

Swindon Borough Council

Scrutiny Committee

Monday, 11 September 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 7th August 2017.

5. **Consideration of Cabinet Decisions** (Pages 11 - 12)
6. **Cabinet Member Question and Answer Session - Cabinet Member for Economy and Skills** (Pages 13 - 24)
7. **Work Programme 2017/18** (Pages 25 - 52)
8. **Status of Requests for Action and/or Information** (Pages 53 - 68)

Date of Despatch: 11 September 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://ww5.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, 7 AUGUST 2017

PRESENT:- Councillors Robert Wright (Chair), Steve Allsopp, Claire Ellis, Emma Faramarzi (Vice-Chair), Dale Heenan, Gemma McCracken, Nick Martin, James Robbins, Gary Sumner and Timothy Swinyard

Councillors Toby Elliott (Cabinet Member for Strategic Planning and Sustainability) and Brian Ford (Cabinet Member for Adults' Health and Social Care)

Apologies for absence were received from Councillors Ray Ballman, Mark Dempsey and Des Moffatt, Kevin Parry and Chris Watts

14. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. The following declarations were made:

- Councillor Gary Sumner made a personal, non-prejudicial declaration of interest in respect of agenda item 6 ("Cabinet Member Question and Answer session - Cabinet Member for Adults' Health and Social Care"), as he was a Director of Nationwide Property Lettings.
- Councillor Toby Elliott made a personal, non-prejudicial declaration of interest in respect of agenda item 5 ("Cabinet Member Question and Answer session - Cabinet Member for Strategic Planning and Sustainability"), as he worked for Network Rail Infrastructure Ltd.

15. Public Question Time

There were no public questions.

16. Minutes

Resolved – That the minutes of the meeting held on 17th July 2017, be confirmed and signed as a correct record.

17. Cabinet Member Question and Answer Session - Cabinet Member for Strategic Planning and Sustainability

Councillor Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, 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:

- Strategic Spatial Planning and Development Framework Planning
- The New Eastern Villages
- Neighbourhood Planning
- Building Control and Local Land Charges
- Housing Strategy

- Design-based consultancy
- Superfast Broadband
- Wichelstowe (Commercialisation)
- Sustainability
- Strategic flood and water management
- Public Power Solutions (PPS) – Client
- Strategic Transport Network
- New proposed major road schemes
- Major road schemes outside the town centre (inter alia Junction 16, Greenbridge, etc.)

In overseeing these areas, the Cabinet Member for Strategic Planning and Sustainability is responsible for delivering Priority One: Improve infrastructure and housing to support a growing, low-carbon economy and Pledges 1, 2, 4, 9, 13 and 14 of Swindon's vision for 2016-2020, as follows:

- Pledge 1: Deliver the Government standard Superfast Broadband coverage to all commercial and domestic premises in the Borough by 2017.
- Pledge 2: Construct solar arrays on Council-owned land at Common Farm, Chapel Farm and a solar noise barrier along roads including the M4 at Wichelstowe.
- Pledge 4: Make the case to Government to invest in a Thamesdown Drive extension and surrounding road improvements.
- Pledge 9: Develop Council-owned brownfield sites at Oakfield, and other sites as they become available for housing.
- Pledge 13: Improve highway linkages to the Eastern Villages, particularly around the White Hart roundabout.
- Pledge 14: With Barratt Homes we will build up to 3,500 homes in Wichelstowe including the development of a district centre.

At the request of the Chair, Councillor Elliott, 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 Elliott responded to the observations and questions put by the Chair and Councillors Steve Allsopp, Emma Faramarzi, Dale Heenan, Gemma McCracken, Nick Martin, James Robbins, Gary Sumner and Tim Swinyard on the following matters:

- Progress with developers and land owners in relation to the New Eastern Villages development.
- Staffing levels within the New Eastern Villages team.
- Issues affecting the completion of the New Eastern Villages development.
- The Councils relationship with developers from Wiltshire and Oxfordshire.
- The relationship between the Local Plan and developers.
- Land values and the potential effect on developments.

- The impact of the decision by the Secretary of State to allow a housing development in Wroughton.
- The help and support required by the Cabinet member in any future challenge to the decision made by the Secretary of State.
- Regeneration of the town centre.
- The impact of development along the A420 corridor.
- Solar noise barrier along roads including the M4 and Wichelstowe.
- Delivery of superfast broadband for home owners and businesses and new ultrafast broadband locations.
- The capacity of mobile phone company 3, delivering superfast broadband in Swindon.
- Developers and the placing of notices for land in Swindon.
- Issues associated with the current road infrastructure in west Swindon.
- The resourcing of the Planning Team.
- Timescales for considering planning applications.
- Improving the user experience of the Council's planning service through digitalisation.
- The priority given to different planning applications.
- Information available to borough councillors and parish councillors in relation to Section 106 payments and how the fund is utilised in each ward/parish.
- The publication of suitable long term development sites in Swindon.
- Town centre developments, conversion of office buildings to residential and availability of affordable housing.
- The oversupply of car parking spaces in the town centre and potential use by residents during off-peak hours.
- Swindon 2050 and the town's infrastructure needs.
- Future growth of Swindon and cooperation with neighbouring Councils.
- Alternatives to the use of bus lanes, including bus priority and rapid transport schemes.
- Impact of speed bumps on the increase in pollution from diesel cars.
- Connecting green spaces within Swindon for the benefit of cyclists and walkers.

Resolved – (1) That Councillor Elliott 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.

18. Cabinet Member Question and Answer Session - Cabinet Member for Adults' Health and Social Care

Councillor Brian Ford, Cabinet Member for Adult's Health and Social care, 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:

- Adult Services (older people, people with a learning disability, physical disabilities, and mental health);
- Adult Voluntary Sector Contracts;

- Implementation of Care Act 2014;
- Adult Local Safeguarding Board;
- Public Health – Adults including Health Improvement and Sexual Health;
- Supported Housing;
- Learning Disability Partnership Board;
- Maintaining links between the Council and partner organisations in the Health Services;
- Oversight of Better Care Fund and integration with Adult Social Care (ASC) and Clinical Commissioning Group Funding (CCG).

The Cabinet Member for Adult Health and Social Care is also responsible for delivering Priority Four and Pledges 26, 27 and 30 of Swindon's vision for 2016-2020, as follows:

- Pledge 26: Working with the Clinical Commissioning Group (CCG) and GP surgeries to help people with long term health and social care needs to manage their health effectively with support from community groups and multidisciplinary teams.
- Pledge 27: Ensuring that more people and their carers are supported to live as independently as possible and reducing the length of time people need to spend in residential care.
- Pledge 30: Reducing smoking prevalence to less than England average.

At the request of the Chair, Councillor Ford, 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 Ford responded to questions from the Chair and Councillors Steve Allsopp, Nick Martin, James Robbins and Gary Sumner on the following matters:

- The lack of GP provision in Swindon, impact on the services provided by the Great Western Hospital and discussions with the Clinical Commissioning Group to resolve issues.
- Provision of medical facilities within new developments.
- Local mental health provision and consultation results on the transfer of patients to Green Lane, Devizes.
- Key worker properties included in new developments.
- The programmes in place to help resolve local health inequalities.
- The reduction in diabetes and its impact on health inequalities.
- Statistical information about Chlamydia.
- Savings target within the Adult Social Care budget and how this would be achieved.
- The impact of Brexit on the nursing and care sector and its impact on EU nationals working in Swindon.
- Universal credit and its impact on vulnerable people.

- The impact on Adult Social Care budgets in relation to the funding received from the Government.
- Joint working with the Clinical Commissioning Group.
- The impact of health programmes on residents behaviours and lifestyles.
- The positive impact on the health of residents living in homes fit for purpose.

Resolved – (1) That Councillor Ford 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.

19. 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 as agreed by the Committee at its meeting on 19th June 2017 and 17th July 2017.

The Committee received an update about the scheduling of additional reports, requested at the last Scrutiny Committee meeting, within the Work Programme 2017/18.

Resolved – That the work programme 2017/18, as revised, be noted.

20. Status of Requests for Action and/or information

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

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

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Consideration of Cabinet Decisions

Scrutiny Committee

Date: 11th September 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 6th September 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 6th September 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: 11th September 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 6th September 2017.

8. Appendices

- 8.1 The draft minutes of the meeting of the Cabinet held on 6th September 2017 (to follow).

Cabinet Member for the Economy and Skills Q and A Report

Scrutiny Committee

Date: September 11th 2017

Author: Cabinet Member for the Economy and Skills

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 The purpose of the report is to provide Scrutiny Committee with an opportunity to question the Cabinet Member for the Economy and Skills on his portfolio responsibilities and performance.
- 1.2 A key purpose of the Scrutiny function is to hold Cabinet to account and to ensure that Council and partners' priorities and performance are being delivered.
- 1.3 Members of the Committee are reminded that all Members of the Cabinet are required to come before the Scrutiny Committee to take part in a Question and Answer session that will focus on the full remit of their portfolio. Scrutiny Committee is therefore encouraged to focus Question and Answer sessions with Members of specific topics and/or services in order to avoid duplication.

2. Recommendations

The Committee is recommended to:

- 2.1 Note the report by the Cabinet Member for the Economy and Skills,
- 2.2 Put appropriate questions to the Cabinet Member for the Economy and Skills, and decide whether any further action is required.

3. Detail

- 3.1 The Leader of the Council has assigned the following responsibilities to the Cabinet Member for the Economy and Skills, Councillor Oliver Donachie.
 - Switch on to Swindon
 - Economic Development
 - Strategic (Commercial and non-Commercial Council-owned Property Portfolio)
 - Adult Learning
 - Higher/Tertiary Education
 - Skills
 - Country Parks

Further information on the subject of this report can be obtained from Philippa Venables, 07824 550469, pvenables@swindon.gov.uk

Cabinet Member for the Economy and Skills Q and A Report

Scrutiny Committee

Date: September 11th 2017

- Strategic Parking assets
 - Parking Services
 - Apprentices
 - Securing business growth and investment
 - Tourism
- 3.2 In overseeing these areas, the Cabinet Member for the Economy and Skills is responsible for the delivery of the following pledges in pursuance of the Council's Vision.
- 3.3 Priority one: Improve infrastructure and housing to support a growing, low carbon economy:
- 3.3.1 Pledge 16: Improve the reputation and image of Swindon to attract inward investment
- 3.4 Priority two: offer education opportunities that lead to the right skills and right jobs in the right places:
- 3.4.1 Pledge 17: Improve educational attainment, in particular at ages 16-19 so we are above the average in England within five years.
- 3.4.2 Pledge 18: Increase the number of businesses employing young people as an apprentice from 15% to 20% (an additional 280).
- 3.4.3 Pledge 19: Secure a range of options to access higher education in Swindon.

4. What have we done?

- 4.1 In delivering its Vision for Swindon, the Council aims to create sustainable growth and employment within a robust economy which produces a high quality of life for all. To achieve this it is essential to work in partnership with the private, public and community/voluntary sectors to create this environment and drive growth. Below are some examples of such work.

Economic Development, Growth and Inward Investment

- 4.2 Swindon Borough Council adopted its current Economic Strategy (2013-26) in 2013 and it is good practice to review and update existing strategies as local and national factors change. Following extensive consultation the refreshed Economic Strategy will be considered by Cabinet in September. The strategy identifies the key challenges and opportunities for the borough with regeneration, skills and employment led growth being the most significant. The consultation on this strategy was successful, with over 100 local businesses engaging.

Further information on the subject of this report can be obtained from Philippa Venables, 07824 550469, pvenables@swindon.gov.uk

Cabinet Member for the Economy and Skills Q and A Report

Scrutiny Committee

Date: September 11th 2017

- 4.3 Economic indicators are strong, with Swindon ranking 5th in the Irwin Mitchell UK Cities Financial Powerhouse league table. Other indicators include the following from Centre for Cities:
- 4.3.1 3rd Highest Growth in GVA per worker (5.4%, 2014-15)
 - 4.3.2 5th highest number of patents published (61.6 per 100,000 residents)
 - 4.3.3 6th highest employment Rate (79.1%, Jul15-Jul16)
 - 4.3.4 82% of graduates working in Swindon are in a high skilled occupation (4th best in country)
 - 4.3.5 6.5% of graduates working in Swindon are in low skilled work (2nd lowest nationally).
- 4.4 Excellent relationships are being maintained with Department of Trade and Industry with our regional representative to identify investment opportunities. Swindon will also have a presence as part of a Swindon and Wiltshire Local Enterprise Partnership (SWLEP) stand at the MIPIM UK in October which is the UK's number one property marketplace where we will be showcasing investment opportunities.
- 4.5 An Inward Investment Manager has joined the Economy team and will focus on strengthen the team's capacity to convert enquires and proactively engage with business who have expansion ambitions. The team is carrying out account management relationships with over 400 local businesses in order to support continued growth and expansions in Swindon. In the last quarter we have engaged with 30 businesses as part of our business retention and engagement programme. This has highlighted some common issues which we are able to address.
- 4.6 Specific areas of support that have been identified across sectors within the SME and fast growth businesses are:
- 4.6.1 Funding options
 - 4.6.2 A clear understanding of what is available at what stage in the business development cycle, public and private sector funding and loans options, seminars and training targeted at SME's.
 - 4.6.3 Routes to market and business to business matchmaking
 - 4.6.4 Skills gaps and how to attract the right staff, especially in highly skilled posts.

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Further information on the subject of this report can be obtained from Philippa Venables, 07824 550469, pvenables@swindon.gov.uk

Cabinet Member for the Economy and Skills Q and A Report

Scrutiny Committee

Date: September 11th 2017

Switch on to Swindon

- 4.7 Switch On To Swindon (SOTS) is the place marketing campaign designed to highlight the strength of Swindon as a great place to live, work, invest in and visit. The campaign is following the example set by successful place marketing approaches in other parts of the country which has two key elements:
- 4.7.1 Make sure the campaign is business led and mobilise existing businesses, organisations and individuals to promote the place and become the salesforce
 - 4.7.2 Develop high quality materials and events that raise the bar for how the place is presented and generate confidence in the campaign.
- 4.8 To this end the SOTS was launched in January at the Swindon Audi HQ with over 500 people attending. Subsequent events have seen over 300 people attend the April breakfast event at the National Self Build and Renovation centre and 400 people attending the most recent summer event held in partnership with BMW Dick Lovett.
- 4.9 A SOTS Place Board has been established with representatives from 15 local businesses from all sectors along with the Chief Executive of Swindon Borough Council and a representative from the SWLEP.
- 4.10 To date we have over 450 people registered as SOTS Ambassadors representing approximately 330 businesses, exceeding the original targets of 150 people and 300 businesses. Ambassadors are highly engaged and actively contributing to the campaign by networking, using the SOTS resources, developing products identifying opportunities for business growth and investment. The network has also had a significant effect in developing supply chains between businesses in Swindon.
- 4.11 SOTS has developed a suite of quality products for people use to promote Swindon. A SOTS website was launched in January and continues to be developed but is an excellent online front door for Swindon and includes a dedicated ambassador section, online image gallery and other resources. The Swindon in Motion film which features on the front page of the website and is the anchor piece of digital collateral has made a huge impact with over 130k views. It is also being used extensively by businesses in recruitment campaigns, staff inductions and marketing activity.
- 4.12 The SOTS team has been invited to speak and present at over 60 events and developed very positive relationships with local media who are very supportive of the campaign. The next phase of the campaign is to work with the ambassador network, the economic growth team, business networks such as the Chamber of Commerce, Business West and the SWLEP to identify where we need to do targeted inward investment activity nationally and internationally.

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Further information on the subject of this report can be obtained from Philippa Venables, 07824 550469, pvenables@swindon.gov.uk

Cabinet Member for the Economy and Skills Q and A Report

Scrutiny Committee

Date: September 11th 2017

Skills and Employment

- 4.13 The Council has worked in partnership with the SWLEP, to provide a robust evidence base for the Post 16 Area Review to outline clearly the needs of employers and learners. Key areas for change that were highlighted and are reflected in the report include the need to improve attainment post 16, to develop a broader higher education offer, to increase the supply of apprenticeships and to improve outcomes and progression for learners with additional needs. The Council supported the recommendation for a merger of the two colleges, in order to secure efficiencies and provide a single further education offer to achieve the outcomes outlined above.
- 4.14 The Post 16 Area Review recommended that the SWLEP consider the development of a proposal for an Institute of Technology (IoT) to address the low levels of aspirations and progression to higher level skills training. The guidance to date suggests that an IoT will focus on developing higher level skills in Science, Technology, Engineering and Maths and will be a partnership between FE Colleges, Universities and employers. The SWLEP Board agreed to support a bid focusing on meeting the needs of Swindon and preparatory work is underway pending specific bid information which is expected from the DfE in the autumn.
- 4.15 The IoT development is part of wider work to raise aspiration and increase access to higher education. Following the agreement of a HE Direction of Travel paper by the SWLEP Board in May 2017, work to develop the full strategy has started with LEP funding and is due to be completed early in 2018.
- 4.16 The Council has been working with Oxford Brookes University to support setting up a project to raise aspiration and progression to Higher Education in Swindon schools and colleges. The Study Higher team (a collaborative project between 4 Universities led by Oxford Brookes) is working well across all the targeted schools and colleges in Swindon to raise aspiration and widen participation. They have delivered 1:1 mentoring for Yr 12 students, arranged University visits and supported 2 summer schools in Swindon (1 on STEM and 1 on Creative Arts). With our support, Villiers Park and the Education Business Partnership (EBP) made successful bids for additional Study Higher funds for raising aspiration in Swindon.
- 4.17 Other key projects which support our priority to improve attainment and progression post 16 include the following:
- 4.17.1 Apprenticeship starts continue to grow strongly in Swindon, averaging an increase of 9% annually. In 2015-16 Swindon has 1950 starts. In 2016-17 in Q3 we have had 1620 starts so in line to achieve the target of 2100.
- 4.17.2 We continue to increase the number of young people 16-18 in learning and to reduce NEET. The "in learning" figure has risen to 91.1% (June

Further information on the subject of this report can be obtained from Philippa Venables, 07824 550469, pvenables@swindon.gov.uk

Cabinet Member for the Economy and Skills Q and A Report

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2017, for all data unless otherwise stated), close to the national average of 91.4%. Strong partnership working with post 16 providers, led by the SWLEP Skills for Inclusion Sub Group, has ensured that gaps in performance are identified and challenged. The “NEET plus unknown” figure, the new national benchmark, has fallen to 6.2% and is below the national average of 6.3%. New tracking processes introduced by Youth Engagement Workers has driven the “unknown” figure down to 2.7% compared to the national figure of 3.2%. There are only 20 year 12 young people whose destination is unknown.

4.17.3 The last year has involved the recruitment of businesses and schools to the Swindon Enterprise Adviser Network with the aim of improving employability of young people. Every school and college in Swindon, including special schools, has expressed interest in the project. All but one mainstream and one special school has been matched with an Enterprise Adviser from local business, now supporting those schools to write high-quality, SMART Careers and Enterprise Plans. This SWLEP project is match funded by Local Authorities and the Careers and Enterprise Company (CEC), and funding has recently been confirmed to 2020.

4.17.4 SBC continues to delivery successful Adult Learning Programmes to support adults who have barriers to accessing learning and work. Delivery of contracts Aug 2014 to July 2017, achieved outstanding outcomes for learners with end of year 2016-17 success rate 96% and retention 97.2% evidencing that learners that enrol are challenged and achieve. Our 1200 enrolments include: males 31%, ethnic minority 33%, LDD 17%, registered unemployed 60% (40% not working / inactive), and learners below Level 2 (GCSE A-C level) 89%.

Strategic Parking Assets

4.18 A review of the Town Centre Parking Strategy has been completed, and will be taken forward for Cabinet consideration during the Autumn. This will update the strategy for the management of the Council’s car parking estate.

Parking Services

4.19 During 2016/17, we have continued an upward trend in tackling parking contraventions across the borough with a 20% increase in issuing Penalty Charge Notices when compared to 2014/15, and a 5% increase when compared to 2015/16.

4.20 This is aligned with our vision to improve the environment and keep the highway clear and available for residents, businesses and visitors of Swindon. The enforcement income generated from traffic contraventions is reinvested into Highways services.

Further information on the subject of this report can be obtained from Philippa Venables, 07824 550469, pvenables@swindon.gov.uk

Cabinet Member for the Economy and Skills Q and A Report

Scrutiny Committee

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- 4.21 As part of this approach to keep transport around the borough flowing effectively, we have continued to take enforcement action against those who unlawfully use bus gates and bus lanes by increasing the number of locations where we have cameras situated. This has led to an increase in enforcement income that is also being reinvested into the borough highway and transport schemes.

Strategic (Commercial and non-commercial Council-owned property portfolio)

- 4.22 For 2016/17, Property Assets achieved a surplus of £151k on its commercial rent target of £2.95m.
- 4.23 We were able to acquire a commercial investment property Delta 900 in February, which is let to Oxford Brookes University, using the receipt from the sale of the Thamesdown Transport Depot. This has helped maintain commercial rent income with a well secured investment let to one of our principal higher education providers.
- 4.24 Contracts have recently been exchanged on a further investment purchase, following a rigorous assessment of the business case at the Commercial Investment Strategy Board. This investment produces a surplus income after repaying borrowing costs of £325k to contribute towards dealing with the reducing Council budget.
- 4.25 A national firm of agents has recently been appointed to work on a review of the existing commercial property portfolio to ensure it is being managed as effectively as possible to maximise returns. The agents are also working with the Council to ensure its investment criteria when considering further opportunities to purchase investment property fully reflect the Council's requirements, and will provide advice on possible acquisitions as they arise.
- 4.26 Planning consent has recently been obtained for the development of a new Aldi supermarket and housing on the former Even Swindon Infant School in Rodbourne Road, and on a former allotment site off Great Western Way. This will be developed to provide a Travelodge, Costa Coffee and Subway. Now planning consent has been obtained, this enables completion of the sale of the sites to be triggered, achieving a capital receipt of around £2.5m
- 4.27 In terms of the non-commercial portfolio, a number of allotments were transferred on the creation of the new parishes in May. Work is ongoing with all parishes on further transfers of assets with the current focus being on play areas but with the opportunity for further transfers to further reduce community related assets that the Council is responsible for. The final two directly run community centres at Pine Trees and Broad Green are now being managed by the respective parishes.
- 4.28 At the start of the calendar year, around 100 staff relocated from the Orbital on to the Civic Campus as part of the Council reintegrating the service formerly provided by Seqol. This enabled the colocation of relocated and existing staff on

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Further information on the subject of this report can be obtained from Philippa Venables, 07824 550469, pvenables@swindon.gov.uk

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Date: September 11th 2017

a single floor in Wat Tyler West, recognising the importance of the ongoing pressure on demand management the service is leading on. Around 400 staff were relocated to enable this move with no service disruption utilising existing office space to minimise the cost of the relocation.

What can we do better?

Skills and Employment

- 4.29 A strong bid for a HE Centre was submitted for SWLEP Local Growth Fund and was chosen for final submission to the Department for Business, Energy & Industrial Strategy (BEIS). The bid was not successful and more work needs to be done to ensure a clear understanding of the needs of the area by the SWLEP with an agreed strategy. This is being addressed through the development of the LEP wide Higher Education Strategy.
- 4.30 As part of the Adult Learning work, we have engaged most Primary schools who want to work with us to deliver English and Maths courses to their parents. A pilot course was run in two schools in June / July and learning from this pilot will be carried forward into the roll out to more schools from September 2017. It is expected that improving the skills of parents will have a positive impact on their children's skills development and attitudes to learning.
- 4.31 A key barrier to Apprenticeship Growth is improving the understanding of apprenticeships. The use of social media has been successfully used in other areas. We have produced some short video heads and will work with SBC Communications team to improve the reach of our 'benefits of apprenticeships' messages.
- 4.32 Projects funded by both the European Social Fund and National Lottery have been launched in the last year, in part to support NEET young people. Better coordination between those projects and existing services might have led to a greater impact on NEET figures, which remain very close to the national average.

Strategic Parking Assets

- 4.33 The parking review could have been completed earlier, however some areas of the evidence base took longer than anticipated to collate. We need to review and update our data collection systems for car parking.

What are the main challenges for the portfolio?

Economic Development, Growth and Inward Investment

- 4.34 The main challenge to achieving successful growth in Swindon is the availability of employment land in the borough. The Employment Land Review has identified a need to allocate 60 hectares of additional employment land over the Local Plan period to 2036 and to accelerate delivery of existing undeveloped employment

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land. Swindon as a landowner at Wichelstowe can support this objective and alongside this work is ongoing to support bringing forward other sites not within the SBC portfolio.

- 4.35 Recruitment and retention across all sectors – the need to develop a skilled workforce has been identified, but equally challenging is the immediate need to recruit skilled staff; the drive to help businesses grow and attract new ones is being hampered by the skills level of the available workforce in Swindon. For the same reason it is imperative that local businesses can retain and upskill existing staff. The Council is able to support businesses through the LEP funded Higher Futures programme which provides advice on maximising the use of Apprentices and ensuring there is access to higher level skills training to the current workforce.

Higher Education

- 4.36 A strong collaborative approach is required to develop the LEP wide Higher Education Strategy. This includes the preparation for a collaborative bid for an IoT in Swindon (pending bid information from the Department for Education in the Autumn). The Council continues to broker collaboration between the FE Colleges and Universities with strong employer engagement in the context of the outcome of the Post 16 Review. The review recommended a merger between New College and Swindon College, however the recommendation was not accepted by New College. Once the strategy is agreed, securing additional funding for increasing access and provision of HE (beyond an IoT) in Swindon is likely to be required. (Pledge 19).

Apprenticeships

- 4.37 It is important to continue promotion of the benefits amid the changes to the funding of the apprenticeships (Levy and non-Levy) and the delay in new Standards coming out has resulted in a slight slowing of apprenticeship starts. The large Levy payers are delaying whilst they readjust processes and systems to take into account their Levy digital systems and the new Standards and Colleges and Training Providers are adjusting to new funding regime for the non-levy payers.
- 4.38 We need to continue to develop the managed internal delivery of SBC apprenticeships to meet our business need, utilising the SBC Apprenticeship Levy. Preparations are underway for a January 2018 start. This is a joint project between the Learning and Development team and the ACL team bringing together the essential expertise of each team. Progress is managed by the SBC Apprenticeship Board, sponsored by Mike Ash, Head of Strategic Housing Services, and with representation across the Council. In addition we continue to work with providers to manage our risks and grow apprenticeship delivery across SBC.

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Further information on the subject of this report can be obtained from Philippa Venables, 07824 550469, pvenables@swindon.gov.uk

Strategic Parking Assets

- 4.39 The key challenge is to maintain the balance between car parking as a source of revenue for the Council, and car parking as an asset supporting the town centre businesses by encouraging more people to visit the town centre. The Strategy Review has indicated that car park charges within Swindon are commensurate with the charging regimes in other similar centres, but it needs to be recognised that competing edge of centre retail parks within Swindon do not charge for parking, and are the main competitors to the town centre. Car parking revenue is the third most important element of the Council's sources of income, however, and therefore any reduction of such income will impact disproportionately upon the Council's revenue budget.
- 4.40 There will also be the loss of existing car parking capacity in coming years with the redevelopment of some surface car parks. These will be offset by the proposed new car park within the Kimmerfields site.
- 4.41 Another key challenge will be the need to invest in improving the quality of the car parking estate within Swindon. Too many of the existing facilities are perceived to be of poor quality and to have associated problems such as litter and anti-social behaviour. Some investment in improving the car park estate is being made in the current financial year, with a proposal for better information and signing for visitors using the car parks. This will bring some improvement, but more significant levels of investment are required in coming years.

Parking Services

- 4.42 There are some specific issues in certain locations where loading and unloading of vehicles on double yellow lines by local businesses are causing local concerns. We need to continue to explore local solutions to address these specific concerns.

Strategic (Commercial and non-commercial Council-owned property portfolio)

- 4.43 As part of the Swindon Programme, the Council needs to ensure it reviews the number of office premises it occupies to identify savings opportunities through rationalisation that will mitigate impacts on service delivery.
- 4.44 Maximising income generation through the existing commercial portfolio needs to be constantly pursued as well as the opportunity of securing suitable investment properties that meet the Council's investment criteria for increasing commercial income.

5. Alternative Options

- 5.1 The Scrutiny Committee could choose not to operate a Cabinet Portfolio Question and Answer session system.

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Cabinet Member for the Economy and Skills Q and A Report

Scrutiny Committee

Date: September 11th 2017

6. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 6.1 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

- 6.2 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)

- 6.3 There are no other direct implications arising as a result of the 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

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

Risk Management

- 6.5 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.

7. Consultees

- 7.1 The Director of Finance (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

8. Background Papers

- 8.1 None

9. Appendices

- 9.1 None

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Work Programme 2017/18

Scrutiny Committee

Date: 11th September 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, as agreed at the Scrutiny Committee meetings on 19th June 2017 and 17th July 2017.
- 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 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 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

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: 11th September 2017

- 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.
- 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.

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: 11th September 2017

Standard Work Programme items

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

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

4. Alternative Options

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

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

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

Legal and Human Rights Implications

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

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

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

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: 11th September 2017

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 Work Programme 2017/18.
- 8.2 Current Cabinet Work Programme and Forward Plan, for the period 17th July 2017 to 17 July 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

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
Review of Full Council Decisions	Review of decisions made by Full Council and their implementation	Director of Law and Democratic Services

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	To receive the Scrutiny Committee Annual Report	Director of Law and Democratic Services

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
Public Safety	A Review of the Council's civil resilience and response in emergency situations	Director of Public Health

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
Outsourcing of Services	Update report on the outsourcing and delivery of services	Corporate Director Resources and Transformation

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

Date to be agreed		
Policing in Swindon	Half yearly update reports	Police and Crime Commissioner

Swindon Borough Council

CABINET WORK PROGRAMME

17 July 2017 - 17 July 2018 – Proposed AGENDA ITEMS and KEY DECISIONS (as at 11/09/17)

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 July/August 2017

Subject	Key Decision Yes/No	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
Greenlight to Housing Programme - Amendment to Housing Allocations Policy	No	Cabinet Member for Housing and Public Safety	Cabinet Member for Housing and Public Safety	Councillor Stan Pajak supports the proposed action. Councillor Emma Bushell does not support the proposed action and has requested that the action be reconsidered. No comment was received from Councillor Dave Wood. 19th July 2017	Corporate Director of Communities and Housing Head of Housing Management & Community Safety	Greenlight to Housing Programme Amendment to Housing Allocations Policy
Business rates - Limiting Increases	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Councillor Jim Grant – supports scheme subject to there being no council taxpayer money involved. No further comments were received. Date of Notice; 20 th July 2017 20th July 2017	Corporate Director of Resources and Growth Head of Revenues and Benefits	Business Rates Limiting Increases

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	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 of Resources and Growth Director of Finance (s151) Officer	
Social Enterprise & Inclusion	Yes	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A Date of Notice: 13 th July 2017 13th July 2017	Corporate Director of Resources and Growth Head of Revenues and Benefits	N/A
Skills and Employment Strategy	No	Cabinet Member for Economy and Skills	Cabinet	N/A Date of Notice: 6 th February 2017	Corporate Director of Resources and Growth	N/A
Draft Economic Strategy	No	Cabinet Member for Economy and Skills	Cabinet	N/A Date of Notice: 16 th September 2016	Corporate Director of Resources and Growth	Cabinet Minute 124 2016/17 refers
Swindon Borough Local	Yes	Cabinet Member for Strategic Planning	Cabinet	N/A Date of Notice: 13 th April	Corporate Director of Resources and Growth	N/A

Development Scheme Review 2017		and Sustainability		2017		
Site in South East Swindon - Proposed disposal and collaboration agreement	Yes	Cabinet Member for Strategic Planning and Sustainability	Cabinet	N/A Date of Notice: 27 th July 2017 27th July 2017	Corporate Director of Resources and Growth Head of Property Assets	report to cabinet in July 2017 plus Site in South East Swindon Report Tracker
Kimmerfields Strategic Programme (to include motion referred from Council on 13th July 2017)	No	Cabinet Member for Regeneration	Cabinet	N/A Date of Notice: 18 th May 2017	Corporate Director of Resources and Growth	Council Minute 20 2017/18 refers
Annual Review of Local Ombudsman Complaints	No	Leader of the Council	Cabinet	N/A Date of Notice: 13 th September 2016	Corporate Director of Resources and Growth Director of Law & Democratic Services (Monitoring Officer)	
References from the Health and Wellbeing Board	No	Cabinet Member for Adult's Health and Social Care	Cabinet	N/A Date of Notice: 13 th July 2017	Corporate Director of Resources and Growth Director of Law &	

				13th July 2017	Democratic Services (Monitoring Officer)	
Final Draft Swindon & Wiltshire Strategic Housing Market Assessment and Functional Economic Area Assessment	No	Cabinet Member for Strategic Planning and Sustainability	Cabinet	N/A Date of Notice: 17 th July 2017 17th July 2017	Corporate Director of Resources and Growth Head of Planning, Regulatory Services & Heritage	N/A Tracker SHMA 2017
Wichelstowe Joint Venture	Yes	Cabinet Member for Strategic Planning and Sustainability	Cabinet	N/A 8th May 2017	Corporate Director of Resources and Growth	

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 of Resources and Growth 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 of Resources and Growth	N/A
2020 Renewables target, the achievement of "subsidy free solar projects and the reduction of Council energy costs by at least 20%	Yes	Cabinet Member for Strategic Planning and Sustainability	Cabinet	N/A Date of Notice: 21 st March 2017	Corporate Director of Resources and Growth	Cabinet Minute 60(9) 2016/17 refers

Lydiard House and Park - Business Transfer Agreement and Lease	Yes	Cabinet Member for Communities and Place	Cabinet	N/A Date of Notice: 21 st March 2017	Corporate Director of Communities and Housing	Cabinet Minute 107 (2016/17) refers
Libraries Strategy - Alternative Delivery Models	No	Cabinet Member for Communities and Place	Cabinet	N/A Date of Notice: 13 th February 2017	Corporate Director of Communities and Housing	Cabinet Minute 125 2016/17 refers
Swindon Museum and Art Gallery - Revenue Support	Yes	Cabinet Member for Regeneration	Cabinet	N/A Date of Notice: 2 nd August 2017 2nd August 2017	Corporate Director of Resources and Growth Head of Planning, Regulatory Services & Heritage	N/A
Swindon - A Learning Town	No	Cabinet Member for Children's Services and School Attainment	Cabinet	N/A Date of Notice: 15 th May 2017	Director, Children Services Head of Education	Cabinet Minute 120(3) refers
Fire Safety in High Rise Council accommodation	No	Cabinet Member for Housing and Public Safety	Cabinet	Date of Notice: 24 th July 2017 24th July 2017	Corporate Director of Communities and Housing Head of Housing Management & Community Safety	Cabinet Forward Plan Report Tracker Fire Safety

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 of Resources and Growth 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 of Resources and Growth 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 of Resources and Growth 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, Children 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, Children Services	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 of Resources and Growth 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 of Resources and Growth 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 of Resources and Growth Director of Finance (s151) Officer	N/A
Housing Revenue Account - Rents and Charges 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 of Resources and Growth Director of Finance (s151) Officer	N/A

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, Children 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 of Resources and Growth 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 of Resources and Growth 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 of Resources and Growth 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, Children 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 of Resources and Growth Head of Highways and Transport	N/A

Cabinet Meeting Date - June 2018 (TBC)

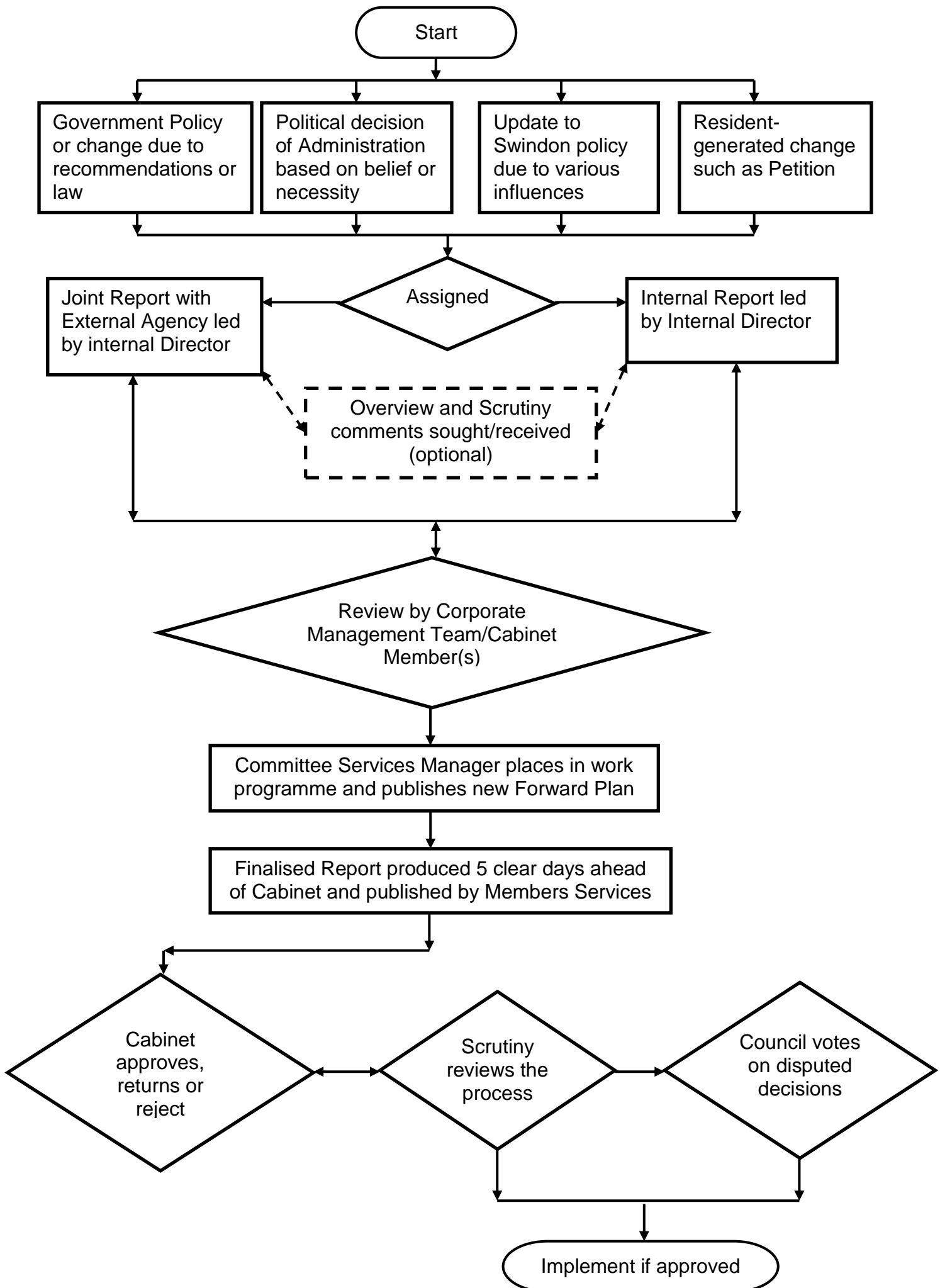
Subject	Key Decision Yes/No	Portfolio Holder / Cabinet Member	Decision Maker	Consultation Responses/Date of Notice	Contact Officer	Available Background Papers
Budget Management 2017/18.	No	Councillor Russell Holland	Cabinet	N/A Date of Notice: 27 th May 2016 20th June 2017	Corporate Director of Resources and Growth 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 of Resources and Growth 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 of Resources and Growth Director of Finance (s151) Officer	N/A
Treasury Performance Management 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 of Resources and Growth Director of Finance (s151) Officer	N/A

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, Children Services Head of Education	N/A
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Cabinet Meeting Date - July 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 2018-19	No	Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation	Cabinet	N/A 7th June 2016	Corporate Director of Resources and Growth Director of Finance (s151) Officer	
Education Transport Policy 2019-20	No	Cabinet Member for Children's Services and School Attainment	Cabinet	N/A 13th September 2016	Director, Children 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 of Resources and Growth Head of Revenues and Benefits	

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Status of requests for action and/or information

Scrutiny Committee

Date: 11th September 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: 11th September 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 interim report would provide information on fire safety standards for residents of tenants in high rise blocks.</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

	<p>Cllr Faramarzi and Cllr R Ballman raised an issue about bus gates being opened for Dial a Ride vehicles.</p>	<p>Response received from the Head of Highways and Transport on 11th July 2017, as follows:</p> <p>Bus lanes are open to 'hackney' carriages but not private hire taxi's. All permitted hackney carriages are issued with a sign to be attached to the vehicle and this must be on display to use the bus lane. Bus lanes allow the bus or other authorised vehicles to be given priority along a route that is used by general traffic but can be a congested or busy route.</p> <p>Bus gates are only open to buses and not to any other 'authorised' vehicles. They allow buses through a section of highway (the bus gate) into an area or through an area that is not otherwise permitted for general traffic. This isn't a route that general traffic could otherwise use and as such hackney carriages are not authorised to use them.</p> <p>Highways are working with Swindon Dial A Ride and looking at the current bus lane Traffic Regulation Orders to see how an exemption for the 2 SDAR operational vehicles could be progressed. Consistent with the above approach this would not include authorisation to use bus gates.</p> <p>Ferndale Rd is an existing bus gate. Historically Ferndale Rd was 'closed' when Great Western Way was opened, which prevented the road being used as a rat run when Gr W Way became busy. In order to support the bus network the 'closed' road was kept open for buses only. There is sporadic contact from opposing groups that would like to see the road open to all traffic (as the bus service is less frequent) or conversely stronger enforcement of the regulations.</p>	Complete

		<p>There are no plans to change the status of the bus gate in Ferndale Rd and officers are considering how SBC can improve compliance by working with the police to improve their enforcement of contraventions or to install a camera to enforce contraventions remotely.</p>	
	<p>Cllr Faramarzi raised an issue about the on-going problems of waste collections in her ward.</p>	<p>Response received from the Head of Streetsmart on 13th July 2017, as follows:</p> <p>‘We are continuing a service improvement plan within the waste and recycling service that started with the introduction of the new waste fleet, revised waste rounds and introduction of new in-cab technology back in October 2016, and since then we have been refining those new rounds as the new service has settled down.</p> <p>The introduction of the new in-cab technology was part of a wider programme of work to bring the ‘customer closer to the cab’, with plans this year to develop a new customer portal within Customer Services that will allow residents to log issues online at a time of their convenience. If the resident does not have access to online services then customer services will still be available to assist but the outcome of this work taking place throughout 2017/18 will significantly improve information to the waste crews and back to the resident with improved digital technology.</p> <p>With regard to missed collections in general, we handle around 30,000 collections each day across all the waste streams and successfully collect 99.7%. On average we</p>	Complete

		<p>receive reports of up to 100 missed collections per day (around 0.3%), which can be due to a number of different reasons, some of which are listed below:</p> <ul style="list-style-type: none">• mistakes by us such as a new crew member or driver missing the house entirely;• mechanical failure and we're unable to complete a round;• sickness absence leaving us with reduced capacity;• unable to gain access to the street or property;• material is contaminated such as smashed glass;• the waste wasn't presented;• or the household has represented waste (i.e. had one collection and put out a second load and reported this as a missed collection); <p>Where we miss a collection, we aim to put this right within 48hrs of being made aware, we often get the missed bin collected the next day.'</p>	
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SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE AND MEMBER REQUESTS FOR INFORMATION
17th July 2017

11.	Consideration of Cabinet decisions		
	Cllr Heenan raised an issue about the the Delivery Plan of key budget risks and and asked for the Plan to be circulated to members of the Committee.	Response requested from the Director of Finance (151 Officer) on 21 st July 2017.	On-going
	Cllr Bob Wright (Chair) raised an issue about the collection of waste bins from community centres and other Council sites and whether one of the savings within the Streetsmart budget was to stop collecting waste from these sites.	Response requested from the Head of Streetsmart on 21 st July 2017.	On-going
	Cllr Bob Wright (Chair) raised an issue about Universal Credit and – the CAB contacted the Government regarding the 6 week lead time. Has the Council gone back on this	Response received from the Director of Finance (151 Officer) and Head of Revenues and Benefits on 25 th July 2017, as follows: Universal Credit, which is operated by the Department of Works and Pensions (DWP), is being phased in nationally. The ‘full service’ started in Swindon from December 2016. This means all new working age claimants, who would have originally claimed Job Seekers Allowance, Employment Support Allowance,	Complete

Income Support, Housing Benefit, Working or Children Tax, now claim Universal Credits, which pays all these original benefits together as one payment. Existing working age claimants continue to claim the original benefits, unless there is a significant change in their entitlement or household. We have no date for any final migration of working age claimants. As at 12th June 4,987 Swindon residents were in receipt of Universal Credit.

As part of the design of Universal Credit, payments are made monthly and the whole payment is made direct to the claimant, who then has to pay their rent to their landlord and take responsibility for their other bills and outgoings. There are some mechanisms to protect the most vulnerable, including direct payments to landlords, known as Alternative Payment Arrangements.

Claimants who are making a first claim cannot make a claim for 7 days, known as the 'waiting period'. Once a claim is made the earliest that a first payment will be made is 35 days. Therefore, claimants have to wait at least 6 weeks for their first payment and some claimants are having difficulty due to this.

Shortly after the Swindon Job Centre went to full service, there was also a period of time, when the DWP processing centre (in Walsall) had a backlog of claims and so some claimants were not being paid for approximately 8 weeks. There was also some difficulties with Alternative Payment Arrangements

being actioned. The Council amongst others made representations to the DWP and Processing of Swindon claims moved to St Austell. The DWP have assured the Council that there are now no backlogs. There have also been issues when claimants have been asked to provide evidence on Housing or child care costs and if claimants don't provide these, claims can be closed.

Nationally Citizens Advice recently issued a publication entitled 'Delivering on Universal Credit.' In this they stated that Citizens Advice supports the principles of Universal Credit, but asked for a number of issues to be addressed and that DWP should 'pause' the rollout of Universal Credit, whilst these are addressed. The issues include:

- An end to the 7 day waiting period
- Ensure all claimants are aware that 'Budgeting Advances' are available. Budgeting Advances can be claimed and paid to claimants during the 6 week period and are then paid back (as deductions) over the next few months
- Improve Communications to claimants where information on Housing or Child care costs are required or reviewing the evidence already available to DWP.
- Make sure claimants are aware of the support that is available and why such support may

		<p>help. In Swindon, Central and Parks Libraries are helping claimants with making their first claims online. Citizens Advice provide Budgeting Support, so that claimants can learn to budget monthly, but take up of this has been extremely low.</p> <ul style="list-style-type: none"> • The DWP helpline should be free of charge. At least in the short-term whilst UC is being phased in. • Review debt deduction levels • Develop a centralised system for child care costs • Introduce an online booking system for DWP work coaches • Ensure resources match demand whilst the rollout continues <p>We support the Citizens Advice proposals for helping Universal Credit Claimants. Officers will be making representations to DWP Partnership Managers and the Lead Councillor will be making representations to MPs. We are also concerned by the increase in rent owed to the Council from Universal Credit claimants and are asking the DWP to review the way that Alternative Payment Arrangements operate. This is because deductions made from Universal Credit in respect of</p>	
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		rent owed to the Council are only sent on one day a month. This means if a first Universal Credit payment is paid the day after the monthly deductions are sent to the Council, it is a further month before the payment is made to the Council, and this is in addition to the 6 weeks that it has taken to make the first payment.	
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SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE AND MEMBER REQUESTS FOR INFORMATION
7th August 2017

	Consideration of Cabinet Member Question and Answer Session		
17.	Cllr Emma Faramarzi raised an issue about delays in responding to planning applications and the potential negative affect on the Council from local business. Cllr Elliott, Cabinet Member, agreed to provide a response to the committee about delays in the planning system.	<p>Response received from the Head of Planning, Regulatory Services and Heritage on 16th August 2017, as follows:</p> <p>The point Cllr Faramarzi raised was around a particular planning application in north Swindon, on which a decision has not been made 3 years after it was submitted.</p> <p>A subsequent conversation with Cllr Faramarzi has determined that this application is for industrial development off Kingsdown lane. The applicant is Richard Lay, who I believe has raised concerns around the time this case took.</p> <p>Whilst Mr Lay's statement is correct, there are good reasons for the time this is taking, a number of which are outside of planning, and which are in no small part due to the Council's</p>	Complete

		<p>desire to find a solution to the issues that are currently inhibiting the grant of consent.</p> <p>Briefly, the application was submitted in March 2014, and could have been refused on access grounds at that time. However, mindful of the economic benefits that it could bring, officers we tried to negotiate a solution which centred on the applicant funding £10k towards improvements at Kingsdown crossroads. This resolved the highway objection.</p> <p>However, additional work was required at the site access, which was outside on land not in the applicant's control, which was owned by the Borough Council. This required the Planning team to facilitate a land discussion with property services resulting in a complex land deal enabling the access land to be transferred to them. That alone took 18 months to resolve.</p> <p>Officers then negotiated the wording of conditions at the applicants request as, removing additional Environmental Health concerns around noise, and the 10K previously required to upgrade the crossroads which was no longer deemed 'essential'. This was resolved and a decision finally made and issued in Dec 2016.</p> <p>Although the process was lengthy, this was down to negotiating access and land deals, which were required to enable an unacceptable development to be acceptable. Not only did the lengthy negotiations resolve the objections, but also saved the applicant £10K plus legal fees.</p> <p>The applicant now has planning permission, but to get to that</p>	
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		<p>stage there were a number of conditions which had to be attached to the consent. These need to be discharged prior to works occurring. We continue to deal with these as they come in, though some have still not been applied for 9 months after consent was granted.</p> <p>In terms of general determination times for applications, the Planning team are still in the top half of local authorities for determination times, and continue to monitor resource against performance.</p>	
	<p>Cllr Bob Wright (Chair) raised an issue about how the telecommunication company '3' would provide superfast broadband and ultrafast broadband in Swindon. Cllr Elliott, Cabinet Member, explained that he was meeting with representatives of '3' in the coming weeks and would raise the issue with them. A written response would be provided following the discussions with '3'.</p>	<p>Response requested from the Head of Information and Technology on 10th August 2017.</p>	On-going
	<p>Cllr Gemma McCracken raised an issue about Section 106 payments to the Council. In particular, the information provided by officers to Ward Councillors and Parish Councillors about how the 106 fund would be utilised in each ward/parish. The Head of Planning, Regulatory Services and Heritage agreed to</p>	<p>Response received from the Head of Planning, Regulatory Services and Heritage on 16th August 2017, as follows:</p> <p><i>This information is held by the Council's S106 Planning Obligations Officer and will be sent out shortly.</i></p>	Complete

	circulate the current Section 106 fund payments to committee members.		
18.	Cllr Bob Wright (Chair) raised an issue about new housing developments in Swindon and the number of homes set aside for key workers. Cllr Ford, Cabinet Member, agreed to confirm numbers and circulate the information to the committee members.	<p>Response received from the Director of Adult Services on 11th August 2017, as follows:</p> <p>key workers can be considered for Low Cost Home Ownership (LCHO) units, a proportion of which are secured on the majority of new development sites. LCHO includes shared ownership and equity share schemes, and although not exclusively for key workers, the properties are available in various sizes and so are an option for key workers and their families. In 2016/17 LCHO units were built at Badbury Park (hospital site), Liberty Park (former Headland's School site), Sussex Place and Tadpole Farm. In 16/17 the Council also developed some specific rented key worker accommodation which comprised 15 apartments on Bath Rd Old Town.</p>	Complete
	Cllr Nick Martin raised an issue about the accuracy of statistical information contained in paragraph 3.11 of the Cabinet Members report in relation to sexual health. Cllr Ford, Cabinet Member, agreed to check the accuracy of the figures and circulate an update to committee members.	<p>Response received from the Director of Adult Services on 11th August 2017, as follows:</p> <p>We appreciate the wording of the paragraph in the report was somewhat confusing and we will word this more clearly in future.</p> <p>The chlamydia statement in the report is correct as on this measure a high figure demonstrates good performance. A high rate of positivity is good as it demonstrates that we are testing the right people and our percentage is higher than the national average. The measure is about the % of those tested testing positive rather than just the number being tested. It is not necessarily an indication of the prevalence of the disease</p>	Complete

		but a measure that demonstrates we are accessing those young people most at risk. It means we are reaching and treating those with chlamydia and not missing them.	
	Cllr Bob Wright (Chair) raised an issue about joint working between the Council and the Clinical Commissioning Group. In particular, he asked about accountability and integration of services. Cllr Ford, Cabinet Member, agreed to provide a response once the joint working arrangements had been in place for reasonable time.	<p>Response received from the Director of Adult Services on 11th August 2017, as follows:</p> <p>We currently have a National health services section 75 Partnership agreement in place which aligns rather than pools our funding. It is monitored by an officer led Joint Commissioning group , the minutes of which go to the Health & Wellbeing Board which meets in public.</p> <p>If we were to move to a pooled arrangements or integrate services in future with the NHS, then a full report would come to Cabinet setting out accountability and governance arrangements.</p>	Complete

