be considered but remains challenging in the current financial climate and with increasing national infrastructure investment where it is becoming increasingly difficult to retain or recruit experienced technical staff.

## Demand management

- 3.51 Overall Highways and Transport continues to be challenged by maintaining service delivery in light of increasing demand, workload and tightening resources. Officer case-loads are very high and managing demand will mean greater prioritisation and some community expectations unable to be met or met only by the community themselves
- 3.52 The impact and opportunities around parishing are still to be understood. It is clear that the legislative requirements and risks associated with a number of highway services do not lend themselves easily for trials or pilots, however highways will continue to look for opportunities to support a Parishing approach.
- 3.53 There is an increasing demand in education transport provision for a growing population and we need work closely with education to be able to find effective new initiatives to keep demand and costs at bay and maintain a financially stable service.

## Strategy and Growth

- 3.54 Our transport strategy dates back to 2009, with the preparation of our LTP document being undertaken in 2010. Whilst these documents continue to provide some useful high level objectives, the environment within Swindon has changed significantly with levels of growth, budget pressures and changes in car usage all contributing to a changed landscape and the need to reviewing our approach, strategy and vision..

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- 3.55 The levels of growth create significant challenges. The planning approval process creates a knock on effect for highway resources for technical approvals, site inspections, completion certificates etc. The physical infrastructure changes, utility works and future major schemes create delays alongside the challenge of managing the demand on the existing network for a Swindon that is 20% bigger.

## StreetSmart

### Going Local

- 3.56 At the time of writing this paper we are awaiting the outcome of the remaining shadow parish councils to set their budget and confirm what StreetSmart services they are taking on from 1<sup>st</sup> April 2017.
- 3.57 It is expected Swindon Borough Council will deliver these services on behalf of the new shadow parish councils in the first instance but it's recognised following the parish council elections in May 2017, the new shadow parishes may wish to review the future delivery model.
- 3.58 Once all the shadow parish councils have set their budgets and confirmed what services they are looking to deliver then it's expected the StreetSmart management team will need to review the current operating model. This may lead to engagement and consultation with the staff and unions to organise the workforce and deliver a smooth transition of the work in 2017/18 to minimise any impact on residents, businesses and visitors.

## Changes to the Waste Service

- 3.59 We have recently implemented a route optimisation project that has changed many of the waste rounds across the borough. The changes to the waste rounds were linked to the replacement of the ageing waste fleet. The ageing fleet presented the operational team with significant issues in the first 6 months of 2016/17 with frequent mechanical failure resulting in increased missed collections and unscheduled additional expenditure on agency staff and overtime. The old fleet is now decommissioned and as crews get used to their new rounds and project implementation issues are resolved through quarter 4 of 2016/17, we are expecting to go into the new financial year with an improved service delivery and reduced operating costs.

## ICT

- 3.60 The first of three major demands is security and compliance. During the Capita partnership management of the ICT department, the state of the infrastructure was allowed to degrade to old, end of life unsupported versions of software and hardware. These unsupported components become vulnerable to security

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# Cabinet Member for Streetsmart, Highways and Transport Q&A

Scrutiny Committee

Date: 13<sup>th</sup> February 2017

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threats and the compliance thresholds the Council need to meet to share information with other councils, DWP, NHS & the finance sector all become out of reach. Bringing all this end of life technology up to date is taking significant effort and costs.

- 3.61 The user experience of our staff working here in Swindon need to be improved. Customer satisfaction was at an all-time low when the department was benchmarked in April 2015. A work programme was developed and continues to be progressed to change the impact of IT from a poor hindrance to doing Council business to a strong enabler of the organisation processes. The back office experience and the support to front line colleagues needs to increase in quality and a rich digital experience will be provided.
- 3.62 The final and arguably most important challenge for the IT department is to create a new digital offering providing a rich customer experience for Swindon citizens and businesses wanting to transact with the council. This made some progress last year with the launch of our new Council web site and is progressing to step two this year with the launch of the citizen portal. The citizen portal is designed to give a rich 'Amazon like' experience for consuming Council Services.

## 4. Alternative Options

- 4.1 The Committee can choose not to operate a Cabinet Portfolio Question and Answer session system.

## 5. Implications, Diversity Impact Assessment and Risk Management

### Financial and Procurement Implications

- 5.1 There are no financial or procurement implications arising as a result of this report. Any expenditure arising as a result of an item on the Committee's work programme will be met by the Overview and Scrutiny Support budget, subject to the approval of the Committee.

### Legal and Human Rights Implications

- 5.2 Section 21 of the Local Government Act requires every local authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor and improve performance.

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# Cabinet Member for Streetsmart, Highways and Transport Q&A

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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## All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no other direct implications arising as a result of this report. Any further implications will be identified when a topic is reviewed by the Scrutiny Committee and in any recommendations made by the Scrutiny Committee.

## Diversity Impact Assessment

- 5.4 No Diversity Impact Assessment (DIA) is required at this stage. Any DIA that is required during review of topics included within the work programme will be identified at the appropriate stage.

## Risk Management

- 5.5 No risk management issues have been identified at this stage. Any risk management issues will be identified at the appropriate time when a topic is under review by the Scrutiny Committee and if it makes any recommendations.

## **6. Consultees**

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None.

## **8. Appendices**

- 8.1 Appendix 1 – NHT survey summary  
8.2 Appendix 2 – Local Transport Plan, Implementation Plan

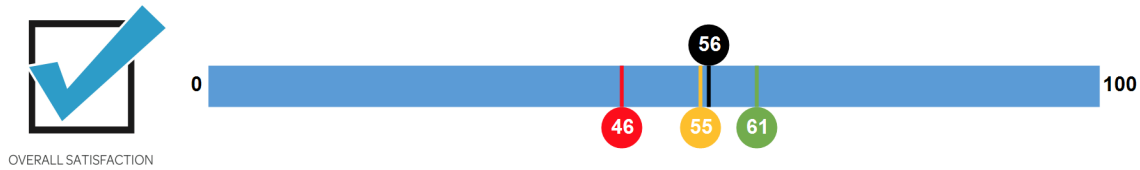


## NHT Survey Report 2016

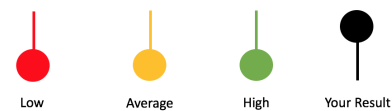
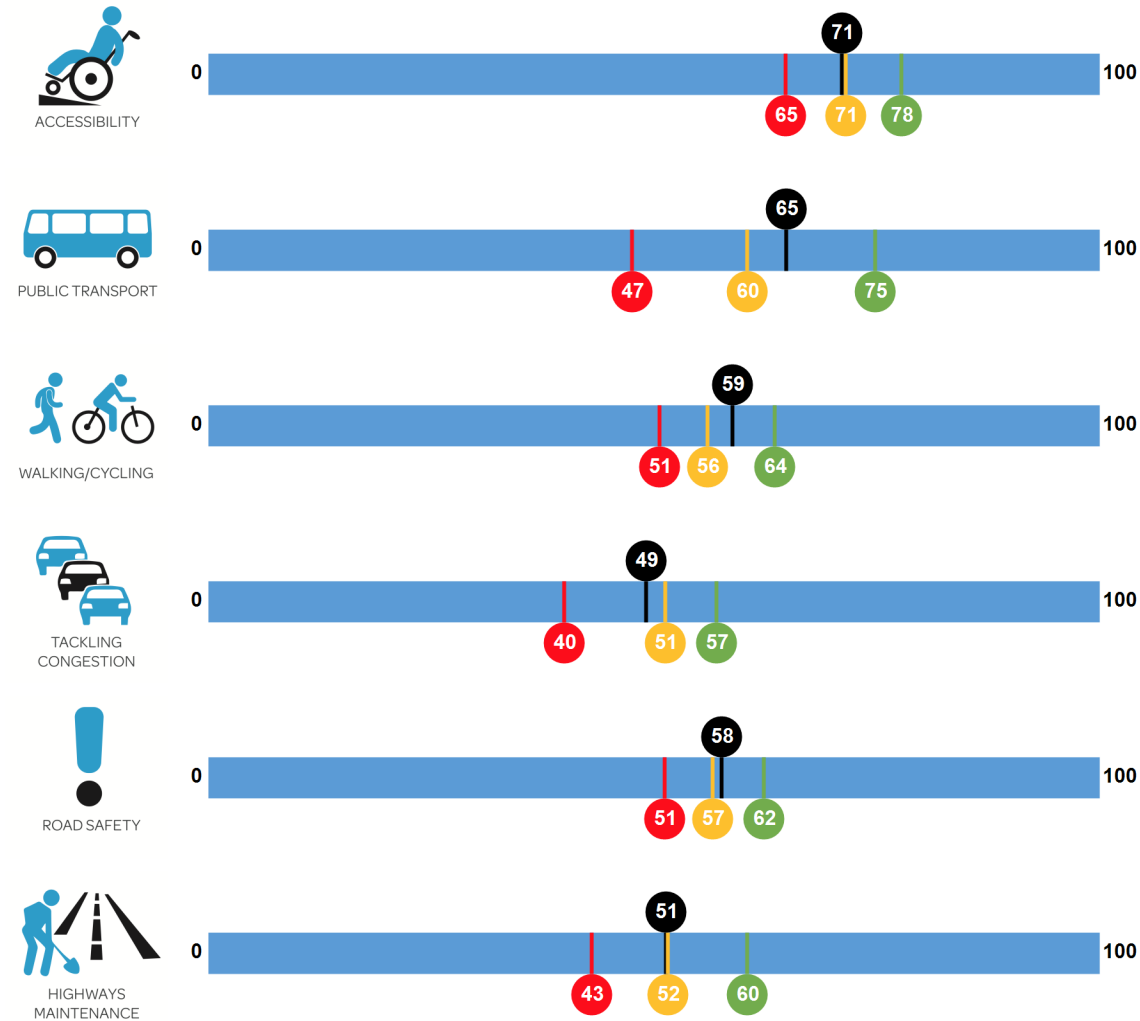
### Summary Report for Swindon BC

<b>Executive Overview</b>	<b>3</b>
<b>Accessibility</b>	<b>4</b>
<b>Public Transport</b>	<b>5</b>
<b>Walking &amp; Cycling</b>	<b>6</b>
<b>Tackling Congestion</b>	<b>7</b>
<b>Road Safety</b>	<b>8</b>
<b>Highways Maintenance/Enforcement</b>	<b>9</b>

## Satisfaction Overall



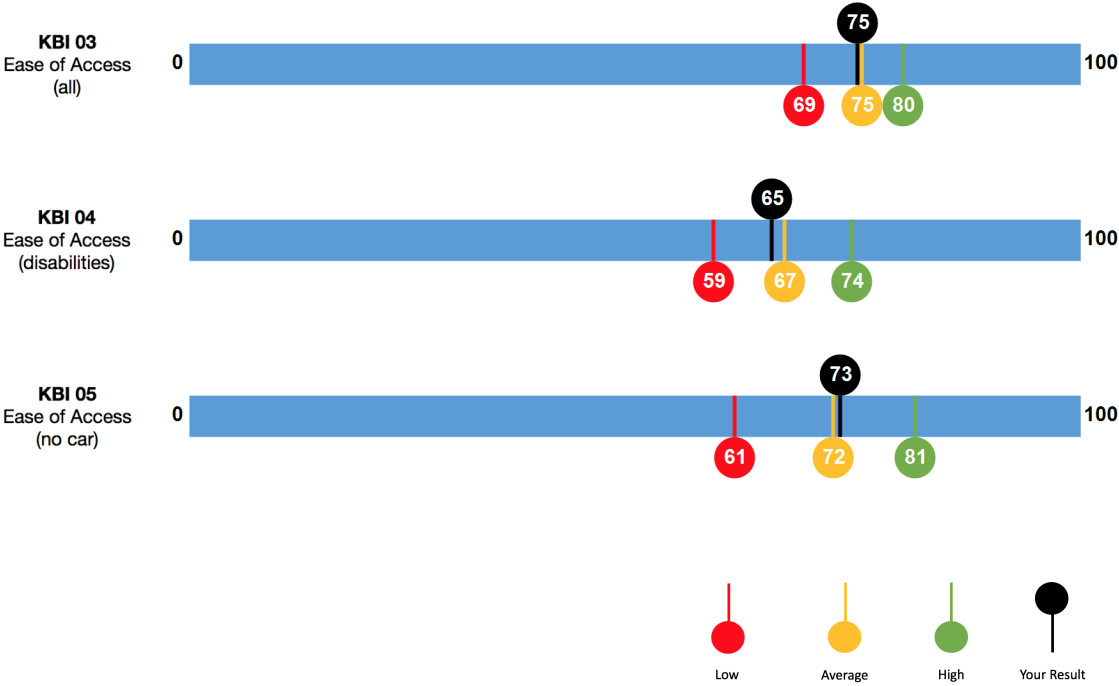
## Satisfaction by Theme



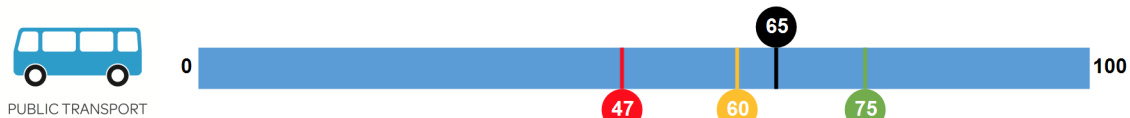
Accessibility Satisfaction Overall



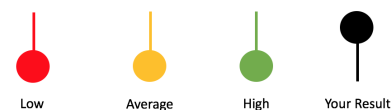
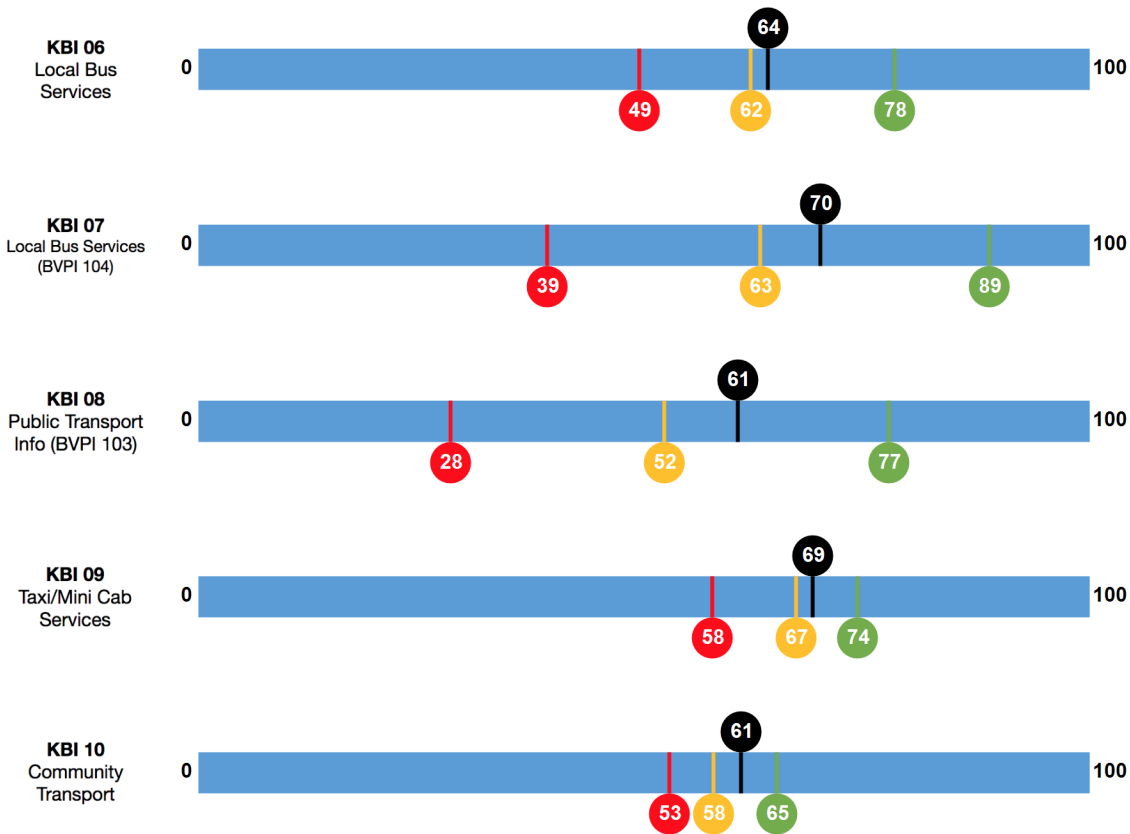
Accessibility Key Benchmark Indicator Results



Public Transport Theme



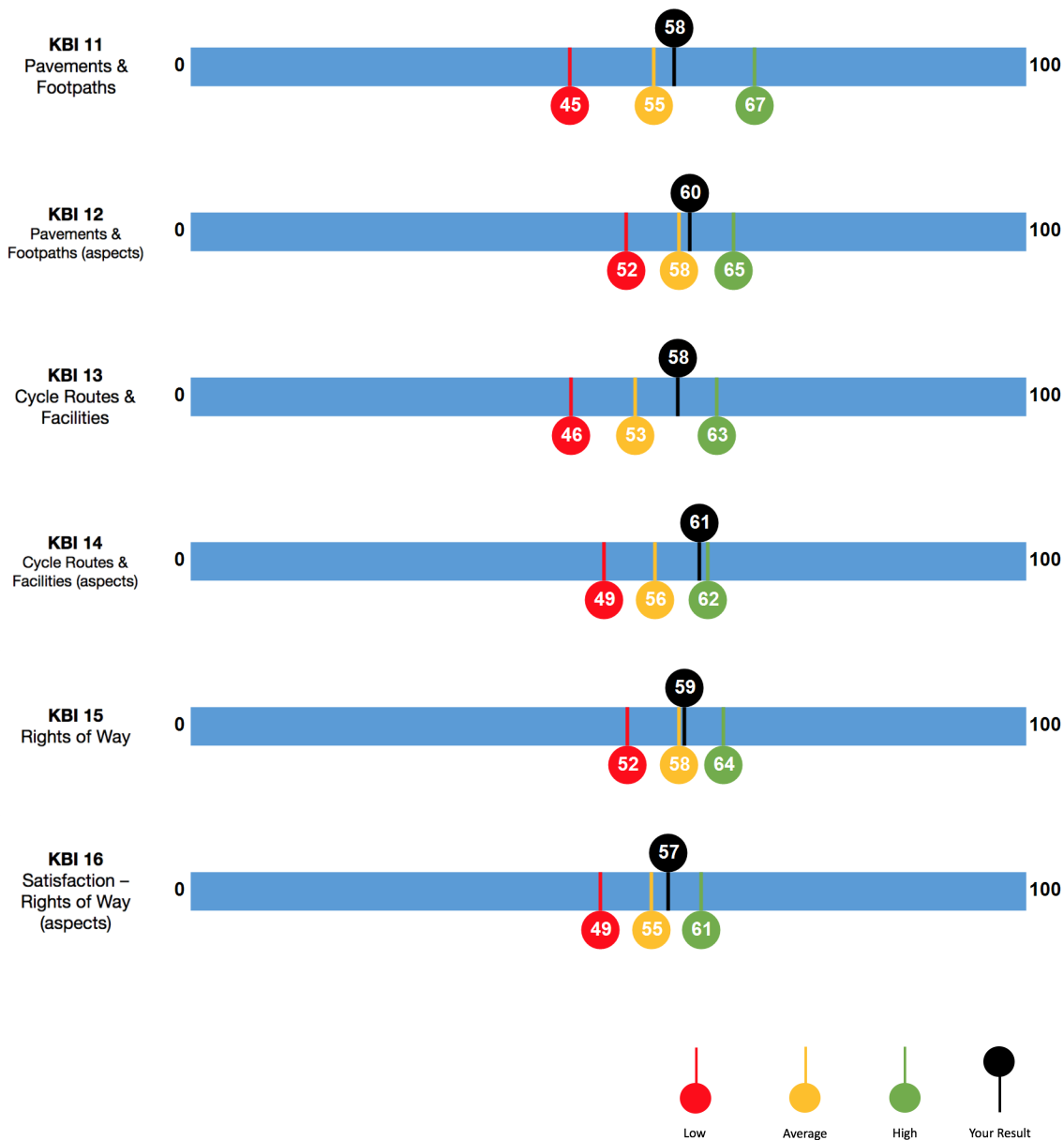
Public Transport Key Benchmark Indicator Results



## Walking & Cycling Theme

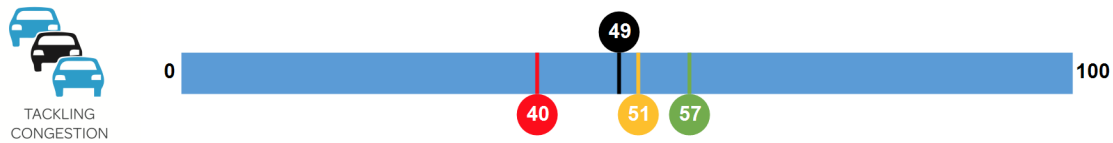


## Walking & Cycling Key Benchmark Indicator Results

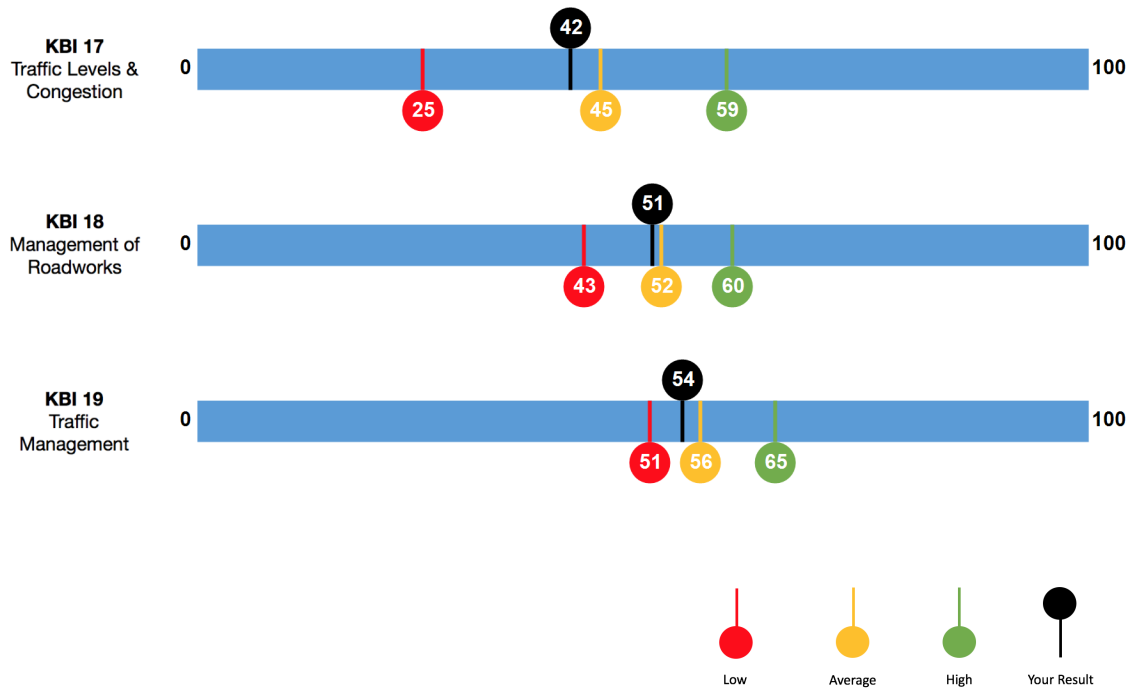




## Tackling Congestion Theme



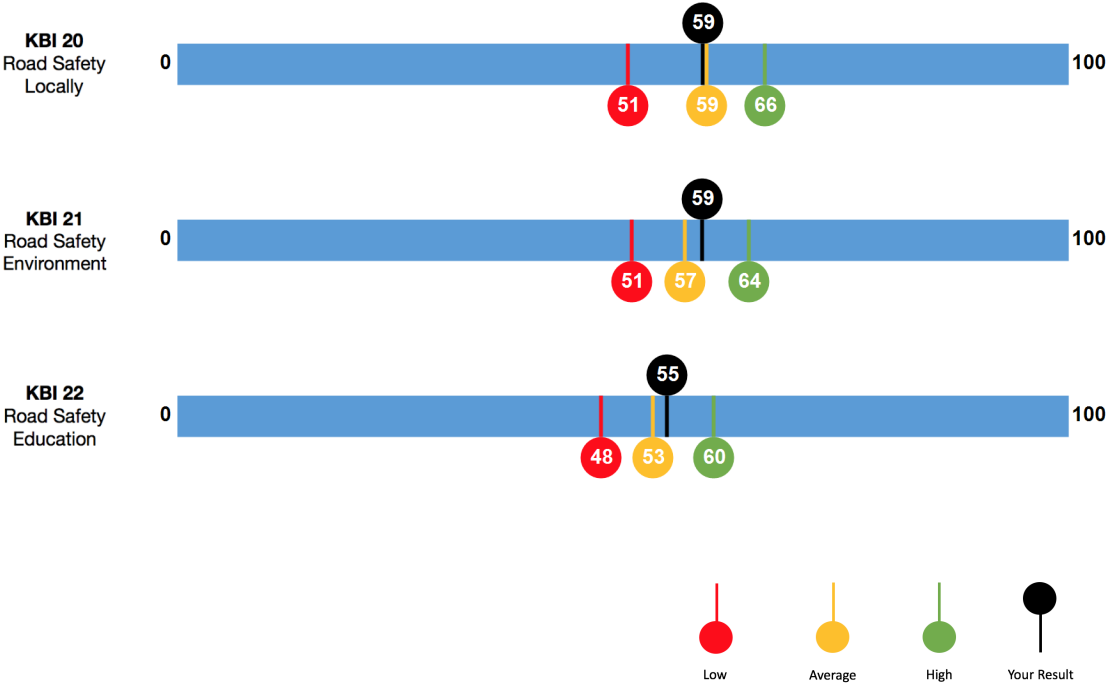
## Tackling Congestion Key Benchmark Indicator Results



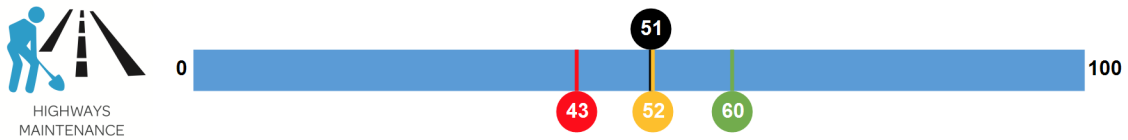
Road Safety Theme



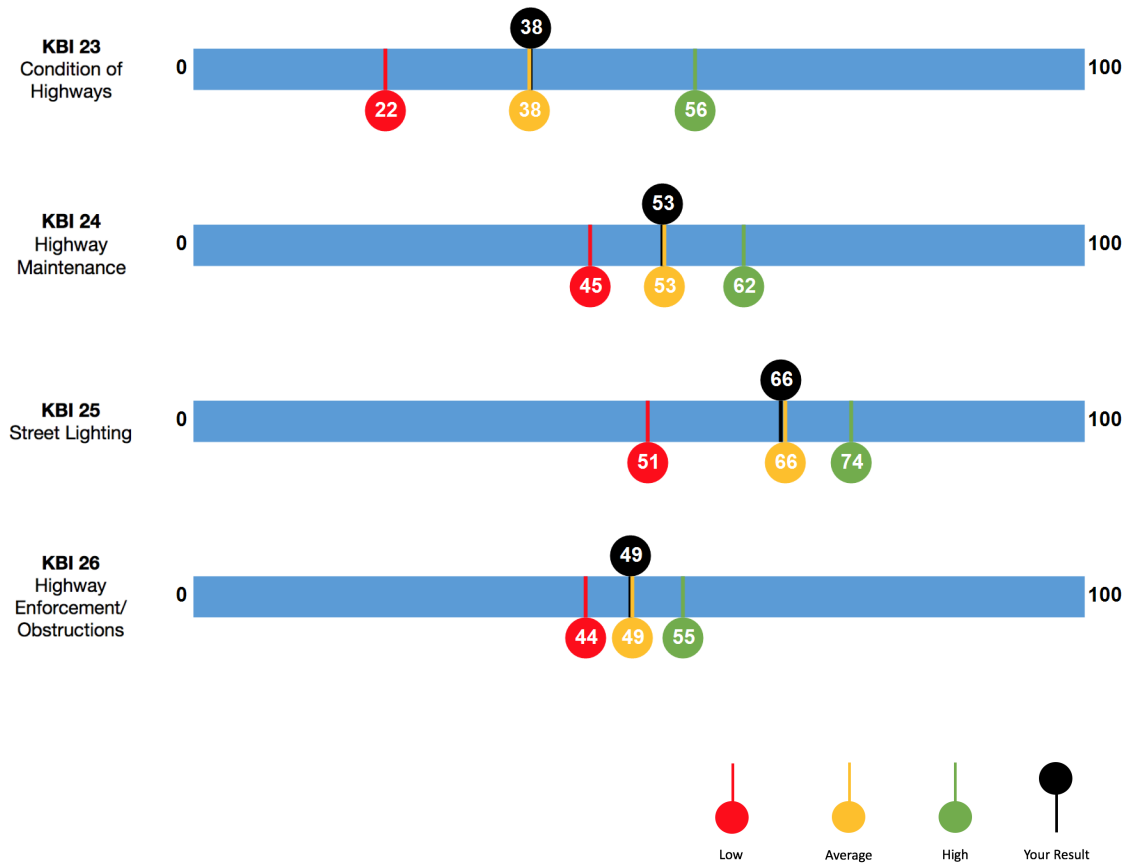
Road Safety Key Benchmark Indicator Results



Highways Maintenance/Enforcement Theme



Highways Maintenance/Enforcement Key Benchmark Indicator Results



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# Swindon Local Transport Plan

## Implementation Plan 2016/17

**Cabinet**

**Date: 16<sup>th</sup> June 2016**

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Author:	Cabinet Member for Sustainability, Highways, and Transport Head of Highways & Transport
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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### **1. Purpose and Reasons**

- 1.1 The Local Transport Plan (LTP) is the principal means of delivering the Council's transport programme. It is the statutory document that contains the transport policies and programmes of the local transport authority. It is listed in Article 4 of the Council Constitution as a key document in forming the policy framework for the Council and it is subject to an annual report to the Cabinet in order to ensure transparency in the apportionment of the funding and aid the delivery of the programme.
- 1.2 The report seeks approval for the adoption of the Local Transport Plan Implementation Plan for 2016/17 and for the Local Transport Plan Capital Programme budget apportionment for 2016/17.
- 1.3 The Local Transport Plan is the transport delivery plan for the wider strategic objectives of the Council. It supports and is consistent with the Vision for Swindon and the Council's planning policies; in particular the Local Plan and Central Area Action Plan. The Local Transport Plan has a key role in implementing the Corporate Plan's priorities and objectives, particularly in relation to the Vision for Swindon priorities.

### **2. Recommendations**

Cabinet is recommended to:

- 2.1 Approve the Local Transport Plan (LTP) Implementation Plan for 2016/17.
- 2.2 Approve the Local Transport Plan Capital Programme budget categories and total spend for 2016/17, as detailed in Tables 1 to 7 of the Implementation Plan attached as Appendix 3.

Subject to approval of the Local Transport Plan Implementation Plan by Council:  
to

- 2.3 Authorise the Head of Highways and Transport, in consultation with the Cabinet Member for Sustainability, Highways, and Transport to:

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Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, [pmartlew@swindon.gov.uk](mailto:pmartlew@swindon.gov.uk).

# Swindon Local Transport Plan

## Implementation Plan 2016/17

**Cabinet**

**Date: 16<sup>th</sup> June 2016**

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- 2.3.1 Prioritise schemes in accordance with Vision for Swindon priorities,
  - 2.3.2 Approve scheme progression in accordance with the updated Protocol (attached as Appendix 2 and originally approved by the Cabinet in July 2010),
  - 2.3.3 Amend the Protocol to reflect changing job titles and organisational restructuring,
  - 2.3.4 Vary allocations between different budget categories,
  - 2.3.5 Approve variations in scheme costs,
  - 2.3.6 Add/substitute schemes, provided expenditure is contained within the approved total budget, and
  - 2.3.7 Vary the allocation of the £200k of previous funding set out in paragraphs 3.10 and 3.11 such that it is returned to the Council's reserves to be used for Corporate priorities.
- 2.4 Approve the Sustainable Travel Transition Year revenue funding budget categories and allocations for 2016/17 as detailed in table 8 of Appendix 3 and authorise the Head of Highways and Transport in consultation with the Cabinet Member for Sustainability, Highways, and Transport to amend budget allocations between the package elements where necessary to ensure delivery of the projects set out in the bid document.
- 2.5 Authorise the Head of Highways and Transport in consultation with the Cabinet Member for Sustainability, Highways and Transport to work with the Swindon and Wiltshire local Enterprise Partnership to submit a bid to the Large Local Major Schemes Fund for development funding for the Thamesdown Drive to Barnfield Link as set out in paragraphs 3.13 to 3.15 of the report.
- 3. Detail**
- 3.1 The current Local Transport Plan (LTP3) was approved by Cabinet on 9<sup>th</sup> March 2011 and by Council on 14<sup>th</sup> April 2011 (Cabinet Minute 94, 2010/11 and Council Minute 134 2010/11 refer). It sets out an overarching strategy document (covering the period 2011 to 2026) supported by nine thematic Supplementary documents and an Implementation Plan.
- 3.2 The Local Transport Plan - LTP3 - was prepared within the context of the Swindon Transport Strategy and under the supervision of the Local Development Plans Working Party. It is the delivery plan for the wider Transport Strategy and reflects the objectives of the Strategy. LTP3 also supports and is consistent with
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# **Swindon Local Transport Plan**

## **Implementation Plan 2016/17**

**Cabinet**

**Date: 16<sup>th</sup> June 2016**

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- One Swindon and the Council's planning policies; in particular the Local Plan and Central Area Action Plan.
- 3.3 Seven key transport challenges have been identified which the Local Transport Plan must address. Seven transport outcomes have been identified that should be achieved in order to address the challenges. This has been translated into six transport policies, which form the core of LTP3. A copy of the full Local Transport Plan Strategy document and supplementary documents is available on the Council's website and in the Members Room. A summary document setting out the headline policies is included as Appendix 1.
- 3.4 An Implementation Plan is produced for each year, with indicative information for the following two years (a rolling three year programme) and is subject to annual approval by Cabinet.
- 3.5 At its meeting on 25<sup>th</sup> February 2016, Council approved the Capital Programme budget for 2016/17 (Council Minute 74, 2016/17 refer). This includes details of the overall Highways and Transport capital budget for 2016/17.
- 3.6 The Government has confirmed Local Transport Plan grant funding for 2016/17 of £3,944,000. The proposed Highways and Transport programme has therefore been developed within this total envelope of funding to ensure no further borrowing is required which would require a subsequent increase in debt charges.
- 3.7 The draft Implementation Plan for the period 2016/17 is included as Appendix 3, which sets out the proposed breakdown of the overall Highways and Transport capital budget across the different expenditure categories. In the absence of any firm funding notification beyond 2016/17 only an indicative allocation is shown for 2017/18 and 2018/19.
- 3.8 Individual schemes within the expenditure categories are authorised by the Head of Highways and Transport in consultation with the Cabinet Member for Sustainability, Highways, and Transport in accordance with the Protocol first approved by Cabinet in July 2010 (Cabinet Minute 23, 2010/11 refers). The latest version of the Protocol is included as Appendix 2. The Protocol will be further revised to reflect changing job titles and amendments arising from structural reorganisation. Schemes will be selected from the pool of schemes in each category up to the value of the available budget.
- 3.9 In previous years the Highways Locality Fund provided £25,000 for each Locality area to deliver minor highway schemes that were identified as a community priority. The budget position meant that at its meeting on 9<sup>th</sup> December 2015 Cabinet agreed that this funding could not be repeated in 2016/17 and no provision was made for this fund in the Budget approved on 25<sup>th</sup> February 2016
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# Swindon Local Transport Plan

## Implementation Plan 2016/17

**Cabinet**

**Date: 16<sup>th</sup> June 2016**

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(ibid). In future, Member requests for local priority highway schemes will be recorded by officers on a Ward basis. These requests will be reviewed periodically and will inform the planning of future years capital programmes.

- 3.10 £100k funding for Queen Elizabeth Drive widening was approved by Council on 24<sup>th</sup> February 2014 in a package of measures using “unspent Corporate Contingency Fund in 13/14” (Council Minute 94 2013/14 refers). This was hoped to address concerns raised by local residents but it has not proved possible to devise a suitable scheme. It is therefore proposed that the funds released by cancelling this project are returned to the Council’s reserves.
- 3.11 £100k funding to “Improve access to shops and business on Commercial Road by slowing traffic” was approved by Council on 23<sup>rd</sup> February 2015 in a package of measures using New Homes Bonus money set aside in the Infrastructure and Regeneration Reserve to support Swindon’s growth (Council Minute 81, 2014/15 refers). The current stage of town centre regeneration planning means that there is no immediate plan to bring forward this scheme. It is therefore proposed that the funds released by cancelling this project are returned to the Council’s reserves.

### Growth Deal

- 3.12 In July 2014, the Government announced the successful Growth Deal negotiated with the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) amounting to an investment of £129.1 million. The successful schemes in Swindon relate to New Eastern Villages, Rapid Transit, Wichelstowe third access and Sustainable Transport. There are additional schemes in the Wiltshire Council area. The previously prioritised Local Transport Board schemes for M4 junctions 15 and 16 have been rolled into the Growth Deal process.

### Large Local Major Schemes Fund

- 3.13 The Department for Transport has invited Local Enterprise Partnerships to bid to a new “Large Local Major Schemes Fund” that was announced in the last budget. The aim is to provide funding for those exceptionally large transport schemes that are too big to be taken forward within regular Local Growth Fund allocations and could not otherwise be funded. The competitive bidding process has a deadline of 21 July 2016.
- 3.14 Officers are working with the Wiltshire and Swindon LEP on a bid to this fund for the Thamesdown Drive to Barnfield Link. Swindon’s bid will request £1.27m to cover development of the next stage of the Thamesdown Drive to Barnfield Link project, which will include all environmental surveys, detailed design, preparation of a planning application and the final business case. A further bid will then be submitted to the Department of Transport for full funding support in 2019.

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Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, [pmartlew@swindon.gov.uk](mailto:pmartlew@swindon.gov.uk).



# Swindon Local Transport Plan

## Implementation Plan 2016/17

**Cabinet**

**Date: 16<sup>th</sup> June 2016**

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- 3.15 This work represents progress towards Pledge 4 to “Make the case to Government to invest in a Thamesdown Drive extension”.

### Sustainable Travel Transition Year Revenue Fund

- 3.16 Details of the one year Sustainable Travel Transition Year revenue project are included in Appendix 3, table 8. Funded directly by the Department for Transport following a competitive bidding process this allows additional work to be carried out to promote sustainable transport initiatives for 2016/17. This work supports the Sustainable Transport capital schemes funded through the Growth Deal.
- 3.17 The Swindon Cycling Framework, developed in partnership with local stakeholder groups, and approved by Cabinet at its meeting on 16<sup>th</sup> March 2016 was an important element in the successful bid. This funding will allow the Council to proceed with implementing the strategies to further encourage cycling which are set out in the Framework.

## **4. Alternative Options**

- 4.1 The production of a Local Transport Plan is a statutory requirement for each local transport authority in England. Failing to produce and maintain a Local Transport Plan is not therefore an option. It is listed in Article 4 of the Council Constitution as a key document in forming the policy framework for the Council.
- 4.2 It is intended that LTP3 will be reviewed and refreshed during its life. There is therefore the option to review and refresh elements of the plan as appropriate.
- 4.3 The Implementation Plan will be further updated for 2017/18 and is proposed to be presented to Cabinet in June 2017.
- 4.4 Alternative options to individual schemes within the Implementation Plan can be considered at the initial Business Case preparation stage. In so doing, there is a necessity to co-ordinate works with other supportive funding streams and strategic plans. Whilst, through consultation, specific schemes may change or be replaced the fundamental principles of delivering the Local Transport Plan Strategy approved by the Cabinet will be maintained.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 The financial implications arising from producing the Local Transport Plan are met from existing Highways and Transport Delivery budgets.
- 5.2 The Local Transport Plan Strategy document sets out the policy background for establishing the transport spending priorities of the Council to 2026. The overall

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Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, [pmartlew@swindon.gov.uk](mailto:pmartlew@swindon.gov.uk).

# Swindon Local Transport Plan

## Implementation Plan 2016/17

**Cabinet**

**Date: 16<sup>th</sup> June 2016**

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Highways and Transport budget is subject to separate annual approval by Cabinet as part of the Council's overall Capital programme.

- 5.3 The Implementation Plan sets out a pool of schemes. The Local Transport Plan does not necessarily commit the Council itself to funding proposals contained within it. This will largely be dependent on the outcome of the funding settlements from central government and the availability of developer contributions and other grants and awards.
- 5.4 Where the Implementation Plan refers to possible S106 funding for individual schemes this remains subject to the approvals process for the use of S106 funding.
- 5.5 Contracts for works and services in the programme are procured in accordance with Council Standing Orders.

### Legal and Human Rights Implications

- 5.6 The content of this report will not have a direct implication on human rights issues and it is believed to be compatible with Convention Rights.
- 5.7 There are no direct legal issues arising from the report. The production and adoption of the Local Transport Plan is a statutory duty covered by the Local Transport Act (2000) as amended by Part 2 of the Local Transport Act (2008).

### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.8 A Strategic Environmental Assessment, Habitats Regulation Assessment and Health Impact Assessment have been carried out in accordance with legislative requirements. Consultation has taken place with the appropriate LTP statutory consultees. A Rural Supplementary document was produced as part of LTP3.

### Diversity Impact Assessment

- 5.9 A Diversity Impact Assessment (DIA) was completed for the overarching LTP Strategy in 2011. The DIA was reviewed and updated for 2015. This included a detailed analysis of the 2011 Census data. The conclusions were that:
- 5.9.1 Some equality groups have significantly lower levels of car ownership than the population generally and will therefore have different transport issues (eg more reliance on public transport, walking and cycling),
- 5.9.2 Caution should be used in applying "Swindon-wide" average figures for equality groups on a local basis, and

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Further information on the subject of this report can be obtained from Philip Martlew, Direct Dial Telephone Number 01793 466369, [pmartlew@swindon.gov.uk](mailto:pmartlew@swindon.gov.uk).

# Swindon Local Transport Plan

## Implementation Plan 2016/17

**Cabinet**

**Date: 16<sup>th</sup> June 2016**

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- 5.9.3 The concentration of certain groups into distinct parts of Swindon will mean that transport issues unique to those communities (eg non car ownership, reliance on public transport, concern over safety on-street at night) will be particularly emphasised in those areas
- 5.10 As a result transport officers planning and designing services and schemes for local areas should consider the detailed demographic data for those areas to ensure that particular and unique issues for any equality groups strongly represented locally are identified at an early stage. Locality based decision making over scheme prioritisation may provide an opportunity to address particular equality group issues at a local level.
- 5.11 This DIA is available from the report author.

### Risk Management

- 5.12 A risk register is maintained for the overall LTP programme.

## **6. Consultees**

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None

## **8. Appendices**

- 8.1 Appendix 1: LTP3 Strategy Summary
- 8.2 Appendix 2: Protocol for approving capital funded schemes
- 8.3 Appendix 3: LTP3 Implementation Plan 2016/17 – 2018/19

## **9. Key Decision/Decision in Cabinet Work Programme and Forward Plan**

- 9.1 This is a Key Decision and is included in the Cabinet Work Programme and Forward Plan for June 2016.

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## Work Programme 2016/17

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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Author:	Director of Law and Democratic Services
Wards:	All Wards
Locality Affected:	All Locality Areas
Parishes Affected:	All Parish Areas

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### **1. Purpose and Reasons**

- 1.1 This report sets out details of the topics for the Scrutiny Committee work programme for 2016/17 as agreed at the Scrutiny Committee meeting on 20<sup>th</sup> June 2016.
- 1.2 Each Overview and Scrutiny Committee is required to have a work programme that details the activities that it will be undertaking during the municipal year.
- 1.3 The work programme details the various topics and issues that each Committee intends to look into during the coming year with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies/bodies to consider.

### **2. Recommendations**

The Committee is recommended to:

- 2.1 Note the approved work programme for the Scrutiny Committee for the 2016/17 Municipal year.

### **3. Detail**

The Work Programme

- 3.1 Each Overview and Scrutiny Committee is required to have a work programme that details the activities that it will be undertaking during the municipal year.
- 3.2 Under the Council's Constitution, Overview and Scrutiny Committees are required to agree a work programme at the start of the municipal year outlining their priorities and likely outcomes of considering these issues.
- 3.3 The work programme is developed taking into account:
  - Corporate priorities and objectives, including the Cabinet Forward Plan
  - Partnership strategic priorities and objectives

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Further information on the subject of this report can be obtained from Stuart Figini, Direct Dial Telephone Number 01793 463612, [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk).

# Work Programme 2016/17

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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- The interests and concerns of Members, Council officers, members of the public and other stakeholders such as community and voluntary groups and local businesses
- 3.4 Committees are encouraged to review the work programme on a regular basis to ensure it remains relevant and to prioritise the workload of the Committee.
- 3.5 Members are reminded that the work programme must also take into account:
  - The workload of the Committee and of individual members
  - The capacity of officers to support a review
  - The resource implications of carrying out a review
  - The timescales for a review
  - The most appropriate method of carrying out a review e.g. Committee meeting, Task Group, Member Champion review

## Developing the Work Programme – The Executive

- 3.6 It is important that Overview and Scrutiny adds value to the work of the Council and its partner agencies, and produces tangible outcomes for local people that result in real service improvements. Selecting the right topics is crucial to ensure that scrutiny will be effective.
- 3.7 In order to help the Scrutiny Committee select the right topics for the work programme the Leader of Council gave his annual presentation to the Committee at its first meeting of the new municipal year. The Leader outlined priority areas for the coming 12 months and highlighted problem areas or policies that required development and/or renewal. These issues were considered by the Scrutiny Committee for possible inclusion in the work programme.
- 3.8 Members of the Scrutiny Committee are encouraged to work with Cabinet in the best interests of the Borough and to take into account the priorities and suggestions of Cabinet as detailed in the Cabinet Work Programme and Forward plan, attached at Appendix 2 when considering the contents for their work programme.
- 3.9 In addition, Members attention is drawn to the Scrutiny Process Flowchart, attached at Appendix 3, which is aimed at assisting Members in identifying how they could influence policy development.

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Further information on the subject of this report can be obtained from Stuart Figini, Direct Dial Telephone Number 01793 463612, [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk).

# Work Programme 2016/17

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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## Standard Work Programme items

3.10 In addition to selecting various topics and issues for inclusion in the work programme the Scrutiny Committee has a number of additional items that it has incorporated into its work programme, such as:

- Lead Member Question & Answer Sessions- each Cabinet Member will be expected to appear before the Scrutiny Committee to answer questions relating to their portfolio responsibilities, performance and future plans
- Review of Cabinet Decisions – The Scrutiny Committee will be required to review the decisions taken by Cabinet
- Leaders Report – the Scrutiny Committee will receive an annual presentation and a six monthly update from the Leader of the Council on the administrations priorities for the year and performance.

## **4. Alternative Options**

4.1 The Committee can choose not to have a detailed work programme although it is recommended that it is best practice to do so.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

5.1 There are no financial or procurement implications arising as a result of this report. Any expenditure arising as a result of an item on the Committee's work programme will be met by the Overview and Scrutiny Support budget, subject to the approval of the Committee.

### Legal and Human Rights Implications

5.2 Section 21 of the Local Government Act requires every local authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor and improve performance.

### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

5.3 There are no other direct implications arising as a result of this report. Any further implications will be identified when a topic is reviewed by the Scrutiny Committee and in any recommendations made by the Scrutiny Committee.

# Work Programme 2016/17

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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## Diversity Impact Assessment

- 5.4 No Diversity Impact Assessment is required at this stage, any DIA that is required during review of topics included within the work programme will be identified at the appropriate stage.

## Risk Management

- 5.5 No risk management issues have been identified at this stage, any risk management issues will be identified at the appropriate time when a topic is under review by the Scrutiny Committee and if it makes any recommendations.

## **6. Consultees**

- 6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None.

## **8. Appendices**

- 8.1 Work Programme 2016/17.
- 8.2 Current Cabinet Work Programme and Forward Plan, for the period 20<sup>th</sup> January 2017 to 20<sup>th</sup> January 2018.
- 8.3 Scrutiny Process Flowchart.



## **Scrutiny Committee**

### **Work Programme 2016-2017**

#### **Terms of Reference of the Committee**

- To meet at regular intervals to review the policies, process and implications of Cabinet, Cabinet Member, Locality Panel and Officer decision making and the way in which Cabinet and Cabinet Member decisions are made;
- To consider requests for “Call-in” as defined in the Council’s “Call-in” Procedure;
- To refer decisions back to Cabinet (or the decision maker) for reconsideration. It may do this once for any individual decision, after which if there is no agreement the decision will be referred to the full Council for determination;
- To refer Cabinet, Cabinet Member and Locality Panel decisions to the relevant Overview and Scrutiny Committee for investigation without delaying the implementation of the decision concerned;
- To receive a report by the Leader of the Council at its first meeting after each Annual Council Meeting (or at such a meeting as is agreed by the Chair of the Committee and the Leader of the Council) on the service issues for the year ahead, the Leader of the Council’s priorities for the coming year and on the Council’s performance in the previous year;
- To oversee the arrangements for Overview and Scrutiny within the Council, including determining (i) where matters fall within the remit of more than one Overview and Scrutiny Committee which of those Committees will assume responsibility for any particular issue, (ii) a system to ensure that referrals from Committees to the Cabinet, either by way of report or for reconsideration are managed efficiently and do not exceed any limits set out in the Council’s Constitution, and (iii) in the event of reports to the Cabinet exceeding any limits in this Constitution or if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business, at the request of the Cabinet to make decisions about the priority of referrals made.
- To carry out any investigation into the business and functions of the Council and to call in any Cabinet Member or senior officer of the Council so that they can offer advice, support or answer any question that will assist the Committee in carrying out its functions.
- To carry out an external scrutiny function, particularly in relation to corporate issues and issues falling into the remit of a number of Overview and Scrutiny Committees.

To fulfil all the functions of an overview and scrutiny committee as they relate to –

- The review, scrutiny and development of policy recommendations,
- The management of performance,
- The monitoring of progress towards delivering corporate priorities,
- The formulation of advice for the Cabinet, Council and other partners and stakeholders, and
- Strategies to reduce or prevent Crime and Disorder.

To have specific responsibility (but not limited to)

- Good governance and the operation of Law and Democratic Services and
- The Budget Scrutiny function.

#### **Review of the Work Programme**

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

To assist members in developing the Committee’s work programme, a copy of the current Cabinet Work Programme and Forward Plan, for the period 25<sup>th</sup> November 2016 to 25<sup>th</sup> November 2017, is attached at Appendix 2

#### **Contact details**

Committee Officer: Stuart Figini

Email: [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk)

Tel: 01793 463612

<b>20<sup>th</sup> June 2016</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Leader of the Council update	To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation.	Councillor David Renard
Work Programme 2016/17	To discuss and agree upon a rolling work programme for the 2016/17 municipal year	n/a
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

<b>18<sup>th</sup> July 2016</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

<b>22<sup>nd</sup> August 2016</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet
Cabinet Member Q&A – Cabinet Member for Adult's Health and Social Care	To review the portfolio and performance of the Cabinet Member for Adult's Health and Social Care.	Councillor Brian Ford

<b>12<sup>th</sup> September 2016</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Cabinet Member Q&A – Cabinet Member for Strategic Planning	To review the portfolio and performance of the Cabinet Member for Strategic Planning	Councillor Toby Elliott
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

<b>10<sup>th</sup> October 2016</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Cabinet Member Q&A – Cabinet Member for Economy, Regeneration and Skills	To review the portfolio and performance of the Cabinet Member for Economy, Regeneration and Skills	Councillor Garry Perkins

<b>24<sup>th</sup> October 2016</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

<b>21<sup>st</sup> November 2016</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>

<b>12<sup>th</sup> December 2016</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Leader of the Council update – Deferred until January 2017	To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation.	Councillor David Renard
Cabinet Member Q&A – Cabinet Member for Communities – Deferred until January 2017	To review the portfolio and performance of the Cabinet Member for Communities	Councillor Mary Martin
Cabinet Member Q&A – Cabinet Member for Sustainability, Highways and Transport	To review the portfolio and performance of the Cabinet Member for Sustainability, Highways and Transport	Councillor
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

<b>9<sup>th</sup> January 2017</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Budget Scrutiny	To review the Budget proposals for 2017-18.	Councillor Russell Holland
Leader of the Council update (postponed from 12 <sup>th</sup> December 2016)	To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation.	Councillor David Renard
Cabinet Member Q&A – Cabinet Member for Communities (postponed from 12 <sup>th</sup> December 2016)	To review the portfolio and performance of the Cabinet Member for Communities	Councillor Mary Martin

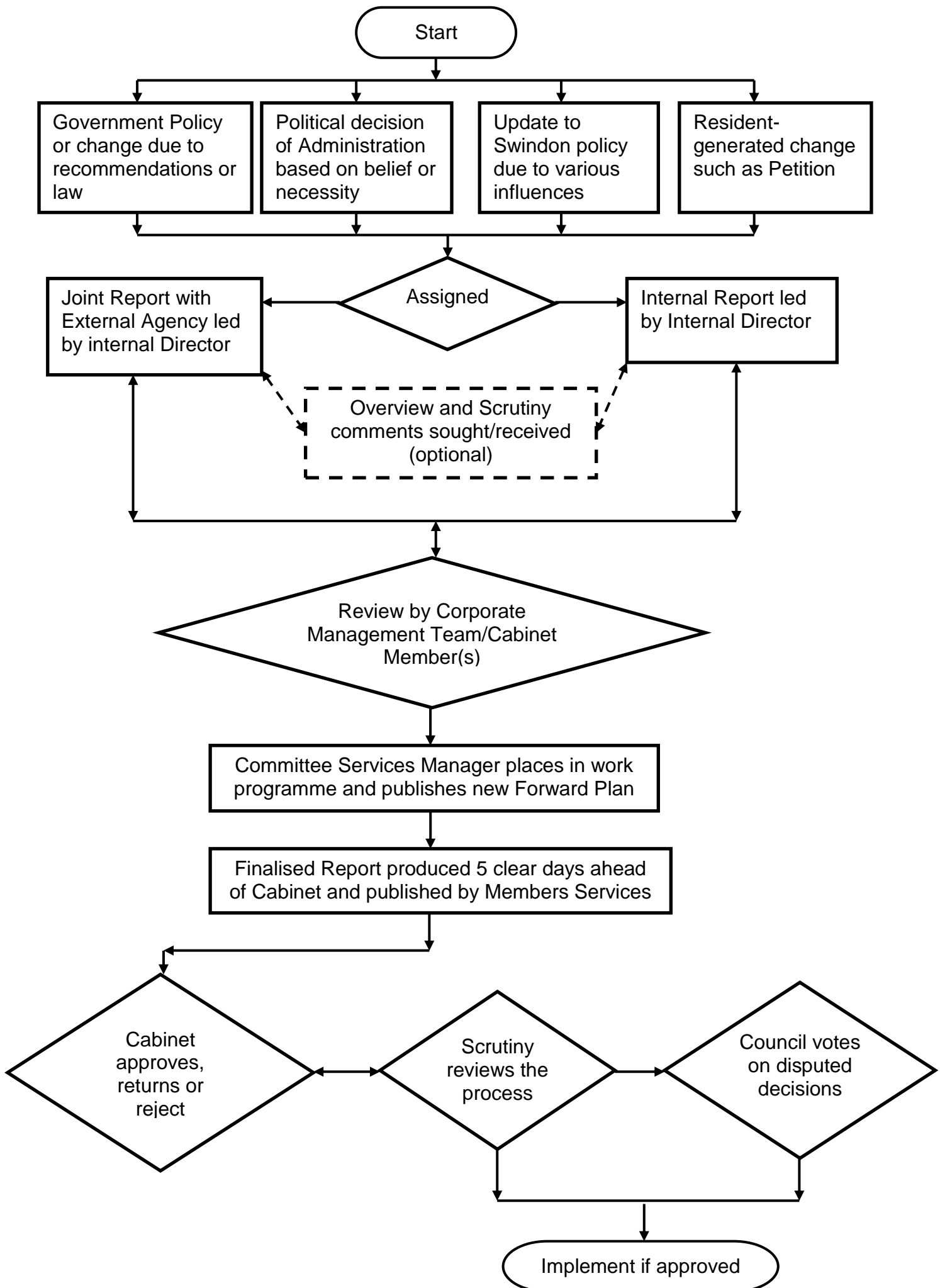
<b>13<sup>th</sup> February 2017</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Cabinet Member Q&A – Cabinet Member for Housing and Homelessness	To review the portfolio and performance of the Cabinet Member for Housing and Homelessness	Councillor Oliver Donachie
Cabinet Member Q&A – Cabinet Member for StreetSmart	To review the portfolio and performance of the Cabinet Member for Cabinet Member for StreetSmart	Councillor Keith Williams
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

<b>20<sup>th</sup> March 2017</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Cabinet Member Q&A – Cabinet Member for Finance and Corporate Services	To review the portfolio and performance of the Cabinet Member for Finance and Corporate Services	Councillor Russell Holland
Cabinet Member Q&A – Cabinet Member for Children's Services	To review the portfolio and performance of the Cabinet Member for Children's Services	Councillor Fionuala Foley
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

<b>2<sup>nd</sup> May 2017</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>

<b>2<sup>nd</sup> May 2017</b>		
Review of the 2016/17 Municipal Year		
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

<b>Date to be agreed</b>		
<b>Item</b>	<b>Objectives</b>	<b>Witnesses</b>
Averies Task Group Final Report	To receive the final report of the Task Group and make appropriate recommendations to the Cabinet and Council	Task Group Members



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## Swindon Borough Council

### CABINET WORK PROGRAMME AND FORWARD PLAN

20 JANUARY 2017 - 20 JANUARY 2018 – Proposed AGENDA ITEMS and KEY DECISIONS (as at 25/01/17)

**Key Decisions are defined as:**

- a) decisions that are likely to be significant in terms of spending or savings having had regard to the Council's budget for that particular service or function, and
- b) decisions that are likely to have a significant impact on two or more Council wards.

If you wish to make your views known on any matter set out in this work-plan, please contact the relevant Cabinet Member or the contact officer identified.

Councillor:	Portfolio:
David Renard	Leader of the Council and Chair of Cabinet
Russell Holland	Deputy Leader of the Council and Vice-Chair of Cabinet and Cabinet Member for Finance and Corporate Services
Oliver Donachie	Cabinet Member for Housing and Homelessness
Toby Elliott	Cabinet Member for Strategic Planning and Sustainability
Fionuala Foley	Cabinet Member for Children's Services
Brian Ford	Cabinet Member for Adults' Health and Social Care
Mary Martin	Cabinet Member for Communities
Garry Perkins	Cabinet Member for the Economy, Regeneration and Skills
Keith Williams	Cabinet Member for Streetsmart, Highways and Transport

**Cabinet Member Decisions Proposed for January 2017**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Method of Consultation Undertaken / To be Taken</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
<b>NONE</b>						



**Cabinet Meeting Date - 8th February 2017**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Method of Consultation Undertaken / To be Taken</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
Budget 2017/18 and Beyond	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> April 2016	Interim Corporate Director, Resources or Mick Bowden, Interim Head of Finance, Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	N/A
Capital Programme 2017/18	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> April 2016	Interim Corporate Director, Resources Ian Burbidge, Finance, Tel: 464384 or Email: iburbidge@swindon.gov.uk	N/A
Treasury Strategy Statement 2017/18	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> April 2016	Interim Corporate Director, Resources or Paul Smith, Finance, Tel: 07500 884176 or Email: psmith2@swindon.gov.uk	N/A
Housing Revenue Account - Rents and Charges 2017/18	Yes	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> April 2016	Interim Corporate Director, Resources or Paul Smith, Finance, Tel: 07500 884176 or Email: psmith2@swindon.gov.uk	N/A

Swindon Housing Development Company	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 30 <sup>th</sup> December 2016	Head of Finance – Economy, Regeneration & Skills Paul Smith Tel: 01793 463976 Email: psmith2@swindon.gov.uk	N/A
Swindon Pay Policy Statement 2017	Yes	Cabinet Member for Corporate, Customer and Digital Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> April 2016	Head of People, Performance and Engagement Sam Mowbray Tel: 07823 525337 or Email: smowbray@swindon.gov.u	N/A
Admission Arrangements	No	Cabinet Member for Children's Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> November 2016	Head of Education Services or Emily Heaton Tel: 01793 465769 Email: eheaton@swindon.gov.uk	N/A
Youth Engagement Worker Review	No	Cabinet Member for Children's Services	Cabinet	N/A Date of Notice: 24 <sup>th</sup> October 2016	Karen Reeve, Director of Children's Services KReeve@swindon.gov.uk	
Thamesdown Transport	No	Cabinet Member for StreetSmart, Highways and Transport	Cabinet	N/A Date of Notice: 10 <sup>th</sup> February 2017	Stephen Taylor, Director, Law and Democratic Services Tel: 01793 463012 Email: staylor@swindon.gov.uk staylor@swindon.gov.uk	N/A

Strategy to Prevent Child Exploitation (including sexual exploitation)	No	Cabinet Member for Children's Services	Cabinet	N/A Date of Notice: 17 <sup>th</sup> November 2016	Karen Reeve, Director of Children's Services or Phillipa Lamb Tel: 07818510484 Email: Plamb@swindon.gov.uk KReeve@swindon.gov.uk	N/A
Libraries Strategy - Alternative Delivery Models	Yes	Cabinet Member for Communities	Cabinet	N/A Date of Notice: 17 <sup>th</sup> January 2017	Patrick Weir Tel: 07946 595852 Email: pweir@swindon.gov.uk pweir@swindon.gov.uk	N/A
References from other Council Bodies - Health and Wellbeing Board and Community Safety Partnership	No	Cabinet Member for Adults' Health and Social Care	Cabinet	N/A Date of Notice: 12 <sup>th</sup> January 2017	Stephen Taylor, Director, Law and Democratic Services or Steve Jones Tel: 01793 463602 Email:stevejones@swindon.gov.uk staylor@swindon.gov.uk	N/A
Wichelstowe	Yes	Cabinet Member for the Economy, Regeneration and Skills	Cabinet	N/A Date of Notice: 15 <sup>th</sup> September 2016	Corporate Director Economy, Regeneration & Skills Rob Powe Tel: 01793 463305 Email: rpowe@swindon.gov.uk	
Proposals for delivery of developments in the town centre delivery plan	Yes	Cabinet Member for the Economy, Regeneration and Skills	Cabinet	N/A Date of Notice: 4 <sup>th</sup> January 2017	Andy Evans, Corporate Director, Economy, Regeneration, and Skills Tel@ 07824 550395 Email: AEvans@swindon.gov.uk AEvans@swindon.gov.uk	N/A

**Cabinet Meeting Date - 15th March 2017**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Method of Consultation Undertaken / To be Taken</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
Budget Management 2016/17	Yes	Cabinet Member for Finance, People and Performance	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> April 2016	Interim Corporate Director, Resources or Mick Bowden, Interim Head of Finance, Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	N/A
Capital Programme Monitoring 3rd Quarter 2016/17	Yes	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> April 2016	Interim Corporate Director, Resources or Ian Burbidge, Finance, Tel: 464384 or Email: iburbidge@swindon.gov.uk	N/A
Securing a sustainable future for Swindon's Cultural Assets	Yes	Cabinet Member for Communities;	Cabinet	N/A Date of Notice: 12 <sup>th</sup> February 2016	Bernie Brannan, Corporate Director Communities and Place or Rachel Watts Tel: 07823 525297 Email: RWatts2@swindon.gov.uk bbrannan@swindon.gov.uk	Cabinet Minute 58 2015/16 refers
Draft Economic Strategy	No	Cabinet Member for the Economy, Regeneration and Skills	Cabinet	N/A Date of Notice: 16 <sup>th</sup> September 2016	Corporate Director Economy, Regeneration & Skills or Trudy Godfrey Tel: 01793 466416 Email: tgodfrey@swindon.gov.uk	N/A

North Star - development update	No	Cabinet Member for the Economy, Regeneration and Skills	Cabinet		Head of Property Assets Rob richards Tel: 07740037316 Email: rrichards@swindon.gov.uk	N/A
Land at Oakfield	Yes	Cabinet Member for the Economy, Regeneration and Skills	Cabinet	N/A Date of Notice: 4 <sup>th</sup> May 2016	Head of Property Assets Rob Richards Tel: 01793 463521	N/A

**Cabinet Meeting Date - 26th April 2017**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Method of Consultation Undertaken / To be Taken</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
Budget Management 2016/17	Yes	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> April 2016	Interim Corporate Director, Resources or Mick Bowden, Interim Head of Finance, Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	N/A
School Transport	No	Cabinet Member for Children's Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> December 2016	Peter Nathan, Head of Education Services or Nigel Pickering Tel: 01793 465754 Email: NPickering@swindon.gov.uk	N/A
Swindon Education Challenge	No	Cabinet Member for Children's Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> December 2016	Peter Nathan, Head of Education Services Tel: 07467 440955 Email: pnathan@swindon.gov.uk	N/A

**Cabinet Meeting Date - June 2017 (TBC)**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Method of Consultation Undertaken / To be Taken</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
Housing Revenue Account - Medium Term Financial Plan	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 27 <sup>th</sup> May 2016	Interim Corporate Director, Resources or Paul Smith Tel: 07500 884176 or Email: psmith@swindon.gov.uk	N/A
Budget Out-turn and Management 2016/17.	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 27 <sup>th</sup> May 2016	Interim Corporate Director, Resources or Mick Bowden, Interim Head of Finance, Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	N/A
Capital Programme Monitoring Out-Turn 2016/17	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 27 <sup>th</sup> May 2016	Interim Corporate Director, Resources or Ian Burbidge, Finance, Tel: 464384 or Email: iburbidge@swindon.gov.uk	N/A
Treasury Performance 2016/17	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 27 <sup>th</sup> May 2016	Interim Corporate Director, Resources or Paul Smith, Finance, Tel: 463976 or Email: psmith2@swindon.gov.uk	N/A

Economic Strategy - Final	No	Cabinet Member for the Economy, Regeneration and Skills	Cabinet	N/A Date of Notice: 16 <sup>th</sup> September 2016	Corporate Director Economy, Regeneration & Skills or Trudy Godfrey Tel: 01793 466416 Email tgodfrey@swindon.gov.uk	N/A
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**Cabinet Meeting Date - July 2017 (TBC)**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Method of Consultation Undertaken / To be Taken</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
Budget Management 2017-18	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 7 <sup>th</sup> June 2016	Interim Corporate Director, Resources or Mick Bowden, Interim Head of Finance, Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	N/A
Education Transport Policy 2018-19.	No	Cabinet Member for Children's Services	Cabinet	N/A Date of Notice: 13 <sup>th</sup> September 2016	Head of Education Services Peter Nathan Tel: 07467 440955 Email: pnathan@swindon.gov.uk	
Debt Management	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 13 <sup>th</sup> September 2016	Head of Revenues and Benefits Andy Stevens Tel: 01793 464661 Email: anstevens@swindon.gov.uk	

**Cabinet Meeting Date - September 2017 (TBC)**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Method of Consultation Undertaken / To be Taken</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
Budget Management 2017/18 and 2017 - 2021 Efficiency Statement	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 13 <sup>th</sup> September 2016	Interim Corporate Director, Resources or Mick Bowden, Interim Head of Finance, Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	
Annual review of Local Ombudsman Complaints	No	Leader of the Council	Cabinet	N/A Date of Notice: 13 <sup>th</sup> September 2016	Director of Law & Democratic Services (Monitoring Officer) or Erz Turner Tel; 01793 463002 Email: eturner@swindon.gov.uk	

**Cabinet Meeting Date - October 2017 (TBC)**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Method of Consultation Undertaken / To be Taken</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
2017-18 Budget Management, 2018-19 Draft Budget and Medium Term Resourcing Plan	Yes	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 21 <sup>st</sup> October 2106	Interim Corporate Director, Resources or Mick Bowden, Interim Head of Finance, Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	N/A

**Cabinet Meeting Date - December 2017 (TBC)**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Method of Consultation Undertaken / To be Taken</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
2017-18 Budget Management, 2018-19 Draft Budget and Medium Term Resourcing Plan	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services;	Cabinet	N/A Date of Notice: 24 <sup>th</sup> October 2016	Interim Corporate Director, Resources or Mick Bowden, Interim Head of Finance, Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	
Capital Programme Monitoring - Second Quarter and Treasury Management Performance 2017/18.	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Notice of Decision: 9 December 2015	Interim Corporate Director, Resources or Ian Burbidge, Finance, Tel: 464384 or Email: iburbidge@swindon.gov.uk	N/A
Treasury Strategy Statement (Minimum Revenue Provision Policy)	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 26 <sup>th</sup> October 2016	Interim Corporate Director, Resources or Paul Smith Tel: 01793 463976 Email: psmith2@swindon.gov.uk	N/A
Polling District and Places Review	No	Leader of the Council	Cabinet	N/A Date of Notice: 5 <sup>th</sup> October 2016	or Sally Sprason Tel: 01793 46399 Email: ssprason@swindon.gov.uk	N/A

School Organisational Changes 2018/19	No	Cabinet Member for Children's Services	Cabinet	N/A Date of Notice: 19 <sup>th</sup> September 2016	Head of Education Services or Danielle Maundrell Tel: 01793 466314 Email: DMAundrell@swindon.gov.uk	N/A
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**Cabinet Meeting Date - February 2018 (TBC)**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Method of Consultation Undertaken / To be Taken</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
Budget 2018/19 and Beyond	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 20 <sup>th</sup> January 2017	Interim Corporate Director, Resources or Mick Bowden Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	N/A
Capital Programme 2018/19	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 20 <sup>th</sup> January 2017	Interim Corporate Director, Resources or Ian Burbidge Tel: 464384 or Email: iburbidge@swindon.gov.uk	N/A
Treasury Strategy Statement 2018/19	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 20 <sup>th</sup> January 2017	Interim Corporate Director, Resources or Paul Smith Tel: 07500 884176 or Email: psmith2@swindon.gov.uk	N/A
Housing Revenue Account - Rents and Charges 2018/19	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 20 <sup>th</sup> January 2017	Interim Corporate Director, Resources or Paul Smith Tel: 07500 884176 or Email: psmith2@swindon.gov.uk	N/A

Swindon Pay Policy Statement 2018	No	Leader of the Council	Cabinet	N/A Date of Notice: 20 <sup>th</sup> January 2017	Tel: 07823 525337 or Email: smowbray@swindon.gov.uk	N/A
School Admission Arrangements	Yes	Cabinet Member for Children's Services	Cabinet	N/A Date of Notice: 20 <sup>th</sup> January 2017	Head of Education Services or Emily Heaton Tel: 01793 465769 Email: eheaton@swindon.gov.uk	N/A

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## Status of requests for action and/or information

**Scrutiny Committee**

**Date: 13<sup>th</sup> February 2017**

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Author:	Director of Law and Democratic Services
Wards:	All
Locality Affected:	All
Parishes Affected:	All

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### **1. Purpose and Reasons**

- 1.1 To advise the Committee of the status of requests for action to be taken or information to be provided.

### **2. Recommendations**

The Committee is recommended to:

- 2.1 That the report be noted.
- 2.2 That the Committee considers the responses provided by officers, and actions taken in relation to each issue, and determines if any further action is required.
- 2.3 That, subject to the Committee's requests for further action to be taken, issues shown as being completed be removed from the status report.

### **3. Detail**

- 3.1 The Scrutiny Committee has requested that a report be submitted to each meeting on the status of its earlier decisions, allowing members to consider if any further action is required.

### **4. Alternative Options**

- 4.1 None

### **5. Implications, Diversity Impact Assessment and Risk Management**

Financial and Procurement Implications

- 5.1 This report has no financial or procurement implications.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been fully taken into account in compiling this report. It is considered that the recommendations of this report are compatible with convention rights

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Further information on the subject of this report can be obtained from Stuart Figini, 01793 463612, [sfigini@swindon.gov.uk](mailto:sfigini@swindon.gov.uk).

# Status of requests for action and/or information

Scrutiny Committee

Date: 13<sup>th</sup> February 2017

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## All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

5.3 None

## Diversity Impact Assessment

5.4 No Diversity Impact Assessment is required at this stage, any DIA that is required during review of topics included within the work programme will be identified at the appropriate stage.

## Risk Management

5.5 No risk management issues have been identified at this stage, any risk management issues will be identified at the appropriate time when a topic is under review by the Scrutiny Committee and if it makes any recommendations.

## **6. Consultees**

6.1 The Board Director, Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

7.1 The Minutes of previous meetings of the Committee.

## **8. Appendices**

8.1 Appendix 1 – Schedule of the status of requests for action to be taken or information to be provided.

**SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE AND MEMBER REQUESTS FOR INFORMATION**  
**12<sup>th</sup> December 2016**

31.	Public Question Time		
	<p>Mr Cockbill, a local resident, asked the following questions about a response to a question asked at the Cabinet meeting held on 7<sup>th</sup> December 2016.</p> <p>1. Why at the Cabinet meeting in reply to a supplementary question regarding alleged lack of democracy being exercised by members of the Borough Council in the name of Nythe Parish Council ask the Council Solicitor to reply?</p> <p>2. When Mr Taylor switched on his microphone to reply, hereby indicating his willingness to do so, allow Councillor Mary Martin to intervene saying it would required a detailed reply and the questioner would have to wait a maximum of 10 days to receive a written reply and then move on to further business without allowing the officer to express his immediate views on the issue?</p>	<p>The Leader of the Council's response to questions from Mr Cockbill is detailed below:</p> <p>'Question: 1 Why at the Cabinet meeting in reply to a supplementary question regarding alleged lack of democracy being exercised by members of the Borough Council in the name of Nythe Parish Council ask the Council Solicitor to reply?</p> <p>Response: Public Questions are regulated by Standing Order 28 in Part Four of the Constitution and in Council Meetings Protocol and Guidance in Part Five of the Constitution.</p> <p>Standing Order 28(1) states: "At ordinary meetings of the Council's Cabinet, Committees and other relevant bodies, questions can be asked of the Chairs of committees". As Chair of Cabinet, it is at my discretion who I might invite to reply.</p> <p>Question: 2 When Mr Taylor switched on his</p>	<p><b>Complete</b></p>

		<p>microphone to reply, hereby indicating his willingness to do so, allow Councillor Mary Martin to intervene saying it would require a detailed reply and the questioner would have to wait a maximum of 10 days to receive a written reply and then move on to further business without allowing the officer to express his immediate views on the issue?</p> <p>Response: The Council Meetings Protocol and Guidance referred to above states:  “(3) Written questions, including questions sent by electronic mail, must be received by the Proper Officer no later than 3pm two clear working days before the meeting. This means that for a meeting held on a Thursday, questions must be received by 3pm Tuesday (less any intervening bank holiday).  (4) The period of notice is to allow sufficient time for a response to be formulated.”</p> <p>Given that you sent in your question so close to the meeting, I concurred with Councillor Martin’s request to provide a written reply rather than permit the Director of Law and Democratic Services to continue.</p> <p>My actions are consistent with the usual standards and customs of chairing Public Question Time at Swindon Borough Council.</p>	
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	<p>Mr Cockbill, a local resident, asked the following questions about the vacancies created at Nythe Parish Council.</p> <p>1. Has there been any contact regarding the vacancies created on Nythe Parish Council since 1st October 2016 by resignations with the:-</p> <ul style="list-style-type: none"> <li>a) Chairman of Nythe Parish Council</li> <li>b) Clerk(s) of Nythe Parish Council</li> </ul> <p>2. if so, when will the public notices be published to advertiser:-</p> <ul style="list-style-type: none"> <li>a) the vacancy(ies) and</li> <li>b) by the Electoral Officer, or the person authorised to, give 10 electors on the current electoral register the opportunity to request a Poll?</li> </ul>	<p>The Director of Law and Democratic Services responded at the meeting and indicated that Nythe Parish Council had published public notices about the vacancies on their notice board.</p>	<b>Complete</b>
	<p>Mrs Burnham, a local resident, requested a response to the following question:</p> <p>'Given that fresh proposals for the library service are now being considered which have not been mentioned, published or contemplated before, I request that Scrutiny members call on the cabinet to declare the recent 'public consultation' and 'engagement' exercises on Swindon's library strategy <b>null and void</b>. I also ask this committee to call for any new proposals for the future configuration of the town's library service to be included in a <b>new</b> consultation, and consider it imperative that the public</p>	<p>The Cabinet Member for Communities was requested to provide a response to the question. Chased for a response on 4<sup>th</sup> and 17<sup>th</sup> January 2017.</p>	<b>On-going</b>

	be satisfied that the council will scrupulously follow proper procedure. The foregoing is written without prejudice to other legal rights and remedies.'		
	<p>Mr Smith, a local resident, asked questions about to the Libraries Strategy.</p> <p>The first question related to a concern about the 15 hours allocated to the opening of the four core libraries and that this would not be sufficient to provide a quality library service. He asked members to reconsider the hours further. He also mentioned the Highworth Library and the electronic door entry and exit system. He felt that this was not suitable as it was located on the first floor which would restrict the activities of the library.</p> <p>Mr Smith's supplementary question. In referring to the 15 hours above, he explained his belief that one size did not fit all, and indicated that under Health and Safety rules a paid member of library staff should be present in the building as the Highworth library was located on the first floor. He asked the Cabinet member for Communities to reconsider the proposals.</p>	<p>Response received from the Cabinet Member for Communities on 30<sup>th</sup> January 2017.</p> <p>We will fund Highworth Library for 15 staffed hours per week, with electronic access to enable public access outside of those hours. The Libraries team is developing these new operating arrangements for Highworth, with safe access the priority consideration.</p>	<b>Complete</b>
45.	<b>Consideration of Cabinet Decisions</b>		
	<b>Subject</b>	<b>Status</b>	
	Cllr Moffatt asked a question in relation to a commercial venture being set up in part of a library building, and whether the business would be subject	<p>Response received from Andy Stevens, Head of Revenues and Benefits on 15<sup>th</sup> December 2016.</p> <p>'The assessment of properties for rating purposes is</p>	<b>Complete</b>

	to the payment of non-domestic rates?	undertaken by the Valuation Office Agency (VOA), which is part of HM Revenues and Customs and this decision would be their's. My belief is that if the part of a building was used exclusively by a commercial venture, was distinctly separate from the rest of the building and it was capable of being rated, then it would be separately rated and the occupier would be liable for Business Rates.'	
	The Chair asked for further information about the Parish Council that did not wish to manage a library service in their parish.	<p>Response received from Patrick Weir, Head of Localities, Community Involvement and Volunteering on 30<sup>th</sup> January 2017.</p> <p>I do not recall clearly the context about the question. Where an area is not served by a core library and the parish council declines to provide support then the Council will seek to work with any other local or community group to provide an alternative.</p>	<b>Complete</b>
	Cllr Watts asked for the notes of the recent informal meeting between the Cabinet Member for Communities and the Libraries Minister to be made available for the next Libraries task Group.	<p>Response received from Patrick Weir, Head of Localities, Community Involvement and Volunteering on 30<sup>th</sup> January 2017.</p> <p>The meeting was an informal one and the general discussion was around Swindon's ongoing work with the Minister and his department to develop the new model for continuing to deliver a comprehensive library service. One outcome from the this meeting was a visit to Swindon by Rob Wilson MP, the Minister responsible for libraries, in January 2017.</p>	<b>Complete</b>
	Cllr Parry asked for the Libraries Strategy consultation responses	Response received from Cabinet Member for Communities on 16 <sup>th</sup> December 2016.	<b>Complete</b>

	<p>received in relation to Liden Library to be re-circulated to members.</p>	<p><i>'I thank ward members for your questions below. Following recent meetings with ward members and officers, and further enquiries as to the history of this funding, I can confirm that £100k is available for Liden Centre. That sum is to support improvements to Liden Village Centre, and as discussed with ward members last week, and previously at the end of August regarding options for the Library, we identified that given the age and design of Liden Centre, the bigger opportunity for improvement is to look at feasibility of a more fundamental masterplan for the village centre, to which the £100k could contribute.</i></p> <p><i>Regarding the Library, and pending the longer term masterplanning work, officers will work with ward members to look at options for a community bid to come forward. This could include looking at how the library space could be used differently to generate the income and help make a bid for transitional funding viable.</i></p> <p><i>Regarding Swindon 105.5 FM, the terms of their occupancy at Liden Library include agreement in principle to work alongside the Library. This was agreed in advance of the work to develop a new strategy for Swindon's Libraries, and following Cabinet's decision last week, and with ward member support, officers will work with you, Swindon 105.5 and other partners regarding the development of options for the Library.</i></p> <p><i>You have also requested invoicing information. This information is held in confidence between the Council and 105.5, but I can advise you that monthly invoices are being issued and paid in accordance with the Council's agreement with 105.5. There was an</i></p>	
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		<p><i>administrative delay in setting up the invoicing arrangements, but this has now been resolved. I can confirm that the income received is credited back to the Library service, and helps offset the current running costs of Liden Library.</i></p> <p><i>I will ask Patrick Weir to meet with you at the earliest opportunity to discuss the development of options for Liden Library.</i></p> <p><i>Mary Martin</i> <i>Cabinet Member for Communities'</i></p>	
	The Chair asked for further information about the recent staffing changes within the Enforcement team.	Response requested from Leon Barrett, Head of Streetsmart on 14 <sup>th</sup> December 2016. Chased for a response on 4 <sup>th</sup> and 17 <sup>th</sup> January 2017.	<b>On-going</b>
	Cllr Dempsey asked a question in relation to the recent changes in the Council's Green Waste Service. In particular he asked for the savings achieved by the Council due to the changes in service.	Response requested from Leon Barrett, Head of Streetsmart on 14 <sup>th</sup> December 2016. Chased for a response on 4 <sup>th</sup> and 17 <sup>th</sup> January 2017.	<b>On-going</b>
	Cllr Dempsey asked a question about the overspend in relation to the Bruce Street Bridges project. In particular he asked for the reasons for the overspend.	Response requested from Jason Humm, Head of Highways and Transport on 14 <sup>th</sup> December 2016. Chased for a response on 4 <sup>th</sup> and 17 <sup>th</sup> January 2017.	<b>On-going</b>
	Cllr Dempsey asked how the Council had responded to Ofsted concerns in relation to performance standards in	Response received from Peter Nathan, Head of Education on 9 <sup>th</sup> January 2016.	<b>Complete</b>

	Swindon schools.	<p>A number of actions have been taken since the comments by the regional director for Ofsted relating to school standards.</p> <p>a) A press release was issued and published in the Swindon advertiser and also circulated to schools and chairs of governors acknowledging the points raised but also identifying strengths in Swindon schools. One of the key issues raised in relation to primary standards related to the writing teacher assessment. Furthermore, 94% of primary schools are judged good or better by Ofsted itself.</p> <p>b) A meeting was held with Ofsted and the RSC with council members and officers to discuss the points raised and to agree ways for moving forward. Ofsted have now agreed to sit as observers on the Swindon Challenge when it next meets.</p> <p>c) A meeting has been organised with the RSC to discuss support for academies.</p> <p>d) Swindon Challenge has been agreed (although this had been agreed prior to the statement by Ofsted) and some funding (600K over three years) has already been allocated to address issues with phonics, writing and support for key primary schools. Action plans are in place and include putting in place phonics and writing champions. Discussions are being had with secondary school academies and with their trust partners where appropriate to look at how Swindon Challenge funding can best be used to support them improve standards. This could include funding for pupil premium champions for examination course pupils, intervention support for targeted pupils – these discussions will be</p>	
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		<p>completed by the middle of January.</p> <p>e) The Head of Education has met with SASH, SAPH and ASSSH and with Governors to discuss the letter from Ofsted, share data and address key issues.</p> <p>f) Considerable work was done with Ofsted concerning the inspection of Westrop School which was inspected at the same time as the press release from Ofsted.</p> <p>g) Teacher assessment and moderation processes are being reviewed for KS2 with a headteacher working group and staff training for those involved.</p> <p>It is important to say that much of the work to support schools was on going and would have taken place without intervention from Ofsted.</p>											
	<p>Cllr Dempsey asked for details of the funding received by the Council from the Government in relation to the Revenue Support Grant since 2010.</p>	<p>Response received from Mick Bowden, Interim Head of Finance and Change on 22<sup>nd</sup> December 2016, as follows:</p> <p>Revenue Support Grant - Swindon Borough Council</p> <table><thead><tr><th>Financial Year</th><th>RSG £m</th></tr></thead><tbody><tr><td>2016/17</td><td>20.823</td></tr><tr><td>2015/16</td><td>28.226</td></tr><tr><td>2014/15</td><td>36.140</td></tr><tr><td>2013/14</td><td>42.401</td></tr></tbody></table>	Financial Year	RSG £m	2016/17	20.823	2015/16	28.226	2014/15	36.140	2013/14	42.401	<p><b>Complete</b></p>
Financial Year	RSG £m												
2016/17	20.823												
2015/16	28.226												
2014/15	36.140												
2013/14	42.401												

		<table><tr><td>2012/13</td><td>0.980</td></tr><tr><td>2011/12</td><td>12.770</td></tr><tr><td>2010/11</td><td>6.422</td></tr><tr><td>2009/10</td><td>9.362</td></tr></table> <p>Please note that prior to April 2013 (when partial localisation of business rates was introduced) RSG was calculated on a different basis and is therefore not comparable.</p>	2012/13	0.980	2011/12	12.770	2010/11	6.422	2009/10	9.362																																													
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2009/10	9.362																																																						
	Cllr Dempsey asked for details about the number of children in care over the last few years.	<p>Response received from Karen Reeve, Director of Children’s Services on 15<sup>th</sup> December 2016.</p> <table><tr><td></td><td>Mar -12</td><td>Oct -12</td><td>Mar -13</td><td>Oct -13</td><td>Mar -14</td><td>Oct -14</td><td>Mar -15</td><td>Oct -15</td><td>Mar -16</td><td>Oct -16</td></tr><tr><td>Total Looked After</td><td>253</td><td>260</td><td>250</td><td>253</td><td>252</td><td>238</td><td>252</td><td>271</td><td>292</td><td>308</td></tr></table> <div><p>Children aged 0 to 5 years old</p><table><caption>Children aged 0 to 5 years old - Percentage Data</caption><thead><tr><th>Year</th><th>Swindon</th><th>SN Average</th><th>South West</th><th>England</th></tr></thead><tbody><tr><td>2011/ 2012</td><td>18%</td><td>24%</td><td>22%</td><td>25%</td></tr><tr><td>2012/ 2013</td><td>17%</td><td>23%</td><td>22%</td><td>24%</td></tr><tr><td>2013/2014</td><td>13%</td><td>21%</td><td>19%</td><td>23%</td></tr><tr><td>2014/2015</td><td>17%</td><td>19%</td><td>18%</td><td>20%</td></tr><tr><td>2015/16</td><td>19%</td><td>18%</td><td>17%</td><td>18%</td></tr></tbody></table></div>		Mar -12	Oct -12	Mar -13	Oct -13	Mar -14	Oct -14	Mar -15	Oct -15	Mar -16	Oct -16	Total Looked After	253	260	250	253	252	238	252	271	292	308	Year	Swindon	SN Average	South West	England	2011/ 2012	18%	24%	22%	25%	2012/ 2013	17%	23%	22%	24%	2013/2014	13%	21%	19%	23%	2014/2015	17%	19%	18%	20%	2015/16	19%	18%	17%	18%	Complete
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	The Chair asked a question about Public Power Solutions and the intended use of the wet hay bales on the railway bank near Waterside.	<p>Response requested from Leon Barrett, Head of Streetsmart on 16<sup>th</sup> December 2016.</p>	On-going																																																				

	The Chair asked a question about the possibility of recovery of costs from the Environment Agency in relation to the clearance of waste from the Averies fire near Waterside.	Response requested from Leon Barrett, Head of Streetsmart on 16 <sup>th</sup> December 2016.	<b>On-going</b>
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**SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE AND MEMBER REQUESTS FOR INFORMATION**  
**9<sup>th</sup> January 2017**

52.	<b>Public Question Time</b>		
	<p>Mr Cockbill, a local resident, asked the following questions about Nythe Parish Council:</p> <ol style="list-style-type: none"> <li>1 What services have Swindon Borough Council (SBC) given to Nythe Parish Council in terms of:- <ol style="list-style-type: none"> <li>a) clerical support;</li> <li>b) legal advice;</li> <li>c) accommodation for meetings</li> <li>and d) any other service not available to existing parish councils?</li> </ol> </li> <li>2 Have Nythe Parish Council been invoiced for the services provided at 1a), 1b), 1c) and 1d) above?</li> </ol>	A written response was provided at the meeting.	<b>Complete</b>

	<p>3 Have all payments:-</p> <p>a) been made, if not</p> <p>b) what is/are the amount(s) outstanding?</p> <p>4 Have any of the services provided at 1a), 1b), 1c) and 1d) above:-</p> <p>a) been supplied free; if so</p> <p>b) who made that decision(s);</p> <p>c) under what authority were these decision(s) taken and</p> <p>d) where have this/these decision(s) recorded?'</p>		
	<p>Mr Cockbill, a local resident, asked the following question:</p> <p>'Are they satisfied with the standard of service provided by Public Health Department to issues raised by members of the public?'</p>	<p>The Cabinet member for Adults' Health and Social care responded to the question at the meeting.</p>	<b>Complete</b>
	<p>Mr Cockbill, a local resident, asked a question about a response he had received from the Public Health Department.</p>	<p>Sue Wald, Director of Adult Social Services responded to the question on 13 January 2017.</p> <p>Further to your query raised recently at</p>	<b>Complete</b>

		<p>Scrutiny, about an unsuccessful interaction with a team within Public Health; I have investigated this for you with the department concerned.</p> <p>The officer that you were trying to contact, Mr Damon Green – Service Manager Healthy Neighbourhoods, whose functions include public health matters such as rodent infestations, did, as you say, receive a request to contact you by telephone on the 19<sup>th</sup> December 2016. Mr Green attempted to do so on the morning of the 20<sup>th</sup>, but was unable to get through on the telephone number supplied. I apologise for this</p> <p>Unfortunately, the contact centre did not have your email details and we were therefore unable to contact you. Again I apologise for this and we will ensure that in future enquiries are logged with full contact details of residents.</p> <p>I have also spoken to Mr Green about the issue that you wished to report. His team is aware of occasional reports of rodents in the Fleming Way area, and have periodically both arranged for treatment for rodents, and also sought to identify what may be causing the problem. In 2016, as a result of those investigations, a potential issue was identified, and the team is pursuing investigations of the possible cause with Thames Water.</p>	
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		<p>This investigation has not yet concluded.</p> <p>Thames Water have though agreed to investigate the potential issue, but due to the complexity, size, age and condition of the infrastructure in question; this is taking some time. The issue, we are told, is that the underground installation, which may be a sewer but is not confirmed as such, does not exist on the Definitive Map of Thames Water assets, and the access points to that installation are not of a design used by Thames Water and so they do not have the equipment required to open them readily available. Their age and condition also makes this a potentially complex operation. We will continue to pursue this with them, and Mr Green will be contacting them further in the next few days.</p> <p>We have worked with businesses in this area, and we are aware that a number of them are treating for rodents among the landscaped areas in an attempt to limit the problem. We have today instructed a pest control contractor to look at this area again for us to identify if there is anything further that the Borough can usefully do with regard to rodent treatments while we try to identify if there is any structural cause of the problem and whether it can be remedied.</p>	
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		Mr Green would be very happy to discuss this further with you on his direct dial telephone of (01793) 466102, or by email <a href="mailto:ondgreen@swindon.gov.uk">ondgreen@swindon.gov.uk</a> . He suggests that email may be the most successful form of direct communication as he is not always immediately available at his desk due to his various commitments. I gather that you have today spoken briefly to Mr Green by telephone but that communication was difficult at that time and you expressed a desire to receive a written response; which I am pleased to provide here.	
	Mr Worman, a local resident, asked a question about the Swindon and Wiltshire Local Enterprise Partnership funding bid for the Thamesdown Drive extension.	The Leader of the Council responded to the question at the meeting.	<b>Complete</b>
	Mr Worman asked a question about the possibility of a further funding bid being submitted.	The Leader of the Council responded to the question at the meeting.	<b>Complete</b>
	Mr Worman asked a further question about the Cabinet Member Advisory Group being re-established.	The Leader of the Council responded to the question at the meeting.	<b>Complete</b>
	Mr Worman asked a further question about the problems experienced by some residents in relation to recycling collections.	The Leader of the Council agreed to provide a written response.	<b>On-going</b>
	Mr Worman asked a further question about the ability of Council staff to respond to queries by residents.	Response received from Karen McMahon on 12 <sup>th</sup> January 2017, as follows:	<b>Complete</b>

'With regards to the contact centre. We have for some time been struggling with resources and are currently 4 members of staff down in the contact centre, out of establishment of 16 (drastically reduced from previous years due to our financial position). Of the 12 in post, many are new, so they are still training, meaning that they are only skilled in certain areas and can only pick up those calls; and on top of that, their call handling is longer than what we would expect of an experienced member of staff – for example last December, the average handling time for a call was 164 seconds, last month it was 202 seconds. This doesn't sound much, but over almost 30,000 calls per month, that's a lot of time lost.

Our average speed to answer a call was 86 seconds in December, which has been about the same for the last 4 months. This is only the average, so yes, some callers are served in a couple of seconds and others, like yourself, are waiting for a long time. I can only apologise for this, but with our current resources, we are doing our best, the agents are working at over 95% capacity which means they are constantly taking calls with no respite in between. We are stepping up the pace on building our on-line offer and the Council will be launching a 'customer portal' in February as the start of this journey – Green

		<p>Waste will be the first service on the portal. It is hoped that as more services are available through the portal this will reduce call demand and allow us to focus just on those customers who cannot use digital services.</p> <p>Again, I can only apologise for the inconvenience caused'</p>	
56.	<b>Consideration of Cabinet Member Q &amp; Session for Communities</b>		
	<b>Subject</b>	<b>Status</b>	
	Cllr McCracken asked if support was available to new Parish Councils in the preparation of Neighbourhood Plans.	<p>Response received from Cllr Mary Martin on 30<sup>th</sup> January 2017.</p> <p>Support for new Parish Councils would be available through the Council's Planning team as at present.</p>	<b>Complete</b>
	The Chair asked a question about Streetsmart and the service not being sufficient . He referred to verges not being filled in and roads not included in the repairs programme.	Response requested from Leon Barrett on 11 <sup>th</sup> and 24 <sup>th</sup> January 2017.	<b>On-going</b>
	The Chair asked a question about the transfer of funding to new Parish Councils to cover the costs of repairs to footpaths and the management of allotments. He asked who would be	<p>Response received from Cllr Martin on 30<sup>th</sup> January 2017.</p> <p>These issues are being picked up through the new Parish Council's budget setting process, and the parishes transitional funding can be used to address these issues.</p>	<b>Complete</b>

	responsible for this.		
	The Chair spoke about challenges facing the new parish Councils in relation to the transfer of assets and asked if an asset or condition survey was being prepared for each newly parished area.	Response requested from Leon Barrett on 11 <sup>th</sup> and 24 <sup>th</sup> January 2017.	<b>On-going</b>