

Swindon Borough Council

Scrutiny Committee

Monday, 17 July 2017

Committee Room 6, Civic Offices

At 6.00 p.m.

Conservative Councillors

Claire Ellis
Dale Heenan
Emma Faramarzi
(Vice-Chair)
Kevin Parry
Gary Sumner
Timothy Swinyard
Vera Tomlinson

Labour

Councillors
Robert Wright
(Chair)
Ray Ballman
Mark Dempsey
Des Moffatt
James Robbins
Chris Watts

Contact Officers:

Stuart Figini (Committee Officer) 01793 463612 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.

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 19th June 2017.

5. **Consideration of Cabinet Decisions** DLDS (Pages 11 - 12)
6. **Work Programme 2017/18** (Pages 13 - 40)
7. **Status of Requests for Action and/or Information** (Pages 41 - 46)

Date of Despatch: 05 July 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?sched=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, 19 JUNE 2017

PRESENT:- Councillors Robert Wright (Chair), Ray Ballman, Mark Dempsey, Claire Ellis, Emma Faramarzi (Vice-Chair), Dale Heenan, Kevin Parry, James Robbins, Gary Sumner, Timothy Swinyard, Vera Tomlinson and Chris Watts

Councillors David Renard (Leader of the Council), Toby Elliott (Cabinet Member for Strategic Planning and Sustainability) and Cathy Martyn (Cabinet Member for Housing and Public Safety)

Apologies for absence were received from Councillors Des Moffatt

1. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. Councillor Emma Faramarzi made a personal, non-prejudicial declaration of interest in respect of Agenda Item No. 5 (11. Swindon Housing Company Governance Arrangements) in her capacity as a Shareholder Panel member, referred to in the report.

2. Public Question Time

No public questions were received during the meeting.

3. Minutes

Resolved – That the minutes of the meeting held on 2nd May 2017, be confirmed and signed as a correct record.

4. Consideration of Cabinet and Cabinet Panel on School Organisation Decisions

The Director of Law and Democratic Services submitted a report introducing decisions arising from the Cabinet meeting held on 14th June 2017.

a) Cabinet Minutes – 14th June 2017

5. *Budget Management 2016/17*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to questions put by the Chair and Councillors Emma Faramarzi, Dale Heenan, Gary Sumner and Chris Watts on the following matters:

- Involvement of the public and non-Cabinet Councillors in the budget process.
- Budget consultation process.
- Inclusion of Overview and Scrutiny Committees in the budget process and policy development.
- The potential use of Cabinet Member Advisory Groups for budget discussions.

- Involvement of the Chamber of Commerce and other umbrella organisations in budget discussions.
- Process of engaging and initiating discussions with residents and businesses.
- Consideration of alternative methods of contacting residents and business.

Resolved – That Minute 5 of the Cabinet be noted.

6. *Housing Revenue Account Medium Term Financial Plan*

Councillor Cathy Martyn, Cabinet Member for Housing and Public Safety, responded to questions put by the Chair and Councillors Ray Ballman, Mark Dempsey, Claire Ellis, Emma Faramarzi, Dale Heenan, James Robbins, Gary Sumner and Chris Watts on the following matters:

- Housing Revenue Account (HRA) debt interest and annual payments.
- Valuation of HRA stock.
- Shortfall in housing stock investment and recent events in London.
- Installation of sprinkler systems in the housing stock of the Borough.
- The status of the Medium Term Financial Plan.
- Investigations into the tragic fire at Grenfell Tower, London and subsequent Government report.
- The safety of Swindon residents living in Council housing properties.
- Future review of the HRA Medium Term Financial Plan report contents.
- Disparities between the Housing funding period and the Business Plan period.
- Additional funding from Government for Social Housing safety.

Resolved – (1) That Minute 6 of the Cabinet be noted.

(2) That the Adult's Health, Adult's Care and Housing Overview and Scrutiny Committee be asked to consider, at its meeting on 19th September 2017, an interim report on the funding available to provide appropriate fire safety standards for residents of Council homes, in light of the tragic fire at Grenfell Tower, London.

(3) That the Adult's Health, Adult's Care and Housing Overview and Scrutiny Committee comments and recommendations be considered by the Scrutiny Committee at its meeting to be held in October 2017.

7. *Capital Monitoring Outturn 2016/17*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to questions put by the Chair and Councillors Dale Heenan and James Robbins on the following matters:

- Report printing issues.
- Review of Capital Budget Monitoring 2016/17 Schemes.
- The current status of the Tabernacle Stones.

Resolved – That Minute 7 of the Cabinet be noted.

8. *Treasury Management Performance 2016/17*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to a question put by Councillor Mark Dempsey about debt repayments and periods of repayment.

Resolved – That Minute 8 of the Cabinet be noted.

9. *Swindon Dial a Ride Service Options*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to questions put by the Chair and Councillors Dale Heenan and James Robbins on the following matters:

- Users of the Dial a Ride service and potential alternative providers of the service.
- The rising number of users and future needs of the service.
- Performance data provided by Dial a Ride.
- The development of alternative new income streams for the Dial a Ride service
- Potential future use of bus lanes and bus gates by Dial a Ride.

Resolved – That Minute 9 of the Cabinet be noted.

10. *School Place Planning – Tadpole Garden Village*

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:

- Process of delivering and funding new school provision.
- Timescales for identifying future school place needs.
- Financial provision for building new schools.

Resolved – That Minute 10 of the Cabinet be noted.

11. *Swindon Housing Company Governance Arrangements*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to a question put by Councillor James Robbins about the membership of the Housing Company Board of Directors.

Resolved – That Minute 11 of the Cabinet be noted.

12. *Councillors Allowances 2018/19 – Recommendations of the Independent Remuneration Panel*

Resolved – That Minute 12 of the Cabinet be noted.

13. *Condolences*

Resolved – That the Leaders comments be noted.

14. *Wichelstowe Parcels 2 and 3*

Councillor Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, responded to questions put by the Chair and Councillors Gary Sumner and Chris Watts on the following matters:

- Infrastructure costs of the project.
- Development land and associated enhanced land values.
- Circulation of design briefs for Wichelstowe Parcels 2 and 3 to all members.
- Successful developments enabling further investment and development success.
- Progress with the development of new homes and meeting targets.

Resolved – That Minute 14 of the Cabinet be noted.

b) Cabinet Panel on School Organisation Minutes – 14th June 2017

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

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

- The differences between a pre-school play group and a nursery.
- The curriculums followed by the pre-school play group and nursery and potential for duplication.
- Capacity of the pre-school playgroup to provide 30 hours of early year's provision.
- Current playgroup educational standards.
- Outcomes of the public consultation.

Resolved – That Minute 5 of the Cabinet Panel on School Organisation be noted.

5. Leader of the Council: Annual Report

Councillor David Renard, the Leader of the Council, attended this first meeting of the Scrutiny Committee for the Municipal Year 2017/18, to report to the Committee on (a) the Authority's achievements in 2016/17 and (b) the Administration's priorities for the 2017/18 Municipal Year.

The Leader highlighted the following achievements during 2016/17, challenges for 2017/18 and the progress being made on the Council's four priorities for 2017/18:

- The successful implementation of the Community Governance Review.
- Sale of Thamesdown Transport Ltd to Go South Coast, part of the GoAhead Group.
- The redevelopment of Sussex Square.
- Raising education standards and attainment.
- Building new homes across the Borough

- Working with Forward Swindon Ltd in regenerating the Town Centre
- Infrastructure improvements such as the new bus station, supported by Swindon and Wiltshire Local Enterprise Partnership funding.
- Sustainable uses of heritage buildings in Swindon.
- New Swindon Museum and Art Gallery.
- Continued pressures on Council finances following the continual rise for personal care services.
- Expansion of the Council commercial activities to provide new sources of income and to help support the local economy.
- Pledges
 - 1 – Improve infrastructure and housing to support a growing, low-carbon economy.
 - 2 – Offer education opportunities that lead to the right skills and right jobs in the right places.
 - 3 – Ensure clean and safe streets and improve our public spaces and local culture.
 - 4 – Help people to help themselves while always protecting our most vulnerable children and adults.

The Leader responded to a number of questions asked by Members on the following:

- Progress on the Council's four Priorities.
- Lottery funding for works on the Mechanics Trust building.
- The challenges and the successes of 2016/17.
- Land supply for strategic projects.
- Housing demand and location of future housing developments.
- Digitisation of services and the reporting of missed waste collections.
- Funding, marketing, consultation and support for the new Swindon Museum and Art Gallery project.
- Solar barriers alongside M4.
- Progress on major developments in Swindon and lessons learnt from the past to deliver projects in the future.
- The successful delivery of projects in comparable towns.
- The delivery of development projects by Forward Swindon Ltd, in particular the Fleming Way area of the town centre.
- Potential to review traffic arrangements around the town centre and the masterplan.
- Improving land values by creating linkages to potential development areas.
- Consideration of housing development at the North Star leisure site.

Resolved – (1) 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.

(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.

6. **Work Programme 2017/18**

The Committee considered a report of the Director of Law and Democratic Services setting out the topics for inclusion in the 2017/18 Scrutiny Work Programme.

The Chair reminded the Committee that discussions had taken place about the development of the Scrutiny process and the introduction of a government style 'Green Paper' approach. The Committee was informed that this approach would allow Members the opportunity to be involved in the oversight and development of matters of interest detailed in the Cabinet Forward Plan, prior to Cabinet consideration. The Chairs of Scrutiny and Overview and Scrutiny Committees were encouraged to consider the Cabinet Forward Plan to identify matters that might be of particular relevance to Overview and Scrutiny Committees.

The Chair suggested that the following areas could be included in the Scrutiny Committee Work Programme 2017/18:

- Public Safety - a review of the Council's civil resilience and response in emergency situations.
- Policing in Swindon – Half yearly update reports.
- Outsourcing of Services – Update report on the outsourcing and delivery of services.

Resolved – That the draft work programme 2017/18 and comments by the Chair be noted, subject to the inclusion of the three additional reports as detailed above.

7. 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.

Consideration of Cabinet Decisions

Scrutiny Committee

Date: 17th July 2017

Author: Director of Law and Democratic Services

Wards: All

Parishes Affected: All

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 12th July 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 held on 12th July 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.

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

Consideration of Cabinet Decisions

Scrutiny Committee

Date: 17th July 2017

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 Director of Finance (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 12th July 2017.

8. Appendices

- 8.1 The draft minutes of the meeting of the Cabinet held on 12th July 2017 (to follow).

Work Programme 2017/18

Scrutiny Committee

Date: 17th July 2017

Author: Director of Law and Democratic Services

Wards: All Wards

Parishes Affected: All Parish Areas

1. Purpose and Reasons

- 1.1 This report sets out details of the topics for the Scrutiny Committee work programme for 2017/18. Copy to be circulated.
- 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. Copies of the various Overview and Scrutiny Committee Work Programmes for the 2017/18 Municipal year are to follow.
- 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.
- 1.4 The report is required in order to provide members of the Scrutiny Committee with details of what will occur in regards to work programme development at the first meeting of the Municipal Year.

2. Recommendations

The Committee is recommended to:

- 2.1 Note the approved work programme for the Scrutiny Committee for the 2017/18 Municipal year.
- 2.2 Note the Overview and Scrutiny Committees work programmes for the 2017/18 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

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

Work Programme 2017/18

Scrutiny Committee

Date: 17th July 2017

outlining their priorities and likely outcomes of considering these issues. This task was completed by all Overview and Scrutiny Committees at their first meetings during June and July 2017.

3.3 The work programme is developed taking into account:

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

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 give his annual presentation to the Committee at its first meeting of the new municipal year. The Leader will outline priority areas for the coming 12 months and highlighted problem areas or policies that required development and/or renewal. These issues should be considered by the Scrutiny Committee for possible inclusion in the work programme. In addition the Leader may make suggestions for the Scrutiny Committee to include in its work programme.

Work Programme 2017/18

Scrutiny Committee

Date: 17th July 2017

- 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.

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.

Work Programme 2017/18

Scrutiny Committee

Date: 17th July 2017

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.

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 Director of Finance (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 Draft Work Programme 2017/18 – to be circulated.
- 8.2 Current Cabinet Work Programme and Forward Plan, for the period 20th June 2017 to 20th June 2018.
- 8.3 Scrutiny Process Flowchart.

Scrutiny Committee

Work Programme 2017-2018

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 27 April 2017 to 27 April 2018, is attached at Appendix 2

Contact details

Committee Officer: Stuart Figini

Email: sfigini@swindon.gov.uk

Tel: 01793 463612

19th June 2017		
Item	Objectives	Witnesses
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 2017/18	To discuss and agree a rolling work programme for the 2017/18 municipal year	n/a
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

17th July 2017		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

7th August 2017		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Strategic Planning and Sustainability	To review the portfolio and performance of the Cabinet Member for Strategic Planning and Sustainability	Councillor Toby Elliott
Cabinet Member Q&A – Cabinet Member for Adults' Health and Social Care	To review the portfolio and performance of the Cabinet Member for Adults' Health and Social Care.	Councillor Brian Ford
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

11th September 2017		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Economy and Skills	To review the portfolio and performance of the Cabinet Member for Economy and Skills	Councillor Oliver Donachie
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

9th October 2017		
Item	Objectives	Witnesses

23rd October 2017		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Communities and Place	To review the portfolio and performance of the Cabinet Member for Communities and Place	Councillor Mary Martin
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet
Review of the 2016/17 Municipal Year		

20th November 2017		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Regeneration	To review the portfolio and performance of the Cabinet Member for Regeneration	Councillor Garry Perkins

11th December 2017		
Item	Objectives	Witnesses
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
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

8th January 2018		
Item	Objectives	Witnesses
Budget Scrutiny	To review the Budget proposals for 2018-19	Councillor Russell Holland
Cabinet Member Q&A – Cabinet Member for Corporate Services and Digitisation	To review the portfolio and performance of the Cabinet Member for Cabinet Member for Corporate Services and Digitisation	Councillor Keith Williams

12th February 2018		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Housing and Public Safety	To review the portfolio and performance of the Cabinet Member for Housing and Public Safety	Councillor Cathy Martyn
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

19th March 2018		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Children's Services and School Attainment	To review the portfolio and performance of the Cabinet Member for Children's Services and School Attainment	Councillor Fionuala Foley
Cabinet Member Q&A – Cabinet Member for Finance and Commercialisation	To review the portfolio and performance of the Cabinet Member for Finance and Commercialisation	Councillor Russell Holland
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

23rd April 2018		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet	Cabinet

Date to be agreed		
Item	Objectives	Witnesses
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
Public Safety	A Review of the Council's civil resilience and response in emergency situations	
Policing in Swindon	Half yearly update reports	

Date to be agreed		
Outsourcing od Services	Update report on the outsourcing and delivery of services	

Swindon Borough Council

CABINET WORK PROGRAMME AND FORWARD PLAN

20 June 2017 - 20 June 2018 – Proposed AGENDA ITEMS and KEY DECISIONS (as at 05/07/17)

Key Decisions are defined as:

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

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, Vice Chair of Cabinet, and Cabinet Member for Finance and Commercialisation
Oliver Donachie	Cabinet Member for the Economy and Skills
Toby Elliott	Cabinet Member for Strategic Planning and Sustainability
Fionuala Foley	Cabinet Member for Children's Services and School Attainment
Brian Ford	Cabinet Member for Adults' Health and Social Care
Mary Martin	Cabinet Member for Communities and Place
Cathy Martyn	Cabinet Member for Housing and Public Safety
Garry Perkins	Cabinet Member for Regeneration
Keith Williams	Cabinet Member for Corporate Services and Digitalisation

Cabinet Member Decisions Proposed for June/July 2017

Subject	Key Decision Yes/No	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
North Star - Regional Leisure Development	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation, Leader of the Council	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation, Leader of the Council	<p>Councillors Jane Milner Barry and Des Moffatt have responded that they oppose the recommendation. The detail of their objections are set out in the report. Councillor Milner Barry has requested that that the proposed action be reconsidered and the report be referred to Cabinet.</p> <p>Councillor Stan Pajak has advised that he is happy to support the recommendation. 23rd June 2017</p>	Corporate Director Economy, Regeneration & Skills Head of Property Assets	North Star Leisure Development redacted

Cabinet Meeting Date - 12th July 2017

Subject	Key Decision Yes/No	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
Budget Management 2017-18	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A 7th June 2016	Corporate Director Resources & Transformation Director of Finance (s151) Officer	
Education Transport Policy 2018-19.	No	Cabinet Member for Children's Services and School Attainment	Cabinet	N/A 13th September 2016	Director of Children's Services Head of Education	
Debt Management	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A 13th September 2016	Corporate Director Resources & Transformation Head of Revenues and Benefits	
References from the Health and Wellbeing Board - Better Care Fund 2017-2019	No	Cabinet Member for Adult's Health and Social Care	Cabinet	19th June 2017	Corporate Director Resources & Transformation Director of Law & Democratic Services	Minute for Reference - Better Care Fund Minute for

and Carers Memorandum of Understanding					(Monitoring Officer)	Reference - Carers Memorandu m of Understandi ng
Site at South East Swindon, Proposed Land Sale and Collaboration	No	Cabinet Member for Strategic Planning and Sustainability	Cabinet	N/A 6th June 2017	Corporate Director Economy, Regeneration & Skills Head of Property Assets	

Cabinet Meeting Date - 6th September 2017

Subject	Key Decision Yes/No	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
Budget Management 2017/18 and 2017 -2021 Efficiency Statement	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 13 th September 2016	Corporate Director Resources & Transformation Director of Finance (s151) Officer	
Annual Review of Local Ombudsman Complaints	No	Leader of the Council	Cabinet	N/A Date of Notice: 13 th September 2016	Corporate Director Resources & Transformation Director of Law & Democratic Services (Monitoring Officer)	
2020 Renewables target, the achievement of "subsidy free solar projects and the reduction of Council energy costs by at least	Yes	Cabinet Member for Strategic Planning and Sustainability	Cabinet	N/A Date of Notice: 21 st March 2017	Corporate Director Economy, Regeneration & Skills	Cabinet Minute 60(9) 2016/17 refers

20%						
Skills and Employment Strategy	No	Cabinet Member for Economy and Skills	Cabinet	N/A Date of Notice: 6 th February 2017	Corporate Director Economy, Regeneration & Skills	N/A
Draft Economic Strategy	No	Cabinet Member for Economy and Skills	Cabinet	N/A Date of Notice: 16 th September 2016	Corporate Director Economy, Regeneration & Skills	Cabinet Minute 124 2016/17 refers
Kimmerfields Strategic Programme	No	Cabinet Member for Regeneration	Cabinet	N/A Date of Notice: 18 th May 2017	Corporate Director Economy, Regeneration & Skills	N/A
Swindon Borough Local Development Scheme Review 2017	Yes	Cabinet Member for Strategic Planning and Sustainability	Cabinet	N/A Date of Notice: 13 th April 2017	Corporate Director Economy, Regeneration & Skills	N/A
Lydiard House and Park - Business Transfer Agreement and	Yes	Cabinet Member for Communities and Place	Cabinet	N/A Date of Notice: 21 st March 2017	Corporate Director Communities and Place	Cabinet Minute 107 (2016/17) refers

Lease						
Wichelstowe Joint Venture	Yes	Cabinet Member for Strategic Planning and Sustainability	Cabinet	N/A 8th May 2017	Corporate Director Economy, Regeneration & Skills	

Cabinet Meeting Date - 18th October 2017

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 Commercialisation	Cabinet	N/A Date of Notice: 21 st October 2106	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
Forward Swindon Ltd - review of role and remit	No	Cabinet Member for Economy and Skills	Cabinet	N/A Date of Notice: 21 st March 2017	Corporate Director Economy, Regeneration & Skills Andy Evans, Corporate Director, Economy, Regeneration, and Skills AEvans@swindon.gov.uk	N/A
Libraries Strategy - Alternative Delivery Models	No	Cabinet Member for Communities and Place	Cabinet	N/A Date of Notice: 13 th February 2017	Corporate Director Communities and Place Head of Localities and Volunteering	Cabinet Minute 125 2016/17 refers
Swindon - A Learning Town	No	Cabinet Member for Children's Services and School	Cabinet	N/A Date of Notice: 15 th May 2017	Director of Children's Services Peter Nathan, Head of	Cabinet Minute 120(3) refers

		Attainment			Education	
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Cabinet Meeting Date - 6th December 2017

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 Commercialisation	Cabinet	N/A Date of Notice: 24 th October 2016	Corporate Director Resources & Transformation Director of Finance (s151) Officer	
Capital Programme Monitoring - Second Quarter and Treasury Management Performance 2017/18.	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Notice of Decision: 9 December 2016	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
Treasury Strategy Statement (Minimum Revenue Provision Policy)	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 26 th October 2016	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
Polling District	No	Leader of the	Cabinet	N/A	Director of Law &	N/A

and Places Review		Council		Date of Notice: 5 th October 2016	Democratic Services (Monitoring Officer) Director of Law & Democratic Services (Monitoring Officer)	
School Organisational Changes 2018/19	No	Cabinet Member for Children's Services and School Attainment	Cabinet	N/A Date of Notice: 19 th September 2016	Director of Children's Services Head of Education	N/A
Children and Adult Social Care - Emergency Duty Service	No	Cabinet Member for Children's Services and School Attainment	Cabinet	N/A Date of Notice: 19 th June 2017	Director of Children's Services Maria Young	N/A

Cabinet Meeting Date - 7th February 2018

Subject	Key Decision Yes/No	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
Budget 2018/19 and Beyond	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 20 th January 2017	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
Capital Programme 2018/19	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 20 th January 2017	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
Treasury Strategy Statement 2018/19	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 20 th January 2017	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
Housing Revenue Account - Rents	No	Deputy Leader of the Council and Cabinet Member for	Cabinet	N/A Date of Notice: 20 th January 2017	Corporate Director Resources & Transformation	N/A

and Charges 2018/19		Finance and Commercialisation			Director of Finance (s151) Officer	
Swindon Pay Policy Statement 2018	No	Leader of the Council	Cabinet	N/A Date of Notice: 20 th January 2017	Head of People, Performance and Engagement	N/A
School Admission Arrangements	Yes	Cabinet Member for Children's Services and School Attainment	Cabinet	N/A Date of Notice: 20 th January 2017	Director of Children's Services Head of Education	N/A

Cabinet Meeting Date - 14th March 2018

Subject	Key Decision Yes/No	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
Budget Management 2017/18	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 22 nd April 2016	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
Capital Programme Monitoring 3rd Quarter 2017/18	Yes	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 22 nd April 2016	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A

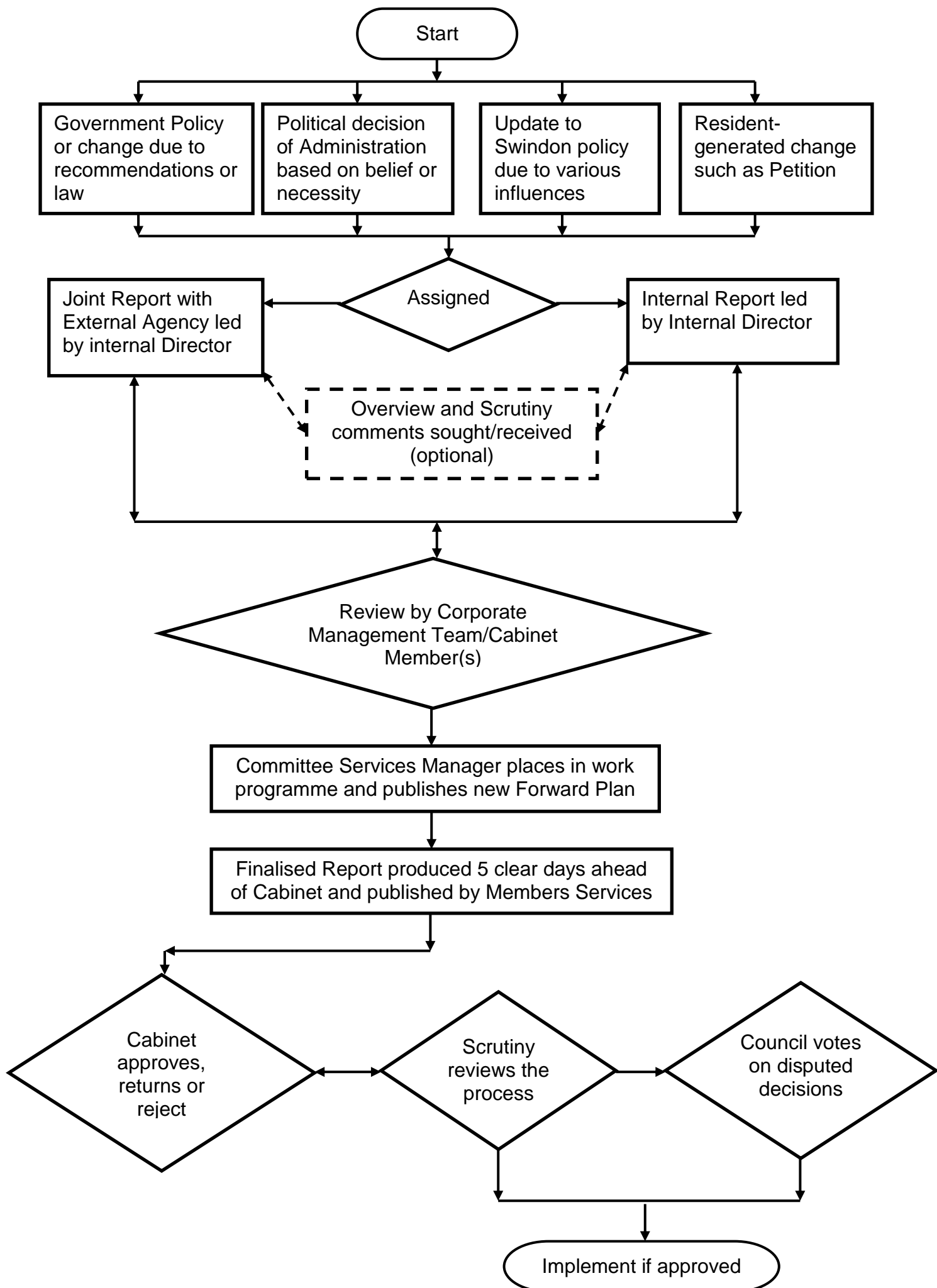
Cabinet Meeting Date - 18th April 2018

Subject	Key Decision Yes/No	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
Budget Management Update	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 1 st February 2016	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
School Transport	No	Cabinet Member for Children's Services and School Attainment	Cabinet	N/A Date of Notice: 22 nd December 2016	Director of Children's Services Director of Children's Services	N/A
Swindon Local Transport Plan - Implementation Plan 2017/18	Yes	Cabinet Member for Communities and Place	Cabinet	N/A Date of Notice: 6 th February 2017	Corporate Director Economy, Regeneration & Skills Jason Humm, Head of Highways & Transport	N/A

Cabinet Meeting Date - June 2018 (TBC)

Subject	Key Decision Yes/No	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
Budget Management 2017/18.	No	Councillor Russell Holland	Cabinet	N/A Date of Notice: 27 th May 2016 20th June 2017	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
Housing Revenue Account - Medium Term Financial Plan	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 27 th May 2016 20th June 2017	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
Capital Programme Monitoring Out-Turn 2017/18	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 27 th May 2016 20th June 2017	Corporate Director Resources & Transformation Director of Finance (s151) Officer	N/A
Treasury Performance Management	No	Deputy Leader of the Council and Cabinet Member for	Cabinet	N/A Date of Notice: 27 th May 2016	Corporate Director Resources & Transformation	N/A

2017/18		Finance and Commercialisation		20th June 2017	Director of Finance (s151) Officer	
School Place Planning	Yes	Cabinet Member for Children's Services and School Attainment	Cabinet	N/A Date of Notice: 9 th May 2017 20th June 2017	Director of Children's Services Head of Education	N/A



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Status of requests for action and/or information

Scrutiny Committee

Date: 17th July 2017

Author: Director of Law and Democratic Services

Wards: All

Parishes Affected: All

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

Status of requests for action and/or information

Scrutiny Committee

Date: 17th July 2017

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 Director of Finance (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
19th June 2017

6.	Consideration of Cabinet decisions		
	<p>The Scrutiny Committee, at its meeting on Monday 19th June 2017, considered the Housing Revenue Account Medium Term Financial Plan as part of the consideration of the Cabinet's minutes from 14th June 2017.</p> <p>As part of the discussion, the terrible events at Grenfell Tower were raised and the suggestion that every Council investigate its housing stock to make sure its fire safety measures are up to standard.</p>	<p>Report being prepared for the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee in September 2017. The report would review the budgets needed to make investment in the Council's housing stock to provide appropriate fire safety standards.</p> <p>The findings of the report and comments/recommendations of the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee would then be considered by Scrutiny in October 2017.</p>	On-going
	<p>Cllr Robbins raised an issue about the legibility of the appendix to the Cabinet report on Capital Monitoring Outturn 2016/17.</p>	<p>A clean copy of the appendix was emailed to members on 26th June 2017.</p>	Complete

	Cllr Faramarzi and Cllr R Ballman raised an issue about bus gates being opened for Dial a Ride vehicles.	Request sent to the Head of Highways and Transport on 26 June 2017 for a response.	On-going
	Cllr Faramarzi raised an issue about the on-going problems of waste collections in her ward.	Request sent to the Head of Streetsmart on 26 June 2017 for a response.	On-going

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