

# Swindon Borough Council

## Scrutiny Committee

**Monday, 23 October 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) Telephone - 01793 463612 email -  
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Swindon Borough Council can be contacted at the Civic Offices, Euclid Street,  
Swindon, SN1 2JH (Telephone 01793 445500)

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

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## **AGENDA**

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

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

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

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

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

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

To receive the minutes of the meeting held on 11<sup>th</sup> September 2017.

**5. Council Motion - Reducing Drugs Misuse**

The Council, at its meeting held on 28<sup>th</sup> September 2017 considered the following motion from Councillor Stan Pajak, seconded by Councillor Steve Allsopp:

“This Council notes:

1. Swindon like most towns and cities in this country has seen a shockingly high rise in the number of drug users.
2. That deaths related to drug misuse in this country are at their highest levels since records began.
3. The recent successful court case where drug dealers in Swindon were convicted was accompanied by a statement by Wiltshire Police regarding how London gangs are travelling to our town to sell class A drugs bringing with them violence and blighting the lives of people living within the local communities.
4. The dramatic rise in the highly dangerous disposal by users of needles and syringes in our public parks and open spaces exemplified by many recent cases.

This Council believes amid our continuing efforts with our Health partners to reduce drug misuse we must ensure that members of the public remain safe when using our open spaces and ensure our council workers remain safe when they collect sharps associated with drug usage. It therefore requests the Scrutiny Committee to consider setting up a task group to identify opportunities to reduce the incidence of drug related litter in Swindon.”

The motion was carried at Council, and the Scrutiny Committee is asked to consider setting up a task group as detailed above.

**6. Consideration of Cabinet Decisions (Pages 11 - 12)**

**7. Cabinet Member Question and Answer Session - Cabinet Member for Communities and Place (Pages 13 - 36)**

**8. Review of Full Council Decisions (Pages 37 - 48)**

**9. Work Programme 2017/18 (Pages 49 - 76)**

**10. Status of Requests for Action and/or Information (Pages 77 - 88)**

**Date of Despatch:** 11 October 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.

**SCRUTINY COMMITTEE**

**MONDAY, 11 SEPTEMBER 2017**

PRESENT:- Councillors Emma Famarzi (Vice-Chair, in the Chair), Ray Ballman, Mark Dempsey, Claire Ellis, Dale Heenan, Emma Famarzi (Vice-Chair, in the Chair), Des Moffatt, Kevin Parry, James Robbins, Gary Sumner, Timothy Swinyard, Vera Tomlinson and Chris Watts

Councillors David Renard (Leader of the Council), 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) and Garry Perkins (Cabinet Member for Regeneration)

Apologies for absence were received from Councillors Robert Wright (Chair)

**21. Declarations of Interest**

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

**22. Public Question Time**

There were no public questions.

**23. Minutes**

Resolved – That the minutes of the meeting held on 7<sup>th</sup> August 2017, be confirmed and signed as a correct record.

**24. Consideration of Cabinet Decisions**

**30. *Budget Management Update***

Councillor David Renard, Leader of the Council and Chair of the Cabinet, and Councillor Fionuala Foley, Cabinet Member for Children's Services and School Attainment, responded to questions put by Councillors Ray Ballman, Mark Dempsey, Dale Heenan and Des Moffatt on the following matters:

- General Fund base budget figures for 2017/18.
- Responsibility for services previously provided at Newburgh House by SEQOL.
- Capital projects and Housing Revenue Account parking.
- Identified savings in respect of Digitalisation, Procurement and Headcount Reduction projects.
- Underspends and overspends within the Capital Programme 2017/18.
- Pressures on Children's Services' budgets due to external placements and plans in place to deal with future placement demands.
- Underlying causes for increased external placements.

Resolved – That Minute 30 of the Cabinet be noted.

31. *Social Enterprise and Inclusion*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, responded to a question put by Councillor Dale Heenan regarding the review of the existing post of Social Inclusion and Enterprise manager.

Resolved – That Minute 31 of the Cabinet be noted.

32. *Swindon Skills and Employment Strategy and the Outcome of the Post 16 Area Review*

Councillor David Renard, Leader of the Council and Chair of the Cabinet, Councillor Oliver Donachie, Cabinet Member for Economy and Skills, and Councillor Fionuala Foley, Cabinet Member for Children's Services and School Attainment, responded to questions put by Councillors Mark Dempsey, Des Moffatt, James Robbins and Gary Sumner on the following matters:

- Higher Education Centre bid outcome and future options.
- Potential for a University to be located in Swindon.
- Update on funding issues for the Villiers Park project.
- Provision of higher education and accommodation in Swindon town centre.
- The role of MP's in supporting the potential provision of a University for Swindon.
- Membership of the Skills and Employment Board.

Resolved – That Minute 32 of the Cabinet be noted.

33. *Draft Economic Strategy (Minute for Confirmation)*

Resolved – That Minute 33 of the Cabinet be noted.

34. *References from the Health and Wellbeing Board*

Resolved – That Minute 34 of the Cabinet be noted.

35. *Swindon Borough Local Development Scheme 2017*

Resolved – That Minute 35 of the Cabinet be noted.

36. *Local Government and Social Care Ombudsman – Annual Review 2016/17*

Resolved – That Minute 36 of the Cabinet be noted.

*37. Kimmerfields: Central Business District*

Councillor Garry Perkins, Cabinet Member for Regeneration, responded to questions put by Councillors Mark Dempsey, Dale Heenan, Des Moffatt, James Robbins and Gary Sumner on the following matters:

- Potential for the creation of a Cabinet Member Advisory Group for regeneration projects in the town centre and other areas.
- Reasons for the termination of the Development Agreement and associated costs.
- Contributions to the project by the Council.
- The delivery of regeneration projects in Swindon.
- Transfer of 'A' Grade commercial property to residential property.
- Update on Fleming Way development project.

Resolved – That Minute 37 of the Cabinet be noted.

*38. Swindon & Wiltshire Strategic Housing Market Assessment and Functional Economic Market Area Assessment*

Councillor Toby Elliott, Cabinet Member for Strategic Planning and Sustainability, and Councillor Oliver Donachie, Cabinet Member for the Economy and Skills, responded to questions put by Councillors Gary Sumner, Tim Swinyard and Chris Watts on the following matters:

- Delivery of the Strategic Housing Market Assessment needs for Swindon and meeting target build figures.
- Delays in bringing developments to completion.
- The basis of the Strategic Housing Market Assessment for Swindon within the planning appeals process.
- Land values in Swindon.
- Achieving affordable housing needs as part of the total projected housing needs in Swindon.

Resolved – That Minute 38 of the Cabinet be noted.

**25. Cabinet Member Question and Answer Session - Cabinet Member for Economy and Skills**

Councillor Oliver Donachie, Cabinet Member for Economy and Skills, 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:

- Switch on to Swindon
- Economic Development
- Strategic (Commercial and non-Commercial Council-owned Property Portfolio)
- Adult Learning
- Higher/Tertiary Education
- Skills

- Country Parks
- Strategic Parking assets
- Parking Services
- Apprentices
- Securing business growth and investment
- Tourism

In overseeing these areas, the Cabinet Member for Economy and Skills is responsible for delivering the following Priorities:

- Priority one: Improve infrastructure and housing to support a growing, low carbon economy:
  - Pledge 16: Improve the reputation and image of Swindon to attract inward investment
- Priority two: offer education opportunities that lead to the right skills and right jobs in the right places:
  - Pledge 17: Improve educational attainment, in particular at ages 16-19 so we are above the average in England within five years.
  - Pledge 18: Increase the number of businesses employing young people as an apprentice from 15% to 20% (an additional 280).
  - Pledge 19: Secure a range of options to access higher education in Swindon.

At the request of the Chair, Councillor Donachie, 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 Donachie 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:

- Lack of town centre investment.
- Funding for “Switch On To Swindon”.
- Marketing the strengths of Swindon as a place to live, work, invest and visit.
- The future of “Switch On To Swindon”
- Involvement of small business in Switch On To Swindon.
- The role of the Inward Investment Manager.
- The future of the UTC within Pledge 17: Improving educational attainment.
- The Economic Strategy and impact of BREXIT on the local economy.
- Higher education and opportunities to reinforce its role as an expansion of current provision.
- Connections between the Outlet Village and the masterplan for the town centre.



- The use of available employment land in the eastern villages and upgrades to current infrastructure.
- The economic strength of Swindon and how this could be utilised for the benefit of the wider town.
- The benefits to the town of Switch On To Swindon.
- Relocation of foreign supply chains to Swindon.
- Increasing the attractiveness of higher education.
- Further support required from Councillors in the development of the Switch On To Swindon initiative.
- Utilising digital signage to promote Swindon in other towns and cities.
- Support available to businesses to encourage growth.
- The increase in issuing Penalty Charge Notices and subsequent appeals.
- Development of the proposal for an Institute of Technology in Swindon.
- The targets in place for Switch On To Swindon and measures to gauge its success.
- The ongoing work to transfer assets to Parish Councils.

Resolved – (1) That Councillor Donachie 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.

## **26. 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 17<sup>th</sup> July 2017.

The Committee received an update about the scheduling of the Review of Full Council Decision report, requested at a previous Scrutiny Committee meeting, within the Work Programme 2017/18. It was noted that this report would now be considered at the meeting on 23<sup>rd</sup> October 2017.

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

## **27. 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: 23<sup>rd</sup> October 2017**

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Author: Director of Law and Democratic Services

Wards: All

Parishes Affected: All

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

1.1 To allow the Scrutiny Committee to consider the decisions arising from the meeting of the Cabinet held on the 18<sup>th</sup> October 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 18<sup>th</sup> October 2017. (The minutes of this meeting will be forwarded to Members as soon as they become available.)

### **4. Alternative Options**

4.1 None

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

Financial and Procurement Implications

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

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

# Consideration of Cabinet Decisions

Scrutiny Committee

Date: 23<sup>rd</sup> October 2017

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## Legal and Human Rights Implications

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

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

- 5.3 None

## Links to One Swindon, Plans and Policies

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

## Diversity Impact Assessment

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

## Risk Management

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

## **6. Consultees**

- 6.1 The 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 18<sup>th</sup> October 2017.

## **8. Appendices**

- 8.1 The draft minutes of the meeting of the Cabinet held on 18<sup>th</sup> October 2017 (to follow).

## **Cabinet Member for Communities and Place Q&A**

### **Scrutiny Committee**

**Date: 23<sup>rd</sup> October 2017**

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Author: Cabinet Member for Communities and Place

Wards: All

Parishes Affected: All

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

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

#### **2. Recommendations**

The Committee is recommended to:

- 2.1 To note the report by the Cabinet Member for Communities and Place.
- 2.2 To put appropriate questions to the Cabinet Member for Communities and Place and to decide if any further action is required.

#### **3. Detail**

- 3.1 The Cabinet Member for Communities and Place is Councillor Mary Martin. The Portfolio responsibilities allocated to her by the Leader of the Council for this Cabinet position are as follows:
  - 3.1.1 Waterside Depot Management, including Household Waste Recycling Centre
  - 3.1.2 StreetSmart
  - 3.1.3 Public Toilets,
  - 3.1.4 Waste Disposal / Waste Minimisation
  - 3.1.5 Street Lighting [maintenance and strategic]
  - 3.1.6 Street Cleaning
  - 3.1.7 Recycling

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Further information on the subject of this report can be obtained from Jason Humm, Head of Highways and Transport, [jhumm@swindon.gov.uk](mailto:jhumm@swindon.gov.uk), 01793 463201

# **Cabinet Member for Communities and Place Q&A**

**Scrutiny Committee**

**Date: 23<sup>rd</sup> October 2017**

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- 3.1.8 Refuse Collection – Domestic & Trade
- 3.1.9 Ground & Tree Maintenance and open spaces
- 3.1.10 Removal of graffiti and abandoned vehicles
- 3.1.11 Parks (Streetsmart services only)
- 3.1.12 Environmental Issues Landscape & Countryside (including Community Forest)
- 3.1.13 Playgrounds, including those that are not presently utilised.
- 3.1.14 Maintenance of Roundabouts and non-HRA verges
- 3.1.15 Cemeteries and Crematoria Assets
- 3.1.16 Building & Engineering
- 3.1.17 Building Services, cleaning, catering & security services
- 3.1.18 Gullies and drainage, minor road repairs, potholes
- 3.1.19 Strategic Transport Network
- 3.1.20 Public Transport (including Concessionary Fares, Specialist Transport, Council Transport and Fleet Management)
- 3.1.21 Traffic and Transport Forward Planning (including Local Transport Plan and Implementation of Local Transport Plan)
- 3.1.22 Strategic Highways & Maintenance Works
- 3.1.23 Building community capacity
- 3.1.24 Liaison with parishes and increased collaboration
- 3.1.25 Libraries
- 3.1.26 Leisure strategy and relationship with GLL
- 3.2 In overseeing these areas, the Cabinet Member for Communities and Place 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.
- 3.4 Priority three: Ensure clean and safe streets and improve our public spaces and local culture.

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Further information on the subject of this report can be obtained from Jason Humm, Head of Highways and Transport, [jhumm@swindon.gov.uk](mailto:jhumm@swindon.gov.uk), 01793 463201

# Cabinet Member for Communities and Place Q&A

## Scrutiny Committee

Date: 23<sup>rd</sup> October 2017

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3.4.1 Pledge 23: Find new ways to engage communities and neighbourhoods to increase the cleanliness of their local areas.

3.5 Additional information on work undertaken within the portfolio is attached at Appendix 1.

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

#### Highways and Transport

3.6 The amount and scale of infrastructure work related to the delivery of the Council's highway capital programme covering the maintenance and management of the Council's highway assets continues to create significant workload across the teams. The LTP implementation programme (see Appendix 2) continues to be delivered well and the teams continue to plan this work effectively to minimise the impact on the network, whilst reacting flexibly to changes in priority and demand in year.

3.7 Key illustrations of where the team has coped with unforeseen in year challenges, reprioritised work whilst continuing to manage annual programmes are:

3.7.1 Reprogramming works following unpredicted levels of deterioration in the concrete sub base at Akers way;

3.7.2 Prioritisation to allow in year design and delivery commencement of Wellington Street public realm scheme;

3.7.3 Analysis and recommended improvements to parking proposals in East Wichel; and

3.7.4 Reacting to and prioritising changes to Kingsdown crossroads following the fatality in February and the subsequent Coroners report.

#### Major schemes

3.8 The £12.6m infrastructure improvements at Junction 16 continue to progress well and remain on target for completion in spring 2018. Work to bring in over 80,000 tonnes of fill material for the new embankments, the relocation of considerable statutory undertakers equipment, changes to motorway 'off slips' and to some of the circulatory carriageway have already been completed. Impact and disruption continues to be managed well despite the high levels of usage, challenges of the site and its location on the edge of the borough but within Wiltshire.

3.9 Delivery of the final phase of sustainable transport fund work (£3.75m over 3 years) funded through the Local Growth Fund and LEP approvals, continues on target and has seen the introduction of the Eastern Flyer cycle and walking route between Stratton, Covingham, and the town centre this year with route upgrades

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Further information on the subject of this report can be obtained from Jason Humm, Head of Highways and Transport, [jhumh@swindon.gov.uk](mailto:jhumh@swindon.gov.uk), 01793 463201

# Cabinet Member for Communities and Place Q&A

## Scrutiny Committee

Date: 23<sup>rd</sup> October 2017

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under design at present at Queens Drive, Shaw, Galton Way and Sandgate. Work to design and commence on site for rapid transit schemes costing up to £3m (phase 1 funded by Local Growth Fund) that will see bus improvements to Regent Circus, Mannington Roundabout and Pipers Way remains on target to commence this financial year, which would meet the LEP commitment.

### Passenger Transport

- 3.10 The team has continued to provide an efficient and timely service for community transport and home to school transport. Following changes to the Council's bus strategy in autumn 2016, the team has continued to facilitate very good bus provision throughout Swindon, whilst reducing the level of council supported services and has built a good relationship with Gosouthcoast following its purchase of Thamesdown Transport in February 2017.
- 3.11 The Swindon Dial a Ride and Akcess contracts continue to operate well while delivering efficiency-based changes. The commencement of new home to school transport routes for the new school year has progressed well with very little adverse feedback relating to the 678 children with special educational needs and disabilities that are transported to school each and every day.

### StreetSmart

- 3.12 In October 2016, we rolled out changes to the waste and recycling service, with around half of the borough being re-routed following the introduction of the new waste fleet. Whilst we experienced some challenges which are covered below, the scale of the task should not be underestimated with tens of thousands of households experiencing a seamless change in collection days due to the hard work and dedication of the teams involved.
- 3.13 During the early months of the service change, we were averaging between 100-150 reported missed collections per day, which in the context of completing 30,000 collections per day across all waste streams, is a relatively small number. We did experience some repeat issues which led to some refinement of the rounds and this is covered below.
- 3.14 In May 2017, we introduced changes to the Household Waste Recycling Centre (HWRC) following improvements to the safety and operation of the site, and 6 months on we have seen average waiting times reduce with dedicated lanes for household waste disposal and trade waste disposal. The changes to the HWRC have reduced the waiting time to an average of 15 minutes and are expected to deliver a saving to the borough of circa £90,000 per annum.
- 3.15 We have monitored fly tipping levels closely since the change to the HWRC and we have not seen any material increase in fly tipping, but instead we have seen an unexpected and positive increase in the number of weekly bulky collections as residents utilise the service to deal with large items for disposal.

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Further information on the subject of this report can be obtained from Jason Humm, Head of Highways and Transport, [jhumm@swindon.gov.uk](mailto:jhumm@swindon.gov.uk), 01793 463201



# Cabinet Member for Communities and Place Q&A

Scrutiny Committee

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## Libraries

- 3.16 The Library Service has successfully managed a significant level of change over the past 12 months with a change to operating hours and reduction in the number of sites that are delivering the core service which will achieve a saving of £1.1m per annum. This degree of change was achieved by thorough engagement with all stakeholders and the commitment of the staff to make it work.
- 3.17 We continue the reshaping of the Library service with the recent introduction of Community Libraries, rolling out of Extended Access arrangements and evaluation of future governance models making this important service sustainable for the future. Although we recognise the positive work that has been achieved by the library staff, our library users and our Community Library partners, we have also noted the challenges this work has identified and this covered below

## Community Capacity

- 3.18 During the first part of 2017 we developed the Swindon specific, Volunteer Swindon, website that promotes and records volunteer opportunities. [www.volunteerswindon.org.uk](http://www.volunteerswindon.org.uk). The site allows any organisations to self-register volunteer opportunities and volunteers to search for opportunities and sign up. During volunteer's week in June 2017, a soft launch was done of the website resulting in 21 organisations signing up and over 20 volunteer opportunities being posted. The website allows you to search by interest or organisation and has resulted in over 790 hits on the opportunities and over 2000 hits against the organisation.
- 3.19 The 'Your Swindon' newsletter now provides a feature on volunteering and promoting the Volunteer Swindon website. During the summer there was a SBC Facebook campaign to promote the website with continuing Facebook posts highlighting opportunities.

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

## Highways and Transport

- 3.20 Lessons continue to be learnt across a range of highway projects. For example, the delivery of significant works at Akers Way has not been without its challenges with some delay to the original published timescales; how this highly specialist repair processes can be applied to other concrete roads with Swindon needs to be better understood; the balance between the use of internal resources and when to use consultant input; when to spot tender or when to use framework providers; and the impact of cost and availability of specialist skills within an expanding highway industry, all need to be considered carefully.

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Further information on the subject of this report can be obtained from Jason Humm, Head of Highways and Transport, [jhumm@swindon.gov.uk](mailto:jhumm@swindon.gov.uk), 01793 463201

# Cabinet Member for Communities and Place Q&A

## Scrutiny Committee

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- 3.21 Approval and preparation of the in-year capital programme will benefit from a greater lead-in period and greater transparency for Members. Approval by Cabinet in June 2016 was followed by further approvals in April 2017 and I would expect teams to continue to bring this forward in 2018. In addition some work on sharing the prioritisation approach for schemes has been done, however, greater sharing of programme updates and draft programmes could be undertaken.

### Asset management system

- 3.22 Teams continue to operate paper records in relation to defect identification and repair. Upgrading the system to electronic mobile working is only possible through the re-procurement of the Council's asset management system ('Confirm' is one of the 6 major SBC IT systems). However, rate of progress to re-procure here needs to be improved so that Highways have continuation of system support and can introduce mobile working benefits.

### Street Lighting Maintenance

- 3.23 Risks related to our aged street lighting asset continue to be of concern, both related to energy consumption and structural integrity. A business case is currently being developed to see how significant investment up front could reduce ongoing annual spend, reduce energy consumption and reduce risk. Changes in consultant support and limited industry wide expertise has created challenges here which do need to be resolved.

### StreetSmart

- 3.24 Within the programme of work to transfer Grounds Maintenance and Street Cleaning functions to Parish Councils, we recognise there have been some isolated aspects of the work that are still being concluded. As with the changes to the Waste Service and the programme of work undertaken within the Library Service, there is scope to improve expectation setting as these large programmes of work will come with a bedding in period before all issues are resolved. This is part of the ongoing challenge when completing large programmes of work within very tight timescales.
- 3.25 Under the changes to the waste service, the learning we have taken is to identify any trends where we had cases of repeat missed collections. We knew there would be a bedding in period to follow the changes but there were some isolated cases where we were not quick enough to identify and correct the issue causing the missed collection. However, any known repeat issues are now resolved.

### Libraries

- 3.26 We set out an ambitious programme of work to be achieved within the Library Service. Some learning from the programme relates to the need to manage expectations and setting clear expectations particularly in relation to the creation

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and transfer to community libraries; as well as recognising that different projects within the programme of work can occasionally create bottlenecks within the capacity of the team. We have also found recruitment into the new community library model more difficult than expected given the nature of the very specific hours which are only attractive to limited numbers of potential candidates. However, we continue to work with our Community Library partners to successfully manage the launch of the initiative.

## Building (Design and Architecture)

- 3.27 Security – key issues relate to adequate resourcing, particularly as the Council is restricted to one recruitment agency (Pertemps). We need to broaden accessibility to reliable alternatives.

## Community Capacity

- 3.28 We are continuing to work collaboratively with the voluntary sector to ensure that we maximise and utilise their expertise and experience in developing and building community capacity through volunteering opportunities.

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

### Highways and Transport

#### Industry wide expertise and growth

- 3.29 Increasing national infrastructure investment creates a growing demand on the construction and highway industries, resulting in significant shortages of appropriately qualified and experienced technical staff. This has led to challenges managing cost and quality through consultants and difficulties recruiting and retaining staff. Technical posts (drainage engineers, traffic engineers, transport planners, project managers) regularly fail to recruit at current pay scales, compounding the need to use higher cost and often no better qualified consultancy staff. However, developing internal staff remains a challenge with current financial pressures and high, time critical workloads.
- 3.30 Servicing the levels of growth within Swindon remains key to the town's and Council's future but remains a challenge; not only in relation to the pace of growth but compounded by industry challenges and availability of internal expertise and finances. Of course, as we continue to grow Swindon, the size and extent of asset which needs to be maintained also continues to grow.

#### Demand management

- 3.31 Overall Highways and Transport continues to be challenged by maintaining service delivery in light of increasing demand, workload and tightening resources. Officer case-loads are very high and managing demand will mean greater prioritisation and some community expectations unable to be met or met only by

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Further information on the subject of this report can be obtained from Jason Humm, Head of Highways and Transport, [jhumm@swindon.gov.uk](mailto:jhumm@swindon.gov.uk), 01793 463201

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the community themselves. Greater transparency of process will help here; however, there needs to be a collective ownership of priorities to prevent resources being diverted onto smaller local issues at the expense of higher priority or more strategic work.

### Transport strategy

- 3.32 Development within the town centre is beginning to progress with developments like Kimmerfields and North Star. Understanding our transport movement and strategy across the town centre and how it interacts with wider transport movements and modes of transport across the town needs to be considered. Developing a town centre movement strategy and updating our transport strategy from 2009 is becoming critical to resource and progress.

### StreetSmart

- 3.33 At the time of writing this report, we are awaiting confirmation whether the Parish Councils who contracted the Borough Council to deliver services on their behalf during 2017/18, will enter into contract again during 2018/19. Clearly this creates a level of uncertainty for the teams involved, but whatever the outcome, staff will be supported through any consultation period that may be required if changes are made to the current services being delivered.

### Libraries

- 3.34 The next phase of the library programme is to roll out extended access to core libraries and develop the business case for a sustainable model of operation. The changes we have made to the Library Service have gone a long way to a sustainable future but there is more work required to reach financial sustainability by 2020.

### Building

- 3.35 Delivery is at the heart of our work and in an environment of decreasing staff and funding, the challenge is to meet an ever increasing expectation in quality, programme and efficiency.

### Community Capacity

- 3.36 We need to maximise the use of the [www.volunteerswindon.org.uk](http://www.volunteerswindon.org.uk) website by raising awareness within our communities, individuals as well as organisations, with the aim to increasing volunteer and organisational registration. Whilst there is high usage on the website to view opportunities, we need to encourage potential volunteers to register through the website as this is key to measuring success.

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### 4. Alternative Options

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

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

#### Financial and Procurement Implications

- 5.1 There are no 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 2000 requires every local authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor and improve performance.

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

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

#### Diversity Impact Assessment

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

#### Risk Management

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

### 6. Consultees

- 6.1 The 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.

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Further information on the subject of this report can be obtained from Jason Humm, Head of Highways and Transport, [jhumm@swindon.gov.uk](mailto:jhumm@swindon.gov.uk), 01793 463201

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## **8. Appendices**

8.1 Appendix 1 – Additional Work undertaken within the Portfolio

8.2 Appendix 2 – Local Transport Plan, Implementation Plan 2017 / 2018

## Appendix 1 Additional Work undertaken

### 1. Major Schemes

- 1.1. Following contractual changes with MUSE and the Barratt Homes Joint Venture, the team has also stepped in to lead the feasibility and design work for Fleming Way and Bus Interchange schemes and the Wichelstowe Southern Access scheme. This will ensure that progress is made on these vital enablers for the developments and bring momentum to the schemes to ensure that allocated LEP and DfT funding can remain secured

### 2. Developments

- 2.1. Alongside internal delivery of development related works, the Transport Development Management Team remains critical to the support of Planning and the Council's regeneration aspirations. Managing and prioritising workloads has facilitated the approval of aspects such as Wichelstowe parcels 2 & 3 and the canal; New Eastern Villages design guidance for developers; and transport approvals and conditions for Northstar, against a backdrop of changing contractual positions and tight approval timescales.

### 3. Highways Maintenance and Winter Maintenance

- 3.1. The inspection and repair of the network continues to operate effectively and protect the Council against liability claims, despite pressures on recruitment and retention that are common both in the Council and the public sector. Improvements have continued across processes, operational issues, gang management and efficiencies.
- 3.2. Last winter saw fewer extremes and a lower than average winter for salting (gritting) in relation to the number of times that sub-zero temperatures were recorded. (The table below details the amount of gritting completed in previous winters). In advance of this winter, salting routes have been reviewed to ensure that the teams are striking the right balance between network safety and the efficient use of Council resources.

| 3.2.1. Financial Year | 3.2.2. Number of operations | 3.2.3. Salt tonnage |
|-----------------------|-----------------------------|---------------------|
| 3.2.4. 2014/15        | 3.2.5. 39                   | 3.2.6. 1,580        |
| 3.2.7. 2015/16        | 3.2.8. 26                   | 3.2.9. 1,075        |
| 3.2.10. 2016/17       | 3.2.11. 21                  | 3.2.12. 1,010       |

Table 1 – Winter Service (Salt Gritting Operations)



#### 4. Highway Communications

- 4.1. The Council's Highways newsletter, launched in 2016, continues to receive positive feedback with subscribers increasing to over 1,700. The successful inaugural Highways and Transport annual event for Members in 2016 was recently followed by a second successful event in September 2017 and a number of ad-hoc Member briefings have been held on aspects such as Junction 15 and Town Centre highway proposals. In addition, improved engagement with Members on the overall programme and prioritisation of scheme continues to be developed.

#### 5. StreetSmart

- 5.1. From April 2017, the Borough Council transferred Grounds Maintenance and Street Cleaning functions to Parish Councils. These are high profile services that people really value and full credit should be given to the Parish Councils and Borough Officers involved for managing a smooth handover in the tight timescales that we were working under. The Parish Councils who have taken on additional services, have done a good job of successfully delivering local services to their communities with very little or no impact to day-to-day service delivery.
- 5.2. At present, four of the new Parish Councils contract the Borough Council to deliver services on their behalf and we have developed a strong relationship between the respective Parish Councils and the workforce responsible for doing that work.

#### 6. Building (Design and Architecture)

- 6.1. Design and Architecture have completed/are in the process of undertaking the following work:
  - 6.1.1. Sussex Square Regeneration on time and within budget,
  - 6.1.2. Built 3 affordable homes at Brookfields, Highworth, one of which is an assisted bungalow,
  - 6.1.3. Demolished the nursery in Euclid Street and are currently building 7 family homes for retail,
  - 6.1.4. Demolished the former Royal British Legion building and currently building 14 homes on this site,
  - 6.1.5. Demolished existing flats and currently building 14 affordable flats at Cranmore Avenue,
  - 6.1.6. Demolition of the hall and link block at the former United Reform Church site to make way for 13 new affordable homes,
  - 6.1.7. A range of condition works at a number of Swindon schools, and
  - 6.1.8. Demolishing an existing mobile to make way for a new nursery at Chiseldon Primary school.
- 6.2. The Security team including the CCTV Control Room has successfully relocated to the Plus One building, enabling the senior management of the team to provide more efficient support and a co-ordinated relationship with the Police and Community Safety Teams, who occupy the same space.



- 6.3. Facilities Management, as well as ensuring the campus and satellite staff offices are kept clean, has also supported all the office moves over the past couple of years. In addition, the service has re-tendered the confidential waste contract and managed the campus grounds maintenance, including the refurbishment of the corporate courtyard; and developed a more efficient relationship with Security following the restructure, resulting in improved security on campus.

## 7. Community Capacity

- 7.1. Ongoing support is provided to other areas of council services with over 19 teams so far receiving guidance and support on volunteering. A manager toolkit to support service areas to recruit, manage and develop volunteers has been produced and is due to go live next month on the intranet for service managers to access. Adopting this common framework for service areas removes the risk and uncertainty that can be associated with working with volunteers.
- 7.2. SBC sits on the Involve Swindon steering group, driving its strategy for Swindon. Involve Swindon is a network of companies, statutory bodies and voluntary organisations working together to encourage employees to give their time and develop their skills through volunteering in the local community. Main areas of focus for this year have been working with SME's, focusing on skills exchange including the business buddy scheme and supporting schemes to address loneliness and isolation.

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# Swindon Local Transport Plan

## Implementation Plan 2017/18

**Cabinet**

**Date: 26<sup>th</sup> April 2017**

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|                    |   |
|--------------------|---|
| Author:            | Cabinet Member for StreetSmart, Highways, and Transport<br>Head of Highways & Transport |
| Wards:             | All   |
| Locality Affected: | All   |
| Parishes Affected: | All   |

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

- 1.1 The report seeks approval for the adoption of the Local Transport Plan Implementation Plan for 2017/18 and for the Local Transport Plan Capital Programme budget apportionment for 2017/18.
- 1.2 The Local Transport Plan (LTP) is the principal means of delivering the Council's transport programme. It is the statutory document that contains the transport policies and programmes of the local transport authority. It is listed in Article 4 of the Council Constitution as a key document in forming the policy framework for the Council and it is subject to an annual report to the Cabinet in order to ensure transparency in the apportionment of the funding and aid the delivery of the programme.
- 1.3 The Local Transport Plan is the transport delivery plan for the wider strategic objectives of the Council. It supports and is consistent with the Vision for Swindon and the Council's planning policies; in particular the Local Plan and Central Area Action Plan. The Local Transport Plan has a key role in implementing the Corporate Plan's priorities and objectives, particularly in relation to the Vision for Swindon priorities.

### **2. Recommendations**

Cabinet is recommended to recommend to Council that it:

- 2.1 Approves the Local Transport Plan (LTP) Implementation Plan for 2017/18.
- 2.2 Approves the Local Transport Plan Capital Programme budget categories and total spend for 2017/18, as detailed in Tables 1 to 8 of the Implementation Plan attached as Appendix 3.
- 2.3 Approves the allocation of the 2017/18 Highways Maintenance Incentive Fund as set out in paragraph 3.8.

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

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

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- 2.4 Authorise the Head of Highways and Transport, in consultation with the Cabinet Member for StreetSmart, Highways, and Transport to:
- 2.4.1 Prioritise schemes in accordance with Vision for Swindon priorities,
  - 2.4.2 Approve scheme progression in accordance with the updated Protocol (attached as Appendix 2 and originally approved by the Cabinet in July 2010 Cabinet Minute 23, 2010/11 refers),
  - 2.4.3 Amend the Protocol to reflect changing job titles, organisational restructuring, and improved input from and visibility to Councillors,
  - 2.4.4 Vary allocations between different budget categories,
  - 2.4.5 Approve variations in scheme costs,
  - 2.4.6 Add/substitute schemes, provided expenditure is contained within the approved total budget.
- 2.5 Authorise the Head of Highways and Transport, in consultation with the Cabinet Member for StreetSmart, Highways and Transport, to develop and submit a bid to the National Productivity Investment Fund and to any other relevant funding opportunity that might be launched by Government, or other funding agencies, for transport schemes that will benefit Swindon and which are in accordance with Vision for Swindon priorities.
- 3. Detail**
- Transport Strategic Overview
- 3.1 The current Local Transport Plan (LTP3) was approved by Cabinet on 9<sup>th</sup> March 2011 and by Council on 14<sup>th</sup> April 2011 (Cabinet Minute 94, 2010/11 and Council Minute 134 2010/11 refer). It sets out an overarching strategy document (covering the period 2011 to 2026) supported by nine thematic Supplementary documents and an Implementation Plan.
- 3.2 The Local Transport Plan - LTP3 - was prepared within the context of the Swindon Transport Strategy and under the supervision of the Local Development Plans Working Party. It is the delivery plan for the wider Transport Strategy and reflects the objectives of the Strategy. LTP3 also supports and is consistent with One Swindon and the Council's planning policies; in particular the Local Plan and Central Area Action Plan.
- 3.3 Seven key transport challenges have been identified which the Local Transport Plan must address. Seven transport outcomes have been identified that should be achieved in order to address the challenges. This has been translated into six
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transport policies, which form the core of LTP3. A copy of the full Local Transport Plan Strategy document and supplementary documents is available on the Council's website. A summary document setting out the headline policies is included as Appendix 1.

- 3.4 Transport patterns, demand and growth within Swindon have progressed significantly since 2011. Hence, a review of the Council's transport strategy is underway, and will be the subject of separate reports to Cabinet as the review proceeds. This will, in turn, lead to an update of the LTP. It is expected that the strategy review will be completed during 2018.

### LTP Implementation Plan

- 3.5 An Implementation Plan is produced for each year, with indicative information for the following two years (a rolling three year programme) and is subject to annual approval by Cabinet.
- 3.6 At its meeting on 8<sup>th</sup> February 2017, Cabinet approved the Capital Programme budget for 2017/18 (Cabinet Minute 87, 2016/17 refer). This includes details of the overall Highways and Transport capital budget for 2017/18.
- 3.7 The Government has confirmed Local Transport Plan grant funding for 2017/18 of £5,328,500, across a range of headings. This comprises the £4.875m budget approved at Council on 8 February 2017, an additional £237,500 of Cooperative Intelligent Transport Systems Funding, and an additional £216,000 of Highways Maintenance Incentive Funding, which was notified by the Department for Transport too late for inclusion at the February 2017 Council meeting.
- 3.8 Approval is sought from Cabinet for the 2017/18 allocation of £216,000 of Highways Maintenance Incentive Fund grant to the Major Maintenance heading. The allocation was only notified by the Department for Transport on 31 March 2017.
- 3.9 The proposed Highways and Transport programme has therefore been developed within this total envelope of funding to ensure no further borrowing is required which would require a subsequent increase in debt charges.
- 3.10 The draft Implementation Plan for the period 2017/18 is included as Appendix 3, which sets out the proposed breakdown of the overall Highways and Transport capital budget across the different expenditure categories. In the absence of any firm funding notification beyond 2017/18 only an indicative allocation is shown for 2018/19 and 2019/20.
- 3.11 Individual schemes within the expenditure categories are authorised by the Head of Highways and Transport in consultation with the Cabinet Member for

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StreetSmart, Highways, and Transport in accordance with the Protocol first approved by Cabinet in July 2010 (Cabinet Minute 23, 2010/11 refers).

- 3.12 The Council is committed to the asset management principles set out in the Highways Maintenance Efficiency Programme (HMEP) as a means to deliver a more efficient approach to the management of highway infrastructure assets through longer term planning and ensuring that standards are defined and achievable for available budgets. The individual asset allocations set out in Appendix 3 are influenced by a range of factors including a comprehensive review of asset data, consideration of lifecycle planning scenarios and customer feedback, in support of the Highway Asset Management Strategy approved by Cabinet in October 2015 (Cabinet Minute 34, 2015/16 refers).
- 3.13 The latest version of the Protocol is included as Appendix 2. The Protocol will be further revised to reflect changing job titles, amendments arising from structural reorganisation and improved input from and visibility to members. Schemes will be selected from the pool of schemes in each category up to the value of the available budget. Network deterioration and reprioritisation of schemes may create some changes in year and to future indicative programmes and schemes will continue to be selected on a needs led basis in line with HMEP guidance.
- 3.14 However there is scope for Councillors input into the initial identification of potential schemes to be approved and for improved feedback on a draft programme prior to approval by Cabinet. Precise details will be agreed with the Cabinet Member for StreetSmart, Highways, and Transport and included in an amended protocol for the preparation of the 2018/19 programme.

### Highway Maintenance

- 3.15 Indicative settlements received from government are adjusted in Swindon to reflect a greater emphasis on maintaining network condition. Appendix 3 tables 2 and 3 indicate the changes. Adjustments made in Swindon are broadly in line with adjustments made by many authorities across the Southwest. Whilst the reactive element of network maintenance (repairing small potholes) is funded through revenue, there is scope for capital funding to contribute to routine maintenance and minor patching repairs, which supplement reactive revenue maintenance. The Pothole Action Fund (£194k) helps to support more targeted minor repairs, however for 2017/18 a further £100k is proposed to be allocated to targeted minor repairs from The National Productivity Fund element and from Car Park Maintenance.

### National Productivity Investment Fund

- 3.16 The National Productivity Investment Fund (NPIF) is new funding identified by Government in the Autumn Statement. One of the NPIF strands covers

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highways and transport schemes, and for 2017/18 the Department for Transport has allocated a proportion of the NPIF grant on a formula basis. The allocation for Swindon is £673,000 in 2017/18 and under the terms of NPIF this can be used for “local highway and other local transport improvements which aim to reduce congestion at key locations, upgrade or improve the maintenance of local highway assets [...] to improve access to employment and housing, to develop economic and job creation opportunities”. £50,000 in 2017/18 is proposed to be allocated against routine highway maintenance.

- 3.17 For future years, NPIF will be allocated through a competitive bid process open to all Local Highway Authorities in England. Therefore, during 2017/18 the Council will need to identify priority schemes for inclusion in a bid for NPIF for 2018/19 and beyond.

### Growth Deal

- 3.18 In July 2014, the Government announced the successful Growth Deal negotiated with the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) amounting to an investment of £129.1 million. The successful schemes in Swindon relate to New Eastern Villages, Quality Bus Corridors, Wichelstowe third access and Sustainable Transport. There are additional schemes in the Wiltshire Council area. The previously prioritised Local Transport Board schemes for M4 junctions 15 and 16 have been rolled into the Growth Deal process. Growth Deal schemes are in addition to the LTP grant funded schemes detailed in this report and provide a complementary programme of major investment in improvements to the strategic and local transport network serving Swindon.
- 3.19 Whilst other reporting mechanisms exist for the Growth Deal funded schemes, a brief update on progress is given below:

| Scheme                                 | Progress Report  |
|--|--|
| M4 Junction 16                         | Construction of this junction improvement commenced in October 2016 and is programmed for completion in Spring 2018.   |
| New Eastern Villages Transport Package | Construction of the Greenbridge Roundabout scheme was successfully completed in March 2017. Design work is proceeding for the remaining elements of the package, including the White Hart Junction, Southern Connector Road and A420 junction improvements. NEV developers are progressing design of other elements of the transport package for which they are responsible as part of the planning process. |

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|                             |  |
|-----------------------------|--|
| Wichelstowe Western Access  | Design work is proceeding on this scheme which will provide access from the south of the M4. Target date for completion is 2021.   |
| M4 Junction 15              | Design work is being progressed on this scheme by Highways England and the Commonhead developers, with construction programmed to commence in 2018.  |
| Quality Bus Corridors       | During 2016/17, significant consultation has been undertaken on the potential options for improvements at Old Town and emerging designs at Mannington Roundabout and Regent Circus. Subject to consultation and scheme approvals the resulting schemes will be constructed in 2017/18. |
| Sustainable Transport       | 2017/18 is the final year of a three year programme of investment that has seen major improvements to cycle routes across the town. The Western and Southern Flyer routes have been successfully completed and the Eastern Flyer improvements are on-going.                            |
| Bus Station and Fleming Way | Part of the enabling works for the Kimmerfields Development, option appraisals are being considered at present.  |

### Cooperative Intelligent Transport Schemes

- 3.20 During 2016/17, the Council was successful in securing £237,500 from Government for a pilot scheme to introduce real-time monitoring of traffic conditions on the key routes serving major manufacturing and distribution sites in eastern Swindon. The scheme will put in place the systems that will get real-time information out to business users, bus companies and road users so that they can travel on these routes with improved information about journey times, at a time when key road and junction improvements will be under construction in this part of Swindon. The pilot will include trials of methods to get information to drivers, in-vehicle, so that they can plan and adjust their journey accordingly to suit the traffic conditions. The pilot will run to March 2018, at which point evidence will be available on whether to roll out the system across the Borough and what funding or bidding opportunities this may create.

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### Highways Maintenance Challenge Fund

- 3.21 The Department for Transport has invited Local Authorities to bid for highways maintenance funding from the Highways Maintenance Challenge Fund Tranche 2A for 2017/18. Tranche 2A specifically excludes street lighting based bids (having been over-subscribed in earlier tranches). A bid for enhanced maintenance and resilience across Swindon's key route network (A road and key junctions) totalling £1.5m across a number of sites was submitted by the closing date of 31<sup>st</sup> March 2017. The outcome of this bid is not known at the time of drafting the report but will be reported verbally at the meeting if available.

## **4. Alternative Options**

- 4.1 The production of a Local Transport Plan is a statutory requirement for each local transport authority in England. Failing to produce and maintain a Local Transport Plan is not therefore an option. It is listed in Article 4 of the Council Constitution as a key document in forming the policy framework for the Council.
- 4.2 It is intended that LTP3 will be reviewed and refreshed during its life. There is therefore the option to review and refresh elements of the plan as appropriate.
- 4.3 An Implementation Plan associated with the statutory requirement for the Local Transport Plan is therefore also needed. Consistent with previous approaches an Implementation Plan will be prepared for 2018/19. This year's plan is presented to Councillors earlier than in 2016 (June) in order to maximise delivery time within year (2017/18). Proposals for 2018 are expected to be brought further forward to receive approvals before the delivery period (April - May).
- 4.4 Alternative options to individual schemes within the Implementation Plan can be considered at the initial Business Case preparation stage. In so doing, there is a necessity to co-ordinate works with other supportive funding streams and strategic plans. Whilst, through consultation, specific schemes may change or be replaced the fundamental principles of delivering the Local Transport Plan Strategy approved by the Cabinet will be maintained.

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

### Financial and Procurement Implications

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

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

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

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

### Legal and Human Rights Implications

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

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

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

### Diversity Impact Assessment

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

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

# Swindon Local Transport Plan

## Implementation Plan 2017/18

**Cabinet**

**Date: 26<sup>th</sup> April 2017**

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

### Risk Management

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

## **6. Consultees**

- 6.1 The 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 Appendix 1: LTP3 Strategy Summary
- 8.2 Appendix 2: Protocol for approving capital funded schemes
- 8.3 Appendix 3: LTP3 Implementation Plan 2017/18 – 2019/20

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

- 9.1 This is a Key Decision and is included in the Cabinet Work Programme and Forward Plan for April 2017.

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## **Review of Decisions made by Full Council**

### **Scrutiny Committee      Date: 23<sup>rd</sup> October 2017**

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

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

- 1.1 To advise the Committee of the decisions made by Full Council between May 2016 and July 2017, the current status of these decisions (completed or outstanding) and to outline the actions taken by officers in responding to the decisions.

#### **2. Recommendations**

- 2.1 That the report be noted.

#### **3. Detail**

- 3.1 The Scrutiny Committee, at its meeting held on 17<sup>th</sup> July 2017, requested that a report be submitted on the decisions made at Full Council, their status and the action taken by officers.
- 3.2 In response to that request, a Schedule of the decisions made by Full Council between May 2016 and July 2017, including details of the current status of these decisions (completed or outstanding) and a summary of the actions taken by officers in responding to the decisions, is attached at Appendix 1 to the report.

#### **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

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

- 5.3 None

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

# **Review of Decisions made by Full Council**

## **Scrutiny Committee      Date: 23<sup>rd</sup> October 2017**

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### Diversity Impact Assessment

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

### Risk Management

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

## **6. Consultees**

- 6.1 The 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 Full Council meetings between May 2016 and July 2017.

## **8. Appendices**

- 8.1 Appendix 1 – Schedule of the decisions made by Full Council between May 2016 and July 2017.

# Review of Decisions made by Full Council

## Scrutiny Committee      Date: 23<sup>rd</sup> October 2017

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### Appendix 1

| Date                             | Minute  | Status                                |
|----------------------------------|---|---------------------------------------|
|                                  |   |                                       |
| <b>20<sup>th</sup> May 2016</b>  |   |                                       |
|                                  | 3 – Appointment of Mayor  | Complete – Approved at meeting        |
|                                  | 4 – Appointment of Deputy Mayor   | Complete – Approved at meeting        |
|                                  | 5 – Return of Councillor Elected  | Complete – Approved at meeting        |
|                                  | 10 – Adoption of Revisions to Swindon Borough Council's Constitution        | Complete – Approved at meeting        |
|                                  | 11- Numbers to serve on Committees  | Complete – Approved at meeting        |
|                                  | 12- Allocations of Seats to Political Groups and Appointments to Committees | Complete – Approved at meeting        |
|                                  | 13 – Calendar of Meetings   | Complete - Approved                   |
|                                  |   |                                       |
| <b>15<sup>th</sup> June 2016</b> |   |                                       |
|                                  | 20 – Minute for Confirmation  |                                       |
|                                  | Cabinet Minute 20 (Health and Well Being Board Terms of Reference)          | Complete – Terms of Reference adopted |
|                                  | 21 – Motion (Parishes)  | Complete – Community Governance       |

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

**Review of Decisions made by Full Council**  
**Scrutiny Committee      Date: 23<sup>rd</sup> October 2017**

|                                  |  | Review undertaken  |
|----------------------------------|--|--|
|                                  | 22 – Motion (Lydiard)  | Complete – Included in Cabinet Report on 15 <sup>th</sup> March 2017 (Minute 107 2016/17 refers) |
|                                  | 23 – Motion of Support (LGBT)  | Complete – Recorded in Minutes   |
|                                  |  |  |
| <b>14<sup>th</sup> July 2016</b> | 31 – Minutes for Confirmation  |  |
|                                  | (1) Cabinet Minute 6 – Councillors Allowances 2017/18)                             | Complete - Policy Operational  |
|                                  | (2) Cabinet Minute 15 (Swindon Local Transport Plan – Implementation Plan 2016/17) | Complete –Policy Operational   |
|                                  | (3) Cabinet Minute 27 (Fixed Penalty Notice Enforcement)                           | Complete – Policy Operational  |
|                                  | 32 – Council Petition Scheme (Libraries)   | Complete – considered as part of the completed review  |
|                                  | 33 – Motion (Zero Tolerance to Racial Hatred)                                      | In hand – A report will be brought to Cabinet  |
|                                  | 34 – Motion (European Referendum)  | Complete – Considered by Economy and Regeneration Committee in                                   |
|                                  |  | Complete - Letter sent to  |

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



**Review of Decisions made by Full Council**  
**Scrutiny Committee      Date: 23<sup>rd</sup> October 2017**

|                                       |  |   |
|---------------------------------------|--|---|
|                                       |  | MPs   |
|                                       | 35 – Motion (Adoption of Wroughton Neighbourhood Plan)                     | Complete adopted by Council and Policy Operational  |
|                                       |  |   |
| <b>22<sup>nd</sup> September 2016</b> |  |   |
|                                       | 45 – Minutes for Confirmation  |   |
|                                       | Licensing Committee - Minute 17 (Animal Welfare Charter)                   | Complete – Policy Operational   |
|                                       | Licensing Committee - Minute 18 (Cumulative Impact Policy for Broad Green) | Complete – Policy Operational   |
|                                       | 46 Council Petition Scheme (Swindon Dial A Ride)                           | Complete – Reported to Council on 13 <sup>th</sup> July 2017<br><br>Complete – CMAG established |
|                                       | 47 – Motion (Wiltshire Council Planning Application)                       | Complete – Letter sent to Wiltshire Planning Committee  |
|                                       | 48 – Motion (Sprinkler Systems in Schools)                                 | Complete – Letter written to Government   |
|                                       | 49 – Motion (Jazz Carlin)  | On-Going – Discussions on-going with developers   |
|                                       | 50 – Motion (CO2 Emissions)  | No Action – Motion Withdrawn  |
|                                       | 51 – Appointments to Committees  | Complete _ Memberships  |

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

# Review of Decisions made by Full Council

## Scrutiny Committee      Date: 23<sup>rd</sup> October 2017

|                                      |  |  |
|--------------------------------------|--|--|
|                                      | and Other Bodies   | confirmed and membership lists amended                                 |
|                                      |  |  |
| <b>10<sup>th</sup> November 2016</b> |  |  |
|                                      | 61 – Minutes for Confirmation                                    | Complete – Minutes approved by Council                                 |
|                                      | (1) Cabinet Minute 58 (Community Governance Review)              | Complete – Governance Review Completed and Parish Councils Established |
|                                      | (2) Cabinet Minute 13 (Schools Forum Membership)                 | Complete - Membership amended  |
|                                      | (3) Cabinet Minute 34 (Scrutiny Committee Annual Report 2015/16) | Complete – report received by Council                                  |
|                                      | 62 – Motion (Heathrow Airport Expansion)                         | Complete – Reported to Council on 13 <sup>th</sup> July 2017           |
|                                      | 63 – Motion (Parks Libraries)                                    | Complete – Considered as part of the Library Strategy                  |
|                                      | 64 – Appointments to Committees and Other Bodies                 | Complete _ Memberships confirmed and membership lists amended          |
|                                      |  |  |

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

**Review of Decisions made by Full Council**  
**Scrutiny Committee      Date: 23<sup>rd</sup> October 2017**

|   |   |   |
|---|---|---|
| <b>26<sup>th</sup> January<br/>2017</b> | Minutes for Confirmation  |   |
|   | Cabinet Minute 70 (Commercial Investment Strategy)                                | Complete - Reconsidered Council on 23 <sup>rd</sup> February 2017         |
|   | Cabinet Minute 72 (Mid-Year Treasury Performance 2016/17)                         | Completed – Approved and policy operational                               |
|   | Cabinet Minute 73 (Polling Station Review)  | Complete – Arrangements as approved undertaken                            |
|   | Cabinet Minute 76 (Changes to External Auditors)                                  | Complete – Change to External Auditor undertaken                          |
|   | Licensing Minute 24 – (Introduction of a Licensing Regime for Sex Establishments) | Complete – Policy operational   |
|   | 74 – Council Petition Scheme (PSPO)   | Complete – Policy on use of PSPO for Homeless People operational          |
|   |   | Complete – Cabinet Member reviewed provision of support to rough sleepers |
|   | 75 – Motion (Health Hydro/Milton Road Baths)                                      | On-going – work ongoing   |

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

# Review of Decisions made by Full Council

## Scrutiny Committee      Date: 23<sup>rd</sup> October 2017

|                                      |   |   |
|--------------------------------------|---|---|
|                                      | 76 – Motion ( Educational Improvement)                                    | No Action - Withdrawn   |
|                                      | 77 - Motion (Parishes)  | No Action – Motion defeated                                   |
|                                      | 78 – Motion Library Cards   | Complete – Reported to Council on 13 <sup>th</sup> July 2017  |
|                                      | 79 – Appointments to Committees and Other Bodies                          | Complete _ Memberships confirmed and membership lists amended |
|                                      |   |   |
| <b>23<sup>rd</sup> February 2017</b> |   |   |
|                                      | 87 - Council Budget 2017/18   | Complete – Budget Approved and operational                    |
|                                      | 88 – Council Tax Stetting 2017/18   | Complete – Approved and Operational                           |
|                                      | 89 – Housing Revenue Account Rents and Charges 2017/18                    | Complete – Approved and Operational                           |
|                                      | 90 – Swindon Pay Policy Statement 2017                                    | Complete – Approved and Policy Operational                    |
|                                      | 91 – Minutes for Confirmation   |   |
|                                      | Cabinet Minute 93 (Updated Child Sexual Exploitation Prevention Strategy) | Complete – Approved and Policy Operational                    |
|                                      | Cabinet Minute 95 (Commercial Investment Strategy – Governance            | Complete – Approved and Policy Operational                    |

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

**Review of Decisions made by Full Council**  
**Scrutiny Committee      Date: 23<sup>rd</sup> October 2017**

|                                  |  |   |
|----------------------------------|--|---|
|                                  | Arrangements)  |   |
|                                  | 92 – Motion (Educational Improvement)  | No Action – Motion defeated                                 |
|                                  |  |   |
| <b>6<sup>th</sup> April 2017</b> |  |   |
|                                  | 99 – Council Petition Scheme – (Crossing Patrol Officer for Hazelwood Academy) | Ongoing – Policy to monitor school crossing operational     |
|                                  | 100 – Highworth Neighbourhood Plan   | Complete – Policy Operational                               |
|                                  | 101 – Calendar of Meetings 2017/18   | Complete – Approved by Council on 19 <sup>th</sup> May 2017 |
|                                  |  |   |
| <b>19<sup>th</sup> May 2017</b>  |  |   |
|                                  |  |   |
|                                  | 2 – Appointment of Mayor   | Complete – Approved at meeting                              |
|                                  | 3 – Appointment of Deputy Mayor  | Complete – Approved at meeting                              |
|                                  | 8 – Adoption of Revisions to Swindon Borough Council's Constitution            | Complete – Approved at meeting                              |
|                                  | 9 - Numbers to serve on Committees   | Complete – Approved at meeting                              |
|                                  | 10- Allocations of Seats to Political Groups and Appointments to Committees    | Complete – Approved at meeting                              |

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

**Review of Decisions made by Full Council**  
**Scrutiny Committee      Date: 23<sup>rd</sup> October 2017**

|                                  |   |  |
|----------------------------------|---|--|
|                                  | 11 – Calendar of Meetings   | Complete - Approved  |
|                                  |   |  |
| <b>13<sup>th</sup> July 2017</b> |   |  |
|                                  | 18 - Minutes for Confirmation/Note  |  |
|                                  | (1) Cabinet Minute<br>122(2016/17)(Swindon<br>Transport Implementation<br>Plan 2017/18) | Complete – Approved and<br>Policy Operational  |
|                                  | (2) Cabinet Minute 12 (Councillors<br>Allowances 2018/19)                               | Complete – Approved and<br>Policy Operational  |
|                                  | (3) Cabinet Minute 123 (Draft<br>Airports National Policy<br>Statement)                 | Complete - Minute 62<br>(2016/17 refers)   |
|                                  | 126 (2016/17) (Children’s Library<br>Membership)  | Complete - Minute 78<br>(2016/17 refers)   |
|                                  | (5) Cabinet Minute 9 (Swindon<br>Dial A Ride  | Complete - Minute 46<br>(2016/17 refers)   |
|                                  | 19 – Motion (Grenfell Tower)  | Complete – Her<br>Worshipful The<br>Mayor has<br>confirmed that a<br>letter has been<br>dispatched |
|                                  | 20 – Motion (Kimmerfields<br>Development)   | Complete – considered by<br>Council on 28 <sup>th</sup><br>September 2017.                         |

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

**Review of Decisions made by Full Council**  
**Scrutiny Committee      Date: 23<sup>rd</sup> October 2017**

|  |  |   |
|--|--|---|
|  | 21 – Motion (UK Broadband)   | On-going – Report to be presented to Cabinet  |
|  | 22- Motion – South Marston Village Neighbourhood Plan)   | On-going – Referendum held on 5 <sup>th</sup> October 2017  |
|  | 23 – Adoption of Highworth Neighbourhood Plan  | Complete – Policy Operational   |
|  | 24 – Appointments to Committees and Other Bodies   | Complete – Memberships confirmed and membership lists amended   |
|  | 33 – Minutes for Confirmation<br><br>(1) Cabinet Minute 33 (Draft Economic Strategy)<br><br>(2) Cabinet Minute 37 (Kimmerfields Central Business District) | Complete – Policy Operational<br><br>Complete – Council Minute 20 refers                              |
|  | 34 – Motion (Planning Land Supply)   | Complete – Letter sent to the Secretary of State being drafted as at on 10 <sup>th</sup> October 2017 |
|  | 35 – Motion (Enforcement Powers)   | On-going – Report to go to Cabinet  |
|  | 36 – Motion (Development at Brook Lane)  | Complete – Letter to the Planning Committee being sent on 10 <sup>th</sup> October 2017               |
|  | 37 – Motion (Local Policing)   | In hand – Letter to Wiltshire Police Commissioner   |

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

# Review of Decisions made by Full Council

## Scrutiny Committee      Date: 23<sup>rd</sup> October 2017

|  |   |   |
|--|---|---|
|  |   | being drafted as at 10 <sup>th</sup> October 2017   |
|  | 38 – Motion (Reducing Drug Misuse)                                  | On-going – Minute to be referred to the Scrutiny Committee  |
|  | 39 – Motion (Swindon Half Marathon)                                 | Complete – Letter written to Organisers by the Worshipful The Mayor on 4 <sup>th</sup> October 2017<br><br>On-going – Review to be undertaken by Head of Highways and Transport |
|  | 40 – Motion (Homelessness)  | No Action – Motion defeated   |
|  | 41 – Request to Change name of Central Swindon South Parish Council | No Action – Request refused   |
|  | 42 – Appointments to Committees and Outside Bodies                  | Complete – Memberships confirmed and membership lists amended   |



## Work Programme 2017/18

**Scrutiny Committee**

**Date: 23<sup>rd</sup> October 2017**

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Author: Director of Law and Democratic Services

Wards: All Wards

Parishes Affected: All Parish Areas

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

- 1.1 This report sets out details of the topics for the Scrutiny Committee work programme for 2017/18, as agreed at the Scrutiny Committee meetings on 19<sup>th</sup> June 2017 and 17<sup>th</sup> 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

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

# Work Programme 2017/18

**Scrutiny Committee**

**Date: 23<sup>rd</sup> October 2017**

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

## Developing the Work Programme – The Executive

- 3.6 It is important that Overview and Scrutiny adds value to the work of the Council and its partner agencies, and produces tangible outcomes for local people that result in real service improvements. Selecting the right topics is crucial to ensure that scrutiny will be effective.
- 3.7 In order to help the Scrutiny Committee select the right topics for the work programme the Leader of Council 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.

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

# Work Programme 2017/18

Scrutiny Committee

Date: 23<sup>rd</sup> October 2017

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## Standard Work Programme items

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

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

## **4. Alternative Options**

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

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

### Financial and Procurement Implications

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

### Legal and Human Rights Implications

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

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

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

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

# Work Programme 2017/18

**Scrutiny Committee**

**Date: 23<sup>rd</sup> October 2017**

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## Diversity Impact Assessment

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

## Risk Management

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

## **6. Consultees**

- 6.1 The 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 11<sup>th</sup> September 2017 to 11 September 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 11 September 2017 to 11 September 2017, is attached at Appendix 2

#### **Contact details**

Committee Officer: Stuart Figini

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

Tel: 01793 463612

| <b>19<sup>th</sup> June 2017</b> |   |                         |
|----------------------------------|---|-------------------------|
| <b>Item</b>                      | <b>Objectives</b>   | <b>Witnesses</b>        |
| Leader of the Council update     | To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation. | Councillor David Renard |
| Work Programme 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                 |

| <b>17<sup>th</sup> July 2017</b> |   |                  |
|----------------------------------|---|------------------|
| <b>Item</b>                      | <b>Objectives</b>   | <b>Witnesses</b> |
| Review of Cabinet Decisions      | To receive the decisions taken and the process taken in making those decisions of Cabinet | Cabinet          |

| <b>7<sup>th</sup> August 2017</b>   |   |                         |
|---|---|-------------------------|
| <b>Item</b>   | <b>Objectives</b>   | <b>Witnesses</b>        |
| 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   |

| <b>11<sup>th</sup> September 2017</b>                      |   |                            |
|--|---|----------------------------|
| <b>Item</b>  | <b>Objectives</b>   | <b>Witnesses</b>           |
| 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                    |

| <b>23<sup>rd</sup> October 2017</b>                           |   |   |
|---|---|---|
| <b>Item</b>   | <b>Objectives</b>   | <b>Witnesses</b>                        |
| 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 Full Council Decisions                              | Review of decisions made by Full Council and their implementation                         | Director of Law and Democratic Services |

| <b>20<sup>th</sup> November 2017</b>                 |  |   |
|--|--|---|
| <b>Item</b>  | <b>Objectives</b>  | <b>Witnesses</b>                        |
| Cabinet Member Q&A – Cabinet Member for Regeneration | To review the portfolio and performance of the Cabinet Member for Regeneration | Councillor Garry Perkins                |
| Review of the 2016/17 Municipal Year                 | To receive the Scrutiny Committee Annual Report                                | Director of Law and Democratic Services |

| <b>11<sup>th</sup> December 2017</b> |   |                         |
|--------------------------------------|---|-------------------------|
| <b>Item</b>                          | <b>Objectives</b>   | <b>Witnesses</b>        |
| Leader of the Council update         | To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation. | Councillor David Renard |
| Review of Cabinet Decisions          | To receive the decisions taken and the process taken in making those decisions of Cabinet   | Cabinet                 |

| <b>8<sup>th</sup> January 2018</b>  |  |                            |
|---|--|----------------------------|
| <b>Item</b>   | <b>Objectives</b>  | <b>Witnesses</b>           |
| 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  |

| <b>12<sup>th</sup> February 2018</b>                              |   |   |
|---|---|---|
| <b>Item</b>   | <b>Objectives</b>   | <b>Witnesses</b>                                |
| 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 |
| Public Safety   | A Review of the Council's civil resilience and response in emergency situations             | Director of Public Health                       |

| <b>19<sup>th</sup> March 2018</b>   |   |                            |
|---|---|----------------------------|
| <b>Item</b>   | <b>Objectives</b>   | <b>Witnesses</b>           |
| 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                    |

| <b>23<sup>rd</sup> April 2018</b> |   |                  |
|-----------------------------------|---|------------------|
| <b>Item</b>                       | <b>Objectives</b>   | <b>Witnesses</b> |
| Review of Cabinet Decisions       | To receive the decisions taken and the process taken in making those decisions of Cabinet | Cabinet          |

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

|                          |                            |                               |
|--------------------------|----------------------------|-------------------------------|
| <b>Date to be agreed</b> |                            |                               |
| Policing in Swindon      | Half yearly update reports | Police and Crime Commissioner |
|                          |                            |                               |



## Swindon Borough Council

### CABINET WORK PROGRAMME AND FORWARD PLAN

11 September 2017 - 11 September 2018 – Proposed AGENDA ITEMS and KEY DECISIONS (as at 06/10/17)

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 September 2017

| Subject  | Key Decision Yes/No | Portfolio Holder / Cabinet Member   | Decision Maker  | Consultation Responses/Date of Notice  | Contact Officer   | Available Background Papers                                      |
|--|---------------------|---|---|--|---|--|
| Former Rodbourne Farm North Allotment - Land appropriation for development and use of s203 Housing and Planning act 2016 | No                  | Cabinet Member for Strategic Planning and Sustainability                          | Cabinet Member for Strategic Planning and Sustainability                          | Councillor Stan Pajak does not support the proposal.<br><br>Councillors Kevin Small, James Robbins and Steph Exell were also consulted. No comments were received. | Corporate Director of Resources and Growth<br>Head of Planning, Regulatory Services & Heritage, Head of Property Assets | Former Rodbourne Farm North Allotment Swindon Land Appropriation |
| Council Tax - Refugees with No Income Disregarded  | 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 | Councillors Kevin Small and Stan Pajak (Opposition spokespersons) were consulted. No comments were received.   | Corporate Director of Resources and Growth<br>Head of Revenues and Benefits   | Council Tax - Refugees with No Income Disregarded                |

### 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                        |
|---|---------------------|---|----------------|--|--|--|
| Dorset and Wiltshire Fire and Rescue Service - A Review of the Merged Service | No                  | Cabinet Member for Regeneration   | Cabinet        | N/A<br>Date of Notice: 23 <sup>rd</sup> August 2017  |  | N/A  |
| Fire Safety in High Rise Council accommodation                                | No                  | Cabinet Member for Regeneration   | Cabinet        | Date of Notice: 24 <sup>th</sup> July 2017           | Corporate Director of Communities and Housing<br>Head of Housing Management & Community Safety | Cabinet Forward Plan Report<br>Tracker Fire Safety |
| Budget Update   | No                  | Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation | Cabinet        | N/A<br>Date of Notice: 21 <sup>st</sup> October 2016 | Corporate Director of Resources and Growth<br>Director of Finance (s151) Officer               | N/A  |
| Swindon Museum and Art Gallery -  | Yes                 | Cabinet Member for Regeneration   | Cabinet        | N/A<br>Date of Notice: 2 <sup>nd</sup> August 2017   | Corporate Director of Resources and Growth<br>Head of Planning,                                | N/A  |

|   |    |   |         |   |  |                                    |
|---|----|---|---------|---|--|------------------------------------|
| Revenue Support   |    |   |         |   | Regulatory Services & Heritage   |                                    |
| County Ground Recreation Improvements and Asset Transfer' | No | Cabinet Member for Communities and Place  | Cabinet | N/A<br>Date of Notice: 9 <sup>th</sup> August 2017  | Corporate Director of Resources and Growth<br>Kathy Sherratt<br>ksherratt@swindon.gov.uk               | N/A                                |
| Swindon - A Learning Town                                 | No | Cabinet Member for Children's Services and School Attainment  | Cabinet | N/A<br>Date of Notice: 15 <sup>th</sup> May 2017    | Director, Children Services<br>Head of Education   | Cabinet Minute 120(3) refers       |
| Council Tax Care Leavers Discounts                        | No | Cabinet Member for Children's Services and School Attainment, Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation | Cabinet | N/A<br>Date of Notice: 24 <sup>th</sup> August 2017 | Corporate Director of Resources and Growth<br>Head of Revenues and Benefits                            | Cabinet Report tracker (to follow) |
| Polling District and Places Review                        | No | Leader of the Council   | Cabinet | N/A<br>Date of Notice: 5 <sup>th</sup> October 2016 | Director of Law & Democratic Services (Monitoring Officer)<br>Sally Sprason<br>ssprason@swindon.gov.uk | N/A                                |

|   |     |  |         |   |   |   |
|---|-----|--|---------|---|---|---|
|   |     |  |         |   |   |   |
| Swindon Borough Local Plan Review - Regulation 18 (Issues & Options) Consultation | No  | Cabinet Member for Strategic Planning and Sustainability | Cabinet | N/A<br>Date of Notice; 16 <sup>th</sup> August 2017 | Corporate Director of Communities and Housing<br>Head of Planning, Regulatory Services & Heritage | Local Plan Reg 18 Oct 2017 Tracker  |
| Affordable Housing Programme  | Yes | Cabinet Member for Housing and Public Safety             | Cabinet | N/A<br>Date of Notice: 14 <sup>th</sup> March 2017  | Corporate Director of Communities and Housing<br>Head of Housing Management & Community Safety    | affordable Housing Tracker  |
| Wichelstowe Joint Venture   | Yes | Cabinet Member for Strategic Planning and Sustainability | Cabinet | N/A<br>Date of Notice: 31 <sup>st</sup> August 2017 | Corporate Director of Resources and Growth  | N/A   |
| Site in South East Swindon - Proposed disposal and collaboration agreement        | Yes | Cabinet Member for Strategic Planning and Sustainability | Cabinet | N/A<br>27th July 2017                               | Corporate Director of Resources and Growth<br>Head of Property Assets                             | report to cabinet in July 2017 plus Site in South East Swindon Report Tracker |

### 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 |
|--|---------------------|---|----------------|--|--|-----------------------------|
| Budget Update  | No                  | Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation | Cabinet        | N/A<br>Date of Notice: 24 <sup>th</sup> October 2016 | Corporate Director of Resources and Growth<br>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<br>Notice of Decision: 9 December 2016           | Corporate Director of Resources and Growth<br>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<br>Date of Notice: 26 <sup>th</sup> October 2016 | Corporate Director of Resources and Growth<br>Director of Finance (s151) Officer | N/A                         |
| Lydiard House and Park -   | Yes                 | Cabinet Member for Communities and  | Cabinet        | N/A<br>Date of Notice: 21 <sup>st</sup>              | Corporate Director of  | Cabinet Minute 107          |

|  |    |  |         |  |   |  |
|--|----|--|---------|--|---|--|
| Business Transfer Agreement and Lease            |    | Place  |         | March 2017   | Communities and Housing   | (2016/17) refers                             |
| Swindon Borough Playing Pitch Strategy 2016-2021 | No | Cabinet Member for Strategic Planning and Sustainability, Cabinet Member for Communities and Place | Cabinet | N/A  | Corporate Director of Communities and Housing<br>Head of Planning, Regulatory Services & Heritage | Playing Pitch Strategy Forward tracker (002) |
| Libraries Strategy - Alternative Delivery Models | No | Cabinet Member for Communities and Place   | Cabinet | N/A<br>Date of Notice: 13 <sup>th</sup> February 2017  | Corporate Director of Communities and Housing<br>Head of StreetSmart                              | Cabinet Minute 125 2016/17 refers            |
| Town Centre Parking Strategy                     | No | Cabinet Member for Economy and Skills  | Cabinet | N/A<br>Date of Notice: 29 <sup>th</sup> September 2016 | Corporate Director of Communities and Housing<br>Head of Highways and Transport                   | N/A  |
| School Organisational Changes 2018/19            | No | Cabinet Member for Children's Services and School Attainment                                       | Cabinet | N/A<br>Date of Notice: 19 <sup>th</sup> September 2016 | Director, Children Services<br>Head of Education  | N/A  |

|   |     |  |         |   |  |  |
|---|-----|--|---------|---|--|--|
| Special Educational Needs and Disability Capital Strategy | Yes | Cabinet Member for Children's Services and School Attainment | Cabinet | N/A<br>Date of Notice: 5 <sup>th</sup> October 2017 | Director of Adult Social Services<br>Head of Education         | SEN Strategy Cabinet Forward Plan Report Tracker |
| Children and Adult Social Care - Emergency Duty Service   | No  | Cabinet Member for Children's Services and School Attainment | Cabinet | N/A<br>Date of Notice: 19 <sup>th</sup> June 2017   | Director, Children Services                                    | N/A  |
| Air Quality Management Area(s) Order(s) Swindon           | Yes | Cabinet Member for Housing and Public Safety                 | Cabinet | N/A   | Director of Adult Social Services<br>Director of Public Health | Air quality Cabinet Forward Plan Report Tracker  |
| Delivery of Town Centre Regeneration                      | Yes | Cabinet Member for Regeneration                              | Cabinet | N/A<br>Date of Notice: 5 <sup>th</sup> October 2017 | Corporate Director of Resources and Growth                     | N/A  |
| Kimmerfields  | Yes | Cabinet Member for Regeneration                              | Cabinet | N/A<br>Date of Notice: 16 <sup>th</sup> August 2017 | Corporate Director of Resources and Growth<br>Deborah Heenan   | 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                                      | No                  | Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation | Cabinet        | N/A<br>Date of Notice: 20 <sup>th</sup> January 2017 | Corporate Director of Resources and Growth<br>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<br>Date of Notice: 20 <sup>th</sup> January 2017 | Corporate Director of Resources and Growth<br>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<br>Date of Notice: 20 <sup>th</sup> January 2017 | Corporate Director of Resources and Growth<br>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<br>Date of Notice: 20 <sup>th</sup> January 2017 | Corporate Director of Resources and Growth<br>Director of Finance (s151) Officer | N/A                         |

|                                   |     |  |         |  |  |   |
|-----------------------------------|-----|--|---------|--|--|---|
| Swindon Pay Policy Statement 2018 | No  | Leader of the Council  | Cabinet | N/A<br>Date of Notice: 20 <sup>th</sup> January 2017 | Corporate Director of Resources and Growth       | N/A   |
| School Admission Arrangements     | Yes | Cabinet Member for Children's Services and School Attainment | Cabinet | N/A<br>Date of Notice: 20 <sup>th</sup> January 2017 | Director, Children Services<br>Head of Education | N/A   |
| Super Fast Broadband              | No  | Cabinet Member for Strategic Planning and Sustainability     | Cabinet | N/A  | Corporate Director of Resources and Growth       | Superfast Broadband Cabinet Forward Plan Report Tracker |

### Cabinet Meeting Date - 14th March 2018

| Subject   | Key Decision<br>Yes/No | Portfolio Holder /<br>Cabinet Member  | Decision<br>Maker | Consultation<br>Responses/Date of<br>Notice           | Contact Officer  | Available<br>Background<br>Papers |
|---|------------------------|---|-------------------|---|--|-----------------------------------|
| Budget Update   | No                     | Deputy Leader of<br>the Council and<br>Cabinet Member for<br>Finance and<br>Commercialisation | Cabinet           | N/A<br>Date of Notice: 22 <sup>nd</sup> April<br>2016 | Corporate Director of<br>Resources and Growth<br>Director of Finance (s151)<br>Officer | N/A                               |
| Capital<br>Programme<br>Monitoring 3rd<br>Quarter 2017/18 | Yes                    | Deputy Leader of<br>the Council and<br>Cabinet Member for<br>Finance and<br>Commercialisation | Cabinet           | N/A<br>Date of Notice: 22 <sup>nd</sup> April<br>2016 | Corporate Director of<br>Resources and Growth<br>Director of Finance (s151)<br>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 Update  | No                  | Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation | Cabinet        | N/A<br>Date of Notice: 1 <sup>st</sup> February 2016  | Corporate Director of Resources and Growth<br>Director of Finance (s151) Officer | N/A                         |
| School Transport   | No                  | Cabinet Member for Children's Services and School Attainment                      | Cabinet        | N/A<br>Date of Notice: 22 <sup>nd</sup> December 2016 | Director, Children Services<br>Gareth Cheal<br>gcheal@swindon.gov.uk             | N/A                         |
| Swindon Local Transport Plan - Implementation Plan 2017/18 | Yes                 | Cabinet Member for Communities and Place  | Cabinet        | N/A<br>Date of Notice: 6 <sup>th</sup> February 2017  | Corporate Director of Communities and Housing<br>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 Update  | No                  | Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation | Cabinet        | N/A<br>Date of Notice: 20 <sup>th</sup> June 2017 | Corporate Director of Resources and Growth<br>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<br>Date of Notice: 20th June 2017             | Corporate Director of Resources and Growth<br>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<br>Date of Notice: 20th June 2017             | Corporate Director of Resources and Growth<br>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<br>Date of Notice: 20th June 2017             | Corporate Director of Resources and Growth<br>Director of Finance (s151) Officer | N/A                         |

|                       |     |  |         |                                       |  |     |
|-----------------------|-----|--|---------|---------------------------------------|--|-----|
| School Place Planning | Yes | Cabinet Member for Children's Services and School Attainment | Cabinet | N/A<br>Date of Notice: 20th June 2017 | Director, Children Services<br>Head of Education | N/A |
|-----------------------|-----|--|---------|---------------------------------------|--|-----|

### Cabinet Meeting Date - July 2018 (TBC)

| Subject                                  | Key Decision<br>Yes/No | Portfolio Holder /<br>Cabinet Member  | Decision<br>Maker | Consultation<br>Responses/Date of<br>Notice | Contact Officer  | Available<br>Background<br>Papers |
|--|------------------------|---|-------------------|---|--|-----------------------------------|
| Budget Update                            | No                     | Deputy Leader of<br>the Council and<br>Cabinet Member for<br>Finance and<br>Commercialisation | Cabinet           | N/A<br>Date of Notice: 7th June<br>2017     | Corporate Director of<br>Resources and Growth<br>Director of Finance (s151)<br>Officer |                                   |
| Education<br>Transport Policy<br>2019-20 | No                     | Cabinet Member for<br>Children's Services<br>and School<br>Attainment                         | Cabinet           | N/A<br>Date of Notice: 7th June<br>2017     | Director, Children<br>Services<br>Head of Education                                    |                                   |
| Debt<br>Management                       | No                     | Deputy Leader of<br>the Council and<br>Cabinet Member for<br>Finance and<br>Commercialisation | Cabinet           | N/A<br>Date of Notice: 7th June<br>2017     | Corporate Director of<br>Resources and Growth<br>Head of Revenues and<br>Benefits      |                                   |

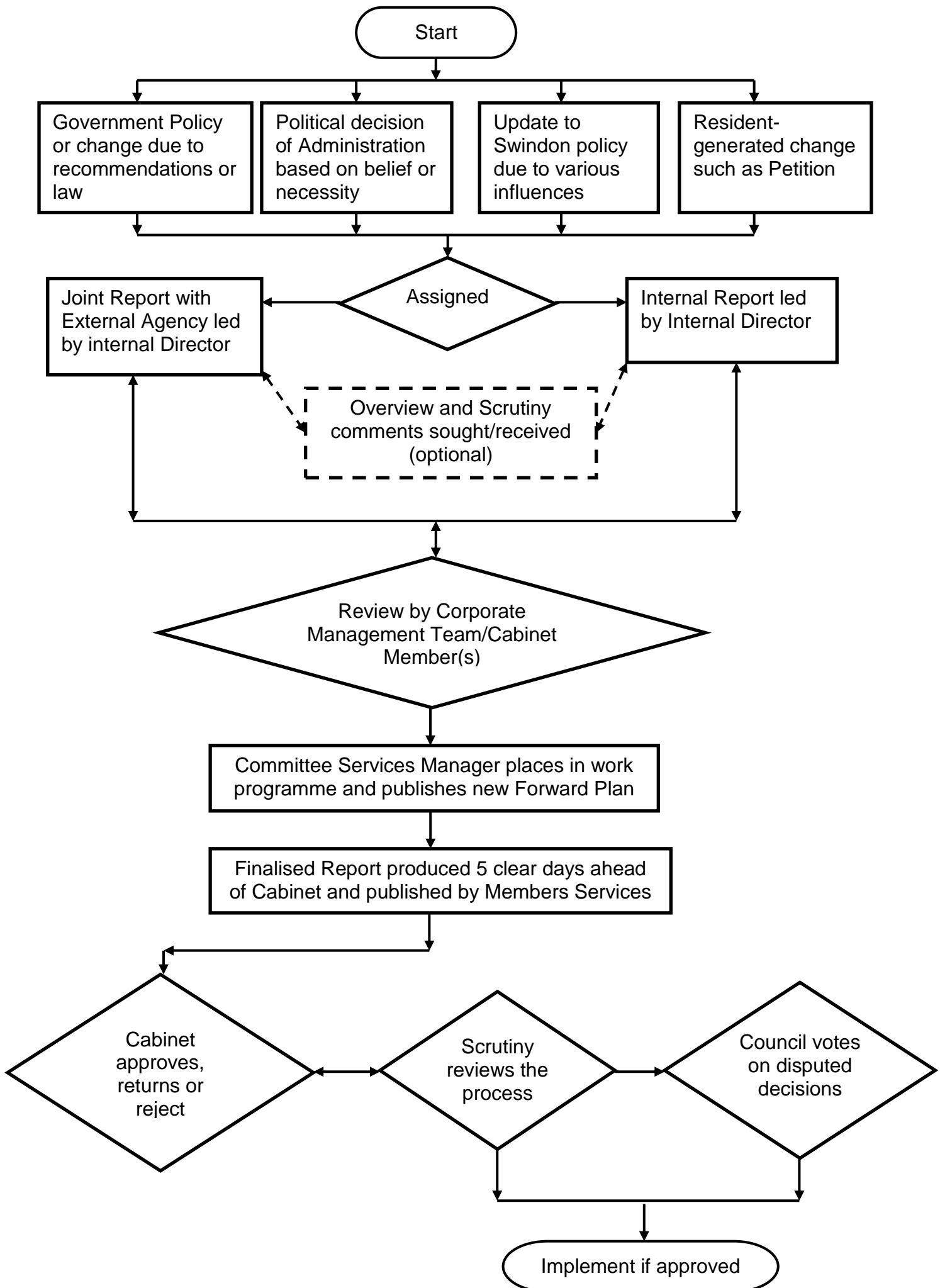
### Cabinet Meeting Date - September 2018 (TBC)

| Subject                                     | Key Decision Yes/No | Portfolio Holder / Cabinet Member   | Decision Maker | Consultation Responses/Date of Notice | Contact Officer  | Available Background Papers |
|---|---------------------|---|----------------|---------------------------------------|--|-----------------------------|
| Budget Update                               | No                  | Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation | Cabinet        | N/A<br>11th September 2017            | Corporate Director of Resources and Growth<br>Director of Finance (s151) Officer                         | N/A                         |
| Annual Review of Local Ombudsman Complaints | No                  | Leader of the Council   | Cabinet        | N/A                                   | Corporate Director of Resources and Growth<br>Director of Law & Democratic Services (Monitoring Officer) | N/A                         |





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## **Status of requests for action and/or information**

**Scrutiny Committee**

**Date: 23<sup>rd</sup> October 2017**

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Author: Director of Law and Democratic Services

Wards: All

Parishes Affected: All

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

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

### **2. Recommendations**

The Committee is recommended to:

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

### **3. Detail**

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

### **4. Alternative Options**

- 4.1 None

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

Financial and Procurement Implications

- 5.1 This report has no financial or procurement implications.

Legal and Human Rights Implications

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

# Status of requests for action and/or information

Scrutiny Committee

Date: 23<sup>rd</sup> October 2017

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

5.3 None

## Diversity Impact Assessment

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

## Risk Management

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

## **6. Consultees**

6.1 The 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

## 7<sup>th</sup> August 2017

|     | Consideration of Cabinet Member Question and Answer Session   |  |                 |
|-----|---|--|-----------------|
| 17. | <p>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> | <p>Response received from the Head of Planning, Regulatory Services and Heritage on 16<sup>th</sup> 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 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</p> | <b>Complete</b> |

|  |  |  |  |
|--|--|--|--|
|  |  | <p>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 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</p> |  |
|--|--|--|--|



|     |   |   |                 |
|-----|---|---|-----------------|
|     |   | determination times, and continue to monitor resource against performance.  |                 |
|     | 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'. | Response requested from the Head of Information and Technology on 10 <sup>th</sup> August 2017.   | <b>On-going</b> |
|     | 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 circulate the current Section 106 fund payments to committee members. | Response received from the Head of Planning, Regulatory Services and Heritage on 16 <sup>th</sup> August 2017, as follows:<br><br>This information is held by the Council's S106 Planning Obligations Officer and will be sent out shortly. | <b>Complete</b> |
| 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   | Response received from the Director of Adult Services on 11 <sup>th</sup> August 2017, as follows:<br><br>key workers can be considered for Low Cost Home Ownership (LCHO) units, a proportion of which are secured                         | <b>Complete</b> |

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|  | numbers and circulate the information to the committee members.   | 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.   |                 |
|  | 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 11<sup>th</sup> 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 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.</p> | <b>Complete</b> |
|  | Cllr Bob Wright (Chair) raised an issue about joint working between the Council and the Clinical Commissioning Group. In particular, he asked about   | <p>Response received from the Director of Adult Services on 11<sup>th</sup> August 2017, as follows:</p> <p>We currently have a National health services section 75</p>   | <b>Complete</b> |

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|  | 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. | 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.<br><br>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. |  |
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**SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE AND MEMBER REQUESTS FOR INFORMATION**  
**11<sup>th</sup> September 2017**

|     | <b>Consideration of Cabinet decisions</b>   |   |                 |
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| 30. | Cllr Moffatt asked for the reasons why the Housing Revenue Account Car Parking had been removed from the Capital Projects page of the Budget Management Update report considered by Cabinet at its meeting held on 6 <sup>th</sup> September. | Response received from the Director of Finance (151 Officer) on 10 <sup>th</sup> October 2017, as follows:<br><br>Expenditure on parking improvements would be met from the Environmental and Communal Areas budget in the capital programme. There has not been a specific budget allocation for parking improvements since 2013/14. | <b>Complete</b> |

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|  | <p>Cllr Heenan raised a query about the £300,000 savings already identified and delivered in relation to the digitalisation of services and asked for clarification about how this was achieved.</p>  | <p>Response received from the Director of Finance (151 Officer) on 27<sup>th</sup> September 2017, as follows:</p> <p>The Budget Management Update that went to Cabinet on 6th September 2017 stated:-</p> <p>2.7.4 Further savings of £303k have been identified and delivered in respect of the Digitisation, Procurement and Headcount Reduction projects.</p> <p>The breakdown of the £303k savings is:-</p> <ul style="list-style-type: none"> <li>• £115k saving as a result of process and productivity improvements within Business Support function, resulting in a permanent reduction in the number of posts required;</li> <li>• £164k arising from procurement savings on utility prices;</li> <li>• £24k arising from further savings identified towards the headcount reduction project.</li> </ul> | <b>Complete</b> |
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|  | <p>Cllr Heenan raised a query about the variances within the Capital Budget 2017/18 and asked the following questions:</p> <ol style="list-style-type: none"> <li>1. How does the cabinet member for Finance use the Capital programme report to understand whether a project is on budget, under budget or over spending in the financial year?</li> </ol> | <p>Response received from the Director of Finance (151 Officer) on 11th October 2017, as follows:</p> <ol style="list-style-type: none"> <li>1. Consistent with the approach for the revenue budget, the main report sets out any key issues and risks regarding the delivery of capital schemes – whether over the life of the scheme or in the current financial year. Further, the appendix summarises the projected spend against the available budget.</li> </ol> <p>In addition to the above I am briefed on key budget issues</p>   | <b>Complete</b> |

|                               | 2. When was the capital programme last reviewed, and projects which won't be happening removed, or does the report and its borrowing requirement only ever increase? | <p>(revenue and capital) by officers and this would provide me with an early indication of any developments.</p> <p>2. The quarterly capital monitoring report provides an update that reflects managers' forecasts. Where any changes are required (reductions or increases) these are submitted to Cabinet for approval. As part of the development of the annual programme for approval by Full Council, a review of all schemes is undertaken which includes the removal of those no longer required.</p>   |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |
|-------------------------------|--|---|---------------------|------|--------------|-------------------|--------------|---|---------------------------|---------------|-------------------------|-----------------------|--------------|-------------------------|-----------------------------|-------------|-------------------------|----------|--------------|----------------------------|----------|-----------|-------|----------|--------------|----|-------------------------------|---------------|-----|----------|-------------------|------------------------------|-----------------|
| 32.                           | Cllr Moffatt asked for a copy of the Skills and Employment Board membership.   | <p>Response received from the Strategic Commissioner Routes to Employment on 27<sup>th</sup> September 2017, as follows:</p> <p><b>Skills and Employment Board</b></p> <table><tr><th>Representative/Role</th><th>Name</th><th>Organisation</th></tr><tr><td>Independent Chair</td><td>Mike Godfrey</td><td>Independent Chair Swindon Borough Council</td></tr><tr><td>SBC - Employment &amp; Skills</td><td>Sally Burnett</td><td>Swindon Borough Council</td></tr><tr><td>Leader of the Council</td><td>David Renard</td><td>Swindon Borough Council</td></tr><tr><td>Director Childrens Services</td><td>David Haley</td><td>Swindon Borough Council</td></tr><tr><td>Employer</td><td>Stephen Uden</td><td>Nationwide Bulding Society</td></tr><tr><td>Employer</td><td>Andy Tait</td><td>Intel</td></tr><tr><td>Employer</td><td>Fiona Miller</td><td>BT</td></tr><tr><td>Employer Representative Group</td><td>Nicola Bailey</td><td>FSB</td></tr><tr><td>Employer</td><td>Oonagh Fitzgerald</td><td>NHS - Great Western Hospital</td></tr></table> | Representative/Role | Name | Organisation | Independent Chair | Mike Godfrey | Independent Chair Swindon Borough Council | SBC - Employment & Skills | Sally Burnett | Swindon Borough Council | Leader of the Council | David Renard | Swindon Borough Council | Director Childrens Services | David Haley | Swindon Borough Council | Employer | Stephen Uden | Nationwide Bulding Society | Employer | Andy Tait | Intel | Employer | Fiona Miller | BT | Employer Representative Group | Nicola Bailey | FSB | Employer | Oonagh Fitzgerald | NHS - Great Western Hospital | <b>Complete</b> |
| Representative/Role           | Name   | Organisation  |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |
| Independent Chair             | Mike Godfrey   | Independent Chair Swindon Borough Council   |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |
| SBC - Employment & Skills     | Sally Burnett  | Swindon Borough Council   |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |
| Leader of the Council         | David Renard   | Swindon Borough Council   |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |
| Director Childrens Services   | David Haley  | Swindon Borough Council   |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |
| Employer                      | Stephen Uden   | Nationwide Bulding Society  |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |
| Employer                      | Andy Tait  | Intel   |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |
| Employer                      | Fiona Miller   | BT  |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |
| Employer Representative Group | Nicola Bailey  | FSB   |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |
| Employer                      | Oonagh Fitzgerald  | NHS - Great Western Hospital  |                     |      |              |                   |              |   |                           |               |                         |                       |              |                         |                             |             |                         |          |              |                            |          |           |       |          |              |    |                               |               |     |          |                   |                              |                 |

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|     |   | <div>Economic Growth Delivery<br/>Chair Swindon and Wiltshire<br/>LEP Skills and Talent Sub<br/>Group</div> <div>Chair Wiltshire Education,<br/>Employment and Skills Board</div> <div>Chair of Higher Education</div> <div>Chair of Skills for Growth</div> <div>Chair of Skills for Inclusion</div> <div>DWP</div> <div>Voluntary Sector<br/>Training Provideer<br/>Representative</div> <div>SBC - Education<br/>New College and Chamber of<br/>Commerce</div> <div>Schools</div> <div>SBC Officer, Employment &amp;<br/>Skills</div> <div>SBC Officer, Employment &amp;<br/>Skills</div> | <div>Trudy Godfrey</div> <div>Amanda Burnside</div> <div>Barry Hughes</div> <div>Mike Welsh</div> <div>Rob Taffinder</div> <div>Steve Wain</div> <div>Ian Gardener</div> <div>Tim Ward</div> <div>Julia Falaki</div> <div>Peter Nathan</div> <div>Graham Taylor</div> <div>Joanne Harper</div> <div>Lyn Gardner</div> <div>Martin Casey</div> | <div>Forward Swindon Ltd</div> <div>Swindon &amp; Wiltshire<br/>LEP</div> <div>Selwood Housing<br/>Head Teacher, Goddard<br/>Park</div> <div>Nationwide</div> <div>Swindon College</div> <div>DWP</div> <div>Voluntary Action<br/>Swindon</div> <div>GW-Partnership<br/>Swindon Borough<br/>Council</div> <div>New College<br/>UTC Swindon &amp; UTC<br/>Reading</div> <div><u>SBC</u></div> <div>SBC</div> |  |
| 37. | Cllr Dempsey asked for details about the Council's contribution towards the Kimmerfields Central Business District development. | <div>Response received from the Director of Finance (151 Officer) on 29<sup>th</sup> September 2017, as follows:</div> <div>The Council have forward funded £108k for 'land related acquisition costs' but Muse will set these costs against the development account</div>   |   | Complete  |  |

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|  |  | <p>FSL commissioned PJA to review the bus exchange designs (£8.5k), which SBC has forward funded, but will be reclaiming these against the SWLEP grant commitment of £3m</p> <p>FSL have commissioned commercial viability and other consultancy support to review alternative development delivery options for the Kimmerfields development (approx. £16k spent to date).</p> |  |
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|     | <b>Consideration of Cabinet Member Question and Answer Session</b>  |  |                 |
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| 25. | <p>Cllr Dempsey raised a query about town centre health, in light of the recent economic indicator, placing Swindon 5<sup>th</sup> in the Irwin Mitchell UK Cities Financial Powerhouse league table, and asked if this had a marked benefit on skill levels and earnings for those working in swindon.</p> | <p>Response received from the Strategic Commissioner Routes to Employment on 27<sup>th</sup> September 2017, as follows:</p> <p>This data comes from <a href="https://www.irwinmitchell.com/ukpowerhouse">https://www.irwinmitchell.com/ukpowerhouse</a> and can be found in the July 2017 report.</p> <p>The report states that Swindon had the 5<sup>th</sup> largest growing Banking, Finance and Insurance market 2013-16 in terms of GVA. This is the amount of value that this sector (the businesses in this sector) adds to the national economy.</p> <p>This is mirrored by the growth in employment from these industries, with 4.400 more jobs (totalling 23,700) in this</p> | <b>Complete</b> |

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|  |  | <p>sector in 2016 from 2013. Unfortunately there is limited information to demonstrate the correlation between wages and employment in this sector.</p> <p>However ONS data tells us that the average full time workers weekly pay has increased by £48.20 since 2013 compared to an average of £28.10 in the southwest and £23.10 across Great Britain. In 2016 our average weekly pay for a fulltime worker was 38.40 above the southwest and £10.60 above Great Britain at £551.60.</p> <p>There is no clear information or evidence to link employment levels with skills, however we would expect growth in a sector to drive the need for skills and there is evidence of an increasing demand for higher level skills in this sector.</p> |  |
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