

# Swindon Borough Council

## Scrutiny Committee

**Tuesday, 2 May 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

Steve Weisinger

### **Labour**

### **Councillors**

Robert Wright  
(Chair)

Emma Bushell

Mark Dempsey

Des Moffatt

James Robbins

Chris Watts

### **Contact Officers:**

Stuart Figini (Committee Officer) Telephone - 01793 463612 Email -  
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 - 16)

To receive the minutes of the meetings held on 20<sup>th</sup> March 2017 and 28<sup>th</sup> March 2017.

**5. Consideration of Cabinet Decisions** (Pages 17 - 18)

**6. Work Programme** (Pages 19 - 48)

**7. Status of Requests for Action and/or Information** (Pages 49 - 72)

**Date of Despatch:** 19 April 2017

**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 (ii) 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, 20 MARCH 2017**

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

Apologies for absence were received from Councillors Des Moffatt and James Robbins

**71. Declarations of Interest**

Councillor Gemma McCracken made a personal, non-prejudicial declaration of interest in respect of agenda item 5 “Consideration of Cabinet decisions”, on the grounds that her husband is a tenant of a commercial unit in the Town Centre.

**72. Public Question Time**

Mr Brian Cockbill, a local resident, submitted questions about public transport in Swindon. Mr Cockbill was not in attendance. The Chair asked for the written response, available at the meeting, be sent to Mr Cockbill.

**73. Minutes**

Resolved – That the minutes of the meetings held on 1<sup>st</sup> and 13<sup>th</sup> February 2017, be confirmed and signed as a correct record.

**74. Consideration of Cabinet Decisions**

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 15<sup>th</sup> March 2017.

*105. Budget Management 2016/17*

Councillor Russell Holland, Deputy Leader of the Council, Vice Chair of the Cabinet and Cabinet Member for Finance and Corporate Services, responded to questions put by Councillors Mark Dempsey and Chris Watts on the following matters:

- Representations made to Central Government in regard to the Council’s financial settlement and the settlement received by other Councils.
- The Council’s plans for meeting overspends during 2016/17.
- Swindon Borough Council’s position with regard to reforms of the Dedicated Schools Grant.

Resolved – That Minute 105 of the Cabinet be noted.

*106. Capital Monitoring Quarter 3 2016/17*

Councillor Russell Holland, Deputy Leader of the Council, Vice Chair of the Cabinet and Cabinet Member for Finance and Corporate Services, responded to questions put by the Chair and Councillors Gemma McCracken, Cathy Martyn and Chris Watts on the following matters:

- The potential to obtain sponsorship from local businesses to offset the purchase price of a replacement incident command vehicle.
- Funding for the developments at 1-3 Farringdon Road and the Mechanics Institute.
- Recovery of costs for the scaffolding used at the Mechanics Institute.
- The location and storage costs of museum artefacts.
- Overspends on Junction 16 improvements linked to the Wichelstowe development.
- The current status of the Tabernacle stones.

Resolved – That Minute 106 of the Cabinet be noted.

*107. A Sustainable Future for Lydiard House and Park*

Councillor Garry Perkins, Cabinet Member for the Economy, Regeneration and Skills, responded to questions put by the Chair and Councillors Emma Bushell and Chris Watts on the following matters:

- The process undertaken in assessing the bids received for Lydiard House and Park.
- Contingency plans should the preferred bidder experience financial difficulties.
- Monitoring and scrutiny of the preferred bidder's performance in operating Lydiard House and Park.

Resolved – That Minute 107 of the Cabinet be noted.

*108. Barnfield Solar farm Scheme*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to questions put by the Chair and Councillor Mark Dempsey on the following matters:

- Latest position with regard to the Councils application for European Regional Development funding for Solar Farm projects and the M4 scheme at Wichelstowe
- The future of Solar Farm Schemes.

Resolved – That Minute 108 of the Cabinet be noted.

*109. Private Sector Housing Renewal Assistance policy*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to questions put by the Chair and Councillor Gemma McCracken on the following matters:

- The target audience of the Council's Private Sector Housing Renewal Assistance Policy.
- Abbreviations used throughout the Policy and potential for a plain English version of the Policy.

Resolved – That Minute 109 of the Cabinet be noted.

#### *110. Changes to Household Waste recycling Centre Opening Times*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to questions put by the Chair and Councillors Mark Dempsey, Claire Ellis, Emma Faramarzi, Gemma McCracken and Chris Watts on the following matters:

- Assessments undertaken in approving the reduction of opening times at the Household Recycling Centre, the financial implications and impact on residents.
- The statistics for fly tipping in Swindon.
- The percentage of trade waste received at the Recycling Centre.
- Public consultation undertaken with regard to the reduced opening times.
- Current usage figures for the Recycling Centre.
- Information regarding green waste received at the Recycling Centre.
- Reduction in the number of local recycling sites.
- Statistical information from Parish Councils on fly tipping.
- The service profile and usage figures for the Recycling Centre.

Resolved – That Minute 110 of the Cabinet be noted.

#### *111. The Forward Strategy for Delivering Economic Development and regeneration in Swindon*

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

- The future role of Forward Swindon Ltd and the funding arrangements for the delivery of town centre regeneration.
- Consideration of heritage issues during the delivery of projects in the town centre.
- Proposals for the Mechanics Institute and consideration of alternative approaches for its regeneration from interested resident groups.
- Alternative approaches to the delivery of town centre regeneration projects.

Resolved – That Minute 111 of the Cabinet be noted.

*112. Commercial Investment Strategy: Establishment of a Housing Development Company*

Councillor Russell Holland, Deputy Leader of the Council, Vice Chair of the Cabinet and Cabinet Member for Finance and Corporate Services, responded to questions put by the Chair and Councillors Mark Dempsey, Emma Faramarzi and Chris Watts on the following matters:

- The inclusion of affordable housing within future developments undertaken by the Housing Development Company.
- Identification of parcels of land for development and plans to meet housing targets.
- Concern at developers delaying the building of homes to realise increases in land values.
- The need to reassess developments areas.
- Self-building at the Windmill Hill site.

Resolved – That Minute 112 of the Cabinet be noted.

**75. Cabinet Member Question and Answer Session - Cabinet Member for Finance and Corporate Services**

Councillor Russell Holland, Deputy Leader of the Council, Vice Chair of the Cabinet and Cabinet Member for Finance and Corporate Services, 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:

- Financial Management overview
- Medium Term Resourcing Plan and future budget planning
- Procurement
- HR, Personnel and Trade Union Relations
- Schools HR
- Council's Transformation Programme
- Corporate Performance Management
- Risk Management
- Customer Services
- Health and Safety
- Operational Buildings and Property
- Revenue and Benefits Policy
- Member Development
- Commercial Investment Fund

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



Councillor Holland responded to the following observations and questions from the Chair and Councillors Emma Bushell, Mark Dempsey, Gemma McCracken, Kevin Parry, Emma Bushell, Chris Watts and Steve Weisinger:

- The current financial position of the Council, the reasons for the current debt position and future strategies to tackle debt.
- Housing Revenue Account debt.
- Specialism gaps within the Health and Safety Team.
- Staff satisfaction survey and the morale of staff.
- The role of the newly appointed Absence Officers.
- Introduction of leadership development programmes and their impact on the organisation.
- Staff absence and main causes.
- The collaboration between People Development and Health and Safety Teams.
- Targets for the reduction in absences.
- Measuring staff absences with the Bradford Formula.
- The Council sites where absences occur more frequently.
- Staff questionnaire and questions about the working environment.
- Securing a sustainable future for the Highworth Recreation Centre by transferring the operation to a new provider.
- The changes being made to Empty Council Tax properties for 2017/18.
- Impact on residents and the Council of the reduced Benefits Cap and the Universal Credit system.

Resolved – (1) That Councillor Holland be thanked for attending the meeting to present his performance report and for his full and open responses to members' questions and observations on the issues raised.

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

## **76. Cabinet Member Question and Answer Session - Cabinet Member for Children's Services**

Councillor Fionuala Foley, Cabinet Member for Children's Services, 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 her portfolio of responsibility:

- Children and Family Services including Early Help, Youth Offending Team, Young Person Substance Misuse team, Targeted Mental Health, Education Welfare, Educational Psychology, Youth Engagement, Services for Disabled Children and the Troubled Families programme.
- Children's Social Work Services including the Multi Agency Safeguarding Hub (MASH), fostering and adoption services and the Corporate Parenting Board, Opal Team (Child sexual exploitation service).

- Community Health Services including Health Visitors, School Nurses and Family Nurse Partnership, Paediatric Therapy Services, Speech and Language and Portage and Public Health services for children.
- Local Safeguarding Children's Board (LSCB).
- Education Services including, Provision for Early Years, LA Maintained Schools, Provision for children with Special Educational Needs and Disabilities, Education Other Than At School, Tuition Service, Championing Excellence and Promoting High Standards. This includes the Education Strategy Board; Schools' Forum, the Music Service, Plas Pencelli Outdoor Education Centre, Governor Support services and Traded services to schools.
- The Cabinet Member for Children's Services is also responsible for delivering some aspects of Priority Two (Pledges 15 and 17), and Priority Four (Pledges 28 and 29) of Swindon's vision for 2016-2020.

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

Following her introduction of the report, Councillor Foley responded to the following observations and questions from the Chair and Councillors Emma Bushell, Claire Ellis, Mark Dempsey, Gemma McCracken, Cathy Martyn, Chris Watts and Steve Weisinger:

- The work being undertaken in Swindon to combat Child Sexual exploitation.
- Swindon Challenge and its involvement in raising education standards and the retention of teaching staff.
- The challenges facing primary and secondary education in Swindon.
- Concern regarding the performance of the UTC.
- The importance of building partnerships between the UTC and local industry.
- Publicising the work of the Council and Swindon Challenge to parents.
- The remit of Swindon Challenge.
- The role of private fostering and the challenges currently being faced within fostering.
- Retention of foster carers.
- Domestic violence and issues with compulsive behaviours.
- Healthy Schools programme and voluntary immunisations.
- Reductions in the youth engagement programme.

Resolved – (1) That Councillor Foley 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.

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

**77.**

**Work Programme**

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 20th June 2016.

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

**78.**

**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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## SCRUTINY COMMITTEE

TUESDAY, 28 MARCH 2017

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

Councillors Fionuala Foley (Cabinet Member for Children's Services) and David Renard (Leader of the Council)

Apologies for absence were received from Councillors Mark Dempsey, Des Moffatt, James Robbins and Chris Watts

### **79. Declarations of Interest**

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

### **80. Public Question Time**

No public questions were received during the meeting.

### **81. Consideration of Cabinet Panel on School Organisation Decisions**

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet Panel on School Organisation held on 27<sup>th</sup> March 2017.

#### *10. Proposal to Lower the Age Range at Abbey Meads Primary School from 4 to 11 years to 2 to 11 years from September 2017*

Councillor Fionuala Foley, the Cabinet Member for Children's Services, responded to questions put by the Chair and Councillors Gemma McCracken and Vera Tomlinson on the following matters:

- The budget of £350,000 approved by Cabinet for the creation of additional school places.
- Competition from existing nursery provision in the locality.
- The provision offered by Little Scholars Pre School.

Resolved – That Minute 10 of the Cabinet Panel on School Organisation be noted.

#### *11. Increasing the Published Admission Number (PAN) at Brimble Hill Primary Special School from 70 to 77 from September 2017.*

Councillor Fionuala Foley, the Cabinet Member for Children's Services, responded to questions put by the Chair and Councillor Vera Tomlinson on the following matters:

- The demand for new places at Brimble Hill Special School.

- Admission capacity of the school.

Resolved – That Minute 11 of the Cabinet Panel on School Organisation be noted.

*12. Lowering the Age Range at the Special Resource Provision (SRP) at Eldene Nursery and Primary School from 7-11 to 6-10 from September 2017*

Councillor Fionuala Foley, the Cabinet Member for Children's Services, responded to questions put by the Chair and Councillor Kevin Parry on the following matters:

- Confirmation of the age range to be introduced.
- The protection offered by the SRP for eleven year olds.
- The outcomes and benefits in lowering the age range at the SRP to six year olds.
- Reasons why the age range was not lowered to five year olds.

Resolved – That Minute 12 of the Cabinet Panel on School Organisation be noted.

*13. Proposal to Lower the Age Range at Even Swindon Primary School from 4 to 11 years to 2 to 11 years from September 2017*

Councillor Fionuala Foley, the Cabinet Member for Children's Services, responded to questions put by the Chair and Councillors Gemma McCracken and Vera Tomlinson on the following matters:

- Recruitment of learners during the summer of 2017.
- Background to the retrospective application and the need to avoid similar applications in the future.

Resolved – That Minute 13 of the Cabinet Panel on School Organisation be noted.

*14. Proposal to Lower the Age Range at Lawn Primary School from 4 to 11 years to 2 to 11 years from September 2017*

Resolved – That Minute 10 of the Cabinet Panel on School Organisation be noted.

*15. Proposal to Lower the Age Range at Chiseldon Primary School from 4 to 11 years to 2 to 11 years from September 2017*

Councillor Fionuala Foley, the Cabinet Member for Children's Services, responded to a question put by the Chair on the following matter:

- Details of the consultation undertaken.

Resolved – That Minute 15 of the Cabinet Panel on School Organisation be noted.



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## Consideration of Cabinet and Cabinet Panel Decisions

**Scrutiny Committee**

**Date: 2<sup>nd</sup> May 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 26<sup>th</sup> April 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 26<sup>th</sup> April 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 and Cabinet Panel Decisions

Scrutiny Committee

Date: 2<sup>nd</sup> May 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 26<sup>th</sup> April 2017.

## **8. Appendices**

- 8.1 The draft minutes of the meeting of the Cabinet held on 26<sup>th</sup> April 2017 (to follow).

## Work Programme 2016/17

**Scrutiny Committee**

**Date: 2<sup>nd</sup> May 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: 2<sup>nd</sup> May 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: 2<sup>nd</sup> May 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 form 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: 2<sup>nd</sup> May 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 16<sup>th</sup> March 2017 to 16<sup>th</sup> March 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 10<sup>th</sup> February 2016 to 10<sup>th</sup> February 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>
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

## Swindon Borough Council

### CABINET WORK PROGRAMME AND FORWARD PLAN

16 MARCH 2017 - 16 MARCH 2018 – Proposed AGENDA ITEMS and KEY DECISIONS (as at 19/04/17)

**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.

<b>Councillor:</b>	<b>Portfolio:</b>
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 April 2017

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
Development of Housing land at 7 Euclid Street, Swindon	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Councillors Dixon and Pajak support the recommendations. Councillors Wood and Small submitted no comments. Date of Notice: 6 <sup>th</sup> April 2017	Andy Evans, Corporate Director, Economy, Regeneration, and Skills or Adam Gatier Tel: 07392 109967 Email: agatier@swindon.gov.uk AEvans@swindon.gov.uk	Development of Housing at 7 Euclid Street
Investment Property in Bristol - Acquisition	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services		Rob Richards or Jon Coats Tel: 017903 463523 Email: jcoats@swindon.gov.uk rrichards@swindon.gov.uk	

**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>Consultation Responses/Date of Notice</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
Budget Management Update	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 1 <sup>st</sup> February 2016	Head of Finance (s151) Officer Mick Bowden Tel 07392 109917 Email:mbowden@swindon.gov.uk	N/A
Affordable Housing Purchase Programme	No	Cabinet Member for Housing and Homelessness	Cabinet	N/A Date of Notice: 14 <sup>th</sup> March 2017	Head of Housing Management & Community Safety Mike Ash Tel: 01793 464377 Email: mash@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	Director of Children's Services or Gareth Cheal Tel: 01793 46 5802 Email:gcheal@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 Tel: 07467 440955 Email: pnathan@swindon.gov.uk	N/A
Swindon Local Transport Plan - Implementation Plan 2017/18	Yes	Cabinet Member for StreetSmart, Highways and Transport	Cabinet	N/A Date of Notice: 6 <sup>th</sup> February 2017	Jason Humm, Head of Highways & Transport Tel: 01793 463201 Email: jhumh@swindon.gov.uk	N/A
Draft Airports National Policy Statement consultation	No	Cabinet Member for StreetSmart, Highways and Transport	Cabinet	N/A Date of Notice: 6 <sup>th</sup> February 2017	Corporate Director Economy, Regeneration & Skills or John Seddon Tel: 01793 465279 Email: jseddon@swindon.gov.uk	N/A
Draft Economic	No	Cabinet Member for	Cabinet	N/A Date of Notice: 16 <sup>th</sup> September 2016	Corporate Director Economy,	N/A

Strategy		the Economy, Regeneration and Skills			Regeneration & Skills or Trudy Godfrey Tel: 01793 466416 Email: tgodfrey@swindon.gov.uk	
Libraries Strategy - Alternative Delivery Models	No	Cabinet Member for Communities	Cabinet	N/A Date of Notice: 13 <sup>th</sup> February 2017	Head of Localities and Volunteering Patrick Weir Tel: 07946 595852 Email: pweir@swindon.gov.uk	Cabinet Minute 94 2016/17 refers
Motion at Council - Children's Library Registration Scheme	No	Cabinet Member for Communities	Cabinet	N/A Date of Notice: 13 <sup>th</sup> February 2017	Head of Localities and Volunteering or Allyson Jordan Tel 01793 46 6035 Email: ajordan@swindon.gov.uk	Council Minute 78 2016/17 refers
Wichelstowe - Parcels 2 and 3	No	Cabinet Member for Strategic Planning and Sustainability	Cabinet	N/A Date of Notice: 14 <sup>th</sup> February 2017	Andy Evans, Corporate Director, Economy, Regeneration, and	Cabinet Minute 98(4) refers

					Skills or Rob Powe Tel: 01793 463305 Email: rpowe@swindon.gov.uk AEvans@swindon.gov.uk	
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### Cabinet Meeting Date - June 2017 (TBC)

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
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	Head of Finance (s151) Officer Mick Bowden Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	N/A
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	Head of Finance (s151) Officer or Paul Smith Tel: 07500 884176 or Email: psmith@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	Head of Finance (s151) Officer 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	Head of Finance (s151) Officer or Paul Smith, Finance, Tel: 463976 or Email: psmith2@swindon.gov.uk	N/A
Motion At Council - Dial-A-Ride	No	Cabinet Member for StreetSmart, Highways and Transport	Cabinet	N/A Date of Notice: 26 <sup>th</sup> January 2017	Jason Humm, Head of Highways & Transport or Nigel Hale Tel: 01793 466211 Email: nhale@swindon.gov.uk	N/A
Skills and Employment Strategy	No	Cabinet Member for the Economy, Regeneration and Skills	Cabinet	N/A Date of Notice: 6 <sup>th</sup> February 2017	Corporate Director Economy, Regeneration & Skills or Philippa Venables Tel: 07824 550469 Email: pvenables@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>Consultation Responses/Date of Notice</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	Head of Finance (s151) Officer Mick Bowden 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 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>Consultation Responses/Date of Notice</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	Head of Finance (s151) Officer Mick Bowden 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	
2020 Renewables target, the achievement of "subsidy free solar	Yes	Cabinet Member for Strategic Planning and Sustainability	Cabinet	N/A Date of Notice: 21 <sup>st</sup> March 2017	Andy Evans, Corporate Director, Economy, Regeneration, and Skills	Cabinet Minute 60(9) 2016/17 refers

projects and the reduction of Council energy costs by at least 20%					AEvans@swindon.gov.uk	
Lydiard House and Park - Business Transfer Agreement and Lease	Yes	Cabinet Member for Communities	Cabinet	N/A Date of Notice: 21 <sup>st</sup> March 2017	Bernie Brannan, Corporate Director Communities and Place bbrannan@swindon.gov.uk	Cabinet Minute 107 (2016/17) refers

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

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
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	Head of Finance (s151) Officer Mick Bowden Tel: 07392 109917 or Email: mbowden@swindon.gov.uk	N/A
Forward Swindon Ltd - review of role and remit	No	Cabinet Member for the Economy, Regeneration and Skills	Cabinet	N/A Date of Notice: 21 <sup>st</sup> March 2017	Andy Evans, Corporate Director, Economy, Regeneration, and Skills AEvans@swindon.gov.uk	N/A

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

Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
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	Head of Finance (s151) Officer Mick Bowden 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	Head of Finance (s151) Officer 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	Cabinet	N/A Date of Notice: 26 <sup>th</sup> October 2016	Head of Finance (s151) Officer or Paul Smith Tel: 01793 463976 Email: psmith2@swindon.gov.uk	N/A



		Services				
Polling District and Places Review	No	Leader of the Council	Cabinet	N/A Date of Notice: 5 <sup>th</sup> October 2016	Director of Law & Democratic Services (Monitoring Officer) 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 or Danielle Maundrell Tel: 01793 466314 Email: DMAundrell@swindon.gov.uk	N/A

**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>Consultation Responses/Date of Notice</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	Head of Finance (s151) Officer 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	Head of Finance (s151) Officer 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	Head of Finance (s151) Officer 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	Head of Finance (s151) Officer 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	Sam Mowbray 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 or Emily Heaton Tel: 01793 465769 Email: eheaton@swindon.gov.uk	N/A

**Cabinet Meeting Date - March 2018 (TBC)**

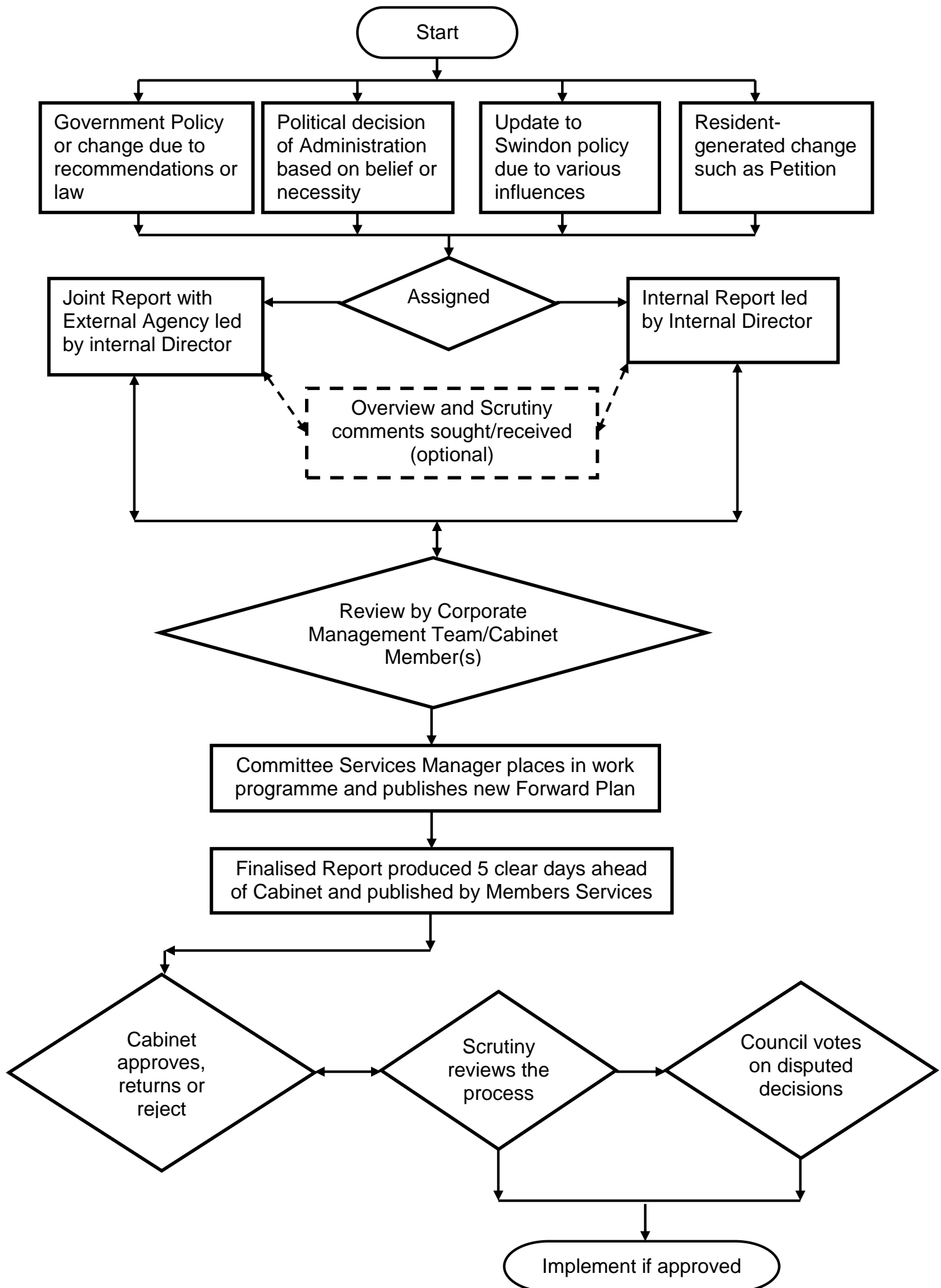
<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Consultation Responses/Date of Notice</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>
Budget Management 2017/18	No	Deputy Leader of the Council and Cabinet Member for Finance and Corporate Services	Cabinet	N/A Date of Notice: 22 <sup>nd</sup> April 2016	Head of Finance (s151) Officer Mick Bowden Tel: 07392 109917 Email: mbowden@swindon.gov.uk	N/A
Capital Programme Monitoring 3rd Quarter 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	Head of Finance (s151) Officer or Ian Burbidge, Finance, Tel: 464384 or Email: iburbidge@swindon.gov.uk	N/A

**FIELD\_TITLE**

<b>Subject</b>	<b>Key Decision Yes/No?</b>	<b>Portfolio Holder / Cabinet Member</b>	<b>Decision Maker</b>	<b>Consultation Responses/Date of Notice</b>	<b>Contact Officer</b>	<b>Available Background Papers</b>

FIELD_SUMMARY						
Subject	Key Decision Yes/No?	Portfolio Holder / Cabinet Member	Decision Maker	Contact Officer	Support Documentation/ Date of Notice	Available Background Papers

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## Status of requests for action and/or information

**Scrutiny Committee**

**Date: 2<sup>nd</sup> May 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: 2<sup>nd</sup> May 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**  
**13<sup>th</sup> February 2017**

66.	<b>Consideration of Cabinet decisions</b>		
	<p>The Head of Housing Management and Community Safety was asked to provide a range of scenarios for payback periods for building properties using affordable and social rents.'</p>	<p>Response received from the Head of Housing Management and Community Safety on 13<sup>th</sup> March 2017, as follows:</p> <p>The attached table (Appendix A) shows that under Social Rent without the use of reserves there is still no payback after 40 years.            For Social Rent with the use of reserves payback is achieved within 40 years.            For Affordable Housing Rent, with the use of reserves (including Right To Buy Receipts which are allowable with Affordable Rents) payback is achieved within 30 years.</p> <p>            Development            Scenarios Scrutiny N</p>	<b>Complete</b>
	<p>The Head of People, Performance and Engagement was asked to clarify the reasons for 4 employees being identified as FTE but earning £10,000 in the Salary Band by Ethnic Group</p>	<p>Response received from Head of People, Performance and Engagement on 6<sup>th</sup> March 2017, as follows:</p> <p>'They are apprentices and shouldn't have been included in the figures as we haven't included them in the past and</p>	<b>Complete</b>

	table' – Page 224 of the Cabinet Agenda pack refers - Appendix 1 of the report.	they're on a different pay structure.  When the pay policy is updated in April this will be addressed.'	
67.	<b>Consideration of Cabinet Member Q &amp; Session for Communities</b>		
	<b>Subject</b>	<b>Status</b>	
	That the Community Safety Partnership be referred to Cabinet for them to examine how to deal with pop up brothels and how to combat the use of social media in promoting prostitution.	Response received from the Head of Housing Management and Community Safety on 13 <sup>th</sup> March 2017, as follows:  The Community Safety Partnership will be considering the wider concerns relating to "pop up brothels" and how this relates to the use of the internet at its meeting on 30 <sup>th</sup> March 2017. Any recommendations will be forwarded to Cabinet for approval.	<b>Complete</b>
	That officers investigate whether members were provided with incorrect information about the status of the double glazing contract for the old age pension bungalows in Highworth.	Response received from the Head of Property Maintenance on 13 <sup>th</sup> March 2017, as follows:  We have been in direct contact with Cllr Penny regarding the issue of condensation to windows to the bungalows in Highworth.  Please see attached note for information. We will arrange for minor insulation and ventilation work to be carried out, as needed. We will also keep Cllr Penny updated on what we are doing.  Email to Cllr Penny:	<b>Complete</b>

		<p>Hi Maureen,</p> <p>My apologise for not getting back to you sooner, we did visit each of the 3 properties last week to assess the condensation/damp issues.</p> <p>All the tenants were pleased to see us and were made aware that you were instrumental in getting this problem sorted. We identified a recurring problem in each property, the main area of concern is around the front window and condensation on the inside along the lower section on the windows. Looking at the front of the bungalows there has been some replacement of brickwork under each of the front lounge windows as part of a project a number of years ago. This area may have not have the required or any insulation in the cavity which would explain for the condensation and dampness caused to the area.</p> <p>Arrangement have been made to get a survey undertaken by our energy company to provide a report on the cavity insulation for the whole of the 3 bungalows. This should be completed this week so a decision can be made on what is required.</p> <p>Also we are going to fit extract fans to the bathrooms to each property and we are also looking at a positive air pressure system which has been used very successfully in properties with a similar issue.</p> <p>The windows are double glazed and general in good condition, however they will want replacing at some time in the future.</p> <p>If you would like more detail I would be happy to meet to provide further information.</p> <p>I hope this ok, we will keep the tenants updated on progress.</p>	
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	The location of the dog waste bins in North Central Swindon parish.	<p>Response received from the Head of Streetsmart on 6<sup>th</sup> March 2017, as follows:</p> <p>We have/will provide lists of assets and details in our engagement with shadow parish councillors. There was a query if we have removed dog bins and the only reason we would remove an old dog bin is to either replace it with a new one, or remove the old dog bin and not replace it because there is a general waste bin in close proximity.</p> <p>.</p>	<b>Complete</b>
	To provide an update on the current situation regarding the current level of legal highs within the Borough.	Response received from the Head of Housing Management and Community Safety on 17 <sup>th</sup> March 2017 – See Appendix C below.	<b>Complete</b>
	To make representation to the Government in respect of the Preventing and Combating Violence Against Women and Domestic Violence Bill 2016/17	<p>Response received from the Head of Housing Management and Community Safety on 16<sup>th</sup> March 2017, as follows:</p> <p>The Bill (sometimes also referred to as the Istanbul Convention) focuses on the protection of women against all forms of violence, and prevention, prosecution and the elimination of violence against women and domestic violence; specifically it offers to:</p> <ul style="list-style-type: none"> <li>design a comprehensive framework, policies and measures for the protection of and assistance to all victims of violence against women and domestic violence;</li> </ul>	<b>Complete</b>

		<ul style="list-style-type: none"> <li>• promote international co-operation with a view to eliminating violence against women and domestic violence;</li> <li>• provide support and assistance to organisations and law enforcement agencies to effectively co-operate in order to adopt an integrated approach to eliminating violence against women and domestic violence.</li> </ul> <p>The UK signed the Istanbul Convention on 8 June 2012 but has not yet ratified it.</p> <p>Before considering this further the Scrutiny Committee may wish to note that in answer to a parliamentary question on 26 July 2016 the UK Government stated that it remained committed to ratifying the Convention. It said that the Government had signed the Convention to show the strong commitment it placed on tackling violence against women and girls and that the Government remained committed to ratifying it. The Government explained that the UK already complied with the vast majority of the Convention's articles but further amendments to domestic law, to take extra-territorial jurisdiction over a range of offences. In this respect it is worth noting the strong commitment already given by the Government to complete this work through the passing of the Bill.</p>	
	Invite the Chairs of new parish councils to attend a meeting between them and Councillor Keith Williams.	Response received from the Head of Streetsmart on 6 <sup>th</sup> March 2017, as follows:	<b>Complete</b>

		The meeting is taking place in 15 <sup>th</sup> March 2017	
	To provide the reasons why £100,000 was removed from the budget which was intended for works to Commercial Road.	Response requested from the Head of Streetsmart on 28 <sup>th</sup> February 2017.	<b>On-going</b>
	Pre-Scrutiny questions asked by the Chair prior to the Scrutiny Committee February 2017.	Response received from the Head of Streetsmart on 6 <sup>th</sup> March 2017. See Appendix B below.	<b>Complete</b>

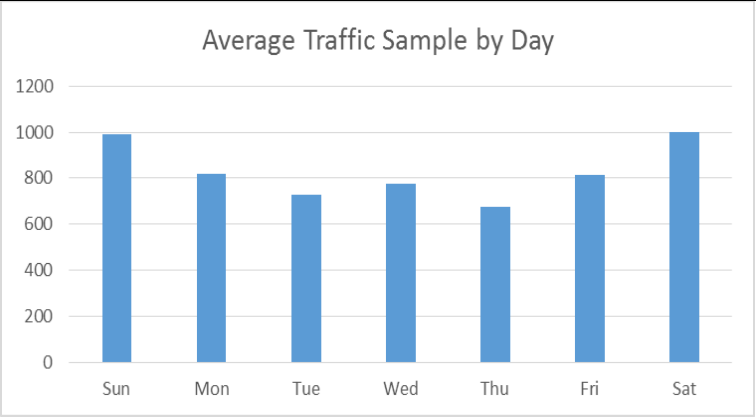
**SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE AND MEMBER REQUESTS FOR INFORMATION**  
**20<sup>th</sup> March 2017**

72.	<b>Public Question Time</b>		
	Mr Cockbill, a local resident, submitted the following questions about public transport in Swindon:  <b>Qu. 1 What is the area covered by a Day Rider ticket on the last day the council owned TT?</b>	A written response was provided at the meeting.	<b>Complete</b>



	<b>Qu. 2 What was the price of a Day Rider ticket on the last day the Council owned TT?</b>		
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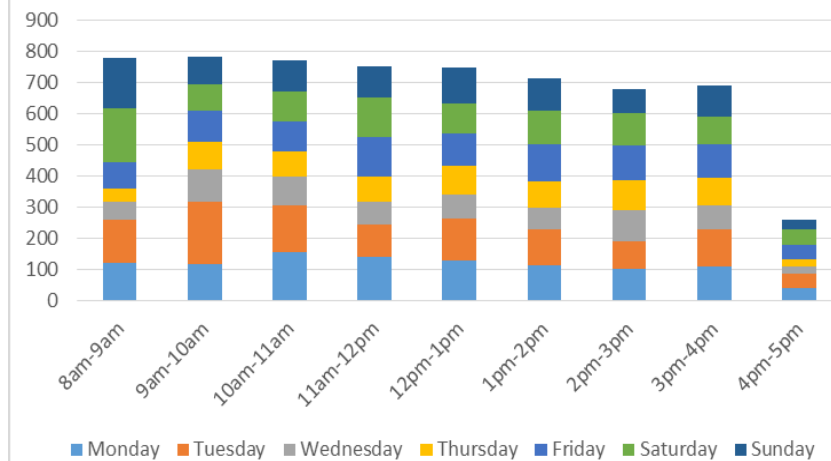
74.	<b>Consideration of Cabinet decisions</b>		
	The Head of Streetsmart was asked to provide the percentage of trade waste currently received at the Household Waste Recycling Centre.	Response received from the Head of Streetsmart on 19 <sup>th</sup> April 2017, as follows:  All commercial waste is handled by PPS through separate commercial arrangements and does not get included in any figures reported by SBC.	<b>Complete</b>
	The Head of Streetsmart was asked to provide further detailed information on the usage of the Household Waste Recycling Centre by the public.	Response received from the Head of Streetsmart on 11 <sup>th</sup> April 2017, as follows:  <u>Household Waste Recycling Centre (HWRC) usage data</u>  Fig 1. Average daily usage pattern over 14 week period	<b>Complete</b>



The highest usage of the HWRC is over the weekend period where the site is used at least 25% more than during the week.

The quietest days are Tuesday, Wednesday and Thursday. Taking into consideration the nearest HWRC outside of Swindon (Purton) is closed on a Wednesday, it was proposed we also close on a Wednesday to avoid the opportunity for waste outside of Swindon being presented for disposal. It was recognised that closing on a Wednesday would have an impact on Thursday, so it was proposed that we have Thursday as our late night of opening and we will monitor the usage of the site post implementation to review the impact of this change.

Fig 2. Hourly usage (winter period)



During the winter months, the usage of the HWRC significantly tails off at the end of the day and this trend is experienced by the Depot Support staff working during the summer period.

With 20% of usage currently being made up of vans, we expect to see an improvement in the throughput of household vehicles passing through the HWRC with Trade waste having its own dedicated disposal lane. Once again, this will be monitored post implementation.

The Leader of the Council made a commitment to review the impact of the waste changes in view of the lack of public consultation.

Response requested from the Head of Streetsmart on 29<sup>th</sup> March 2017.

**On-going**

75.

**Consideration of Cabinet Member Q & Session for Communities**

	<b>Subject</b>	<b>Status</b>	
	To provide information on the current financial position of the Council in comparison to other Local Authorities, in particular the position on debt.	Response received from requested from the Head of Finance on 4 <sup>th</sup> April 2017, as follows:  The latest figures (based on estimate as at 31 March 2017) is: Swindon – 60% Nearest neighbours – 65% Unitary councils – 66%	<b>Complete</b>
	To provide full statistical information in relation to the most recent staff satisfaction survey	Response requested from the Head of People, Performance and Engagement on 29 <sup>th</sup> March 2017	<b>On-going</b>
	To provide statistical information about absences within the Council	Response requested from the Head of People, Performance and Engagement on 29 <sup>th</sup> March 2017	<b>On-going</b>
	To provide information why the Council do not use the Bradford Formula for measuring staff absences	Response requested from the Head of People, Performance and Engagement on 29 <sup>th</sup> March 2017	<b>On-going</b>

## Appendix A

<b>Assumed Housing Development Mix</b>	<b><u>Units Built</u></b>	<b><u>Unit Cost</u></b>	<b><u>Gross Cost</u></b>		
1 bed Flat	<b>2</b>	<b>£100,000</b>	£200,000		
2 bed Flat	<b>2</b>	<b>£115,000</b>	£230,000		
2 bed House	<b>2</b>	<b>£130,000</b>	£260,000		
3 bed House	<b>2</b>	<b>£150,000</b>	£350,000		
4 bed House	<b>2</b>	<b>£180,000</b>	£360,000		
<b>Sub-total</b>	<b>10</b>		<b>£1,400,000</b>		
Site Costs			<b>£200,000</b>		
Other					
Contingency	% of subtotal	10.00%	<b>£140,000</b>		
<b>Total</b>			<b>£1,740,000</b>		

<b>1. Social Rent No Reserves</b>					
<b>DEBT CHARGES</b>					
<b>Years</b>	<b>20</b>	<b>25</b>	<b>30</b>	<b>35</b>	<b>40</b>
<b>PWLB Rate</b>	3.48%	3.48%	3.48%	3.48%	3.48%
<b>Less Certainty Rate</b>	0.20%	0.20%	0.20%	0.20%	0.20%
<b>Net borrowing rate</b>	<b>3.28%</b>	<b>3.28%</b>	<b>3.28%</b>	<b>3.28%</b>	<b>3.28%</b>
<b>PAYBACK</b>	<b>-£1,406,980</b>	<b>-£1,286,130</b>	<b>-£1,151,837</b>	<b>-£1,003,418</b>	<b>-£840,148</b>
<b>2. Social Rent with use of Reserves</b>					
Use of Reserves (Inc. RTB @ 30%)		-£522,000			
<b>Borrowing Required</b>			<b>£1,218,000</b>		
<b>DEBT CHARGES</b>					
<b>Years</b>	<b>20</b>	<b>25</b>	<b>30</b>	<b>35</b>	<b>40</b>
<b>PWLB Rate</b>	3.48%	3.48%	3.48%	3.48%	3.48%
<b>Less Certainty Rate</b>	0.20%	0.20%	0.20%	0.20%	0.20%
<b>Net borrowing rate</b>	<b>3.28%</b>	<b>3.28%</b>	<b>3.28%</b>	<b>3.28%</b>	<b>3.28%</b>
<b>PAYBACK</b>	<b>-£705,203</b>	<b>-£541,549</b>	<b>-£364,452</b>	<b>-£173,229</b>	<b>£32,845</b>
<b>3. Affordable Rent with Use</b>					

<b>of Reserves</b>					
Use of Reserves (Inc. RTB @ 30%)		-£522,000			
<b>Borrowing Required</b>			<b>£1,218,000</b>		
<b>DEBT CHARGES</b>					
<b>Years</b>	<b>20</b>	<b>25</b>	<b>30</b>	<b>35</b>	<b>40</b>
<b>PWLB Rate</b>	3.48%	3.48%	3.48%	3.48%	3.48%
<b>Less Certainty Rate</b>	0.20%	0.20%	0.20%	0.20%	0.20%
<b>Net borrowing rate</b>	<b>3.28%</b>	<b>3.28%</b>	<b>3.28%</b>	<b>3.28%</b>	<b>3.28%</b>
<b>PAYBACK</b>	<b>-£420,775</b>	<b>-£176,721</b>	<b>£84,833</b>	<b>£364,925</b>	<b>£664,339</b>
<b>Other Assumptions</b>					
<b>Build Costs</b> based on current Affordable Housing Development Programme					
<b>Rents</b> based on Social Rents 2017/18 or 80% of Local Housing Allowance for <b>Affordable Rents</b>					
<b>RTB receipts</b> cannot be used to develop at Social Rents					

**Cllr Keith Williams Q&A Pre-scrutiny questions and responses**

**Scrutiny 13<sup>th</sup> February 2017**

Q. What type of operations structure will be left SBC when the Parishes make their decisions on what services to take?

A. The future structure of the service will be considered after we have received confirmation from all the parishes which services they are taking on.

We know at this stage the borough will retain Country Parks, Tree Works, Maintenance of main gateways, HGV sweeping, EnviroCrime.

Q. Who will manage the remaining services and will it continue with the same contact staff

A. From an operational perspective, SBC senior management will continue to manage the StreetSmart services. As part of designing the future operating model, we are considering who will be main contact points for parishes going forward.



Q. When do the existing contracts finish and what have you in place to retain essential staff?

A. Please clarify which contracts are being referred to?

Q. Who will be looking after the Town Centre cleaning services?

A. SBC Management Team under the StreetSmart portfolio.

Who is responsible for street standards (environment act)

1.0 Codes of Practice on Litter and Refuse 1.1 The Environmental Protection Act 1990 imposes duties under section 89(1) and (2) on certain landowners and occupiers (referred to throughout as 'duty bodies' and described in detail at section 3.2) to keep specified land clear of litter and refuse, and on local authorities and the Secretary of State to keep clean public highways for which they are responsible. This document provides a practical guide to the discharge of these duties. 1.2 This is the third Code of Practice on Litter and Refuse. The first was published in January 1991 by the Secretary of State under section 89(7) of the Environmental Protection Act 1990. It was substituted by a Code dated 1st June 1999 published by the Department for Environment, Transport and the Regions. These versions were both applicable to England, Scotland and Wales. This third revision replaces the previous Code. It is the result of an extensive research programme and review overseen by a Stakeholder Advisory Group. It applies to England only.

2.0 1.3 Part 1 contains a Code of Practice (referred to throughout as 'the Code') issued under section 89(7) of the Environmental Protection Act 1990. Where land is defaced by litter and refuse and action alleging dereliction of the section 89 duty is taken in court under section 91 or 92 of the Act, this Code is admissible in evidence in the proceedings. 1.4 It seeks to encourage duty bodies to maintain their land within acceptable cleanliness standards. The emphasis is on the consistent and appropriate management of an area to keep it clean, not on how often it is cleaned.

Q. Who will enforce locally if street standards are not up to scratch under Parishes

A. In the first instance, it would be a complaint to the parish council. If they or their contractor respond within the time limits set (code of practice) then the issue is considered resolved.

If the parish or their contractor do not take action then a complaint will be escalated through the parish and if not resolved then a complaint made to the borough council.

The borough council will discuss the matter with the parish council and if the issue is not resolved by the parish council then the borough council will step in.

Q. What is the fallback position for residents if services are not up to scratch

A. See answer above.

Q. Where can Council Members see the guidance that SBC use for streetscene and litter

A. Current service standards were presented to StreetSmart Overview and Scrutiny Committee back in Sept 2015.

We work to meet the code of practice which can be viewed online: <https://www.gov.uk/government/publications/code-of-practice-on-litter-and-refuse>

Q. How SBC services be ensured if the councils remaining permanent staff are not adequate.

A. Our service operating model will need to be reviewed once we know what all the parishes are doing, this will include reviewing our staffing.

Q. How will contracts with Parishes operate, will there be variances

A. Some parishes are contracting SBC to deliver their service. If they request a change to the service then it will be subject to Change Control Notice.

Q. What alternative 'Plan B' is being considered if the new Parishes do not want the Streetsmart services

A. Parishes are indicating they are taking the vast majority of services on. If there are services which parishes do not wish to take on then cabinet members will need to consider future service provision.

Q. What assurances can be given to residents that there will be no slippage?

A. We are planning on a smooth transition by utilising existing resources to continue delivering the same service and reviewing the StreetSmart operating model where we have agreed enhanced services.

Q. Difficulties with reporting Litter/Tipping is already causing residents to get frustrated. How will this improve to prevent less reporting and dirtier streets?

A. We respond to reports of litter and fly tipping. If there is a perceived issue of difficulty reporting litter or fly tipping then if we can have specific cases we can look into them?

Happy to work with each parish to review the concerns in their area. Most parishes have budgeted for additional grounds services but only one has indicated they may spend more on street cleaning services so the concerns being raised may be isolated to a specific area rather than a borough wide concern/issue.

Q. What response times will be delivered by contracted staff?

A. The service standards will be determined by what the each parish council has commissioned. If a parish council spends more to enhance service standards then if there is more resource in the area, they can expect a faster response time.

Q. How will an immediate response be achieved?

A. If there is investment in a greater number of resources in a given geographical area, then we could achieve a faster response time.

Q. What equipment is being made available to Parishes?

A. To be discussed when the parish wish to take on the work directly.

Q. What equipment will be available to help shorten response times?

A. Do you have any specific examples in mind?

Q. Will staff be available for reserve equipment or will you have to use temporary staff?

A. Do you have any specific examples in mind?

Q. Will the council sub-contract to ensure contracts are met?

A. Where we've contracted to deliver enhanced service standards then we will review resources throughout the year to ensure contracts are met.

## Appendix C

### **Novel Psychoactive Substances (NPS) – an update on the current situation regarding legal highs within the borough.**

Since 2006 there has been a growing interest in, and availability of, a new generation of drugs collectively known as Novel Psychoactive Substances (NPS) or more colloquially, 'legal highs' and less frequently 'research chemicals'. The currently available range of substances are viewed as 'third generation' NPS.

The arrival of NPS has been something of a 'game-changer' in that traditional models of drug diffusion and supply (e.g. for heroin or cocaine) have been joined by the internet as a new route of wholesale and retail supply, distribution and information exchange. From 2006 until 2016, many of these substances have been legally available on the high street, both from 'head shops' and a range of other retail outlets. However, the Psychoactive Substances Act which came into effect on 26th May 2016 banning the manufacture, sale and distribution of any and all psychoactive substances accompanied by a list of exemptions including tobacco and alcohol.

The local response to this change in legislation has been a Police led, cross Wiltshire, multi-agency tactical group. This has overseen the removal of NPS supplies from retail outlets, ensured information sharing across agencies and led a targeted local communications strategy for raising awareness of acute NPS harms, including campaigns linked to the night-time economy (e.g., students, clubbers). Concerns continue regarding the availability of NPS via street dealers and the internet after the reduction in availability from on street retailers.

Although the legislation has given the police primacy, since May 2016 Swindon Trading Standards has visited all (potential NPS sellers) retail outlets and continues to monitor to ensure "under the counter sales" do not occur. Even before the legislation came into effect, Swindon Trading Standards (with the police) were as far as possible, discouraging outlets stocking NPS's.

The main group of drugs are the synthetic cannabinoid receptor agonists (SCRAs), including Spice and Black Mamba, which are currently presenting serious problems in prisons and young offender institutions. In line with the national picture, Swindon treatment services are seeing relatively few people coming forward for treatment in the community citing an NPS as their primary drug problem. Primary NPS users often see their drug use as non problematic and not needing of treatment despite it raising concerns for themselves, families and communities. The absence of substitute medications for NPS, like Methadone for opiate users, can also make initial engagement more difficult.

Workers see more of the problem out in the community with clients who are not accessing treatment, for example homeless and rough sleepers. A&E, Ambulance Service and Supported Housing colleagues have reported varying changes to patterns of NPS use as a response to the change in legislation. Happily, we have had no reported drug related deaths related to NPS use in the recent past.

Local treatment services have been supported to deliver effective interventions, including psychosocial and harm reduction interventions, around the five main groups of NPS. Assessment and care-planning tools used by local treatment services have been reviewed to ensure that they are suitable for working with NPS users. Treatment agencies have considered how they can promote and make themselves accessible to NPS users who may not consider themselves 'drug users' and are unlikely to engage with treatment and support services.

The Swindon Drug and Alcohol Service have recently appointed an NPS lead in response to the presenting need. They are holding a specialist NPS caseload and coordinating prevention initiatives with other stakeholders including U-Turn and police colleagues. The Street Drinkers Outreach initiative also has a key role in identifying and engaging with vulnerable treatment resistant NPS users. We also have a bid for additional funds for a Police cells intervention worker for Gablecross for consideration by the One Swindon Board which would assist the engagement of those hardest to reach.

CGL have been further encouraged to collect National Drug Treatment Monitoring System data on NPS, using the existing and new NPS-Other codes. This data when shared with partner agencies is key in building a more accurate local picture of NPS use. Further work needs to be undertaken to ensure that all services that are likely to see NPS users with acute health problems (mainly emergency departments, primary care and ambulance service) are able to identify the relevant problems, offer brief interventions and to treat and refer appropriately. Although there is some evidence that they are working well, pathways from emergency services and primary care to specialist drug treatment services need to be further reviewed so that patients presenting with NPS-related problems can access the drug treatment they need.

Both CGL and U-Turn (young people's service) have undertaken prevention work aimed at people with a high-risk of use or those who are already using, such as young people with multiple vulnerabilities (e.g., homeless, offenders, sexual exploitation), with the aim of strengthening their resilience and providing support. U-Turn have worked with schools and other educational institutions to ensure they are supported with resources to ensure that their drugs policies and education materials are in line with best practice

and reflect NPS use. We have a bid for some additional funds into the Police Forfeiture Fund to further support and expand this work.

The recently completed Substance Misuse Joint Strategic Needs Assessment consider NPS prevalence, use and problems as a priority issue. We are currently developing recommissioning plans for next year with the service specifications and performance monitoring reflecting this priority need.

**Initial assessment at CGL, number of clients by primary substance (non primary Heroin/Crack Cocaine users)**

Primary substance clients seeking treatment for at initial assessment	Number of clients
Cannabis (herbal, skunk and unspecified)	55
NPS (all types, sedative, opioid, cannabinoid, stimulant)	13
Codeine (Linctus and tablets)	9
Amphetamines Unspecified	7
Benzodiazepines Unspecified	<5
Gas Butane/Propane	<5
Ketamine	<5
Nicotine	<5
Total non primary Heroin/Crack Cocaine initial assessments	92

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