

Swindon Borough Council

Cabinet

Wednesday, 18 October 2017

Committee Room 6, Civic Offices

At 6.00 p.m. or at the Conclusion of the Cabinet Open Forum

Conservative Councillors

David Renard (Chair)

Russell Holland

Oliver Donachie

Toby Elliott

Fionuala Foley

Brian Ford

Mary Martin

Cathy Martyn

Garry Perkins

Keith Williams

Committee Officer: Steve Jones (Telephone 01793 463602)

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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.

AGENDA

NOTE:

A Cabinet Open Forum is held at 6:00 p.m. prior to the start of each scheduled Cabinet Meeting. The Open Forum is similar to the 'public question time' that happens at most Council meetings but without the need for questions. It provides the chance to meet with Cabinet Members as well as Corporate Directors and Directors to discuss matters relevant to the Cabinet and its responsibilities. It provides an opportunity to raise issues and give views. The Forum will normally close at 6.30 pm and the Cabinet will then reconvene for the start of the formal Cabinet meeting. If the Open Forum completes its business earlier than anticipated then the Cabinet Meeting will commence at 6:15pm or at the Forum's conclusion.

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. Minutes. (Pages 5 - 10)

To receive the minutes of the meeting held on 6th September 2017.

4. 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.

5. Exempt Items - Exclusion of Press and Public.

Certain items are expected to include the consideration of exempt information and the Cabinet is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act".

Item Nos.	Paragraph No.
17	3

6. Annual Report of the Dorset and Wiltshire Fire and Rescue Service and Authority (CM: GP) (Pages 11 - 24)

7. Swindon - A Learning Town HE (CM: FF/OD) (Pages 25 - 30)

8. Council Tax and Care Leavers DCS, HRB (CM: FF/RH) (Pages 31 - 34)

9. Fire safety in high-rise residential blocks of flats CDCH (CM: CM) (Pages 35 - 52)

10. Budget Update CDRG (CM: RH) (Pages 53 - 66)

11. Swindon Museum and Art Gallery - Round 1 bid submission CDRG (CM: GP) (Pages 67 - 76)

12. County Ground Recreation Improvements and Asset Transfer HPA, CDRG (CM: MM) CE (Pages 77 - 84)

13. Polling District and Places Review DLDS (CM: DR) BH; CL; SA; SM (Pages 85 - 100)

14. Swindon Borough Local Plan Review - Regulation 18 (Issues & Options) Consultation CDCH (CM: TE) (Pages 101 - 108)

15. Affordable Housing Development Update CDCH (CM: CM) (Pages 109 - 112)

16. Wichelstowe Joint Venture CDRG (CM: TE) OT; WW (Pages 113 - 120)

17. Site in South East Swindon - Proposed disposal and collaboration agreement CDRG (CM: TE) CD; SM; WP (Pages 121 - 130)

Date of Despatch: 06 October 2017

Key:

Officers:

CDCH	-	Corporate Director Communities and Housing
CDRG	-	Corporate Director Resources and Growth
DLDS	-	Director of Law and Democratic Services (Monitoring Officer)
DCS	-	Director of Children's Services
HE	-	Head of Education
HRB	-	Head of Revenues and Benefits
HPA	-	Head of Property Assets

Wards

CE	Central
BH	Blunsdon and Highworth
CL	Chiseldon and Lawn
SA	St Andrew
SM	St Margaret and South Marston
OT	Old Town
WW	Wroughton and Wichelstowe

Cabinet Members Responsible for the Service Area concerned:

DR	-	David Renard	Leader of the Council and Chair of Cabinet
RH	-	Russell Holland	Deputy Leader of the Council, Vice-Chair of Cabinet, Cabinet Member for Finance and Commercialisation
OD		Oliver Donachie	Cabinet Member for the Economy and Skills
TE	-	Toby Elliott	Cabinet Member for Strategic Planning and Sustainability
FF	-	Fionuala Foley	Cabinet Member for Children's Services and School Attainment
BF	-	Brian Ford	Cabinet Member for Adults' Health and Social Care
MM	-	Mary Martin	Cabinet Member for Communities and Place
CM		Cathy Martyn	Cabinet Member for Housing and Public Safety
GP	-	Garry Perkins	Cabinet Member for Regeneration
KW		Keith Williams	Cabinet Member for Corporate Services and Digitalisation

Diversity Impact Assessments

Diversity Impact Assessments (DIA's) are important to ensure the services we deliver are helping us to meet our vision to make Swindon an equal society ; we are also required by the Equality Act 2010 to demonstrate the equality analysis we have undertaken to support decision making, DIAs are our method of doing this.

Diversity Impact Assessments produced in respect of items to be considered at this meeting can be inspected via the following link:

http://www.swindon.gov.uk/info/20029/people_and_communities/309/diversity_impact_assessments

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.

CABINET

WEDNESDAY, 6 SEPTEMBER 2017

PRESENT:- Councillors David Renard (Chair), Oliver Donachie, Toby Elliott, Fionuala Foley, Brian Ford, Mary Martin, Cathy Martyn, Garry Perkins and Keith Williams

Apologies for absence were received from Councillors Russell Holland

Councillors attended the meeting in respect of Minute

25. David Haley - Director of Children's Services

On behalf of members, the Leader of the Council welcomed David Haley, the Council's newly-appointed Director of Children's Services, to his first Swindon Borough Council Cabinet meeting and wished him every success in his new role.

26. Declarations of Interest.

The Chair reminded members of the need to declare known interests in any matters to be considered at the meeting.

27. Minutes.

Resolved – That the minutes of the meeting held on 12th July, 2017, be confirmed and signed as a correct record.

28. Public Question Time.

There were no public questions.

29. Exempt Items - Exclusion of Press and Public.

Resolved – That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraphs of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item No.	Paragraph No.	Minute Nos.
13 and 14	3	37 and 38

30. Budget Management Update

Councillor Russell Holland, the Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation, and the Corporate Director for Resources and Growth, submitted a joint report presenting the 2017-18 revenue budget forecast out-turn and quarter one of the capital monitoring position.

In the absence of Councillor Holland, the Leader of the Council and the Director of Finance, introduced the report, making particular reference to the impact on the budget of the increasing nationwide pressure on Children's Services provision.

Resolved – (1) That the projected revenue budget out-turn position for 2017-18, set out in Table 1 in the report and Appendix 1 to the report, be noted.

(2) That the virements set out in Appendix 2 to the report be approved.

(3) That the capital monitoring position, as set out in Tables 1 and 2 in the report and Appendix 3 to the report, be noted.

(4) That the expenditure incurred in phase 1 of the Queens Drive Regeneration project, outlined in paragraph 3.6.2 of the report, be endorsed.

(5) That the distribution of the Devolved Formula Capital funding to the Local Authority maintained schools, as detailed in paragraph 3.7 of the report, be noted.

The reasons for the decision and alternative options are as set out in the report to the meeting.

31. Social Enterprise & Inclusion

Councillor Russell Holland, Deputy Leader of the Council and Cabinet Member for Finance and Commercialisation, and the Head of Revenues and Benefits, submitted joint report providing an update on progress with addressing Social Inclusion and seeking authorisation to underwrite loans by Credit Unions to replace Local Welfare Assistance grants.

Councillor Brian Ford, the Cabinet Member for Adults' Health and Social Care, remarked on the need for continued collaborative work to assist those with long term illness or disabilities in finding employment.

Resolved – (1) That the progress in relation to Financial Inclusion since the appointment of a Social Inclusion and Welfare Manager in March 2016, as set out in the body of the report, be noted.

(2) That the underwriting of credit union loans, to be granted by the Credit Union instead of Council funded Local Welfare Assistance, for the purchase of kitchen appliances or furniture to households in emergency need, be agreed. The maximum value of loans to be £500 and the maximum amount the Council will guarantee to the Credit Union at any one time to be initially be set at £25,000.

(3) That the Head of Revenues and Benefits be authorised to review the existing post of Social Inclusion and Enterprise Manager, as set out in the report.

The reasons for the decision and alternative options are as set out in the report to the meeting.

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

Councillor Oliver Donachie, the Cabinet Member for the Economy and Skills, Councillor Fionuala Foley, the Cabinet Member for Children's Services and School Attainment, and the Director of Children's Services, submitted a joint report seeking agreement on the priorities and activities outlined in the Skills and Employment Strategy for 2017 – 2020, which was a refresh of the 2013-2016 strategy. It was

noted that the draft Strategy had been developed to summarise the skills and employment priorities and activities that need to take place to achieve the vision and overall aims for skills as outlined in the draft Economic Strategy.

The report also provided (a) an update on the Skills and Employment Board and its sub groups and key activity to date, and (b) a summary of the outcomes and recommendations for the Swindon, Wiltshire and Gloucestershire Post 16 Area Review, completed in February 2017 and published on 3 August 2017.

Cllr Jim Grant, the Leader of the Labour Group, advised of his Group's support for the of the strategy report. Councillor Donachie accepted Councillor Grant's offer to meet to discuss options to promote a merger of New College and Swindon College.

Resolved – (1) That the draft refreshed Skills and Employment Strategy for 2017-2020, as set out in summary in paragraphs 3.12 to **Error! Reference source not found.** of the report and in detail in Appendix 1 to the report, be endorsed.

(2) That the Director of Children's Services, in consultation with the Cabinet Member for the Economy and Skills and the Skills and Employment Board, be authorised to make arrangements for the implementation of the delivery of the Skills and Employment Strategy.

(3) That the outcomes and recommendations of the Post 16 Area Review and the update on progress to implement the recommendations be noted.

The reasons for the decision and alternative options are as set out in the report to the meeting.

33. Draft Economic Strategy (Minute For Confirmation)

Councillor Oliver Donachie, the Cabinet Member for the Economy and Skills, and the Corporate Director for Resources and Growth, submitted a joint report informing Cabinet of the responses to consultation on the draft Economic Strategy and seeking its endorsement of the draft being recommended to Council for approval.

The report also sought authority for the Corporate Director of Resources and Growth, in consultation with the relevant Cabinet Member, to develop an implementation plan for the strategy by March 2018.

It was noted that the economic strategy sets out the Vision, objectives and high level actions that will accelerate growth in Swindon's economy over the next ten years and allow Swindon to remain one of the UK's fast-growth, high value economies and also achieve sustainable and inclusive growth. The strategy will facilitate bids for funding for infrastructure, skills and other investment to enable economic growth and also attract investment from private sector companies.

Resolved - That Council be recommended that the draft Economic Strategy, attached to the report at Appendix 1, which sets out the Vision, Objectives and high level actions for Swindon's economy over the next ten years, be approved.

(2) That, subject to Council's approval, the Corporate Director for Resources and Growth, in consultation with the Cabinet Member for the Economy and Skills, be authorised to finalise the delivery plan which will contain more detail on the actions over the next 1-2 years.

The reasons for the decision and alternative options are as set out in the report to the meeting.

34. References from the Health and Wellbeing Board

Councillor Brian Ford, the Cabinet Member for Adults' Health and Social Care, and the Director of Law and Democratic Services, submitted a joint report inviting Cabinet to consider recommendations arising from the meeting of the Health and Wellbeing Board held on 12th July 2017.

Councillor Ford drew Cabinet's particular attention to the health and financial costs associated with treatment of conditions resulting from obesity.

Resolved – (1) That the draft Swindon Early Help Strategy 2017-2022 be adopted.
(2) That the Swindon Healthy Weight Strategy 2017-2022 be adopted.
(3) That the Restorative Youth Services Plan 2017/2018 be noted.

The reasons for the decision and alternative options are as set out in the report to the meeting.

35. Swindon Borough Local Development Scheme 2017

Councillor Toby Elliott, the Cabinet Member for Strategic Planning and Sustainability, and the Corporate Director for Communities and Housing, submitted a joint report seeking Cabinet's agreement of the Swindon Borough Local Development Scheme (LDS) 2017, including joint working arrangements with Wiltshire Council, and of the arrangements to make it publicly available.

It was noted that the LDS programme of development is the process requiring all Local Planning Authorities to maintain an up-to-date programme of the Development Plans that they intend to produce (principally the Local Plan) and when they intend to produce them. The LDS was last published in 2013 and, since that date, the Swindon Borough Local Plan had been adopted and evidence base work in respect of the Local Plan Review had commenced. It was emphasised that, in order to formally commence the Review, it was critical that an updated LDS was published to inform stakeholders and the public on the work programme and key dates in its production.

Councillor Elliott responded at the meeting to several questions put by Councillor Jim Grant, the Leader of the Labour Group, regarding the level of importance that planning inspectors were likely to attribute to the plans and also the effect on Plan commitments of developments outside the Borough's immediate boundaries.

Resolved – (1) That the Swindon Borough Local Development Scheme, at Appendix 1 to the report, be approved and published in accordance with the arrangements set out in paragraph 3.15 of the report.
(2) That the Head of Planning, Regulatory Services, and Heritage, in consultation with the Cabinet Member for Strategic Planning and Sustainability, and the Director of Law and Democratic Services, be authorised to make minor non-material changes to the content of the Swindon Borough Local Development Scheme if required, prior to publication.

The reasons for the decision and alternative options are as set out in the report to the meeting.

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

Councillor David Renard, the Leader of the Council, and the Director of Law and Democratic Services, submitted a joint report on the Local Government and Social Care Ombudsman's (LGO) Annual Review for 2016/2017, including a summary of LGO decisions in respect of complaints and enquiries received by the LGO with regard to Swindon Borough Council, a summary of LGO decisions in respect of upheld decisions with regard to complaints and enquiries about the Council, a summary of the numbers of complaints and enquiries made nationally, and details of trends in Swindon for the period 2010-2017.

The Leader of the Council thanked Officers and colleagues for ensuring that the number of complaints was low but encouraged all to do more to reduce this further still.

Resolved – (1) That the LGO's Annual Review 2016/17, including the summary of National Statistics, and the trends across service areas in Swindon 2010-2017, attached at Appendix 1 to the report, be noted.

(2) That it be noted that, of the total number of complaints submitted to the LGO in relation to Swindon in 2016/17 (47), 5 were upheld.

(3) That the Chief Executive, Corporate Directors, Directors and Heads of Service continue to ensure that, where possible, complaints are resolved internally in order to try and limit the number of such matters being referred to the LGO and that requests for information from the LGO are dealt with promptly.

The reasons for the decision and alternative options are as set out in the report to the meeting.

37. Kimmerfields: Central Business District

Further to Minute 20 of the Council, Councillor Garry Perkins, the Cabinet Member for Regeneration, and the Corporate Director of Resources and Growth, submitted a joint report seeking approval for the termination of the Development Agreement (DA) for the Kimmerfields development to allow other options for delivery of the scheme to be assessed and brought to the December 2017 Cabinet meeting for consideration. The report also sought approval to increase the amount previously allocated by Cabinet for payment of compensation for the land and interests acquired under the Swindon Borough Council (Kimmerfields) Compulsory Purchase Order 2014 ("Kimmerfields CPO").

Councillor Perkins responded to a question put by Councillor Jane Milner-Barry regarding the level of private sector investment in the Kimmerfields project to date and also agreed to provide a detailed written response.

Resolved – (1) That the Director of Law and Democratic Services, in consultation with the Corporate Director of Resources and Growth and the Cabinet Member for Regeneration, be authorised to agree the termination of the Development

Agreement (DA) with the parties named in the report, on the basis set out in paragraph 3.12 and 3.13 in the main body of the report, and on such terms as he may require to protect the Council's interests.

(2) That an increase in capital expenditure, as detailed in paragraph 3.17 of the report, be approved.

(3) That, subject to the termination of the DA, it be noted that the Corporate Director of Resources and Growth, in consultation with the Cabinet Member for Regeneration, will develop options to bring forward development on the Kimmerfields site and report back to the December 2017 Cabinet meeting.

(4) That the Cabinet Member for Regeneration report the outcome of this report to the Council meeting scheduled for 28th September 2017.

The reasons for the decision and alternative options are as set out in the report to the meeting.

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

Councillor Toby Elliott, the Cabinet Member for Strategic Planning and Sustainability, Councillor Oliver Donachie, Cabinet Member for the Economy and Skills, and the Corporate Director for Communities and Housing, submitted a joint report inviting Cabinet to consider the draft Swindon and Wiltshire Strategic Housing Market Assessment (SHMA) and Functional Economic Market Area Assessment (FEMAA), and agree to their publication as part of the evidence base for the Review of the Swindon Borough Local Plan.

It was noted that a first stage in the process of preparing a revised Local Plan was to establish the future housing and employment land needs of the Borough and that consultants were procured jointly by Swindon Borough Council and Wiltshire Council to undertake a SHMA and FEMAA for the area for the period 2016 to 2036. The report summarised the key findings of the draft SHMA and FEMAA.

Resolved – (1) That the draft Swindon and Wiltshire Strategic Housing Market Assessment (Appendix 1 to the report) and the draft Functional Economic Market Area Assessment (Appendix 2), be approved for the purposes of the evidence base for the review of the Swindon Borough Local Plan.

(2) That the Head of Planning, Regulatory Services and Heritage, in consultation with the Cabinet Member for Planning and Sustainability and the Cabinet Member for the Economy and Skills, be authorised to publish the Swindon and Wiltshire Strategic Housing Market Assessment and Functional Economic Area Assessment on an agreed date with Wiltshire Council, with a clear explanation of their status in the plan-making process and planning system.

(3) That the Head of Planning, Regulatory Services and Heritage, in consultation with the Cabinet Member for Planning and Sustainability and the Cabinet Member for the Economy and Skills, and in consultation with Wiltshire Council, be authorised to make minor non-material changes to the documents, as referenced in paragraph 2.1 of the report, prior to their publication.

The reasons for the decision and alternative options are as set out in the report to the meeting.

Annual Report of the Dorset and Wiltshire Fire and Rescue Service and Authority

Cabinet

Date: 18th October 2017

Author:	Cabinet Member for Regeneration and Vice-Chairman of the Dorset and Wiltshire Fire and Rescue Authority Chief Fire Office, Dorset and Wiltshire Fire and Rescue Service
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 This report seeks Cabinet's endorsement of the 2016-17 Annual Report of the Dorset and Wiltshire Fire and Rescue Service.
- 1.2 The Annual Report also provides Cabinet Members an opportunity to ask questions of the Chief Fire Officer about the provision of services to the Borough as well as further opportunities for partnership working.
- 1.3 The Fire Service's policies contribute towards achieving the Council's Vision Priority "Ensure Clean and safe streets and improve our public spaces and local culture. In addition, the former Swindon and Wiltshire Fire and Rescue Service and Authority were key signatories to the One Swindon strategy adopted by Council in 2011 (Council Minute 97, 2010/11 refers).

2. Recommendations

Cabinet is recommended to:

- 2.1 Endorse the 2016-17 Annual Report of the Dorset and Wiltshire Fire and Rescue Service.

3. Detail

- 3.1 Since 1st April 2016, Swindon has been served by the Dorset and Wiltshire Fire and Rescue Service, which came into being following the amalgamation of the previous services covering Bournemouth, Dorset, Swindon, Poole, and Wiltshire.
- 3.2 The new service is overseen by the Dorset and Wiltshire Fire and Rescue Authority, which currently consists of thirty councillors including five from Swindon. The current appointees from Swindon Borough Council are: councillors Steve Allsopp, Abdul Amin, Colin Lovell, Nick Martin and Garry Perkins (Council Minute 10, 2017/18 refers).
- 3.3 The annual report sets out the headline performance data for the Fire and Rescue Service along with summary information on income and expenditure during the 2016/17 Financial Year. A copy of the full report is attached at Appendix A following discussion and approval by the Dorset and Wiltshire Fire

Further information on the subject of this report can be obtained from Steve Jones, 01793 463602, stevejones@swindon.gov.uk.

Annual Report of the Dorset and Wiltshire Fire and Rescue Service and Authority

Cabinet

Date: 18th October 2017

Authority on 29th September 2017. Members are invited to ask questions of the Chief Fire Officer about the Service's record and ongoing strategies.

4. Alternative Options

- 4.1 Cabinet could choose not to accept the report. However, it has been considered by the relevant Fire Authority and the Fire Service is a key local public sector partner agency with whom the Council works.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no financial implications from adopting the report. The Dorset and Wiltshire Fire and Rescue Service is funded by a separate precept on the Council Tax, which the Borough collects on behalf of the Service.

Legal and Human Rights Implications

- 5.2 Legal and human rights implications were taken into account in preparing this report. It is considered that the report's recommendations are consistent with Convention Rights.

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

- 5.3 None.

Diversity Impact Assessment

- 5.4 No Diversity Impact Assessment (DIA) was undertaken as this report does not propose service changes.

Risk Management

- 5.5 None.

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 Dorset and Wiltshire Fire and Rescue Annual Report 2016/17

Further information on the subject of this report can be obtained from Steve Jones, 01793 463602, stevejones@swindon.gov.uk.

Annual Report of the Dorset and Wiltshire Fire and Rescue Service and Authority

Cabinet

Date: 18th October 2017

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is not a Key Decision and is included in the Cabinet Work Programme and for September 2017.

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DORSET & WILTSHIRE
FIRE AND RESCUE

Annual Report 2016/17



PASSIONATE ABOUT
CHANGING & SAVING LIVES

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Introduction



Ben Ansell,
Chief Fire Officer

This is our first Annual Report for the newly created Dorset & Wiltshire Fire and Rescue Service and the Authority that is responsible for it. Looking back, last year has been a challenging one for us. We are proud of our teams and how well they have adapted to form the new Service.

Over the past 12 months we attended nearly 12,500 incidents where people needed our urgent help. Whilst we will always provide this important service, we continue to do a lot of work to prevent fires and accidents from happening in the first place. Last year we engaged with over 1,000 local businesses and responded to nearly 1,500 building applications as well as undertaking a large number of fire safety audits.



Cllr Spencer Flower,
Chairman

We work hard to identify the people likely to have a fire and talk to them about minimising that risk with wide-ranging safety advice and by fitting free smoke alarms. Last year we completed over 12,000 safe and well checks, an essential means of reducing the number of fires. Whilst talking to these vulnerable people, we also help them to improve their wellbeing by helping them with additional needs they may have. For example, during our safe and well checks we are now moving to checking for frailty, warmth, risk of falling in the home and offering crime prevention support. By making referrals to partners where residents need support, this helps to reduce the pressures and costs for our partners in the ambulance, police and NHS.

Last year we worked with thousands of children and young people who received safety education talks and we ran a large number of youth intervention programmes. To help us further spread the word about reducing risks and making safer choices, we are expanding the network of safety centres to include a new centre on the border of Wiltshire and Swindon.

To help make our roads safer, we delivered road safety education to around nearly 17,000 young people and thousands of army personnel from across Dorset and Wiltshire. All in all it's been a very busy and productive year.

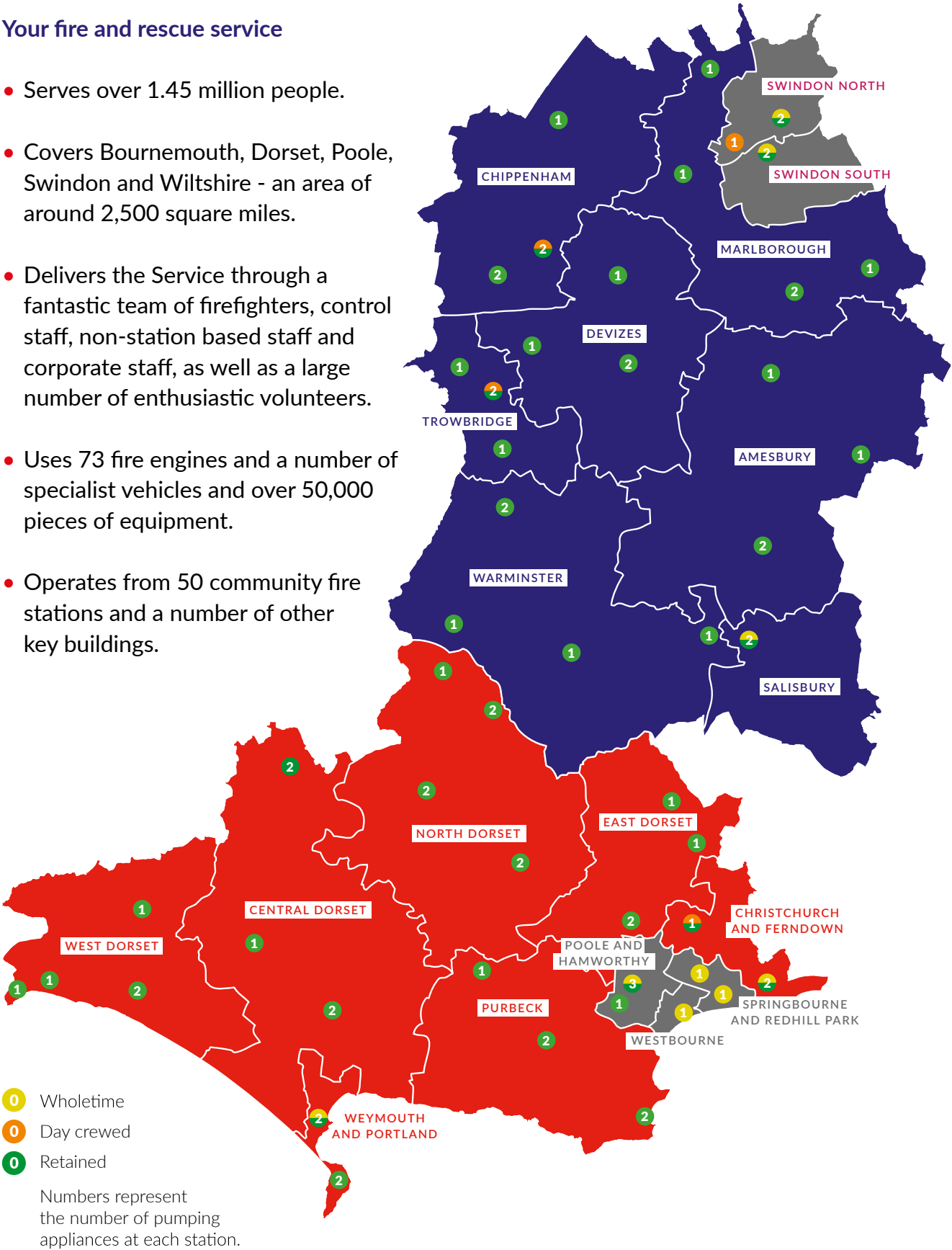
Finally, whilst this annual report gives you a flavour of what has happened last year, our Community Safety Plan 2017-21 sets out our future direction. This plan and a lot more information is available on our website or by contacting us.

We hope you enjoy reading this annual report.

About us

Your fire and rescue service

- Serves over 1.45 million people.
- Covers Bournemouth, Dorset, Poole, Swindon and Wiltshire - an area of around 2,500 square miles.
- Delivers the Service through a fantastic team of firefighters, control staff, non-station based staff and corporate staff, as well as a large number of enthusiastic volunteers.
- Uses 73 fire engines and a number of specialist vehicles and over 50,000 pieces of equipment.
- Operates from 50 community fire stations and a number of other key buildings.





Making safer and healthier choices



Key headlines



12,459
safe & well checks



16,900
people received road
safety messages



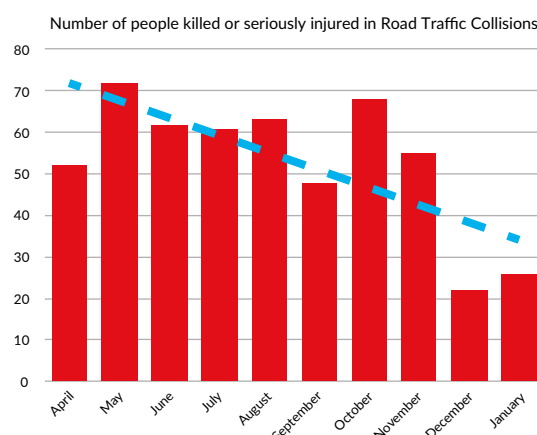
22,000
children received
safety messages



26
intensive youth
courses delivered



2,800
army staff received
road safety



Helping to achieve:

- Fewer injuries and deaths from accidental fires and preventable fires in the home.
- Fewer road traffic collisions that result in injury and death.
- Less anti-social behaviour and arson.
- More young people reaching their potential.
- More protection and support for vulnerable people so they can live fulfilling, independent lives.
- Less hospital admissions for vulnerable people.

Case study

On the 6th November 2016, we attended a very serious house fire in Swindon. This unfortunately resulted in the tragic deaths of two occupants and significant injuries to a young child. Firefighters also rescued three more occupants.

This incident lead to an immediate coordinated multi-agency response with Local Authority Officers, the police, Ward Councillors and Community Leaders. Our Safe and Well advisors, Firefighters and Local Authority Officers gave safety information to nearly 1,000 homes with 400 receiving a Safe and Well visit - many of which didn't have working smoke alarms.

Overview

Last year we delivered safety education talks and youth intervention programmes to over 22,000 children and young people. Our youth intervention programmes continue to be very well received. We delivered 26 youth courses last year with over 200 attendees, all helping to deliver positive outcomes for the young people and adults who attend them.

Since 1 April 2016, we undertook 12,459 Safe and Well checks. The visits increasingly provide advice and information not only on how to drive down the risk from fire but also how people can improve their overall health and well-being. By doing this, we are seeking to provide support for those experiencing frailty, warmth, risk of falling in the home, mental health and offering crime prevention advice. By working with partners in public health, local authorities, social services and the police we hope to reduce the demands on these services and save money across the wider public purse.

To help us target those at most need, we have invested in specialist community risk targeting software and we have been working hard

to increase the amount of partnership data through initiatives such as the 'Single View' initiative in Wiltshire and the Dorset Information Sharing Charter involving Dorset, Bournemouth and Poole. This is to ensure that our crews and Safe and Well advisers have the right information available to target the most vulnerable in our communities.

We have a number of portable misting units which can be fitted as a temporary measure in the homes of very vulnerable people, who often have significant mobility issues. The extension of the 'Orion network' through transmitters and repeaters on our fire stations now allows our Service Control Centre to be notified automatically should the portable misting units activate and a suitable response is then sent automatically.

We are focused on educating young drivers aged 16-24. The main education programme is through Safe Drive Stay Alive Roadshows focused on Schools and Colleges. We have delivered road safety education to around 16,900 people from across Dorset and Wiltshire. In addition, 24% of the British Army is located within the

Service area and data from the Ministry of Defence indicates that Army staff are 161% more likely to be involved in a road traffic collision than the rest of the UK population. As a result, we have focussed efforts on this high risk group and have delivered our roadshow to over 2,800 army personnel.

Moving forward



We will continue to focus on ensuring we are contributing towards wider health outcomes.

Our youth intervention and education programmes, including driver education, and our work in promoting wider health and well-being are also complimented by activities and events which take place at the SafeWise safety centres which we support financially in conjunction with partners and key stakeholders. The reach and impact of our work with the SafeWise charity will increase with the development of a new community safety centre at Wroughton.



Protecting you and the environment from harm

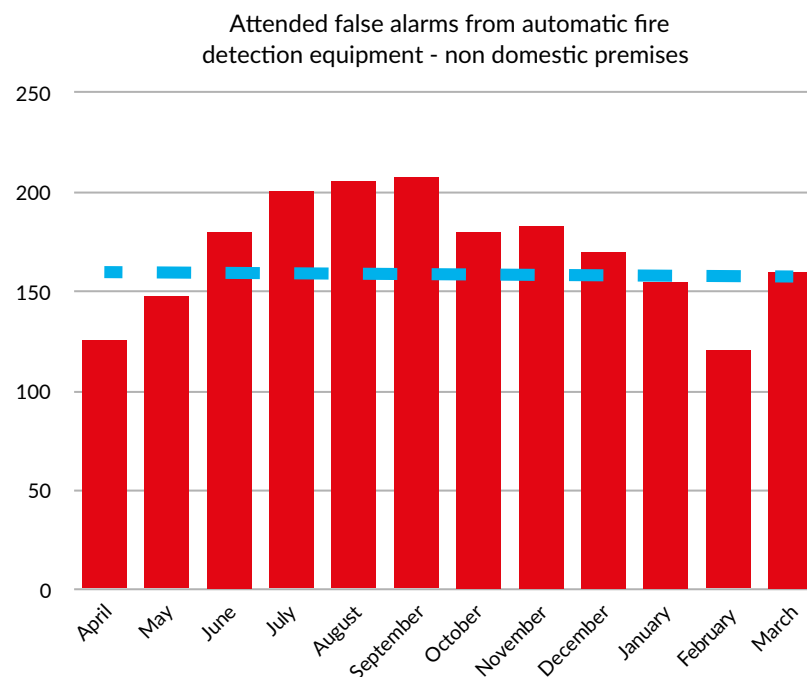


Key headlines



Case study

A fire crew attending a property for a false alarm had serious concerns about the level of housekeeping within the property and also the mental health and wellbeing of the occupant. Through a safeguarding officer they made a referral. The case was passed on to the local community Social Worker and a revised care package was put in place for the occupant, even though they were already known to Social Services. The occupant has subsequently received a Safe and Well visit from the Service and a tele-care link has been installed. The occupant is now safer and better supported.



Helping to achieve:

- Fewer injuries preventable fires, deaths and accidents.
- Less disruption from extreme weather, especially flooding.
- Fewer false alarms and unnecessary call outs.
- Less damage to wildlife.

Overview

Our fire safety inspection programme is based on actively targeting those buildings and people at greatest risk. Last year we continued to develop effective working relationships with the Care Quality Commission and Clinical Commissioning Groups for jointly regulated premises. This has allowed us to share knowledge on risk, educate partner agencies in our work and train partners in how they can assist us in recognising and reducing risk from fire. Our approach to safeguarding is in place with 24/7 coverage to manage safeguarding referrals and all personnel with safeguarding responsibilities also received additional training.

Our fire safety team undertook 706 fire safety audits and responded to 1,482 buildings regulations consultations as part of our statutory duties. We have actively engaged with over 1,000 local businesses to raise awareness of their fire safety responsibilities and where necessary to drive down the number of false alarm calls generated by faulty systems or misuse.

As part of the Primary Authority Scheme, whereby

we are the national lead for all fire safety matters associated with agreed organisations, we have adopted an active approach and this has resulted in our support for key housing groups such as Aster and Colten Care. We also support the Royal National Lifeboat Institution and Oak Furniture Land in achieving greater fire safety compliance in their premises nationwide.

Operational crews have continued to gather and review information and intelligence on key risks within their areas to help ensure that they are prepared for emergency incidents should they occur. We are investing in further technology to assist operational crews to get timely data to support their roles.

All high-rise buildings are included in the site specific risk information process. We also identify Grade 1 and 2 listing status so that these premises are appropriately protected and responded to.

We are an active member of both of the Local Resilience Forums that are in place across the Service area helping to ensure that we jointly plan and respond



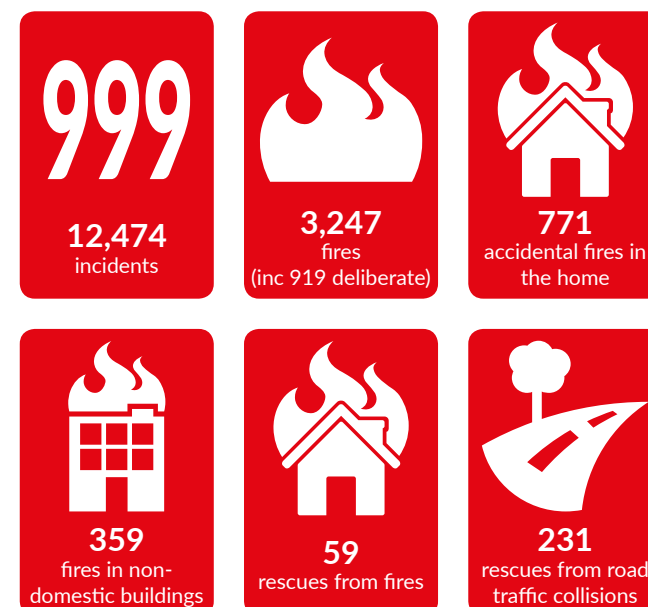
with our key partners. By understanding risk and the priorities for our area, we are able to understand the impact of emergencies occurring and work with statutory partners to assess the gaps in our ability to respond.

Moving forward

We will continue to have a pro-active approach to providing business support and education aimed at promoting residential and commercial sprinkler systems, alongside raising awareness of fire safety responsibilities and compliance. We are further strengthening our training to help identify safeguarding concerns and ensure that appropriate action is taken if a concern for an adult or child arises.



Key headlines



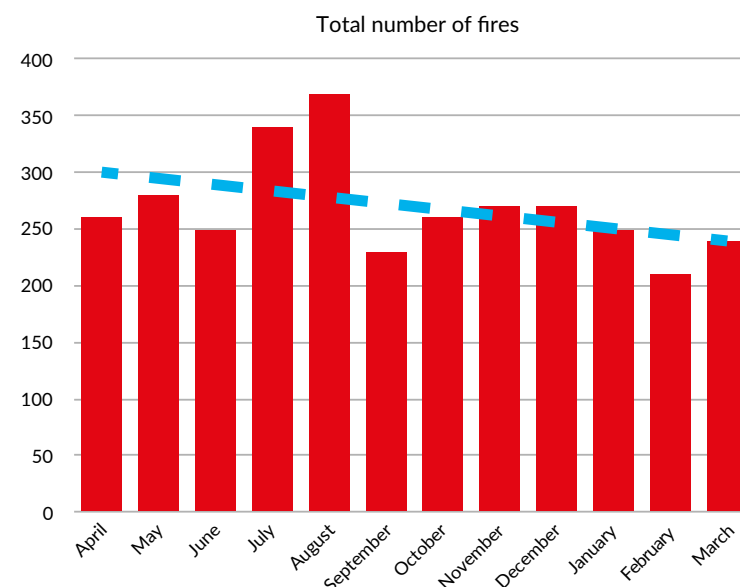
Case study

In March of this year, a serious fire broke out at HMP Guys Marsh. This drew significant resources from the Service and required a great deal of coordination across a number of responding organisations due to the complexity of the environment, being a secure prison. The fire was declared a 'major incident', which ensured that tried and tested processes and procedures, were put in place leading to the safe and effective resolution of the incident.

Both internal and multi-agency debriefs were held to ensure any learning points from the event were captured and addressed.

Helping to achieve:

- Fewer injuries and deaths from accidental fires and preventable fires.
- Safer roads with fewer road traffic collisions that result in injury and death.
- Fewer deaths and serious medical injuries.
- Safer firefighters and staff.



Overview

Last year we attended 12,474 incidents including 3,247 fires. We were called to 919 deliberately set fires and 771 accidental fires in the home. Tragically, six people lost their lives, five of which were accidentally started fires. We rescued 59 people from fire and 231 from road traffic collisions.

We have set our emergency response standards to focus on life risk, which for sleeping risks means we aim to arrive within 10 minutes for the first fire engine and 13 minutes for the second one, if needed. We achieved this on 71.6% and 65.7% respectively.

Where we know that our ability to physically achieve our response standards is not possible, we continue to work hard to help identify those most vulnerable in our communities and focus our efforts on prevention and fire safety.

To ensure that operational firefighters are safe to carry out their roles, we have continued to develop our approach to acquiring, applying and maintaining our operational competences.

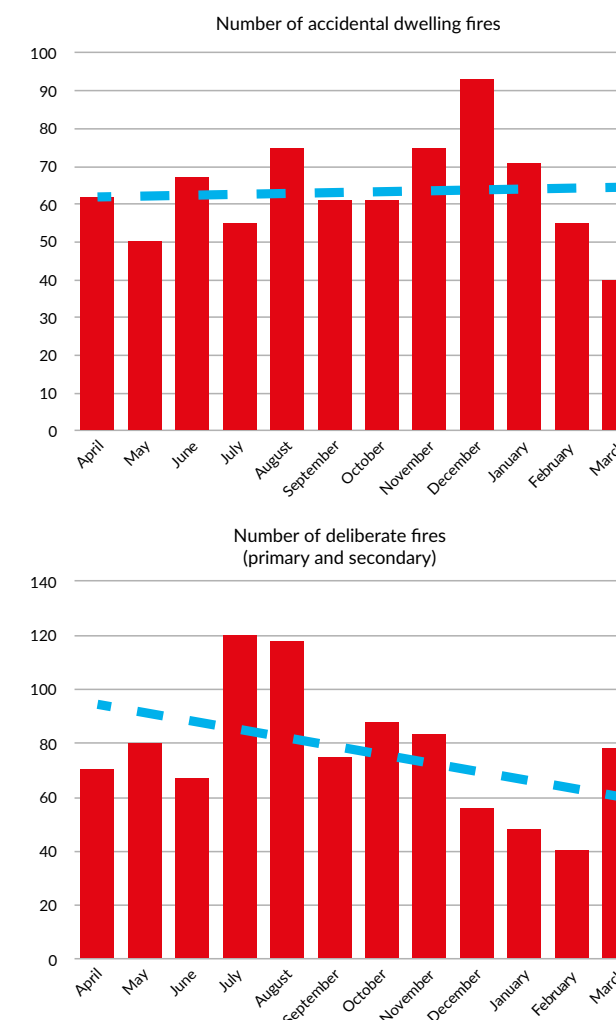
Moving forward

In the first year of the Service we have concentrated on aligning operational ways of working. We will continue to do this, as well as implementing reviews associated with rescues from height, dealing with flooding or any other foreseeable



event that can be mitigated by our response capabilities. We are investing significantly in mobile technology devices to help ensure that operational staff have accurate and timely information to do their job efficiently and safely.

Whilst our availability to respond to the wide range of emergencies that we face is suitable and sufficient in our major conurbations, 85% of our response appliances are crewed by on-call duty system firefighters who are mostly operating in rural areas. Attraction, recruitment, retention and therefore availability of our on-call firefighters continues to be a challenge. We have therefore been focussing on local campaigns to improve the establishment of our on-call duty system staff. This has had increasing success and together with a comprehensive on-call review, this will help ensure the sustainability of this critical section of our workforce.



Making every penny count



Key headlines

£4m

of annual cashable and non-cashable savings



Unqualified audited accounts



Below average costs per head



At or below costs against a national 'basket of goods'

100%

of all requests under the Data Protection Act have met the statutory timescales

99%

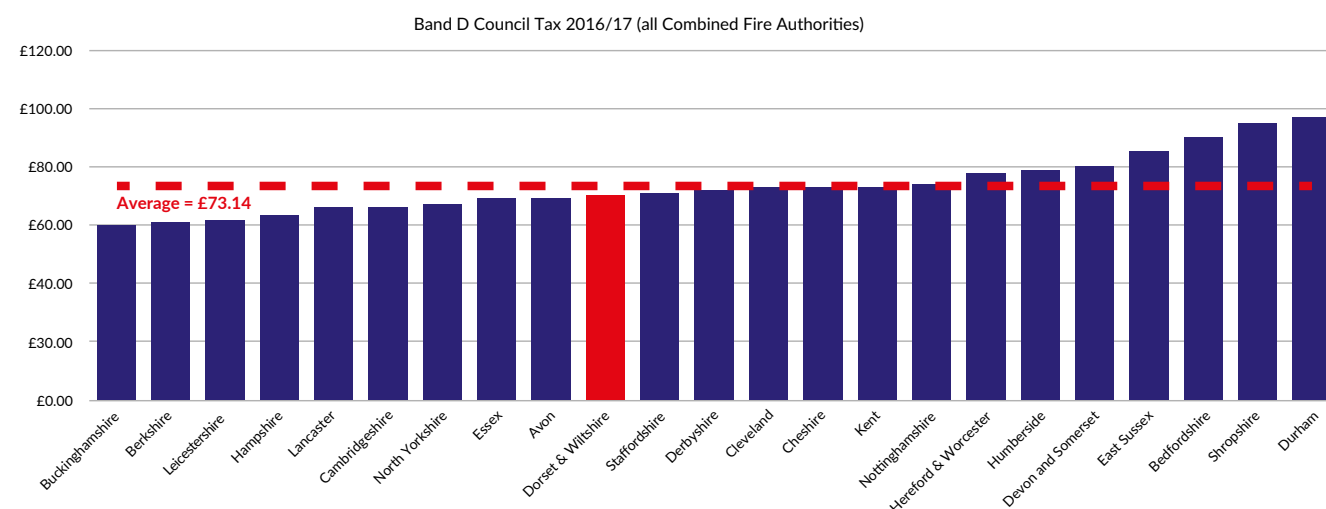
of Freedom of Information requests within timescales

93.5%

of complaints resolved within 14 days

Helping to achieve:

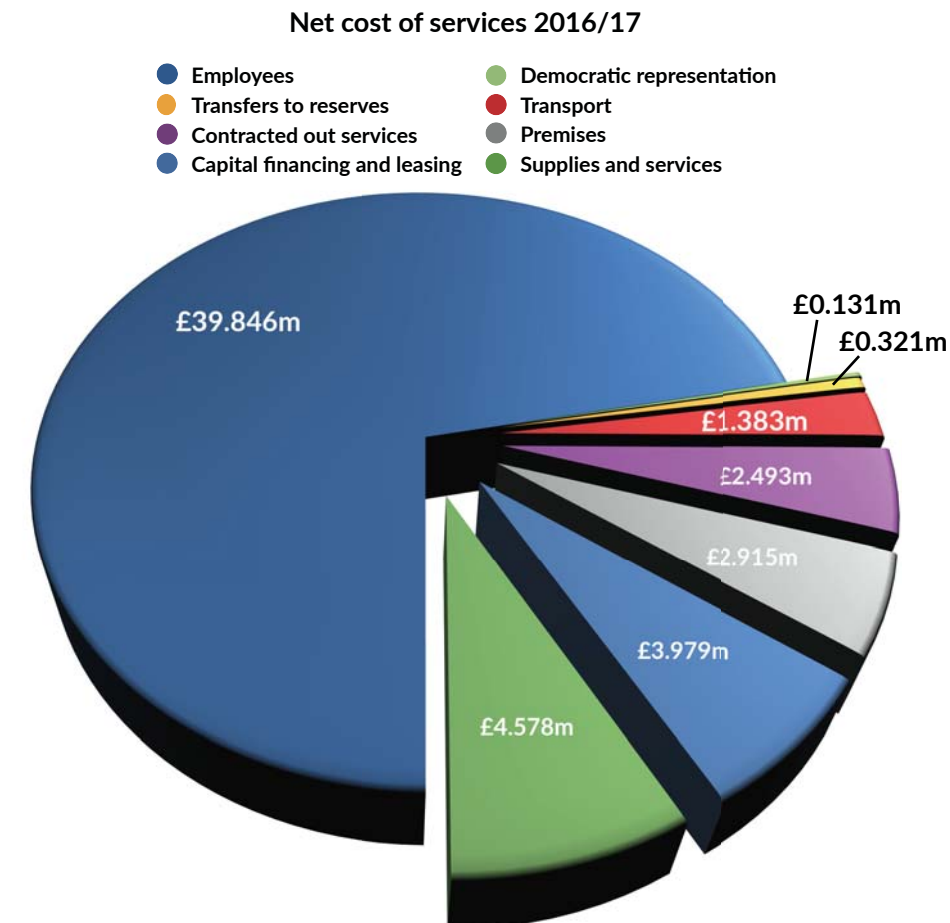
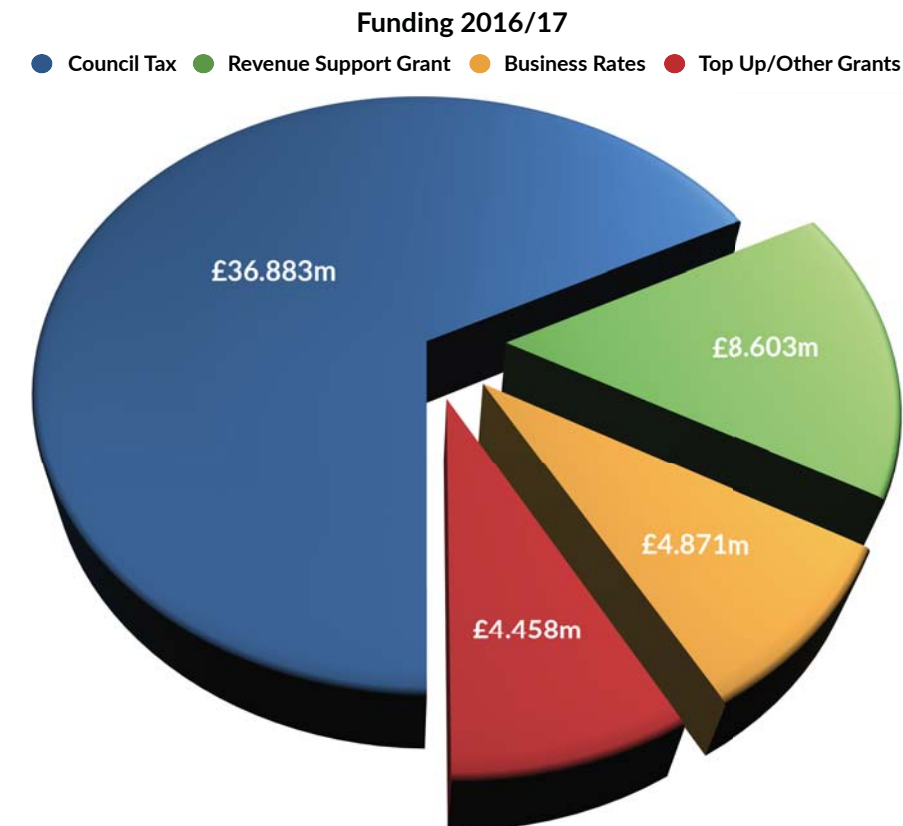
- A stronger, more financially stable fire and rescue service putting as much money in the frontline as we can.
- Maximising usage of buildings and minimising their running costs.
- Being more cost-effective by working more closely with other emergency services and local authorities.
- A reduced carbon footprint, fewer unnecessary journeys and more cost savings.



Overview

Last year our Band D fire precept was £69.21, compared to a national average of £73.14. We achieved £4m worth of cashable and non-cashable savings in order to help balance the 2016/17 budget. The main areas for savings have been through senior management reviews, rationalising non-station based staffing and flexi duty officers, establishing a single Service Control Centre. The remaining savings came through other areas, such as property sharing initiatives, smarter working practices and changes in procurements and contracts.

In addition to this, we have also been able to invest in strengthening the availability of fire appliances in rural areas. We are working hard with the SafeWise charity and partners towards establishing a new safety centre on the Wiltshire and Swindon border. This new community facility will complement the existing centres in Bournemouth and Weymouth where over 15,000 young people visit each year to learn in a safe and controlled environment and become aware of every day dangers to reduce accidents happening. In addition, we have worked



with Wiltshire Council to establish a new headquarters at their Five Rivers health and wellbeing centre in Salisbury. We are also working with key partners to explore opportunities for sharing our fire stations and in some case to establish new buildings in line with the One Public

Estate initiatives operating in both Dorset and Wiltshire. As well as ensuring sound financial management, we are also pleased that our internal and external auditors have not raised any significant governance issues. Each year we are required to provide

an annual statement of assurance. The statement includes a number of links to the reports that assess our performance along with our Statement of Accounts, our Annual Governance Statement and our external assessment reports. These are all available from our website.

Moving forward

In spite of our combination, we received the fourth worst financial settlement for Combined Fire Authorities in England and Wales (27%).

We will constantly review all aspects of our Service to identify ways we can improve efficiency and make our money go even further. We are consolidating contracts and working with others to procure key support services

to maximise our savings. It was pleasing to note that recent government analysis demonstrates that against a standard 'basket of goods', that we purchased them at or below the average for fire and rescue services in England. We are reviewing whole time duty systems to more efficiently crew appliances to help us set a balanced budget in future years. We are working hard to reduce non-

essential travel for our staff by investing in new technology. This will save time and money, reducing our carbon footprint. Maximising the space available in our buildings is another way we are reducing our costs. We already share facilities with the police, ambulance and local councils, and will continue to realise new opportunities for sharing our buildings and generally working more closely.

Our future plans



Members of the Fire and Rescue Authority

The Fire and Rescue Authority oversees the Dorset & Wiltshire Fire and Rescue Service. The Authority currently has 30 Members who are appointed annually by their Councils:

- Ten from Wiltshire Council.
- Eight from Dorset County Council.
- Five from Swindon Borough Council.
- Four from Bournemouth Borough Council.
- Three from Borough of Poole

The proportion of Members is on the basis of the numbers of electors in each of the constituent areas. The Authority's statutory core functions, as laid down in the Fire and Rescue Services Act 2004, are to:

- promote fire safety in its area;
- extinguish fires and protect life and property from fire;
- deal with road traffic accidents and the rescue of trapped persons; and
- deal with other types of emergencies as designated by order from the Secretary of State.

The Authority has a number of sub-committees including four Local Performance and Scrutiny Committees that look closely at performance and improvements at a local level.

More information about the Authority and these committees can be found on our website.

As an Authority, we are always looking to improve what we do and how we do it. We have a great workforce that work tirelessly to help make Dorset and Wiltshire a healthier and safer place to visit and work.

By working together with other agencies in a joined up way, we can deliver our priorities and reduce demands on the police, adult care, children's services, health services and many others. Ultimately, this saves us all money and makes the best use of our valuable public sector resources.

Our Community Safety Plan 2017-21 sets out the future ambitions for the Service over the coming years. It highlights our key priorities and what we intend to focus on, including our key targets.



DORSET & WILTSHIRE FIRE AND RESCUE

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[/c/DWFire](https://www.youtube.com/channel/UCDWFire)



Dorset & Wiltshire Fire and Rescue Service
Five Rivers Health & Wellbeing Centre
Hulse Road
Salisbury
Wiltshire
SP1 3NR

PASSIONATE ABOUT

CHANGING & SAVING LIVES

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Swindon A Learning Town

Cabinet

Date: 18th October 2017

Author:	Cabinet Member for Children's Services and School Attainment Cabinet Member for Economy and Skills Head of Education: Strategic Commissioner Routes to Employment
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 The report informs Cabinet of a new initiative called "Swindon: A Learning Town" which is being developed as an important part of Swindon Challenge and has the overall aim to raise aspirations, improve educational attainment, improve the profile of the importance of learning and its potential to improve lives.
- 1.2 The report is necessary because the Learning Town initiative will raise educational standards by engaging a wide range of partners across the town including local business, cultural and community organisations and all those engaged in education and training. The focus will be to raise the profile of the benefits of learning and celebrate achievement whilst raising the aspirations of children, young people and adults. .
- 1.3 The "Swindon: A Learning Town" initiative links into one of the key priorities of the council's vision for Swindon. Priority 2 is focused on education and includes a number of corporate performance measures to improve education, skills and employment outcomes. .

2. Recommendations

Cabinet is recommended to:

- 2.1 Approve the principle of developing the "Learning Town" concept in Swindon, the key objectives, governance arrangements and timescales for development and delivery outlined in the report,
- 2.2 Commit to champion the concept of "Swindon: A Learning Town" and to authorise the Director of Children's Services in consultation with the Cabinet Member for Children's Services and School Attainment and the Cabinet Office for the Economy and Skills to support the concept.
- 2.3 Endorse the financial arrangements outlined in the report.

3. Detail

- 3.1 Key Council strategies including the Health and Wellbeing Strategy and the Economic Strategy outline the importance of good educational outcomes and

Further information on the subject of this report can be obtained from Peter Nathan, 01793 463067, pnathan@swindon.gov.uk.

Swindon A Learning Town

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lifelong learning in order for residents to fulfil their potential, be able to compete for jobs, make a contribution, and to be resilient to life's challenges. The Swindon Challenge Action Plan and the Skills and Employment Strategy outline the key activities in place to work with partners to improve educational outcomes and ensure the right opportunities are in place for residents. The strategies indicate a need for to raise aspirations in Swindon and has highlighted that not all communities and families see the benefit of education and learning to improve their lives.

Swindon Challenge and "Swindon: A Learning Town"

- 3.2 The Swindon Challenge programme began in January 2017 and has already had a beneficial impact in supporting the improvement of standards in Swindon schools. For example, provisional results for primary schools for children in their phonics tests, Key Stage One SATs and Key Stage Two SATs have shown a marked improvement over 2016. Outcomes from Ofsted inspections in primary schools put Swindon in the top quartile of local authorities in the country.
 - 3.3 The "Swindon: A Learning Town" initiative is being developed because there is a need to raise the profile of the benefits of learning and in doing so raise aspirations of some young people and adults in the borough. Swindon has a relatively low rate of young people moving on to higher education and has been identified as a 'cold spot' by the Higher Education Funding Council. In some wards in Swindon only 8% of young people move on to university or other forms of higher education.
 - 3.4 GCSE results in secondary schools have been consistently lower than the national average over a number of years and not enough young people have been achieving the higher grades to enable them to progress to A levels and do well on these courses. There have been some improvements in recent years for example in the considerable improvement at Swindon Academy and Nova Hreod Academy but there is still a lot more to do.
 - 3.5 Swindon is also benefiting from a number of initiatives to boost educational achievement in the Borough.
 - 3.5.1 Oxford Brookes University have obtained approximately £1.2 million over the next two years for a programme called Study Higher. This is to work with young people between the ages of 14-19 in order to increase the percentage of young people accessing higher education. As part of Study Higher, the Council has worked with all schools and colleges and an organisation called Villiers Park to secure over £250,000 over the next two years to target 400 young people to deliver specific activities raise aspirations identified by the schools.
 - 3.5.2 Swindon schools will also have access to three new projects funded through the DfE's Strategic School Improvement Fund. These include the
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Further information on the subject of this report can be obtained from Peter Nathan, 01793 463067, pnathan@swindon.gov.uk.

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development through the White Horse Federation of a Swindon College of Leadership in a partnership local business and with Gloucester University and the Open University. Excalibur Teaching School have won a bid to support phonics in the borough whilst Plymouth Teaching School will support the development of Oracy (speaking and listening).

3.6 The learning town initiative is based on a UNESCO idea of learning cities and an approach taken by Bristol to raise aspirations and standards there. In Bristol, the learning city partnership board have developed these aims:

3.6.1 Champion learning as a way to transform lives, communities, organisations and the city: we want everyone to be proud to learn throughout their lives;

3.6.2 Take responsibility for learning across the city, to tackle the systematic challenges that lead to inequality, by sharing our expertise, targeting our resources and taking collective action to add value to the work we do individually; and

3.6.3 Realise a shared vision, deliver change and make a greater impact.

3.7 The learning city initiative has had a considerable impact in Bristol and it is felt that using some of these ideas would support the drive to raise aspirations and outcomes in Swindon. An example of impact has been the dramatic decline in permanent exclusions with schools working together and with a range of provisions for the good of the city. More information on the work in Bristol can be found on <https://www.bristollearningcity.com>

Key objectives

3.8 The key objectives of “Swindon: A Learning Town” will reinforce the objectives of Swindon Challenge and support elements of the Skills and Employment Strategy. The objectives will focus on:

3.8.1 Raise the aspiration and ambition of all children, young people and adults of all ages in their educational attainment.

3.8.2 Raise the profile of life-long learning and education for all to engender an enjoyment of learning across the Borough and a recognition of the wider benefits to improve lives.

3.8.3 Raise achievement and improve the level of qualifications/skills gained by Swindon young people.

3.8.4 Increase the number of students with higher level qualifications and participation in Higher education.

Further information on the subject of this report can be obtained from Peter Nathan, 01793 463067, pnathan@swindon.gov.uk.

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- 3.8.5 Increase the number of young people with STEM (science, technology, engineering and maths) qualifications and ensure a good understanding of the employment opportunities requiring STEM.
- 3.9 The exact wording of the objectives will be confirmed by the Swindon Challenge Board at its next meeting in November.

Governance and Funding Arrangements

- 3.10 “A Learning Town” sub-group will be set up as part of Swindon Challenge with a reporting line to the Swindon Challenge Board. This will be chaired by the Corporate Director of Children’s Services with representation from a range of those with interest in taking the Learning Town forward. This will include business leaders, representatives from local, voluntary sector organisations as well as from the education community. A key focus for the sub-group will be a focus on STEM (science, technology, engineering and mathematics) to encourage young people to obtain STEM qualifications, seek employment in related industries and have the skills and employability to work in Swindon. There is already considerable enthusiasm for this concept from “Switch on to Swindon” ambassadors as well as from schools
- 3.11 Funding for “Swindon: A Learning Town” would come from a number of sources. This would include from Swindon Challenge funding, from adult and community learning and it is hoped to source support and sponsorship from the business community.
- 3.12 The learning town initiative raises the possibility of raising the profile of education in a number of ways. These include:
- 3.12.1 Having town wide weeks for example to encourage reading, to focus on science and technology, to promote enterprise and learning music and art;
- 3.12.2 Developing a programme in which senior executives from business and the Council to support and mentor young people in their studies and raise their aspirations;
- 3.12.3 Having a town wide celebration of success for those young people and adults who have achieved well in their education and who have contributed to education in the town; and
- 3.12.4 Promote lifelong learning through advertising and showcasing through a website the impact that learning can have on people’s lives.
- 3.13 The potential for town wide initiatives to promote and further improve educational outcomes and aspirations through the Learning Town is clearly there. It could be a very beneficial way of inspiring young people and adult in their learning.

Further information on the subject of this report can be obtained from Peter Nathan, 01793 463067, pnathan@swindon.gov.uk.

Swindon A Learning Town

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Date: 18th October 2017

4. Alternative Options

- 4.1 Other options for raising standards in education are already included within the Swindon Challenge programme. An alternative option would be not to progress with the learning town initiative but this could be a missed opportunity to engage the whole community in further improving educational opportunities in the town and raising aspirations.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 Funding for the “Swindon: A Learning Town” is to come from the allocated budget for Swindon Challenge. No additional resource is available currently but this will be kept under review as the programme develops.

Legal and Human Rights Implications

- 5.2 There are no legal or human rights implications to the report. It is considered that the report’s recommendations are compatible with Convention Rights.

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

- 5.3 There are no other implications.

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment (DIA) has been completed and a copy is available from the report author. This shows that this initiative may have a positive impact on a range of groups with protected characteristics and also for disadvantaged communities.

Risk Management

- 5.5 The “Swindon: A Learning Town” will be overseen by the Swindon Challenge Board which will ensure that the project is managed within budget and within in the constraints of its remit.

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.

Further information on the subject of this report can be obtained from Peter Nathan, 01793 463067, pnathan@swindon.gov.uk.

Swindon A Learning Town

Cabinet

Date: 18th October 2017

8. Appendices

8.1 None.

9. Key Decision/Decision in Cabinet Work Programme

9.1 This is not a Key Decision and is included in the Cabinet Work Programme for October 2017.

Council Tax & Care Leavers

Cabinet

Date: 18th October 2017

Author:	Deputy Leader of the Council and Cabinet Member Finance and Commercialisation & Cabinet Member for Children's Services and School Attainment
	Head of Revenues and Benefits & Director of Children's Services
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 This report recommends that consultation commences on granting Discretionary Discounts of Council Tax to care leavers.
- 1.2 This will help in delivering the Council's Priority of helping 'people to help themselves while always protecting the most vulnerable' and help the Council deliver its Corporate Parenting responsibilities for the children in our care.

2. Recommendations

Cabinet is recommended to:

- 2.1 Authorise consultation on the granting of a 100% Swindon Council Tax exemption for Swindon care leavers until the age of 21 and consult on a 50% discount for those with joint Council Tax responsibility with one other person living in the Swindon Borough Council area. It is further proposed that where care leavers have joint Council Tax responsibility with 2 other persons the discount will be 33% and 25% if the joint responsibility is with 3 other persons.
- 2.2 Consult on extending any Exemption or Council Tax Discount for Swindon Care Leavers under the age of 25, where good reason or hardship is shown and in order to prevent destitution or homelessness, and where help provided under the Council Tax Support scheme, other discounts or Discretionary Housing Payments is not sufficient.
- 2.3 Note that the result of the consultations will be reported to Cabinet with any final proposals in February 2018. If agreed these discounts will be effective from 1st April 2018 with discretion to cancel any outstanding arrears owed prior to this date
- 2.4 Subject to recommendation 2.3, and the discounts being agreed, authorise a review of these measures be undertaken at the beginning of the financial year 2019/20. This review will report on the numbers and values of discounts granted in the first full financial year and will evaluate whether any further measures are required, particularly to help care leavers aged between 21 and 25.

Further information on the subject of this report can be obtained from Andy Stevens telephone (01793) 464661 or email anstevens@swindon.gov.uk

Council Tax & Care Leavers

Cabinet

Date: 18th October 2017

3. Detail

- 3.1 Corporate Parenting is a statutory function and responsibility of the Council. The underlying principle is that every Local Authority will work effectively to achieve the same outcomes for children and young people in care that every good parent would want for their own children. Children and young people who are Looked After by the local authority rather than their parents are likely to be amongst the most vulnerable in the community. One of the priorities of Corporate Parenting is to support young people to move successfully to adult life and that they move into independent living when they are ready to do so and are well supported.
- 3.2 A report by the Children Society entitled 'The Wolf at the Door' found that when care leavers move into independent accommodation, managing their own budget for the first time can be challenging. It makes a number of recommendations, including the exemption from Council Tax for care leavers, since it would help remove some of the initial financial pressure for the young person.
- 3.3 Nineteen other Local Authorities are now operating discounts for Care Leavers and a number of others are proposing to do so. Approximately half of the Authorities that offer the exemption for under 21 year olds extend this to those under 25. Four others have a discretionary scheme for 21 to 25 year olds.
- 3.4 An analysis of care leavers in Swindon showed that out of the 128 care leavers under the age of 21 only 30 had a Council Tax liability during the financial year 2016/17. During this year £14,682 Council Tax was invoiced of which £8,149 had been paid by the end of July 2017. Unfortunately many of the individuals concerned were taken to court in order to obtain payments. This incurs them with court costs, and in addition to the extra financial cost, hinders wellbeing and does not help in the individual's development.
- 3.5 As part of the Council's Financial Inclusion Policy, Care leavers will receive assistance with personal budgeting and other skills training, which will help develop their independence. Financial planning and budgeting will be part of every Pathway Plan as they move towards independence. This will be the responsibility of the Transition and Leaving Care Team in Children's Services. The Transition and Leaving Care Team and the Revenues and Benefits Service will also work together to ensure those reaching the age of 21 are aware that a Council Tax liability is due to commence shortly and given information and support on what further help is available.
- 3.6 Amongst other stakeholders, Parishes and other precepting authorities will be consulted with, since the reduction in Council Tax will impact them, although this is predicted to have a small impact. A Consultation questionnaire will be available on the Council's website and precepting bodies and members of stakeholder groups, such as the Swindon Benefits and Welfare Reforms Strategy Group and the Children's Health, Social Care and Education Overview and Scrutiny

Further information on the subject of this report can be obtained from Andy Stevens telephone (01793) 464661 or email anstevens@swindon.gov.uk

Council Tax & Care Leavers

Cabinet

Date: 18th October 2017

Committee, along with any other interested persons will be invited to respond. The Head of Revenues and Benefits will collate any responses and report the results to Cabinet with any final proposals in February 2018.

4. Alternative Options

- 4.1 Cabinet could choose not to consult on the proposals in this report and implement it.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 If agreed, after the consultation, the proposed changes will incur a small cost in system development and testing, which will be needed to update the Council Tax system and bills. There will also be a reduction in the Council Tax due and collected, which is estimated to be a maximum of £20,000 per annum.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been taken fully into account in compiling this report. It is considered that the steps taken by the Council in relation to this are proportionate and compatible with convention rights. There are a number of pieces of legislation and statutory guidance that set out the role of the local authority in respect of cared for children and care leavers, such as the Corporate Parent in the Children's Act 1989 and 2004 and the Children and Young People Act 2008. The Council can give Council Tax discretionary discounts under section 13A of the 1992 Local Government Finance Act, as amended.

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

- 5.3 Reducing the numbers of people against whom recovery action is undertaken may help reduce poverty and possible links to crime, in addition to helping meet the Council's pledge number 24.

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment (DIA) has been undertaken and the offering of discounts to care leavers has not been found to have any adverse impact. Care leavers are often found to be within or form low income households and so this and Council Tax Support assist with reducing financial deprivation.

Risk Management

- 5.5 There are risks associated with not assisting Care Leavers in achieving financial stability and also in the Council Tax system development and testing.

Further information on the subject of this report can be obtained from Andy Stevens telephone (01793) 464661 or email anstevens@swindon.gov.uk

Council Tax & Care Leavers

Cabinet

Date: 18th October 2017

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 Pledges for Care Leavers

8. Appendices

- 8.1 None

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is a Key Decision and is in the Cabinet Work Programme for October 2017.

Fire safety in high-rise residential blocks of flats

Cabinet

18th October 2017

Author: Cabinet Member for Housing and Public Safety
Corporate Director of Communities and Housing

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report seeks to advise Cabinet on the existing fire safety measures that are in place to the Council's residential blocks of flats, which ensures that they are safe to live in. It also sets out the proposed activities to improve fire safety following the Grenfell Tower fire. It is a response to the resolution at Council of 13th July 2017 (Council Minute 19, 2017/18 refers).
- 1.2 The report also seeks Cabinet's approval for the proposed fire safety improvements to comply with current benchmark standards and further enhance fire safety, which will also help to make sure that residents feel safe.
- 1.3 Fire safety work is directly linked to the Council's Priority 1: "Improve infrastructure and housing to support a growing, low-carbon economy."

2. Recommendations

Cabinet is recommended to:

- 2.1 Authorise fire safety improvement works and allocate a budget of £1,066,380 as set out in the summary of fire safety costs shown in Appendix 1.
 - 2.2 Allocate a revenue budget of £50k to appoint a consultant for a sample of intrusive type 4 fire risk assessment surveys to be carried out, which will provide a comprehensive fire safety report for the different types of flats.
 - 2.3 Increase resources and allocate a revenue budget of £40k for a temporary post to manage fire safety activities for a 12 month period, as a one-off cost.
 - 2.4 Endorse that future fire risk assessments are carried out to a type 3 level to ensure that the communal areas (common parts) and a sample of flats are included within the fire risk assessment for each block of flats, which is to be an ongoing cost of £20k per annum; and
 - 2.5 Authorise the Head of Housing Services to prioritise future fire safety work arising from more in-depth fire risk assessments as part of the annual budget setting process for future capital programmes of work.
 - 2.6 Invite the Cabinet Member for Housing and Public Safety to report these decisions to Council in response to the resolution of 13th July 2017.
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Further information on the subject of this report can be obtained from Gerry O'Connor, tel. 01793 463452 or go'connor@swindon.gov.uk.

Fire safety in high-rise residential blocks of flats

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3. Detail

3.1 On 13th July 2017, Council resolved with all-party support (Council Minute 19, 2017/18 refers):

3.1.1 "This Council notes:

1. With sadness, the loss of life at Grenfell Tower, London.
2. The response by this Council's Officers to communicate with and reassure tenants.
3. The benefits of sprinkler systems in tall buildings

This Council invites the Mayor to write to the Mayor of the Royal Borough of Kensington and Chelsea expressing Council's condolences.

This Council requests that the Cabinet Member for Housing and Public Safety, in consultation with the other key services, particularly the Dorset and Wiltshire Fire Service, bring a report to Cabinet as soon as possible about how the installation of sprinklers and other fire safety measures could be incorporated into the refurbishment programme for Council-owned tall multi-storey residential buildings".

3.2 The Council owns and manages just under 4,200 flats, which have been purpose-built and categorised as follows:

3.2.1 David Murray John (DMJ) Tower, a 21-storey mixed commercial and residential use within the top part of the building (72 flats);

3.2.2 Six 10-storey general-purpose blocks; Milverton Court, Torrington Court and Hatherleigh Court located in the Parks and Upavon Court, Cleverton Court and Seagry Court located in Penhill. (246 flats);

3.2.3 Thirty two sheltered schemes, which includes George Hall Court, an 8-storey building located in Park South; (1,425 flats);

3.2.4 Approximately ninety medium-rise blocks of flats, which are generally 3 or 4 storeys high; (812 flats); and

3.2.5 Just over five hundred low-rise 2 storey blocks of flats (1,630 flats).

3.3 All blocks of flats are held within the Housing Revenue Account (HRA), apart from the DMJ which is a General Fund (GF) asset. The Council is also the landlord for approximately 496 leaseholders located within council-owned blocks of flats and has a duty of care to ensure that these flats are compliant with fire safety measures for the integrity and safety of all residents.

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- 3.4 The Grenfell Tower fire in North Kensington, London on 14th June 2017 raised national concern about renovation works to high-rise blocks of flats and general fire safety measures in place for all high-rise buildings. It is understood that the external cladding used on the Grenfell Tower created a risk to fire safety.
- 3.5 The Council has notified the Department for Communities and Local Government that none of its high-rise blocks have been refurbished with the same Aluminium Composite Material (ACM) panels or cladding that may have been a contributory factor for the rapid spread of fire at Grenfell Tower.
- 3.6 A briefing was provided to the Housing Advisory Forum Cabinet Member Advisory Group (CMAG) on 19th July 2017, which gave an update on the activities, events and advice given to tenants and leaseholders following the Grenfell Tower fire (full details on intranet site). Members of CMAG requested that the Cabinet Member give further consideration to the installation of a sprinkler system to all high-rise blocks of flats and in particular George Hall Court (sheltered housing) due to residents' special needs. The current Building Regulations require a sprinkler system for all new and fully refurbished residential buildings over 30 metres high. As George Hall Court was fully refurbished in the 1990's along with further improvements in 2010 it will not be considered for further works for some time. It also has residents with increased vulnerabilities. Therefore, it is proposed to install a fire suppression system (sprinkler or misting system) to George Hall Court.
- 3.7 A "Green Paper" report to support policy development was submitted to Adults' Health, Adult's Care and Housing Overview and Scrutiny committee on 19th September 2017 to allow Members to review the existing fire safety measures in place and examine the proposed improvements and make recommendations, prior to any formal decisions being made, to improve fire safety. Members of Overview and Scrutiny Committee requested an update on the investigation works to assess the insulation and fire stopping already in place to the existing aluminium curtain walling to the DMJ tower and were advised that is planned to be completed by external consultants within the next few weeks. They also cited the option to use a single room fire suppression system to prevent the spread of fire, which will be investigated but is more likely to be used for any specific cases highlighted through risk assessments and will not provide fire suppression throughout a flat. Furthermore, they mentioned a recent problem with contractors compromising fire safety due to storage of materials and propping open fire doors in the DMJ tower. Officers advised that the contractors were instructed straightaway and immediate action was taken. Officers will remain vigilant to prevent this type of problem occurring again.
- 3.8 A recent options appraisal of two of the six 10-storey block of flats identified that full refurbishment is the most viable option for these blocks of flats. The installation of a fire suppression system (sprinkler or mist system) will therefore be a priority as part of any future refurbishment works to all six 10-storey blocks.
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At present, this type of accommodation is increasingly being used for temporary accommodation due to under occupation rules arising from changes to Housing Benefit Entitlement, which means that more families are now living in high-rise blocks of flats. There will be a slight increase in the service charge costs for the on-going maintenance of a fire suppression system.

- 3.9 The DMJ tower currently has a mixed residential and commercial use and is in need of extensive refurbishment works. Only a limited number of the commercial lower floors of the building are now occupied. An options appraisal is being carried out to determine the most suitable use and investment need for the DMJ tower. It will be a priority to include costs and options for the installation of a fire suppression systems as part of the options appraisal work. The installation of a fire suppression system will be a high priority for any future improvement or refurbishment works to the DMJ tower.
- 3.10 Building regulations do not apply to buildings constructed prior to the enforcement date of any new or amended regulations. In some instances it is not practical or feasible to impose the current guidance for new blocks of flats retrospectively. The Local Government Association published Fire safety in purpose-built flats in 2011, which sets out the benchmark standard for blocks of flats. The existing fire safety measures in place and proposed improvements, in line with the benchmark standards, for fire safety to the different categories of blocks of flats are shown at Appendix 1. It is essential that works are not delayed to achieve the benchmark standard whilst we await future guidance or good practice arising from the Public Inquiry into the fire at Grenfell Tower.

Enhancing fire safety in high-rise blocks

- 3.11 In order that tenants and residents can continue to be protected, Cabinet is asked to authorise £1,066,380 for safety works. These works are set out in detail at Appendix One and are summarised below:
- 3.11.1 DMJ – new front entrance fire doors, additional hard-wired smoke detectors and intumescent grills (£150,480)
 - 3.11.2 Six 10-storey general purpose blocks of flats – new internal fire doors, passive protection to protected shafts (escape stairway) and intumescent grills (£525,000)
 - 3.11.3 George Hall Court – installation of fire suppressive system (£255,000)
 - 3.11.4 Medium rise blocks of flats – emergency escape lighting (£135,000)
- 3.12 In addition, Cabinet is also asked to authorise
- 3.12.1 Appointment of a consultant to undertake a sample of intrusive type 4 fire risk assessment surveys (one-off cost of £50,000)

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3.12.2 To increase resources for a temporary post to manage fire safety activities (one-off cost of £40,000)

3.12.3 Ongoing resources to enable type 3 fire risk assessment surveys to be carried out to all council-owned blocks of flats (annual cost £20,000)

Passive fire protection

- 3.13 This relates to the fire protection incorporated into the design and fabric of buildings and is the fundamental basis for reducing the spread of fire and loss of life. It primarily covers the construction of walls to maintain compartments to prevent the spread of flame. The Council's blocks of flats have been constructed to prevent the spread of flame between compartments (from one flat to another), in the event of a fire.
- 3.14 It is essential to ensure that front entrance doors to individual flats are fire resistant to maintain the fire compartment between flats and communal areas. The high-rise blocks of flats are constructed to provide 60 minute fire protection between the neighbouring flats and communal areas with a 30 minute fire rated front entrance door. In most instances this will be for a longer period as floors, ceilings and party walls are built with a solid construction, hence the emphasis on the programme of works for the flat entrance doors. There has been a programme to fit new front entrance fire doors to individual flats to enhance fire safety. All high-rise blocks have fire-resistant front doors, however, some leaseholders have fitted some non-standard front entrance doors to their medium and low-rise leasehold flats. Officers will continue to work with leaseholders to get these replaced and take enforcement action in line with protocols with the Fire Service, where needed.
- 3.15 The current building regulations require internal fire doors (without a door closer or smoke seals) to be fitted to all habitable rooms (all rooms apart from the bathroom). Internal fire doors are fitted to the DMJ tower and George Hall Ct, but not the six 10-storey high-rise blocks of flats, as these were designed and built when the code of practice at the time was being implemented, which set out that a fire-resistant door was required for both the kitchen and lounge. Therefore, it is proposed to fit internal fire doors (without a door closer or smoke seals) to these blocks to bring them up to current building regulations standard. This would allow residents to close an internal door (especially at night) and prevent the internal spread of fire within their flat.

Active fire protection

- 3.16 Active fire protection measures provide early detection and warning in the event of a fire and allow those at immediate risk to safely leave their flat. It is not a requirement to install a communal fire alarm to high-rise blocks, but the Council installed this extra safety measure several years ago to provide early detection of a fire. Emergency escape lighting has also been fitted to common escape routes

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to all high-rise blocks and sheltered housing schemes. A programme has been in place to install emergency lighting to medium-rise blocks as part of upgrade works to improve security and replace the communal front entrance door and door entry check system. Approximately 50% of medium-rise blocks of flats need emergency lighting to bring them up to the benchmark standard. The current building regulations require escape lighting for medium-rise blocks of flats. It is proposed to extend the escape lighting programme to the medium-rise blocks as quickly as possible. It is not a requirement for escape lighting to be fitted to low-rise blocks of flats.

Fire- fighting facilities

- 3.17 The fire-fighting facilities such as dry and wet risers are all in place and maintained to the high-rise blocks of flats. The Council works very closely with Dorset and Wiltshire Fire & Rescue Service (DWFRS) and have arrangements in place for regular training sessions so that they are familiar with buildings and able to practice their operational arrangements for tackling a fire in the residential high-rise blocks of flats.

Fire risk assessments

- 3.18 The purpose of a fire risk assessment is to evaluate the risk to people from fire, taking into account existing fire safety measures, and to determine whether additional measures are necessary. The Council's fire risk assessments have been undertaken in accordance with Regulatory Reform (Fire Safety) Order 2005 which assesses the common parts of blocks of flats and is referred to as a type 1 survey. These have been updated to the high-rise blocks of flats following the Grenfell Tower fire and are reviewed on an annual basis. The benchmark standard for fire risk assessments are shown as follows:
- 3.18.1 Type 1 – Common parts only (non-destructive), which complies with the Fire Safety Order 2005. It includes an examination of at least a sample of flat entrance doors, but does not include a fire risk assessment inside flats
 - 3.18.2 Type 2 – Common parts only (destructive), which is similar to a type 1 survey, but requires opening up the structure and reinstatement works
 - 3.18.3 Type 3 – Common parts and flats (non-destructive), which is similar to a type 1, but includes a fire risk assessment for means of escape and fire detection within at least a sample of flats
 - 3.18.4 Type 4 – Common parts and flats (destructive), which is the same as a type 3 fire risk assessment, but requires a degree of opening up the structure in both common parts and flats
- 3.19 The current fire risk assessments don't assess the structure, internal fire doors, smoke or heat detection inside the flats. It is proposed that all future fire risk

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assessment surveys are to be carried out to common parts and sample flats, which is referred to as a type 3 survey to provide a more comprehensive assessment. It is also proposed to appoint a specialist consultant to undertake type 4 surveys to a sample of all the different types of flats. This survey will assess and check the integrity of the compartmentation, means of escape and fire detection to communal areas and inside individual flats. This will assist with developing a programme for fire stopping works, fitting new internal fire doors to provide a protected means of escape and smoke detectors to enhance early detection, particularly where we have inner rooms within blocks of flats.

Managing fire risk – preventing fires

- 3.20 Regular monitoring is undertaken of common parts to blocks of flats to ensure that extensions leads are not being used, mobility scooters are stored safely and the areas are kept sterile. It is recognised that the reporting of defects and rectifying defects need to be dealt with much more quickly to maintain the integrity of fire safety works. A formal site safety inspection (survey of passive fire protection) is to be carried out to all high-rise blocks and sheltered schemes by our Fire Risk Assessors on a six-monthly basis and quarterly defects report by our Neighbourhood Warden to ensure that safety standards are being maintained.

Managing fire risk – ongoing control

- 3.21 Any future refurbishment and minor repair work may have a detrimental impact to fire safety. Therefore, advice is to be sought from our Building Control (BC) team or Fire Risk Assessor to scrutinise the impact of any proposed works. In addition, Building Regulation approval and certification is only to be undertaken through the Council's BC team. Tenancy agreements restrict alterations that tenants may make whilst lease agreements control work activities. Records are to be maintained from an annual inspection to the high-rise blocks of flats and investigation works, where needed.
- 3.22 The Council has not identified that the compartmentation of its high-rise block of flats is at risk nor does it have any of the same ACM panels or cladding that may have been a contributory factor for the rapid spread of fire at Grenfell Tower. The Council has implemented the 'stay put and prepare to evacuate' policy in line with the guidance from DWFRS, which is still valid and needs to remain in place.
- 3.23 The 'stay put' policy is set out in the Fire Safety Action Plan (FSAP) for each building and has a general approach as follows:
- 3.23.1 Where a fire occurs in a flat, the residents alert others in the flat and make their way out of the building
- 3.23.2 If a fire starts in the common parts, anyone in these areas makes their way out

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- 3.23.3 All other residents not directly affected by the fire would be expected to 'stay put and prepare to evacuate' [It is slightly different for the DMJ tower where the FSAP advises all residents to evacuate the building on the floor where the fire has occurred]
- 3.24 The 'stay put and prepare to evacuate' policy has been discussed at the Council's consultation meetings with residents at its high-rise blocks of flats following the Grenfell Tower fire. The Fire Service remain committed to this approach and advise that residents may put themselves at more of a risk or get in the way and prevent them from tackling a fire if a simultaneous approach was taken to evacuate the high-rise blocks of flats.
- 3.25 All the Council's high-rise blocks of flats have fire alarm systems installed and when these are activated all residents are notified that a fire has occurred within the building. Therefore, residents are still able to leave their building in the event of a fire. It is slightly different for the residents in the DMJ as the fire alarm has a continuous sound, on the floor where the fire has occurred, and an intermittent sound on the floor below and above where the fire has occurred. The FSAP is to be updated to make sure that this is explicitly clear and compliant with the fire safety sign regulations. Evacuation training will be carried out on a regular basis to ensure that residents are familiar with the 'stay put and prepare to evacuate' policy in the event of a fire.
- 3.26 Smoking is not allowed in common parts to blocks of flats (in line with national legislation) and a handbook has been put together to inform residents on the basic fire safety messages. It reinforces the message on the fire action notice, which is posted on all communal landings. We currently maintain records on site at George Hall Court for residents with special needs, but benchmark standards set out that this is not appropriate as they are difficult to maintain and keep up to date. Good housekeeping is in place for all blocks of flats to prevent rubbish, recycling and furniture etc. from being stored in the communal areas. All high-rise blocks of flats have a door entry check system to prevent unauthorised access and CCTV is installed to lifts and lower communal areas to the six 10-storey blocks and the DMJ tower.
- 3.27 A fire safety policy is in place for contractors which sets out that it is essential to make sure they don't compromise the compartmentation and make alternative arrangements for any escape lighting or fire detection system if any construction work is likely to affect these. They are also required to undertake a specific risk assessment for any hot works etc.
- 3.28 The main inspection and testing regimes are in place for electrical wiring, wet and dry risers, fire detection and alarm systems, lifts and lightning conductors. A programme is in place to undertake a visual inspection of the compartmentation and check the operation of front entrance doors to flats following the Grenfell
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Tower fire. The emphasis is on checking that front entrance door closers have not been removed and doors shut correctly.

- 3.29 It is essential to make sure that the 'responsible person' understand what they need to do and persons in daily charge of the buildings report any fire safety defects and get these rectified as quickly as possible. In addition, housing officers and repairs surveyors need to monitor fire safety as part of their routine visits and inspections etc. Therefore, specialist refresher awareness training is to be arranged as quickly as possible to make sure that staff understand their role and responsibilities for fire safety.

4. Alternative Options

- 4.1 The Council has a duty of care and is unable to delegate its responsibilities for fire safety to its residents living and visiting its blocks of flats. It has the option to appoint a consultant to manage fire safety, but this is likely to increase costs and fire safety arrangements should form an integral part of the existing service.
- 4.2 There is an option to wait for the finding from the Public Inquiry from the Grenfell Tower as this is likely to provide new recommendations in relation to fire safety for high-rise blocks of flats, but this will delay works and prevent improvements already identified with the current benchmark standards.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The initial fire safety improvements with estimated costs of works are shown at Appendix 1. The total estimated cost for works is £1,066,380 which includes £150,480 for the DMJ General Fund asset. All fire safety improvements are to be funded from existing capital reserves.
- 5.2 Based on the costs of a recent Stock Condition Survey, it is proposed to allocate a budget of £50k to appoint a consultant to undertake a sample of intrusive type 4 fire risk assessment surveys. This is a one-off revenue cost and a budget has already been allocated for this work.
- 5.3 It is proposed to increase resources and allocate a revenue budget of £40k for a temporary post to manage fire safety activities for a 12 month period, as a one-off cost.
- 5.4 It is estimated that an ongoing cost of £20k is required to fund a half of a post to enable type 3 fire risk assessment surveys to be carried out to all council-owned blocks of flats
- 5.5 It is proposed that the future fire safety work arising from more in-depth fire risk assessments be included as a priority for inclusion, as part of the annual budget setting process for future capital programmes of work.

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- 5.6 The procurement of a consultant for specialist fire risk assessments and delivery of fire safety work is to be undertaken in accordance with Standing Orders and the Council's Financial Regulations.

Legal and Human Rights Implications

- 5.7 The Homes and Community Agency sets out a regulatory framework for local authorities and registered providers that own and manage social housing for rent in England, which places a duty on the Council to comply with all relevant legislation.
- 5.8 There is a specific duty under the Home Standard to meet all applicable statutory requirements that provide for the health and safety of occupants in our homes, which includes fire safety.
- 5.9 There is also a duty under The Regulatory Reform (Fire Safety) Order 2005 to ensure that general fire safety precautions and suitable and sufficient assessment of the risks with identified action plan to improve fire safety.
- 5.10 There is also a further requirement under the Housing Act 2004 to assess the risk from fire under the Decent Homes Standard for category 1 hazards identified through the Housing Health & Safety Rating System (HHSRS).
- 5.11 Other legal and human rights implications have been taken into account in preparing this report. It is considered that the recommendations are compatible with Convention Rights.

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

- 5.12 The Council has invested time to develop a good partnership arrangement with DWFRS, which has led to joint approach to reassure tenants and leaseholders about the fire safety arrangements in place for tenants and leaseholders living in the Council's high-rise blocks of flats.
- 5.13 Extra capacity is required to manage the surveying and delivery of fire safety works. Therefore, it is proposed to appoint a temporary project manager for 12 months to specifically deal with fire safety works.
- 5.14 There is also a requirement to increase capacity with the corporate health & safety team to undertake the type 3 fire risk assessments.
- 5.15 There are no other direct implications.

Diversity Impact Assessment

- 5.16 A Diversity Impact Assessment (DIA) has been completed, which has identified that the proposed fire safety improvements do not have any adverse impact.

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However, it has identified specific groups where further investigation work is required to assess the suitability of accommodation, requirements to check that extra fire safety measures have been put in place for any residents with special needs, ongoing wider work to identify and support any vulnerable adults, continuation to raise awareness about fire safety and the need to review the DIA on an annual basis as part of the fire risk assessment process. A copy of the DIA can be obtained from the report author.

Risk Management

- 5.17 It is essential that fire safety works are considered in line with the current benchmark standards and not delayed whilst awaiting the findings from the initial report from the Grenfell Tower fire. Extensive risks are identified through the management of fire safety works and it is proposed that these are managed through the Housing Service Risk Register.

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 Existing fire safety measures and proposed fire safety improvements, Appendix 1.

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Existing fire safety measures and proposed fire safety improvements

Summary of estimated costs for fire safety measures

David Murray John (DMJ) Tower – existing fire safety measures

Fire safety improvements	Cost
Replacement high quality flat front entrance fire doors with integral door closer (FD30S fire door) - £1,440 per flat	£103,680
Additional hard-wired independent smoke detector to lounge and bedroom - £500 per flat	£36,000
New intumescent grills to internal bathrooms – provisional sum of £150 per flat	£10,800
Total estimated cost	£150,480

Six 10-storey general-purpose blocks of flats

Fire safety improvements	Cost
New internal fire resistant doors to all rooms without intumescent strips and smoke seals or door closers (FD20 fire doors) - £1,500 per flat	£369,000
Upgrading glazed area to half-landings in protected shaft – provisional sum of £2,000 per floor	£120,000
New intumescent grills to internal bathrooms – provisional sum of £150 per flat	£36,900
Total estimated cost for all six blocks	£525,900

George Hall Court

Fire safety improvements	Cost
Installation of fire suppressive system to all flats, communal lounge and kitchen and entrance lobby due to hazard from scooters tumescent strips	£255,000
Total estimated cost	£255,000

Medium-rise blocks of flats (3 or 4 storeys)

Fire safety improvements	Cost
Installation of escape or emergency lighting to communal areas - £3,000 per block	£135,000
Total estimated cost	£135,000

Total summary of costs £1,066,380

David Murray John (DMJ) Tower – existing fire safety measures

Existing fire safety measures and proposed fire safety improvements

Passive protection

Fire separating construction between flats with central duct for services and extract fan to bathroom

Fire resistant front entrance doors, but no intumescent strips, or letter plate or smoke seals and integral chain type door closer

Existing fire doors to intermediate or landing lobby – no smoke seals due to positive ventilation to stairwell

Internal fire doors with integral chain type door closer

Refuse chute within protected area – it is too small for modern bin bags and residents leave their rubbish in the communal area (protected area for means of escape) to be collected on a daily basis. Alternative arrangements are to be considered for the management of domestic refuse.

Two protected shafts or stairways with positive pressure ventilation for means of escape

Non-combustible materials to walls and ceilings in communal areas

Door entry check system to provide security with fail safe device

Active protection

Escape or emergency lighting

Fire detection and alarm system to communal area and inside flats

Fire-fighting equipment

Pressurised wet riser with new booster pumps

Fire-fighting lift

Proposed fire safety improvement works listed as follows:

- Replacement high quality flat front entrance fire doors with integral door closer (FD30S fire door) - £1,440 per flat
- Additional hard-wired independent smoke detector to lounge and bedroom - £500 per flat
- New intumescent grills to internal bathrooms – provisional sum of £150 per flat

Total estimated cost £150,480

Six 10-storey general-purpose blocks of flats

Existing fire safety measures and proposed fire safety improvements

Passive protection

Fire separating construction between flats with central duct for services and extract fan to bathroom

Fire resistant front entrance doors with intumescent strips and letter plate, smoke seals and overhead door closer (FD30S fire door)

Existing fire doors to intermediate lobby fitted with intumescent strips and smoke seals

No internal fire doors (constructed during the early 1960's without internal fire doors)

Ventilated intermediate lobby with fire-resisting doors

Single protected shaft with stairs for the means of escape

Georgian-wired glazed area between protected shaft and lift lobby area

Non-combustible materials to walls and ceilings in communal areas

Door entry check system to provide security with fail safe device

Active protection

Escape or emergency lighting

Fire detection and alarm system to communal area and single detector inside front entrance hallway to flats

Hard-wired smoke detector located outside the kitchen, for early detection and prevention of unwanted calls to the Fire Service

Fire-fighting equipment

Dry riser located within the intermediate lobby

Vent at 10th floor within protected shaft or stairs which the Fire Service pressurise to keep the area free from smoke, in the event of a fire

Proposed fire safety work to the six blocks listed as follows:

- New internal fire resistant doors to all rooms without intumescent strips and smoke seals or door closers (FD20 fire doors) - £1,500 per flat
- Upgrading glazed area to half-landings in protected shaft – provisional sum of £2,000 per floor
- Replacement intumescent grills bathrooms – provisional sum of £150 per flat

Total estimated cost of £525,900 for all six blocks

George Hall Court

Passive protection

Existing fire safety measures and proposed fire safety improvements

Fire separating construction between flats with central duct for services

Fire resistant front entrance doors with intumescent strips and letter plate, smoke seals and overhead door closer (FD30S fire door)

Internal fire doors with integral chain type door closer

Existing fire doors to intermediate lobby fitted with intumescent strips and smoke seals (with hold-open devices to allow easy access around the building, which release to close the doors when the fire alarm is activated)

Ventilated intermediate lobby with fire-resisting doors

Single protected shaft with stairs for the means of escape

Non-combustible materials to walls and ceilings in communal areas

Door entry check system to provide security with fail safe device

Active protection

Escape or emergency lighting

Fire detection and alarm system to communal area with detectors inside flats

Fire-fighting equipment

Dry riser located within the intermediate lobby

Automatic ventilation linked to balcony windows and staircase sky light which operates to vent the protected shaft or stairs, in the event of a fire

Proposed fire safety work to George Hall Court shown as follows:

- Installation of fire suppressive system to all flats, communal lounge and kitchen and entrance lobby due to hazard from scooters intumescent strips

Total estimated cost of £255,000

Medium-rise blocks of flats (3 or 4 storeys)

Passive protection

Fire separating construction between flats with central duct for services etc.

Generally, fire resistant front entrance doors with intumescent strips and letter plate, smoke seals and overhead door closer (FD30S fire door)

No details on internal fire doors

Single protected shaft with front entrance doors opening directly onto stairs

Non-combustible materials to walls and ceilings in communal areas

Generally, door entry check systems fitted to provide security with fail safe device

Active protection

Escape or emergency lighting fitted to approximately 50% of medium-rise blocks, as part of refurbishment works

Individual smoke detectors fitted to all flats

Proposed fire safety work to each block as follows:

- Installation of escape or emergency lighting to communal areas - £3,000 per block

Existing fire safety measures and proposed fire safety improvements

Total estimated cost of £135,000

Low-rise blocks of flats (2 storeys)

Passive protection

Fire separating construction between flats with ducts for services etc.

Generally, fire resistant front entrance doors with intumescent strips and letter plate, smoke seals and overhead door closer (FD30S fire door)

No details on internal fire doors

Single protected shaft with front entrance doors opening directly onto stairs

Non-combustible materials to walls and ceilings in communal areas

Generally, door entry check systems fitted to provide security with fail safe device

Active protection

Individual smoke detectors fitted to all flats

No initial works planned to be carried out until consultant has undertaken sample of intrusive type 4 surveys

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Budget Management Update

Cabinet

Date: 18th October 2017

Author: Cabinet Member for Finance and Commercialisation
Corporate Director of Resources and Growth

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report updates the position in relation to the 2017/18 forecast outturn and sets out the approach for addressing the financial challenge in the period to March 2020.

2. Recommendations

Cabinet is recommended:

- 2.1 To note the in-year forecast outturn position for 2017/18 and that responding management actions are in place to manage the projected year-end overspend;
- 2.2 To note the update on delivering the renewables target and reducing energy costs;
- 2.3 To authorise the Cabinet Member for Finance and Commercialisation to respond to the invitation for the 100% business rates pilot scheme for 2018/19; and
- 2.4 To agree:-
- 2.4.1 The virements set out in Appendix 2;
- 2.4.2 The approach set out in the Swindon Programme to manage the financial challenge facing the Council whilst targeting resources to delivering essential services to the most vulnerable.

3. Detail

Projected Outturn 2017/18

- 3.1 The forecast as at 31st August 2017 is that there would be an overspend of £1.5m against the revenue budget for 2017/18. However there are still significant risks to this forecast, particularly within social care where the Council is managing the delivery of savings at a time of increasing demand. This is an issue common to many local authorities nationally and provides an increasingly challenging context for the managing the budget.
- 3.2 The budget and projected outturn by Department is set out in Table 1 below and a more detailed analysis is set out in Appendix 1.

Further information on the subject of this report can be obtained from Mick Bowden, Direct Dial 07392 109917, mbowden@swindon.gov.uk

Budget Management Update

Cabinet

Date: 18th October 2017

- 3.3 A number of budget changes have been identified since the last report and Cabinet is asked to approve the virements set out in Appendix 2.

Table 1 – Projected Outturn 2017/18

Department	Budget 2017/18 £'000	Full-Year Projected Outturn £'000	Projected Variance £'000	Movement since last report £'000
Adult Services	82,251	82,212	(39)	(49)
Children Services	29,185	31,705	2,520	764
Communities and Housing	28,136	29,355	1,219	413
Economy	(3,207)	(3,254)	(47)	(5)
Resources	23,142	23,142	0	0
Corporate	(23,043)	(25,235)	(2,192)	(2,112)
Total General Fund	136,464	137,924	1,460	(990)

- 3.4 The projected outturn forecast has improved by £990k since the report to Cabinet in September. The main changes being:

- 3.4.1 An underspend of £1m on capital financing budget, reflecting the ability of the Council to maintain the strategy of financing capital expenditure from use of internal resources and, where borrowing has been necessary, to benefit from low long-term interest costs;
- 3.4.2 A release of £800k from the pay contingency being held against any costs arising from the pay strategy review;
- 3.4.3 Continued pressures on looked after children placements, associated legal costs and costs of agency staff contributed to the increase in the forecast of Children Services expenditure of £764k. The national pressures in this area were highlighted in the Local Government Association's Budget Submission showing that:
- Councils' spend on children's services exceeded budgets by £605m
 - There was a 140% increase in child protection enquiries over a decade
 - An expectation that, on current trends, the funding gap would be £2bn by 2020; and
- 3.4.4 Pressures across the Communities and Housing Directorate, the most significant being the shortfall of income of £122k against that anticipated from Public Space Protection Orders.

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Budget Management Update

Cabinet

Date: 18th October 2017

- 3.5 The management actions, set out in the September 2017 Cabinet report, will continue to focus on managing the significant budget risks that the Council faces in the current financial year and bear down on non-essential expenditure to bring the forecast back towards budget by the year end (Cabinet Minute 30, 2017/18 refers).

Financial Outlook for 2018/19 and Beyond

- 3.6 The medium term resource plan presented to Council in February 2017 set out a projected funding gap of just over £30m for the period to March 2020 (Council Minute 87, 2016/17 refers). These figures were based on the multi-year settlement established during the last Parliament.
- 3.7 On 14th September 2017 the Government issued a consultation paper covering a number of issues, including the multi-year settlement, new homes bonus, council tax referendum principles and the adult social care precept. The paper does not indicate any significant changes to the planned funding of local authorities over the next two financial years.
- 3.8 The outcome of this consultation is not expected to be confirmed until the Provisional Local Government Finance Settlement. The date for this has not yet been announced but will be after the Autumn Budget which is scheduled for 22nd November 2017.
- 3.9 The Local Government Finance Bill, drafted during the last Parliament, did not make it in to the Queen's Speech for the current legislative year, 2017-18. This raised uncertainty about the arrangements for the introduction of 100% business rates retention, originally anticipated to be in place for 2019/20. On 1st September 2017 the Government issued an invitation for local authorities, particularly those in business rate pools, to apply to be in a second wave of pilots, for the 2018/19 financial year only.
- 3.10 On 14th September 2017, further clarification was provided that applications would be welcomed from single authorities. The deadline for submitting an application is 26th October 2017. At the point of drafting this report the potential benefits for Swindon are being evaluated. It is proposed that the Cabinet Member for Finance and Commercialisation agrees the Council's response to the invitation.

The Swindon Programme

- 3.11 The Swindon Programme sets out the Administration's approach to meeting the financial challenge facing the Council. This would be achieved by transforming the way Council works and making its services, systems and processes more efficient for both customers and staff. This would allow the Council to provide the residents of Swindon with the information and support they need in a way that is convenient to them and cost effective for the local authority.

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Budget Management Update

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3.12 There are four strands to the Swindon Programme:

- Organisational Excellence
- Commissioning and Procurement
- Managing Demand
- Commercialisation

Organisational Excellence

3.13 This theme is about becoming the most effective organisation that we can be. From our back office processes, to how we engage with residents, we will look at every area of work and identify how to do it better, quicker and cheaper than we do it at the moment. We will look at how our corporate systems support us to do our jobs currently, changing those that do not and investing in those that do. We will also look at how our council buildings are currently being used to get the most out of them and pass on any that we no longer need.

3.14 Finally, and most importantly we will look at all the many ways we engage with our customers. We will focus on helping residents to access the information they need from places that are convenient to them, whether that be the comfort of their own home or the local library. We will make sure that we serve them right first time, doing it digitally wherever possible to make it quicker and more convenient for our customers and cheaper for the Council.

Demand Management

3.15 This theme is about supporting our residents to be as independent and resilient for as long as possible. To be able to support themselves in their own homes to live long, healthy and happy lives. We will look at how we provide services which promote independence, and when residents do need our support, that our services help them get back on their feet as quickly and successfully as possible. We will take a hard look at ourselves and whether the services we offer encourage residents to become dependent on the council, and we will work with partners such as the NHS and the Police to identify how residents end up requiring our services at all. Doing this will allow to direct our preventative work at real source of the issues that affect our service users. Finally we will take pride in how efficiently we can deliver those services, and through being more efficient we will protect the budgets that are required to delivery vital and much needed services to our citizens.

Commissioning and Procurement

3.16 This theme is all about making sure we have the right services available in the right form, delivered or bought using the right processes. We spend a significant amount of money with service suppliers and it's important that we manage those

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Budget Management Update

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suppliers in a strong but supportive way. We need to continue improve how we make the most of the contracts we have using every lever to get the best value for our residents. We need to look at how we buy goods and services, and identify whether there are better ways to do it by thinking across services and departments instead of within our own siloes. We need to test every service for whether it makes sense to deliver it ourselves or buy it from someone else, and we need to be creative when it comes to the types of organisations we use to deliver services, be it through our arm's length companies, or the community and voluntary sectors.

Commercialisation

- 3.17 This theme is all about making sure we have the right services available in the right form, delivered or bought using the right processes. We spend a significant amount of money with service suppliers and it's important that we manage those suppliers in a strong but supportive way. We need to make the most of the contracts we have using every lever to get the best value for our residents. We need to look at how we buy goods and services, and identify whether there are better ways to do it by thinking across services and departments instead of within our own siloes. We need to test every service for whether it makes sense to deliver it ourselves or buy it from someone else, and we need to be creative when it comes to the types of organisations we use to deliver services, be it through our arm's length companies, or the community and voluntary sectors.

Energy Update

- 3.18 Since Cabinet approved the initial Minute on seeking to reach the 2020 renewables target (Cabinet Minute 60(9), 2016/17 refers), Council has approved the creation of a Commercial Investment Strategy Board (Council Minute 73, 2016/17 refers) and the allocation of capital funding, which provides the ability to invest in solar farm projects both here and elsewhere in the UK. Individual cases will be presented to the Board and considered on their merits. As part of each submission close attention will be paid to the business cases, including the environmental and financial impacts.
- 3.19 To address reducing the Council's electricity costs, Cabinet is invited to note the wide set of changes to the way it operates being undertaken as part of the Swindon Programme. One element of this is a review of the buildings we own, how we use them, and whether they are still fit for purpose. One of the workstreams will investigate how we can continue to reduce all the Council's costs that do not relate to front line services, for example ensuring that energy efficient is a key procurement criteria when replacing obsolete equipment.
- 3.20 In addition to this, the Cabinet Member for Communities and Place will be working with officers and the Communities and Place Overview and Scrutiny Committee concerning the continued roll-out of new LED streetlights and options to replace older lighting (Streetsmart, Highways and Communities Overview and

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Scrutiny Committee Minute 27, 2016/17 refers); this will set of actions will in itself reduce electricity consumption by a significant amount.

4. Alternative Options

- 4.1 The report sets out the context for the organisation and its proposed response. The Council could continue to provide services in the current form but this is not recommended as the organisation would soon become financially unsustainable and important services would be unaffordable.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The projected overspend in the current financial year is currently £1.5m. Further management action is aimed at managing the overall position. Any residual overspend will be a call on the Council's reserves.
- 5.2 Funding reductions and cost pressures require the Council to meet an anticipated funding gap of £30m over the period to March 2020.

Legal and Human Rights Implications

- 5.3 All legal and human rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention rights.
- 5.4 Over the years, there have been a number of challenges in the courts as to reductions in budgets. The courts have held that the decision to set a local authority budget for a service at a certain level and to make reductions in specific areas is a political decision which cannot be judicially challenged. How those reductions are implemented; however, is key and will be subject to appropriate consultation.

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

- 5.5 Where there are such implications these have been reflected in the body of the report.

Diversity Impact Assessment

- 5.6 Diversity Impact Assessments (DIA) will be produced for each of the future savings proposals that could affect protected groups. Where assessments undertaken identify adverse impacts then mitigations are being developed as part of the proposals.

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Budget Management Update

Cabinet

Date: 18th October 2017

Risk Management

- 5.7 Any risks arising from the proposals contained within this report will be managed through their implementation taking into consideration feedback from the consultation exercise.

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: Forecast Outturn by Directorate 2017/18

- 8.2 Appendix 2: Virements 2017/18

9. Key Decision/Decision in Cabinet Work Programme

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


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Fund	Tier 1 Pillar	Tier 2 Function	Function Ref	Heads of Service	Budget 2017/18 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Movement since last report £'000	Commentary on Reasons for Variance
General Fund	Resources	Internal Audit	PF110	Nick Hobbs	358	408	50	0	One off savings in financing costs as a result of strategic approach to borrowing in terms of timing and interest rates. Release of £800k from pay contingency budget that was established to meet potential increases in costs linked to the pay strategy work. Further savings arising from headcount reductions and additional grant income.
		Finance	PF200	Mick Bowden	5,371	5,340	(31)	(4)	
		People and Development	PF220	Sonia Grewal	1,695	1,720	25	0	
		Corporate	PF240	Mick Bowden	(23,043)	(25,235)	(2,192)	(2,112)	
		Digital Services and Corporate Programmes	PF250	Glyn Peach	5,158	5,158	0	0	
		Transformation	PF260	Rob Brown	1,305	1,305	0	0	
		Law & Democratic Services	PF310	Stephen Taylor	1,764	1,755	(9)	21	
		Performance, Organisation Improvement and Communications	PF410	Sam Mowbray	1,166	1,130	(36)	(18)	
		Business Services & Support	PF660	Karen McMahon	6,325	6,325	0	0	
					99	(2,094)	(2,193)	(2,113)	
	Economy	Property & Assets	PF430	Rob Richards	(4,117)	(4,159)	(42)	0	One-off restructuring costs One-off restructuring costs plus a number of minor variances across the service There has been an increase in demand for children's placements which has increased the budget pressure by £405k for children needing to be in the care of Local Authority and £42k for Children in Need since June. The majority of the children have either required a residential external placement or have been placed with an Independent Foster Carer creating a total pressure on these areas of £1,688k. As a result, there is also a continuing pressure on the budget for legal costs which has seen the forecast increase by another £55k since June, to £423k. Agency spend at social worker and manager level posts has also caused an additional budget pressure of £133k on staffing budgets; the current staffing pressure is £280k. There have also been a number of minor pressures and savings across Children's Services.
		Growth & Regeneration	PF440	Emma Gee	910	905	(5)	(5)	
	Children Services	Routes to Employment	PF420	Sally Burnett	275	365	90	90	
		Skills & Attainment	PF520	Peter Nathan	1,939	2,009	70	47	
		Children, Families and Community Health Services	PF600	David Haley	26,971	29,331	2,360	627	
					29,185	31,705	2,520	764	

Fund	Tier 1 Pillar	Tier 2 Function	Function Ref	Heads of Service	Budget 2017/18 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Movement since last report £'000	Commentary on Reasons for Variance
	Adult Services	Adults	PF510	Sue Wald	70,067	70,067	0	(71)	A rise in demand for Mental Health services were recorded in August. Despite the rise in Mental health demand, overall the direct cost of providing care to service users is below budget provision. The savings are however being matched by cost pressures recorded on provider services taken back from SEQOL in October 2016. The operation and management of these services are being reviewed with the aim of bringing the spend back into line with budget.
	Communities and Housing	Public Health	PF540	Cherry Jones	12,184	12,145	(39)	22	Savings resulting from staff vacancies.
		Streetsmart	PF610	Leon Barrett	82,251 13,127	82,212 13,477	(39) 350	(49) 132	This now comprises both Streetsmart and Library services. The increase in projections relate mainly to additional projections for agency staff within the refuse and recycling service. Managers are reviewing this and will take action to mitigate the overspend across the service area where possible. Improved projections for car parking and operating costs in the fleet workshop reduced the movement since last report
		Housing Services	PF630	Mike Ash	358	1,010	652	122	A pressure of £122k reflects a lack of income from Public Space Protection Orders due to delays in implementation.
		Highways & Transport	PF640	Jason Humm	12,055	12,134	79	85	Pressure of £112k for additional drainage resources required to keep pace with planning submissions and assessments linked to growth agenda. Previous recruitment has struggled to fill posts here resulting in higher cost third party resources to backfill and meet workload demands. This pressure remains however another round of recruitment is being undertaken. In addition, a shortfall on income recovery from utility companies and developers due to limited resources within a small team. This budget pressure has been offset by some continued vacancies and a re-assessment of the likely timescales for implementation of a restructure within passenger transport. Benchmarking of recharge rates for staff, vehicle, material and equipment costs against industry standards within highway operations has also been carried out reducing some revenue pressures related to the delivery of schemes programmed to year end.
		Planning & Regulatory	PF650	Richard Bell	880	1,018	138	74	£37k pressure projected in relation to the service wide catering provision largely due to a shortfall in income expectations, following increased expectations at the start of the year. £56k pressure in relation to the Steam Museum due to increased casual staff costs associated with events and day to day running of the facility and reduced income expectations from a single product line. £21k pressure reported in relation to the Swindon Museum and Art Gallery due to anticipated cessation of external funding associated with a specific workstream. £29k budget pressure in relation to Lydiard House & Park which assumes a mobilisation and transfer to a new operator in April 2018.
		Facilities Management	PF670	Nic Newland	1,716	1,716	0	0	

Fund	Tier 1 Pillar	Tier 2 Function	Function Ref	Heads of Service	Budget 2017/18 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Movement since last report £'000	Commentary on Reasons for Variance
					28,136	29,355	1,219	413	
General Fund Total					136,464	137,924	1,460	(990)	
Health	Health Adults	Health Adults	PFC50	Sue Wald	5,830	5,841	11	0	Demand pressures on equipment store to assist with hospital discharge has been recorded, Additional funding from Swindon CCG to meet demand pressures under S75 agreement. Any savings will go back to the CCG as part of the year end process.
		Health Adults - Funding	PFC50	Sue Wald	(5,830)	(5,841)	(11)	0	
	Health Childrens	Children's Health Delivery Services - CCG Funded	PFC60	David Haley	0	(10)	(10)	(10)	
		Children's Health	PFC66	David Haley	0	0	0	0	
Health Total					0	(10)	(10)	(10)	
Dedicated Schools Grant	DSG Commissioning	DSG Skills and Attainment	PFE50	Peter Nathan	84,888	84,351	(537)	(18)	Pressure for an increase in the number of pupils supported by High Needs top ups at the start of the autumn term at two mainstream schools £22k and three special schools £66k, plus amendments to HN Top ups due to the complexity of pupils needs £26k. These cost pressures are offset by an increase in the number of permanent exclusions and the recoupment of pupil funding from schools and academies (£70k) and also for savings due to fewer Early Years places taken up by 2 year olds (£33k) and 3&4 year olds (£27k), we will also receive less Dedicated Schools Grant (DSG) funding as below. Dedicated Schools Grant (DSG) funding adjusted following Education and Skills Funding Agency (ESFA) confirmation of Early Years (EY) January 17 census, 2 year olds (£11k), 3 & 4 year olds (£18k), minor adjustment £3k for EY funding relating to 16/17 as pupil numbers were slightly higher than accrued for.
Dedicated Schools Grant	DSG Commissioning	DSG Skills and Attainment	PFE50	Peter Nathan	(84,888)	(84,170)	717	26	
Dedicated Schools Grant Total					0	180	180	8	
Housing Revenue Account	Housing Revenue Account	Supervision & Management	PFH00	Mike Ash	(35,543)	(35,604)	(61)	(32)	Savings on Survey fees identified for £50k Vacant posts have realised further savings of £48k. These have partly been offset by a net pressure on rent income due to higher voids of £37k.
		Special Services	PFH01	Mike Ash	171	171	0	4	
		Repairs	PFH02	Sue Mendham	10,152	10,064	(88)	(83)	Vacant post in business support and cyclical maintenance have released savings of £88k so far this year
		HRA Capital Financing	PFH03	Mike Ash	25,220	25,773	553	0	
Housing Revenue Account Total					0	404	404	(111)	

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	Resources & Corporate £'000	Economy	Children Services £'000	Adult Services £'000	Communities & Housing £'000	Contingency £'000	Total General Fund £'000
							
Cabinet 06/09/2017	(4,106)	(2,071)	28,939	81,945	27,574	4,183	136,464
Additional Better Care Fund grant received	(89)			89			0
Transfer of plastic sack income budget between services		1			(1)		0
Change in budgets due to changes in prices to Internal Waste Customers	1	6			(7)		0
Transfer of Staff between services	34			(34)			0
Correction to fleet recharge budgets	6				(6)		0
Adjustment to MARS headcount savings	(10)			10			0
Budget movements to reflect the Organisational changes approved at Special Committee on the 4th July	23	(1,141)	275	257	586		0
Reductions in car mileage budgets to reflect the change in rates and underspends	57	(7)	(24)	(16)	(10)		0
Transfer of Premises related budgets to Property		4	(4)				
Cabinet 18/10/2017	(4,084)	(3,208)	29,186	82,251	28,136	4,183	136,464

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Agenda Item 11

**Swindon Museum and Art Gallery
– Round 1 bid submission**

Cabinet

Date: 18th October 2017

Author:	Cabinet Member for Regeneration Corporate Director for Resources and Growth
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 This report seeks to inform the Cabinet of the Heritage Lottery Fund (HLF) bid to secure funding to develop a detailed business case for the proposed new Museum and Art Gallery; and to seek the 'in principle' agreement of ongoing financial support for the operation of the proposed new Museum and Art Gallery, in order to facilitate this bid.
- 1.2 This report sets out to restate the Council's ongoing revenue support for a new facility in light of a previous Cabinet commitment in December 2014.
- 1.3 The recommendations, if adopted, would contribute towards delivering Pledge 21 of the Council's Vision to "Secure a new Museum and Art Gallery that can showcase the high quality art and exhibits that we possess".

2. Recommendations

Cabinet is recommended to:

- 2.1 Support the Trust in their forthcoming bid for HLF funding for a new Museum and Art Gallery facility,
- 2.2 Endorse the previously agreed revenue funding of up to £245,000 per annum, (Cabinet Minute 51(3)(2014/15)) refers), to support the operational costs of a new Museum and Art Gallery, should the HLF bid be successful,
- 2.3 Authorise officers to work with the Swindon Museum and Art Gallery Trust to identify funding to address the remaining estimated deficit through the introduction of a nominal or voluntary entrance fee; and,
- 2.4 Agree to the application of resources such as business rates and New Homes Bonus, arising from further development/uplift in the vicinity to meet the funding shortfall identified in Appendix 1 of this report, if required, subject to the governance arrangements as set out in para 3.16 being put in place, and confirmation of the feasibility for the project through the Development Phase of the bid,

Further information on the subject of this report can be obtained from Richard Bell, 01793 466706, rbell@swindon.gov.uk.

Swindon Museum and Art Gallery – Round 1 bid submission

Cabinet

Date: 18th October 2017

3. Detail

Background

- 3.1 The Swindon Museum and Art Gallery currently operates out of Aspley House at Bath Road in Old Town. Although the facility contains a nationally important art collection and valuable museum artefacts, it is housed in a building that is not fit for its purpose. The building also lacks visibility for visitors and stifles our ability to showcase the collections to their best.
- 3.2 In recognition of this, in 2013 the Council submitted a bid to the HLF to secure funding to develop a business case for a new facility, which would ultimately enable its development and construction on the site of the former Wyvern Car Park. Although this bid was unsuccessful, the Council received helpful and positive feedback on areas in which it required strengthening. The bid also proved the catalyst for the formation of the Swindon Museum and Art Gallery Trust, who have been asked by the Council to lead on a revised Round 1 bid, with both financial and officer support from the Council.
- 3.3 It is expected that a new Museum and Art Gallery would bring a number of potential positive effects to the economy and the environment as well as facilitating social benefits. The Trust forecasts that the trading of the Museum would contribute between £4.3m and £5.4m per annum to the local economy, supporting up to 98 FTE's. This evidence is supported by the Local Government Association, using experience of other comparable facilities. The new facility would also form the catalyst for the regeneration of the area around the Wyvern Theatre, (the 'cultural quarter'), and once built, would provide a valuable resource for education, enrichment and community development.

HLF bidding process

- 3.4 Bidding for HLF funding is essentially a 2 stage process. At Round 1, the bidder is expected to establish the case for funding, based on the credentials of the proposal, it's financial business case, heritage benefits, ability to operate sustainably, partner and public support, feasibility and wider physical, social and regenerative benefits. Those bids which are successful at Round 1 receive a grant towards developing their proposals into more detail for a comprehensive Round 2 bid, (known as the 'Development Phase'). The Trust's total bid is for £12 million, which would be match funded by third parties. The initial Round 1 bid seeks a development phase grant (also matched by third parties), to support the Round 2 bid, when it is expected that the full £12 million would be secured.
- 3.5 It is the Trust's intention to submit the revised Round 1 bid by the end of November 2017. This bid will address all of the areas of concern to the HLF, and bolster parts of the previous bid which the HLF identified as being of

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Swindon Museum and Art Gallery

– Round 1 bid submission

Cabinet

Date: 18th October 2017

particular weakness. The bid is supported by the Council, whose officers continue to assist the Trust in its development.

Financial Overview

- 3.6 One area that is integral to the success of the bid is the need to demonstrate long term financial sustainability for the new facility. Accordingly, the Trust commissioned external expertise to undertake financial modelling for the first ten years of the new Museum and Art Gallery. This work has been endorsed by the Swindon Museum and Art Gallery Board, and indicates that the facility is likely to run at a trading deficit of between £184,000 and £365,000 per annum over that period, plus a period before opening where the building is substantially complete but not generating income in full. The estimated deficit for this pre-opening period is £375,000. These figures are all excluding the transfer of the existing Museum and Art Gallery's operational funding of £245k which is detailed at paragraph 3.10. They also do not include off-site storage costs for elements of the Council's collection that are not displayed at the new facility. These costs will continue to be met from Council budgets.
- 3.7 The estimated annual deficit fluctuates over the 10 years as a result of two key assumptions, these being an initial three years of operational grant funding from the HLF, and an expected initial surge in visitor numbers in year one before falling back to a more stable level.
- 3.8 The modelling has been carried out using prudent assumptions and the financial figures reflect this. There is, therefore, the possibility that the deficits are lower than the base case reported here, although detailed sensitivity testing has been carried out to assess both better and worse case assumptions.
- 3.9 The Council has already committed to a financial contribution of up to £5 million, of which £475k has previously been approved towards bid development and the Director's salary. The balance of capital funding of £4.525m can support construction costs. In addition, the Council has previously committed to transfer the budget for the existing Museum and Art Gallery at Apsley House to support the running costs of the new facility (Cabinet Minute 51(3), 10th December 2014).
- 3.10 The existing Swindon Museum and Art Gallery and its associated activities operates at an annual cost to the Council of £189,000, (2017/18 figures). In addition, there would be a saving in corporate overheads of around 30% associated with closing the existing facility, which would increase the figure available to support the new facility to £245,000. A summary of the first 10 years of operations, prepared by expert consultants to the Trust is shown in Appendix 1.

Further information on the subject of this report can be obtained from Richard Bell, 01793 466706, rbell@swindon.gov.uk.

Swindon Museum and Art Gallery

– Round 1 bid submission

Cabinet

Date: 18th October 2017

- 3.11 The HLF expects the Round 1 bid to be clear on the cost of both constructing and operating the new facility, and how these costs will be met. In accord with the 2014 Cabinet resolution, it is anticipated that the Council would be expected to provide support through transferring the existing annual operating budget for the Museum and Art Gallery to the Trust. This budget covers both staff costs, and the operation of the existing building, but excludes corporate overhead allocations. It also covers the full range of work undertaken by the staff including collection development, accessioning and curatorial work, all of which are essential to an accredited museum. It does not include a figure for external storage of artefacts and items not on public display. If Cabinet endorses that the full budget for the existing Museum and Art Gallery is to be transferred, all the activity that this budget covers would also transfer to the Trust.
- 3.12 This leaves a projected annual shortfall, after taking into account the existing facility budget, of between £32,000 and £120,000 over the first seven years operation of the new facility, and a shortfall of £130,000 in the pre-opening year. From year eight the Trust anticipates that the new Museum and Art Gallery will begin to operate without the need for any further funding beyond the Council's £245,000 contribution as detailed in paragraph 3.10, which should be reduced accordingly. This is detailed at Appendix .1
- 3.13 To meet this projected shortfall, the Council would expect the Trust to undertake some additional benchmarking around introducing a nominal or voluntary entrance fee, and around income from corporate membership. Whilst national museums are expected not to charge on entry, there is no reason why locally significant museums cannot do so, on either a nominal or voluntary basis. Sub Regional benchmarking indicates that museums at Salisbury, Devizes and Gloucester do charge, though the Bristol City Museum does not. Anticipated visitor numbers would indicate that even a modest charge would be likely to reduce, or even erase, any additional subsidy required. Locally, both STEAM and Lydiard House, (including the walled garden) charge an entrance fee.
- 3.14 If the Trust is unable to fund the outstanding shortfall from additional revenue generated, it is proposed that the Council commits to ring fencing an element of additional Business Rates or New Homes Bonus received from developments that are likely to occur within the vicinity of the new facility. This would be specifically to meet the shortfall at, but not above, the levels highlighted in Appendix 1. It is anticipated that this development would typically involve residential units with some active complementary uses at ground floor levels. Inevitably, major regeneration schemes such as the new Museum and Art Gallery benefit from local improvements to the public realm. Contributions to the local public realm would be sought from developments in the proximity of the new facility.
-

Further information on the subject of this report can be obtained from Richard Bell, 01793 466706, rbell@swindon.gov.uk.

Swindon Museum and Art Gallery – Round 1 bid submission

Cabinet

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- 3.15 Nevertheless, the Council cannot commit to supporting the new facility financially in perpetuity. The Trust's modelling takes the facility through its first 10 years, with an assumption that the Council will contribute financially to each of the first seven years and for the pre-opening period, in line with the amounts in paragraph 3.12. It is anticipated, therefore, that the project would be subject to robust governance and a clear performance framework.

Governance Arrangements

- 3.16 Given the Council's commitment in supporting the new Museum and Art Gallery through the Development Phase, it is proposed that the relevant Cabinet Member is also a member of the Trust Board, and acts as Swindon Borough's primary corporate link to the Trust and the Project Team. The Cabinet Member may also choose to have a Cabinet Member Advisory Group (CMAG) that would be supported by officers.
- 3.17 The appointment of the Cabinet Member to the Trust Board would best enable the Council to support the governance of the Trust throughout the Development Phase and facilitate the monitoring of the spend of Council monies on the project.

Next Steps

- 3.18 Should Cabinet endorse the recommendations in this Report, the Trust would submit a credible bid for the new facility. Without this commitment, the chance of success is negligible. The bid has to be with the HLF by 1st December 2017, with a decision made by the HLF in spring 2018.

4. Alternative Options

- 4.1 The Council could choose not to provide revenue support to the running of a new Museum and Art Gallery. This would, however, leave the Trust with a funding shortfall, reducing the likelihood of a successful Round 1 HLF bid, which is critical to the provision of the new facility.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The business case projections over 10 years show an annual trading deficit of between £184,000 and £365,000 per annum plus an pre-opening deficit of £375,000
- 5.2 Cabinet has previously approved that the budget for the existing Museum and Art Gallery is transferred to the Trust to support the running of the new facility. This amounts to £245,000 including an element of corporate overhead savings.

Swindon Museum and Art Gallery – Round 1 bid submission

Cabinet

Date: 18th October 2017

- 5.3 The deficit after the injection of the existing budget varies between £41,000 and £120,000 plus the pre-opening period of £130,000. It is anticipated there will be an operational surplus in years 8, 9 and 10 of between £2,000 and £61,000 per annum, and the Council's revenue contribution can be reduced accordingly in those years.

Legal and Human Rights Implications

- 5.4 Legal and human rights issues were taken into account in preparing this report. It is considered that the report's recommendations are compatible with Convention Rights.

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

- 5.5 The existing Museum and Art Gallery budget recommended for transfer to the Trust includes staff costs and salaries. It is anticipated that these staff would transfer to the Trust under TUPE arrangements subject to the success of the HLF bid.

Diversity Impact Assessment (DIA)

- 5.6 The HLF bid will include a DIA, which is being prepared by the Trust with support from the Council. The previous bid included a full DIA which is available on request. The new facility would be fully accessible to all members of the community, and is anticipated that it will include community space for hire.

Risk Management

- 5.7 The Council is supportive of the new Museum and Art Gallery, which would bring social, economic and environmental improvements to not only Swindon Town Centre, but the wider area. Without this facility, regeneration of the cultural area of the town centre would be unlikely to take place. The Council has agreed to provide financial support to the facility, but this support cannot place any additional burden on the public purse. It is important that public sector contributions are regularly scrutinised, and that they are clearly aligned to meeting identified shortfalls. In addition, The Council has provided risk management expertise to support the Trust with the Round 1 application.
- 5.8 The governance structure proposed at paragraph 3.16 is recommended to ensure that this risk is mitigated.

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.

Further information on the subject of this report can be obtained from Richard Bell, 01793 466706, rbell@swindon.gov.uk.

Swindon Museum and Art Gallery – Round 1 bid submission

Cabinet

Date: 18th October 2017

7. Background Papers

7.1 None.

8. Appendices

8.1 Appendix 1 – Financial Forecast: new Swindon Museum and Art Gallery 10 year Plan.

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Appendix 1

Summary

Visitor numbers (000)	Pre-opening	Year 1
Individuals	-	91
School pupils	-	12
Total	-	103

Financials (£000)	Pre-opening	Year 1
Revenue	-	960
Cost of sales	-	(560)
Gross profit	-	400
Operating expenses	(113)	(262)
Salaries	(262)	(536)
Operating deficit before HLF funding	(375)	(398)
HLF funding	-	112
Deficit after HLF funding	(375)	(286)
Capital expenditure	-	(10)
Deficit after capital expenditure	(375)	(296)
SBC existing museum Gross Budget	245	245
Additional funding Requirement	(130)	(51)

Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
81	84	86	88	89	90	91	92	93
14	16	19	19	20	20	20	20	20
95	100	105	108	109	110	111	112	113

Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
979	1,049	1,128	1,232	1,306	1,386	1,496	1,592	1,697
(562)	(598)	(636)	(680)	(720)	(763)	(812)	(862)	(917)
417	452	492	552	586	623	685	731	781
(267)	(272)	(278)	(283)	(289)	(295)	(301)	(307)	(313)
(547)	(558)	(569)	(580)	(592)	(604)	(616)	(628)	(641)
(397)	(379)	(355)	(312)	(295)	(275)	(232)	(205)	(173)
112	112	-	-	-	-	-	-	-
(285)	(267)	(355)	(312)	(295)	(275)	(232)	(205)	(173)
(10)	(10)	(10)	(10)	(11)	(11)	(11)	(11)	(11)
(295)	(277)	(365)	(322)	(306)	(286)	(243)	(216)	(184)
245	245	245	245	245	245	245	245	245
(50)	(32)	(120)	(77)	(61)	(41)	2	29	61

County Recreation Ground Improvements and Asset Transfer

Cabinet

Date: 18th October 2017

Author: Cabinet Member for Communities and Place
Corporate Director Resources and Growth / Head of Property Assets

Wards: Central

Parishes Affected: Central Swindon South

1. Purpose and Reasons

- 1.1 This report seeks to update Cabinet on the Swindon Town Football in the Community Trust's interest in:
- 1.1.1 Taking a lease of part of the County Recreation Ground Swindon for the use and development of a pavilion to be shared with the Swindon Harriers Athletics Club and other community sports and social users, and
 - 1.1.2 Constructing an enclosed full size FA registered artificial grass pitch on the public open space to provide enhanced formal sports and community related facilities.
- 1.2 This report is necessary as it involves a leisure asset that serves the whole borough and Cabinet approval is being sought to grant the required leases to enable the proposed improvements to be delivered.
- 1.3 This proposal links to the One Swindon objectives of extending the use of public open spaces and parks for physical activities through working with community groups and promoting high quality facilities for sports, leisure and cultural activities across the town to aid the health and welfare agenda.

2. Recommendations

Cabinet is recommended to:

- 2.1 Authorise the Head of Property Assets in consultation with the Director of Law and Democratic Services to agree terms for the grant of a lease of the land at the County Recreation Ground Swindon ('the Grounds') shown edged red on the plan attached as Appendix 1 to the Swindon Harriers Athletics Club ('the Club'), for a term of 25 years, to enable the improvements detailed in the body of this report.
- 2.2 Authorise the Head of Property Assets in consultation with the Director of Law and Democratic Services to agree terms for the grant of a lease of the land at the County Recreation Ground Swindon ('the Grounds') shown edged blue on the plan attached as Appendix 1 to the Swindon Town Football in the Community ('the Trust'), for a term of 25 years, subject to planning permission being secured, to enable the improvements detailed in the body of this report.
-

Further information on the subject of this report can be obtained from Kathy Sherratt, Direct Dial Telephone Number x3515, ksherratt@swindon.gov.uk.

County Recreation Ground Improvements and Asset Transfer

Cabinet

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- 2.3 Authorise the Head of Property Assets in consultation with the Director of Finance to agree all necessary documentation to support the grant funding bids on such terms and conditions as are necessary to protect the Council's interests.
- 2.4 Authorise the Director of Law and Democratic Services to complete all necessary legal documentation to enable the lease of the land at the County Recreation Ground Swindon ('the Grounds') shown edged red and the land shown edged blue on the plan attached as Appendix 1 to the Swindon Harriers Athletics Club ('the Club') and to the Swindon Town Football in the Community ('the Trust') respectively, on such terms and conditions as he considers necessary to protect the Council's interests.
- 2.5 Approve a budget of £215K for the County Recreation Ground Improvements, funded from Section 106 Planning Agreement income.

3. Detail

- 3.1 The County Recreation Ground Swindon ('the Grounds') provides formal sporting facilities for football, cricket and athletics as well as informal open space and recreation for a variety of users. Following the transfer of the Council's leisure portfolio to Greenwich Leisure Limited on 1st November 2014 it was no longer possible for the Council to manage the athletics facility directly. The Council therefore considered the grant of a 21 year lease of this part of the Grounds to the Swindon Harriers Athletics Club ('the Club') and to support the Club to deliver a sustainable operation (Cabinet Minute 62, 2014/15 and Council Minute 81, 2014/15 refers). Draft lease terms have been proposed and the Club is managing the facilities on an interim tenancy. However there is an ambition by both the Council and the Club to amend these terms to accommodate the new proposals detailed below.
- 3.2 The Council Minute 81 above authorised two phases of work to support the Club to deliver a sustainable operation at the Grounds. Phase one, now complete, provided a new athletics track surface, floodlighting and athletics equipment. Phase two was to provide a clubhouse with changing room facilities and to consider shared occupation by a range of users to consolidate the land use, parking, utility and social potential of the site.
- 3.3 Officers of the Council have been working with the different users of the various formal sporting facilities at the Grounds on the agreed phase two. Feasibility work has been undertaken to assess the likely cost and to test the willingness of stakeholders to provide grants, aid site management and work with the Council to provide viable models for delivering site infrastructure and future management / ownership.
- 3.4 Swindon Town Football in the Community Trust ('the Trust') has been seeking a suitable site for a pavilion and full size FA artificial grass pitch ('the Pavilion and Pitch') to support its operation and has offered to manage any new clubhouse

Further information on the subject of this report can be obtained from Kathy Sherratt, Direct Dial Telephone Number x3515, ksherratt@swindon.gov.uk.

County Recreation Ground Improvements and Asset Transfer

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with changing rooms to complete the phase two if it can be permitted to construct the Pavilion and Pitch on the Councils land. The Trust has drawn up plans for the Pavilion and Pitch on the Grounds and has submitted a planning application (planning application reference number S/17/1227) seeking permission to undertake this work. The Trust currently operates from a temporary building adjacent to the Swindon Town FC stadium and would relocate to the Pavilion and Pitch when completed. Support in principle has been provided from national sports funding organisations to grant fund this project. The securing of planning permission for the Pavilion and Pitch is a pre-condition of any grant funding.

- 3.5 The Trust would require that the land utilised for the Pavilion and Pitch is leased to it and it is still proposed that the Club takes a lease of the land that is utilised mainly for athletics. It is proposed that the part of the Grounds shown approximately edged red and edged blue on the plan attached as Appendix 1 is leased to the Club and to the Trust respectively, for a term of 25 years.

Local Consultation and Responses

- 3.6 Two informal consultations on this proposal have been undertaken. The first consultation was hosted by the Trust in March 2017 and held at the Swindon Town FC community rooms. The Council collated the outcome which resulted in 105 out of 128 responses received supporting this proposal. The second consultation undertaken at the request of the Ward Councillors and was hosted by the Council at Broadgreen Community Centre. The Council collated the outcome which resulted in 41 of the 42 responses stating that they would use the facilities if the project is delivered.
- 3.7 The negative responses received from both consultations mostly related to the loss of informal public open space and additional areas being fenced; restrictions and limitations on access to areas for dog walkers and informal play and the potential expenses of using any new facilities and loss of free usage.
- 3.8 Although the majority of the respondents are supportive of the proposals it is anticipated that the concerns raised by those who did not would need to be addressed within any community use agreement documented with both the Trust and the Club. A community use agreement would be a condition of both any national sports grant funding and any planning permission.
- 3.9 Ward members comments relating to this proposal are included below:
- 3.9.1 Councillor Bob Wright has advised that 'My only contention with the note that **it is possible for the council to still manage the site** but has decided not do so. I am happy with the rest of the content. This is a political decision that other councils have chosen not to take. The Labour Group is clear that a cooperative model is possible for community assets and their management. Many of the things being addressed in the note would have been handled differently'
-

Further information on the subject of this report can be obtained from Kathy Sherratt, Direct Dial Telephone Number x3515, ksherratt@swindon.gov.uk.

County Recreation Ground Improvements and Asset Transfer

Cabinet

Date: 18th October 2017

3.9.2 Councillor Julie Wright has advised that 'I would agree with Bob [Councillor Wright] on this point'.

3.9.3 Councillor Junab Ali has advised that 'I support this'.

4. Alternative Options

- 4.1 The Grounds could continue to support recreational use in its current form and / or the Grounds offered to the Central Swindon South Parish Council to manage. However under this option the opportunity for improved facilities run by the Club and the Trust and an improved access to the facilities to be delivered at no cost to the Council would be lost.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The Trust has already funded the preparation of plans for the local consultation and the submission of the planning application.
- 5.2 The Grounds would be leased to both the Club and the Trust at a nominal rental in exchange for the ongoing day to day management of any new facilities being delivered by them.
- 5.3 Section 106 Planning Agreement Income amounting to £215K is available for leisure service area projects at this location which would need to be authorised to fund this project.
- 5.4 Third party funding of between £1.3M - £1.7M (depending upon the specification of the proposed pavilion) would be accessed by the Trust to support the proposal. This funding would not be accessible by the Council. It is possible that the Council may be required to be party to grant funding bids and permit charges to be placed on the land title to secure the same.

Legal and Human Rights Implications

- 5.5 All legal documentation will be issued by the Director of Law and Democratic Services in consultation with the Head of Property Assets in order to protect the Council's interests. There are no known human rights implications and it is believed the recommendations are compatible with Convention rights.

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

- 5.6 Council staff currently manage the StreetSmart activities at the Grounds and any implications to this will be considered as part of the project delivery. There is no immediate change proposed to the staffing arrangements. There is the potential for this project to increase sport and leisure patronage in the Borough by

Further information on the subject of this report can be obtained from Kathy Sherratt, Direct Dial Telephone Number x3515, ksherratt@swindon.gov.uk.

County Recreation Ground Improvements and Asset Transfer

Cabinet

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improving facilities to aid the Councils health and wellbeing agenda. Increased use and presence of organised activities at the Grounds could result in a reduction in crime and disorder in the immediate area.

Diversity Impact Assessment

- 5.7 A Diversity Impact Assessment (DIA) has been completed. No adverse or other significant issues were found. A copy of the DIA can be obtained from the report author.

Risk Management

- 5.8 There are no known risks associated with this proposal.

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.
- 6.2 Central Ward Members

7. Background Papers

- 7.1 None

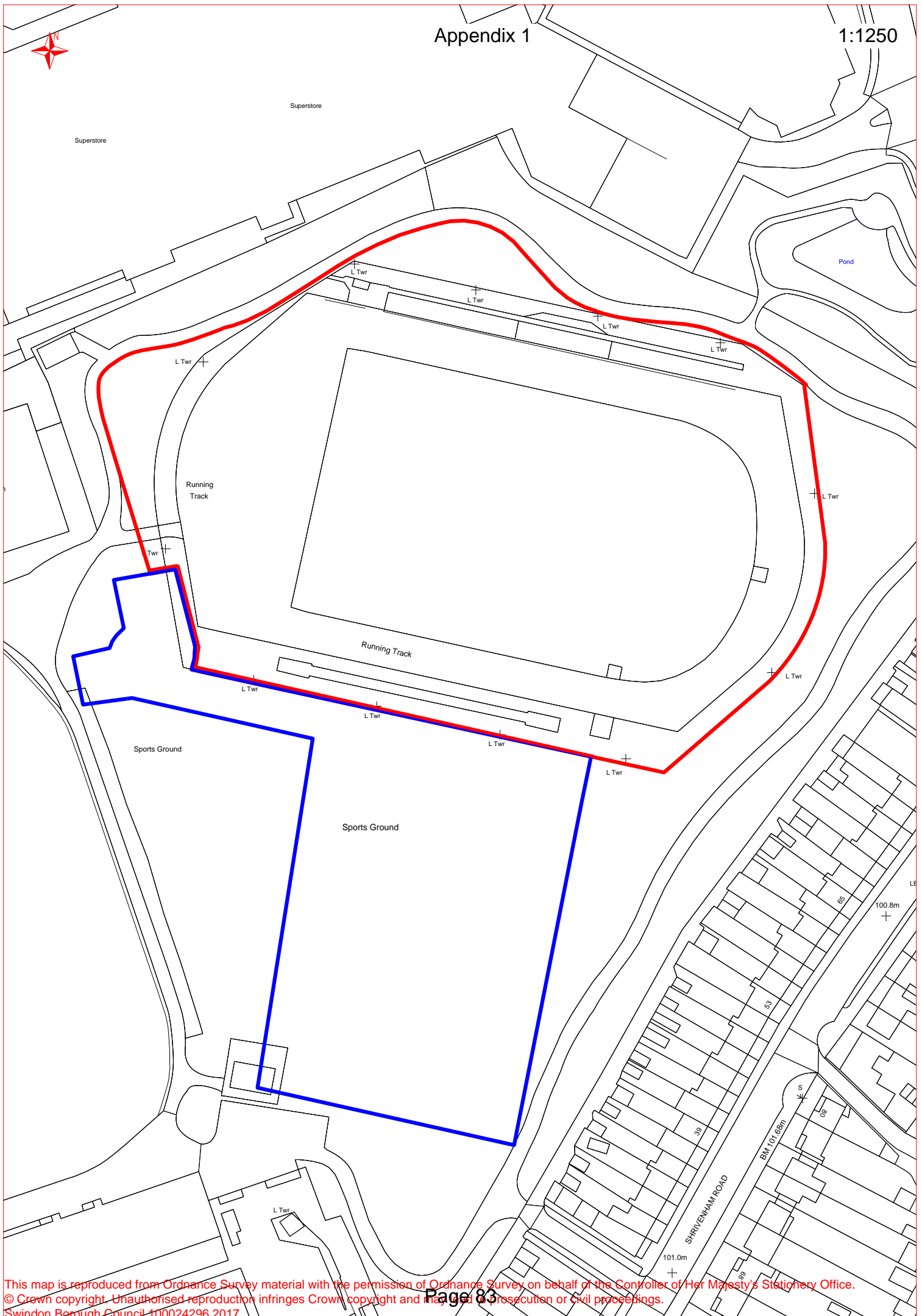
8. Appendices

- 8.1 Appendix 1 – Plan

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is not a Key Decision

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Polling District and Places Review

Cabinet

Date: 18th October 2017

Author:	Leader of the Council Director of Law and Democratic Services
Wards:	Blunsdon & Highworth, Chiseldon & Lawn, St Margaret & South Marston and St Andrews.
Parishes Affected:	Central Swindon South, Highworth, South Marston, Stratton St Margaret, and St Andrews.

1. Purpose and Reasons

- 1.1 A polling district review is carried out every 4 years in accordance with regulation. However, each year, a limited review is undertaken following on from the Council's elections, to look specifically at issues raised in connection with polling districts, places or stations. This review is necessary as the recent Community Governance Review created some anomalies between new parishes and existing polling district areas. In addition, it is good practice to keep the location of polling stations under constant review in case venues cease to be available. It also sets out specific issues that have been brought to the attention of the Returning Officer.
- 1.2 This report seeks Cabinet's authorisation to:
 - 1.2.1 Undertake a review of polling places within the wards of Blunsdon and Highworth.
 - 1.2.2 Create new polling districts within the Blunsdon & Highworth, Chiseldon & Lawn and St Margaret & South Marston wards, and
 - 1.2.3 Re-adjust the boundary of SAB & SAD polling districts in St Andrews ward.

2. Recommendations

Cabinet is recommended to request the Council to:

- 2.1 Endorse the recommended changes to Polling Places within the Borough as follows:
 - 2.1.1 Blunsdon & Highworth Ward - that the polling place for electoral registers BHG & BHI be moved to Westrop School from Highworth Youth Centre.
- 2.2 Endorse the recommended changes to Polling Districts within the Borough as follows:
 - 2.2.1 Blunsdon & Highworth Ward - that new polling districts BHJ and BHK be created to correspond with the parish boundary, both BHJ and BHK fall within South Marston Parish Council.

Further information on the subject of this report can be obtained from *Sally Sprason*
Direct dial 3999 or email ssprason@swindon.gov.uk

Polling District and Places Review

Cabinet

Date: 18th October 2017

- 2.2.2 Chiseldon & Lawn Ward - that an adjustment to the polling district boundary for CLB be made to create the polling district CLD to correspond with the parish boundaries, CLB falls within Chiseldon Parish Council and CLD within Central Swindon South Parish Council.
- 2.2.3 Ridgeway Ward – that new polling district RWE be created to correspond with the parish boundary, RWE falls within for Central Swindon South Parish Council.
- 2.2.4 St Margaret and South Marston Ward - that new polling districts SME, SMF and SMG be created to correspond with parish boundaries, SME falls within Stratton St Margaret Parish Council, SMF within South Marston Parish Council and SMG within Nythe, Eldene and Liden Parish Council.
- 2.2.5 St Andrews Ward – that an adjustment to the polling district boundary for SAB and SAD be made to create a more convenient Electoral Register.
- 2.3 Note that the Director of Law and Democratic Services (as Returning Officer) will implement the proposed changes for future Borough, Parish and Parliamentary elections.

3. Detail

Blunsdon & Highworth Ward

- 3.1 Those on the BHG & BHI in Blunsdon & Highworth Ward registers (a combined electorate of 2908) currently vote at Highworth Youth Centre. However the Elections Team have been informed that the polling place has been deemed not fit for purpose and will be demolished at the end of 2017.
- 3.2 Westrop School has been identified as the only suitable location for an additional polling place within the polling district. The Elections Team has been in contact with the school, which has confirmed it is happy for the school to be used as a polling station. The school has good facilities, adequate disabled access and plenty of car parking nearby. See Appendix 1a for the map showing the proposed change of location.

Blunsdon & Highworth Ward

- 3.3 Areas of land situated in BHD and BHF polling districts (Blunsdon & Highworth Borough Wards) need to be identified as separate polling districts within their parish boundary. Therefore it is requested that the new polling districts of BHJ and BHK be created. BHD and BHF fall within Highworth Parish Council and BHJ and BHK fall within South Marston Parish Council. See Appendix 1 for the map showing the proposed adjustment.

Further information on the subject of this report can be obtained from *Sally Sprason*
Direct dial 3999 or email ssprason@swindon.gov.uk

Polling District and Places Review

Cabinet

Date: 18th October 2017

Chiseldon & Lawn Ward

- 3.4 An area of land situated in CLB polling district (Chiseldon & Lawn Borough Ward) needs to be identified as a separate polling district within its parish boundary. Therefore it is requested that the new polling district of CLD be created. CLB falls within Chiseldon Parish Council and CLD falls within Central Swindon South Parish Council. See Appendix 2 for the map showing the proposed adjustment.

Ridgeway Ward

- 3.5 The area of land shown hatched at Appendix 2 lies within the Ridgeway Borough ward but falls within Central Swindon South Parish. This area of land needs to be identified as a separate polling district for electoral purposes. It is proposed that a polling district RWE be created to cover this area.

St Margaret and South Marston Ward

- 3.6 Areas of land that are situated in SMA and SMD polling districts (St Margaret and South Marston Borough Wards) need to be identified as separate polling districts within their parish boundaries. Therefore it is requested that the new polling districts of SME and SMF be created. SMA and SME fall with Stratton St Margaret Parish Council and SMD and SMF fall within South Marston Parish Council. See Appendix 1 for the map showing these proposed adjustments.
- 3.7 An area of land situated in SMC polling district (St Margaret and South Marston Borough Ward) needs to be identified as a separate polling district within its parish boundary. Therefore it is requested that the new polling district of SMG be created. SMG falls within Nythe, Eldene and Liden Parish Council. See Appendix 3 for the map showing the proposed adjustment.

St Andrews Ward

- 3.8 The current electorate total in SAB polling district is approximately 4983 and in SAD polling district they are approximately 228. Therefore it is requested that the polling district boundary be re-adjusted back to its previous position thereby making polling districts that are more suitably balanced in terms of both electorate and convenience of voting, this change would adjust the electorate totals for SAB to approximately 1666 and SAD totals to 3545. The polling place for Electoral Register SAB is Bridlewood School and the Electoral Register SAD is split to provide two polling stations within the polling place of Redhouse Community Centre. See Appendix 4 for the map showing the proposed adjustments.

4. Alternative Options

- 4.1 The Council could decide not to review polling places; however this could result in electors being severely inconvenienced as well as not conforming to best practice.

Further information on the subject of this report can be obtained from *Sally Sprason*
Direct dial 3999 or email ssprason@swindon.gov.uk

Polling District and Places Review

Cabinet

Date: 18th October 2017

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 Any administrative costs for the changes to the electoral registers or the provision of polling stations will be covered within existing budgets.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights implications have been taken fully into account in the preparation of this Briefing Note and it is believed the recommendations are compatible with Convention rights.

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

- 5.3 No other specific implications were identified during the preparation of this report.

Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment has not been completed in relation to this report. Good practice has been implemented through good and appropriate consultation in relation to all proposals. Good inclusion practice has been implemented when considering changes in polling venues to ensure they are accessible for voters. This demonstrates our duty to advance equality of opportunity.

Risk Management

- 5.5 No implications were identified during the preparation of this report.

6. Consultees

- 6.1 The Director Finance (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.
- 6.2 Relevant Ward Councillors have been consulted

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1a – map for proposed change of polling station in Highworth.
- 8.2 Appendix 1 – map for Blunsdon & Highworth and St Margaret & South Marston Wards.
- 8.3 Appendix 2 - map for Chiseldon & Lawn and Ridgeway Wards.

Further information on the subject of this report can be obtained from *Sally Sprason*
Direct dial 3999 or email ssprason@swindon.gov.uk

Polling District and Places Review

Cabinet

Date: 18th October 2017

8.4 Appendix 3 – map for St Margaret & South Marston Ward.

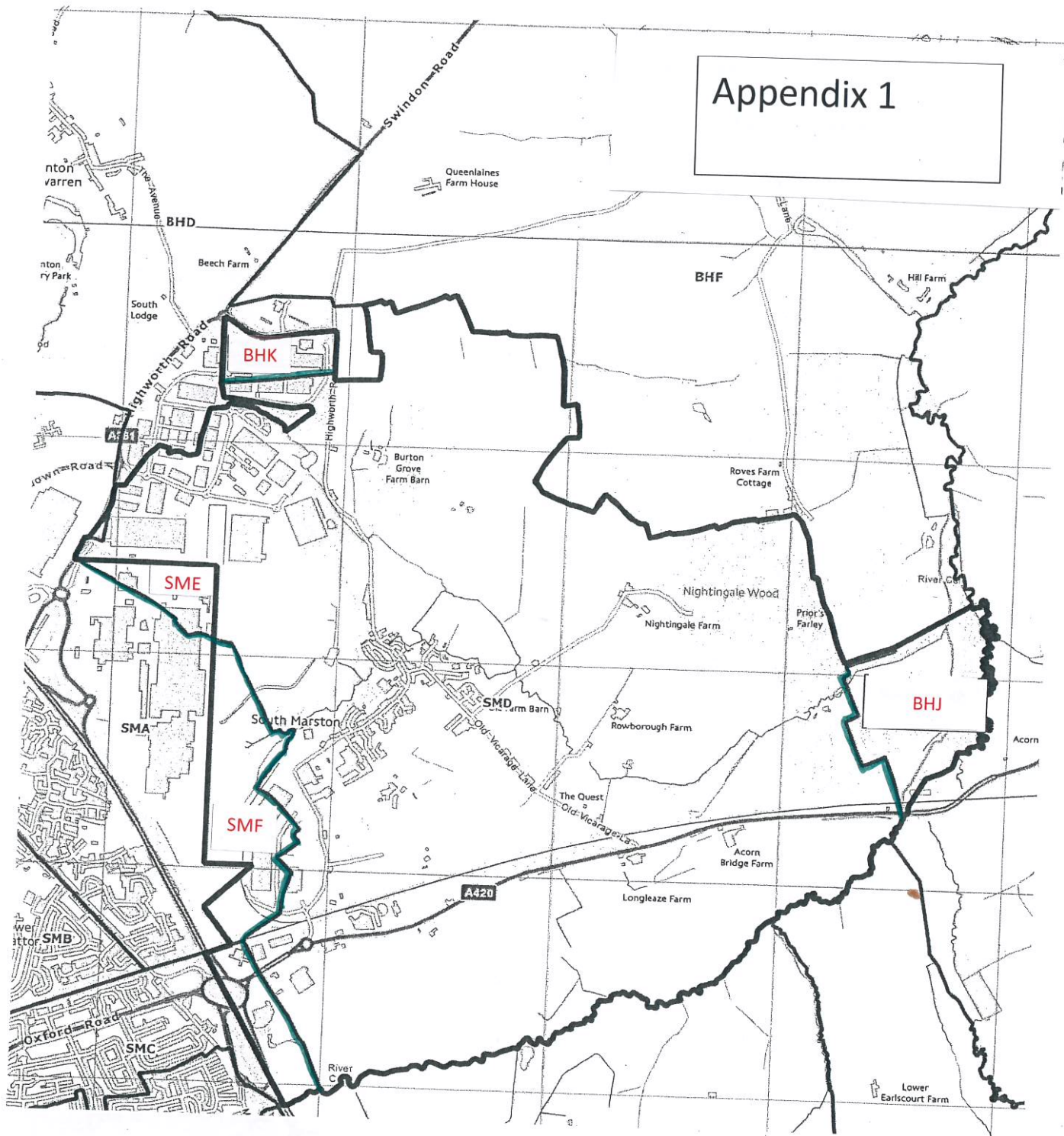
8.5 Appendix 4 – map for St Andrews Ward.

9. Key Decision/Decision in Cabinet Work Programme

9.1 This is not a Key Decision as the final decision will be taken by the council.

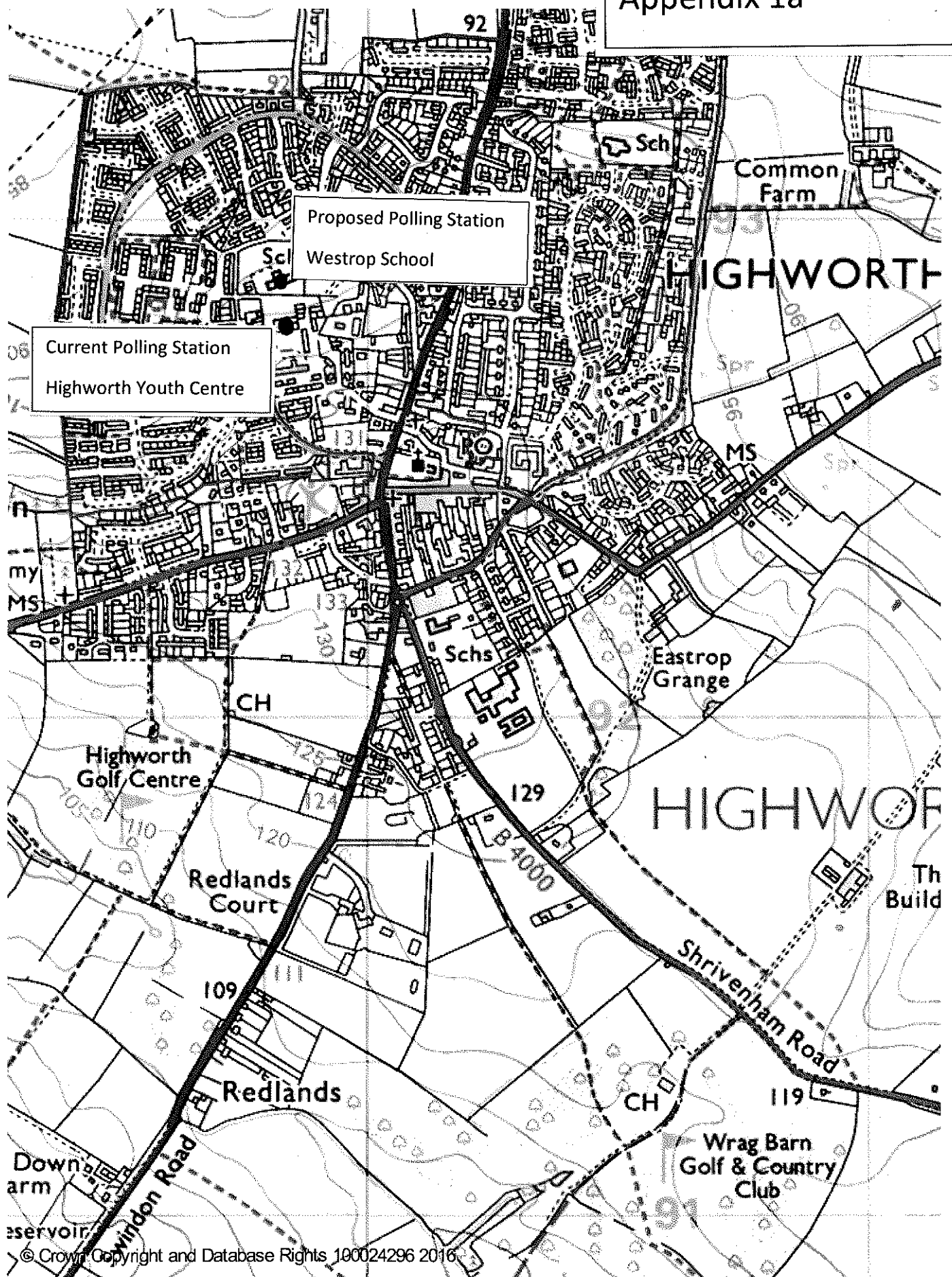
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Appendix 1



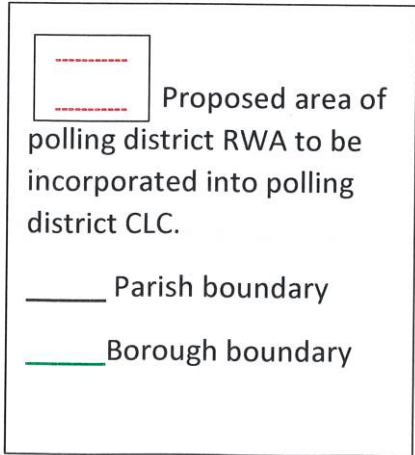
_____ Borough boundary
 _____ Parish boundary

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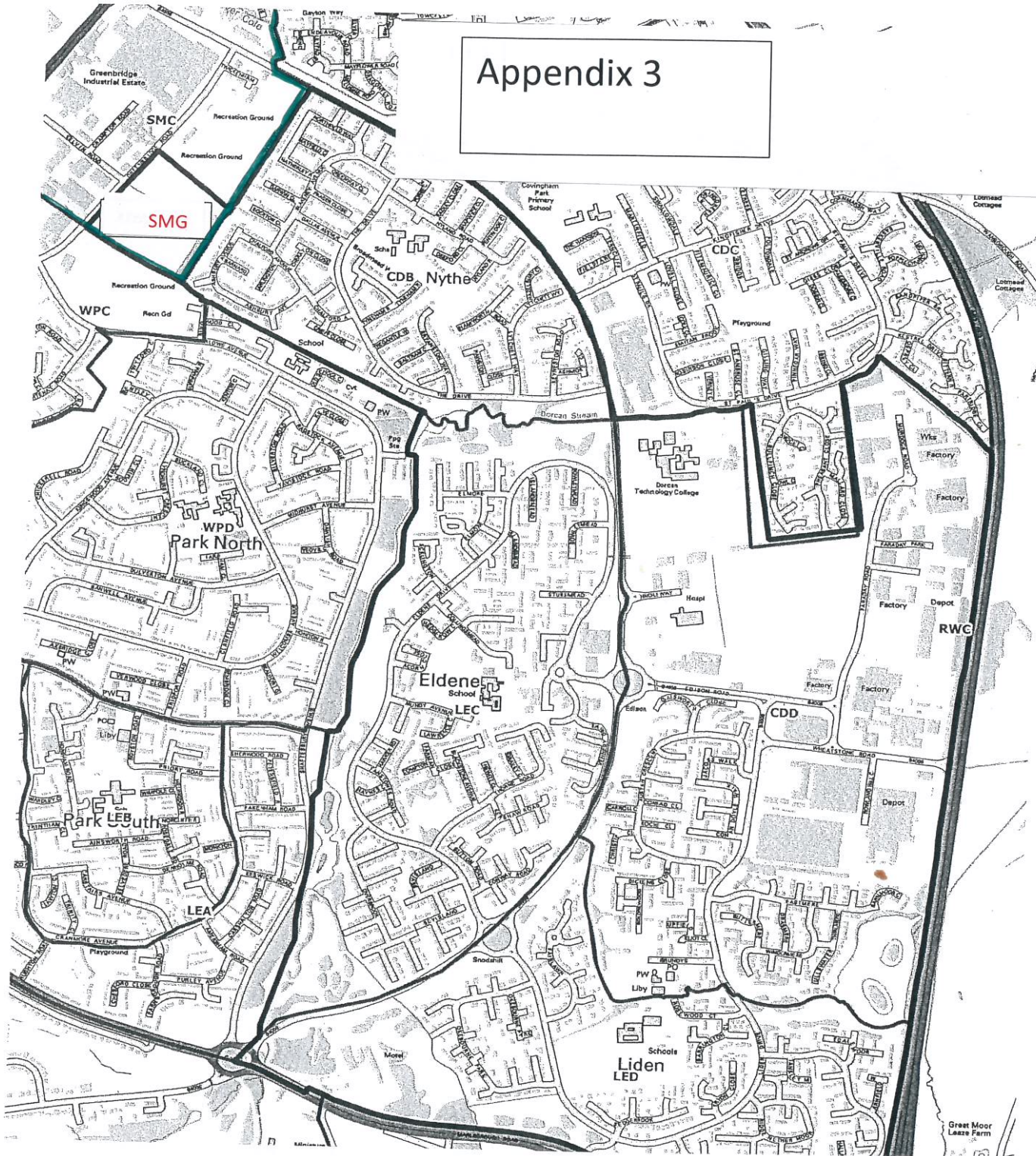
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Appendix 2



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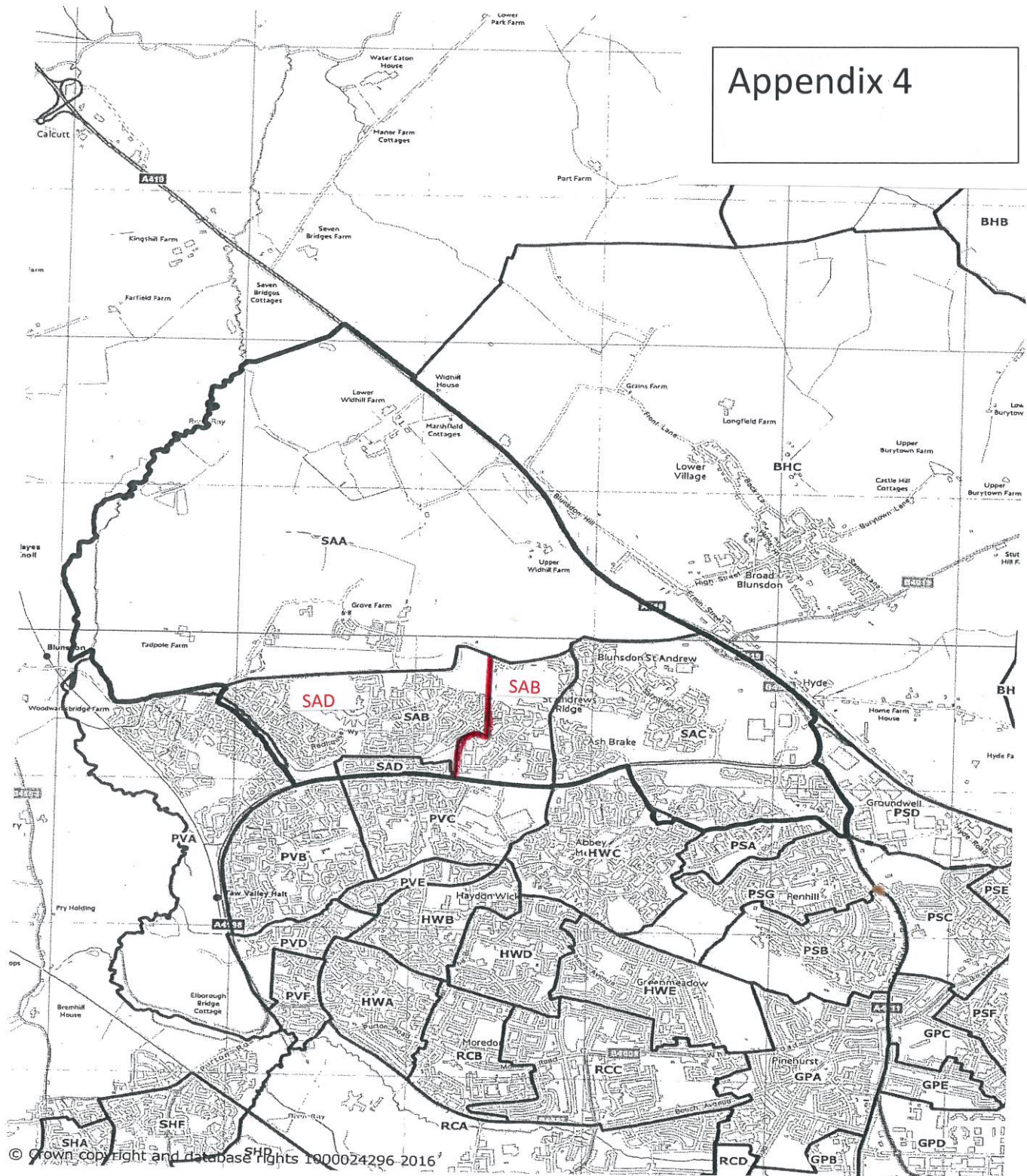
Appendix 3



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Appendix 4



Existing Polling District boundary

Proposed Polling District boundary

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Swindon Borough Local Plan Review – Regulation 18 (Issues & Options) Consultation

Cabinet

Date: 18th October 2017

Author: Cabinet Member for Strategic Planning and Sustainability /
Corporate Director for Communities and Housing

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To seek approval to undertake public consultation on Issues and Options as the first major stage of the review of the Swindon Borough Local Plan for a six week period, and to prepare and publish supporting evidence base material.
- 1.2 In accordance with Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) local planning authorities are required to undertake public consultation regarding the scope and strategic issues to be addressed as the first formal stage in the production of a Local Plan for the area.
- 1.3 Paragraph 158 of the National Planning Policy Framework stipulates that each local planning authority should ensure that the Local Plan is based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area.
- 1.4 The Local Plan Review will have a key role in implementing many of the Corporate Plan's priorities and will be fundamental in delivering key elements of the themes of 'One Swindon', including supporting accelerated economic growth and providing a means of ensuring that new development responds to the needs of all of the Borough's communities, such as elderly people. It will also enable the Borough Council to adopt a sound spatial economic strategy and a realistic and deliverable housing trajectory against which future development options can be assessed.

2. Recommendations

Cabinet is recommended to:

- 2.1 Authorise the Head of Planning, Regulatory Services, and Heritage to undertake public consultation on the Issues and Options of the Swindon Borough Local Plan Review as attached at **Appendix 1 and 2** and in accordance with the arrangements set out in paragraph 3.21.
- 2.2 Authorise the Head of Planning, Regulatory Services, and Heritage, in consultation with the Cabinet Member for Strategic Planning and Sustainability, and the Director of Law and Democratic Services, to make any necessary

Further information on the subject of this report can be obtained from Phil Smith, 01793 466443, psmith@swindon.gov.uk.

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changes to the consultation documents before they are finalised for publication, and agree any changes to Appendix 2 with Wiltshire Council.

- 2.3 Authorise the Head of Planning, Regulatory Services, and Heritage, in consultation with the Cabinet Member for Strategic Planning and Sustainability and other relevant Cabinet Members, to produce and publish evidence base material required to support the preparation of the Local Plan Review.

3. Detail

- 3.1 The Council is required to have an up to date Local Plan to provide a planning framework to shape and guide future development as the principal policy document in the determination of planning applications in the Borough.
- 3.2 The Swindon Borough Local Plan 2026 was adopted on March 26th 2015 (Council Minute 97, 2014/15 refers). The independent Local Plan Inspector in his report recommended an early review of the Plan to update the housing and employment land requirements.
- 3.3 The revised Local Development Scheme was approved for publication in September 2017 (Cabinet Minute 35, 2017/18 refers) which sets out the timetable for the review of the Local Plan. In accordance with this timetable it is intended to undertake public consultation on the scope of the Local Plan review, commonly referred to Issues and Options Consultation, in the fourth quarter of 2017.

Extent of the Local Plan Review

- 3.4 The Local Plan Review will cover the period of 2016-2036, and on adoption will replace the Swindon Borough Local Plan 2026 and the Swindon Central Area Action Plan (2009). Much of what is in these existing Plans would be carried forward into the new Local Plan, including the strategic developments at Wichelstowe, Commonhead (Badbury Park), Tadpole Garden Village, New Eastern Villages and Kingsdown (East of A419). However the requirement to plan for additional housing and employment land beyond 2026 means the overall development strategy will need to be updated and re-set, along with policies to ensure the delivery of the necessary supporting infrastructure. The Local Plan Review would also provide an opportunity to consider and revise if necessary other policies in the existing Plans.
- 3.5 The Issues and Options consultation provides an opportunity for other statutory and non-statutory organisations, Parish and Town Councils, community groups, businesses, developers, and the public in general to provide comments early in the plan making process as to what the scope of the plan should be, and how identified needs should be met.

Further information on the subject of this report can be obtained from Phil Smith, 01793 466443, psmith@swindon.gov.uk.

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- 3.6 It is important to make clear that, while the Issues and Options document forms part of the overall process of preparing a new Local Plan, it is not of itself a draft development plan or new planning policy. It is by definition a consultation document setting the scene for subsequent preparation of a draft plan document, inviting comments, and is intended to help shape the nature and content of the revised Local Plan.
- 3.7 Therefore, in agreeing to the Issues and Options consultation, Members are not making any set decisions regarding the direction of future strategy or planning policy, nor on the allocation of any additional sites. Decisions on these matters are for future stages of the Plan preparation once the outcomes of the consultation on the Issues and Options consultation have been considered, along with the conclusion of the remaining evidence studies and the Strategic Housing and Economic Land Availability Assessment.
- 3.8 As set out in the Local Development Scheme, there will be further opportunities for the public to comment on the emerging Local Plan Review later in the process, specifically the Preferred Options consultation scheduled for Autumn 2018, and the Pre-Submission Consultation scheduled for Summer 2019.

Duty to Co-operate and Joint Working

- 3.9 The duty to cooperate was created in the Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on local planning authorities and public bodies such as the Environment Agency, Natural England and Highways England, to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters. The duty to cooperate is not a duty to agree, however local planning authorities should make every effort to secure the necessary cooperation on strategic cross boundary matters before they submit their Local Plans for examination.
- 3.10 Adjacent local planning and the other prescribed bodies would be formally consulted through the Issues and Options consultation, however on-going engagement would be undertaken throughout the preparation of the Local Plan Review in accordance with the regulation.
- 3.11 For the current (adopted) plans, joint working was undertaken on an informal basis with Wiltshire Council, which culminated in agreement at examination of Statements of Common Ground between the two authorities. Given the functional geographies it is considered that a different, more robust, approach is now required to ensure a sound basis for plan making.
- 3.12 As set out in the revised Local Development Scheme, the agreed approach to joint working is to pursue separate, but aligned plans, alongside a non-statutory

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joint spatial framework. This framework will agree the broad spatial approach to the quantum and location of development and supporting infrastructure, informed by a shared evidence base, and thereby provide a context for decisions over detailed site allocations to be made through the authorities' individual plan reviews. The proposed outline of the scope for the non-statutory joint spatial framework is set out at Appendix 2 in the Revised Local Development Scheme (2017). This framework would not have the status of a formal development plan document, and would be used to inform Local Plan preparation rather than as a means of determining planning applications.

- 3.13 The timetable for the preparation of the non-statutory joint strategic framework is also set out in the revised Local Development Scheme. Responses received to the Issues and Options Consultation would also inform the preparation of this framework document. Wiltshire Council has taken a parallel Issues and Options Consultation Report for the Review of the Wiltshire Core Strategy at their Cabinet 10th October 2017.

Consultation Documents

- 3.14 The principal consultation document is the Swindon Borough Local Plan Review Issues and Options Paper, attached at **Appendix 1**, which takes the form of a questionnaire supplemented by information regarding the context for the review, the consultation process and next steps, the vision and objectives for the Plan, existing and emerging evidence, and the key issues and challenges the Plan will need to address.
- 3.15 Alongside the above will be a consultation paper concerning the structure and content of the non-statutory Joint Spatial Framework, which has been prepared jointly with Wiltshire Council; attached at **Appendix 2**. This sets out and requests comments regarding the form of joint working proposed, the scope and objectives of the Joint Spatial Framework, the evidence in support of the Joint Strategic Framework and broad concept options for growth. It includes profiles for each housing market area in Swindon and Wiltshire setting out the constraints and opportunities across the HMA and at each of the main settlements. It also invites comments on a draft methodology to identify and assess options for the spatial distribution of the additional housing and economic development (beyond planned and committed growth under the existing plans) required in Wiltshire and Swindon in the period to 2036.

Evidence Base

- 3.16 National Planning Practice Guidance states that the evidence base underpinning the Local Plan needs to inform what is in the plan and shape its development rather than being collected retrospectively. It should also be kept up-to-date. Local planning authorities should publish documents that form part of the

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evidence base as they are completed, rather than waiting until options are published or a Local Plan is published for representations. This will help local communities and other interests consider the issues and engage with the authority at an early stage in developing the Local Plan. It will also help communities bringing forward neighbourhood plans, who may be able to use this evidence to inform the development of their own plans. (*Planning Practice Guidance, Paragraph: 014, Reference ID: 12-014-20140306, CLG 2017*).

- 3.17 Some key evidence work for the Swindon Borough Local Plan Review has already been completed or is nearing completion. These comprise a Strategic Housing Market Assessment and Functional Economic Market Area Assessment (Cabinet Minute 38, 2017/18 refers), an updated Playing Pitch Strategy, a Strategic Housing and Employment Land Availability Assessment (SHELAA), an update Employment Land Review and an updated Retail & Leisure Needs Study.
- 3.18 Other identified evidence work includes, but not limited to, an updated Strategic Flood Risk Assessment, a whole plan and affordable housing viability assessments, an updated Gypsy and Travellers Needs Assessment, an updated Open Space Audit Assessment, transport assessment and updated Infrastructure Delivery Plan. Where practical, with the resources available, evidence will be produced 'in-house'. Where there is a requirement to engage external professional expertise, joint commissioning with neighbouring authorities will be explored where this is appropriate, in order to take advantage of reduced costs of such work through economies of scale.
- 3.19 In order that the evidence base is up-to-date and published without delay in accordance with national guidance, authorisation is sought to prepare and publish appropriate evidence in support of the Local Plan Review.

Consultation Strategy

- 3.20 Effective consultation is a pre-requisite to the smooth delivery of a sound Local Plan. The National Planning Policy Framework (para 69) states that local planning authorities should create a shared vision with communities involving all sections of the community in the development of Local Plans. Community involvement is embedded in the preparation of the Local Plan Review in line with its Statement of Community Involvement. In particular it is important that all Swindon's communities are involved in the Plan making process by the use of a variety of consultation methods, including social media.

Next Steps

- 3.21 If agreed by Cabinet, it is intended the public consultation would be undertaken for a period of six weeks from the week beginning 6th November 2017. The consultation will be undertaken in accordance with Council's adopted Statement

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of Community Involvement in Planning. Comments received in relation to the Joint Strategic Framework would be shared with Wiltshire Council on a reciprocal basis. As part of the consultation process the following arrangements would be put in place (with similar arrangements made by Wiltshire Council in relation to their area):

- 3.21.1 Early notification of the consultation period to Parish and Town Councils following Cabinet approval;
 - 3.21.2 Letter or email to consultees on the planning policy consultation database, providing notification of the consultation;
 - 3.21.3 Online publication of all consultation documents on the Council's website including the consultation portal and the creation of a joint web page (hosted on the Wiltshire Council website) to provide information on joint working and links to the appropriate pages of each authority's local plan review website.
 - 3.21.4 Publication of advertisement in local newspapers; and
 - 3.21.5 Documents being made available for viewing at the Council's main office and at public libraries.
 - 3.21.6 Any material relating to joint working will be approved by the Cabinet Member for Strategic Planning and Sustainability and the Wiltshire Cabinet Member for Spatial Planning, Development Management and Property.
- 3.22 It is also proposed to hold specific events for representatives of parish and town councils, as representatives of their communities, on the new HMA basis. The timings and details should be agreed with Wiltshire Council to ensure a coordinated approach to the events. It will be important for Officers from each authority to be able to attend events relating to the Swindon HMA. It is also proposed that a developers' forum is held during the consultation period.

4. Alternative Options

- 4.1 The Borough Council could choose not to proceed to Issues and Options consultation. The focus of work over the last 12 months has been the establishment of an evidence base leading to the preparation for Issues and Options consultation which is a key stage in the plan making process. Not proceeding as intended would lead to delay in producing an up-to-date Local Plan with associated risks, including a continuation of our lack of a 5 year land supply, the stifling of economic development and potential intervention by the Secretary of State.

Further information on the subject of this report can be obtained from Phil Smith, 01793 466443, psmith@swindon.gov.uk.

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5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The costs of preparing the review of the Local Plan will be met from the Forward Planning budget, which is determined annually based on likely spend. Proportional funding would be forthcoming from Wiltshire Council in respect of joint evidence base work.
- 5.2 The Swindon Borough Local Plan is a strategic planning policy document, and as such, it does not necessarily commit the Council itself to funding proposals contained within it. However, the Local Plan is a key document in securing Government funding for infrastructure and subsequent commitments on the Council for the expenditure of such funding. The Community Infrastructure Levy Charging Schedule will be reviewed in light of the Local Plan Review.

Legal and Human Rights Implications

- 5.3 The Local Plan Review will have to be in accordance with relevant legislation, particularly the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011.
- 5.4 The content of this report will not have a direct implication on human rights issues.

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

- 5.5 The Local Plan Review will be subject to a Sustainability Appraisal incorporating Strategic Environmental Assessment and Health Impact Assessment to ensure that the impact of proposals can be minimised with the least negative impact possible on the Plan area. At this stage

Diversity Impact Assessment (DIA)

- 5.6 A DIA has been undertaken on the Issues and Options, however at this stage in the Local Plan Review the assessment is limited as there are no draft policies to assess. More comprehensive DIA's will be undertaken as the Local Plan Review progresses.

Risk Management

- 5.7 Delay to the Local Plan Review could undermine the Council's vision to create and realise Swindon's aspirations for development. The Revised Local Development Scheme includes a risk assessment for the Local Plan Review.

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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: Swindon Borough Local Plan Review Issues and Options Paper *(This appendix can be inspected on the Council's website and copies can be obtained from the Committee Officer)*
- 8.2 Appendix 2: Swindon and Wiltshire Joint Spatial Framework Issues Paper *(This appendix can be inspected on the Council's website and copies can be obtained from the Committee Officer)*

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is not a Key Decision.

Affordable Housing Development Update

Cabinet

Date: 18th October 2017

Author: Cabinet Member for Housing and Public Safety
Head of Housing Services

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report seeks to provide an update to Cabinet on the Affordable Housing Development Programme and to seek approval the Head of Housing Services to be authorised to use Housing Revenue Account resources to develop sites set out in the report.
- 1.2 The recommendations contribute to Pledge 7 of the Council's Vision: to build new affordable homes and Pledge 9 to develop brownfield sites as they become available.

2. Cabinet is recommended to:

- 2.1 Authorise the Head of Housing Services to -
 - 2.1.1 Complete the construction of the Penhill United Reform Church site at a cost of £2,066,000, supported by grant funding from the Shared Ownership and Affordable Housing Programme 2016 – 2021.
 - 2.1.2 Complete the construction of assisted living bungalows at Linden and Bembridge Avenue at a cost of £2,030,000, supported by Department of Health grant funding of £30,000 per unit.
 - 2.1.3 Spend £340,000 additional Department of Health grant funding to further enhance the assisted living homes at Hawthorns in Gorse Hill, Linden Avenue in Pinehurst and Bembridge Close in Park North to minimise future care costs.
 - 2.1.4 Complete the decant and demolition of existing buildings on Queens Drive, and develop plans in readiness for a Planning Application at an initial cost of £2,000,000.
 - 2.1.5 Design and carry out a consultation on a potential assisted dwellings development on Council land at Ventnor Close. Early design work will cost £30,000.

3. Detail

- 3.1 Developments at Sussex Place, Brookfield Highworth and Townsend House have been completed, totalling 65 units. Development is underway at Hawthorns, Royal British Legion and Cranmore Avenue, comprising a further 52 units which

Further information on the subject of this report can be obtained from James Graham, 01793 464474, jgraham@swindon.gov.uk.

Affordable Housing Development Update

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will be completed this year. This will complete the Council's development using grant funding from the Affordable Homes Programme 2015 – 2018.

Penhill

- 3.2 Demolition of the Penhill United Reform Church was brought forward because the site had been targeted by vandals and was unsafe. Planning Permission has been granted and a successful tender awarded. The site comprises 13 units, including an existing manse house which will be refurbished. Grant funding of £30,000 per unit has been applied for from the Shared Ownership and Affordable Homes Programme 2016 – 2021.

Supported Living units for Adult Social Care

- 3.3 Facilitating works on 11 assisted living dwellings at Linden Avenue and Bembridge Close have begun, and grant funding of £30,000 per unit has been applied for from the Care and Support Specialised Housing fund. The total works cost is £2,030,000. This includes an additional 1 unit at Bembridge Close from previous reports.
- 3.4 It is noted that the experience of such bungalows elsewhere in the Borough is that they promote independent living and help to reduce pressure on the Adult Social Care budget. In addition, these new units could free up to 11 homes for families that are in need of accommodation, resulting in the Council making more efficient use of its stock.
- 3.5 The Council successfully bid for £340,000 from the Department of Health to further enhance the assisted living dwellings at Hawthorns, Linden Avenue and Bembridge Close. Additional features are due to be added, such as smart sensor and alarm systems to help vulnerable people live independently. This money needs to be spent by 31st March 2018 on 35 units at Hawthorns, Linden Avenue and Bembridge Close only.

Queens Drive

- 3.6 The Queens Drive site stands out as the key element of the Council's affordable housing development programme. The site is also one of Swindon's most significant and exciting regeneration areas in recent times. It is a complex site and considerable progress has been made since the initial report to Cabinet in December 2016 (Cabinet minute 68, 2016/2017 refers). Survey work is being carried out ahead of demolition. Tenants in the 'T' blocks are moving out, and the accommodation is being used temporarily as emergency accommodation for homeless households.
- 3.7 Design work has been taking place for the Queens Drive site, given its prominence further design work has been required to meet the expectations of such a high profile redevelopment. It is anticipated that a suitable design with full

Further information on the subject of this report can be obtained from James Graham, 01793 464474, jgraham@swindon.gov.uk.

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cost detail will be brought back to Cabinet later this year, ahead of a Planning Application before the end of the financial year. 2 flats have been repurchased, and discussions with the owners of 2 more have taken place.

- 3.8 The budget requested for enabling the Queens Drive site to progress to the next stage is £2.0m. This comprises £0.64m for purchasing 4 flats, £0.56m for statutory home loss and disturbance allowances for tenants and £0.8m for demolition work, surveys, design and planning fees. This will ensure that a cleared site can be provided ready for the construction phase to begin.
- 3.9 In order to support these costs the Council successfully bid for £104,000 grant funding from the Estates Renewal Fund by the Homes and Communities Agency (HCA), which contributes to some of the early costs associated with the project, such as survey works, and design fees. The HCA are also keen to support the Queens Drive project with grant funding from the Shared Ownership and Affordable Homes Programme 2016 – 2021, which if bids are successful will contribute to the capital costs of the scheme. An application for approximately £30,000 per unit grant funding will be made once planning permission has been received.

Ventnor Close

- 3.10 Ward Members were approached in 2014 for views on potential development at Ventnor Close in Haydon Wick. Feedback in 2014 was unsupportive of a high density 2 storey development, the new proposal has taken this into account and subject to approval from Cabinet, a fresh consultation will be undertaken for a low density bungalow development retaining as much green open space as possible. There are 8 units of grant from the Department of Health available for assisted living dwellings, which would meet the brief for this consultation. Therefore, we propose to consult on a design, which if successful we can carry out surveys and more detailed design work ahead of a Planning Application. If the development is feasible, a report will be brought back to Cabinet for agreement.

4. Alternative Options

- 4.1 The Council could choose to retain the existing buildings at Queens Drive and re-let them to tenants. However, this would mean forgoing an opportunity to provide modern accommodation.
- 4.2 The Council could choose not to proceed with assisted living bungalows. This could mean further pressure on already pressed Adult Social Care budgets.

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5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The projects listed require funding of £6,126,000, which will come from the Housing Revenue Account and will be funded by borrowing against future rents, and a total of £1,164,000 of grant funding from the Homes and Communities Agency and Department of Health.
- 5.2 Works for the projects will be tendered out in line with Council contract standing orders.

Legal and Human Rights Implications

- 5.3 The Housing Department has worked within the relevant legislation to ensure that residents affected by development have been treated lawfully.

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

- 5.4 None

Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment has been carried out on the Housing Development Programme, and there are no adverse implications for consideration. A copy of the DIA is available from the report author.

Risk Management

- 5.6 A risk register has been done for each project and forms part of the standard project management approach.

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 None

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is not a Key Decision and it is on the Cabinet Work Programme for September 2017.

Further information on the subject of this report can be obtained from James Graham, 01793 464474, jgraham@swindon.gov.uk.

Wichelstowe Joint Venture

Cabinet

Date: 18th October 2017

Author: Cabinet Member for Strategic Planning and Sustainability
Corporate Director of Resources & Growth

Wards: Wroughton and Wichelstowe, Old Town

Parishes Affected: Wroughton

1. Purpose and Reasons

- 1.1 This report sets out the amendments that Cabinet is invited to make to the Joint Venture terms for the development of Middle and West Wichel previously reported to Cabinet and seeks approval to move forward with the finalisation of the 5-year business plan and finalisation of the legal agreements.
- 1.2 In June 2015, the Council selected BDW Trading Ltd (BDW), a wholly owned subsidiary of Barratt Developments, as the Preferred Bidder to enter into a Joint Venture with the Council to deliver the Wichelstowe development (Cabinet Minute 5, 2015/16 refers). In September 2016, Cabinet agreed to progress the District Centre development outside the Joint Venture (Cabinet Minute 51, 2016/17 refers) and discussions with BDW were temporarily paused.
- 1.3 Discussions recommenced with BDW in January 2017 and it is considered prudent to provide an update to Cabinet prior to finalising the Joint Venture agreement due to the time elapsed since the original decision was made.
- 1.4 Wichelstowe is one of the Council's strategic programmes. The completed development will contribute towards the Council's Vision in particular the ambition to be a model of well-managed housing growth that supports and improves new and existing communities. It refers specifically to pledge 14 – "with Barratt Homes we will build up to 3,500 homes in Wichelstowe..."

2. Recommendations

Cabinet is recommended to:

- 2.1 Authorise the Director of Law and Democratic Services in consultation with the Cabinet Member for Strategic Planning and Sustainability, and the Corporate Director of Resources & Growth, to complete the necessary contractual arrangements for the Joint Venture, together with associated documentation, on such terms as he considers necessary to protect the council's interests.
- 2.2 Authorise the Corporate Director of Resources & Growth in consultation with the Cabinet Member for Strategic Planning and Sustainability to work with BDW Trading Ltd to finalise the 5 year business plan.

Further information on the subject of this report can be obtained from Susie Kemp, Direct Dial 07970865464, skemp@swindon.gov.uk.

Wichelstowe Joint Venture

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- 2.3 Authorise the Director of Law and Democratic Services in consultation with the Cabinet Member for Strategic Planning and Sustainability to provide formal approval for relevant business plans.

3. Detail

Discussions with BDW

- 3.1 Whilst the vast majority of outstanding legal points were resolved with BDW during 2016, concerns arose regarding the alignment of objectives and the overall approach to delivery. Discussions with BDW were temporarily paused in September 2016 to allow a period of reflection whilst the Council focused on taking forward the delivery of the district centre.
- 3.2 The discussions recommenced in January 2017 with a number of site visits to develop a shared understanding and approach to delivery. The two parties have subsequently met on a number of occasions and it is now felt the two parties' objectives are aligned and the Joint Venture can progress.

Amendments to the Legal Agreements

- 3.3 In addition to the alignment of objectives described above, a number of amendments to the draft legal agreements have been progressed since the tender submission. All amendments have been agreed with BDW and are not considered material. External legal advice has been provided to the Council by Pinsent Masons throughout.
- 3.4 **District Centre** – As set out in the report to Cabinet in September 2016 (Minute 51, 16/17 refers) the core District Centre area has been removed from the scope of the Joint Venture. The BDW tender proposals included the third party sale of the pub/restaurant and housing for older people's parcels as well as the exploration of alternative models for delivering the mixed use blocks. The only change from the BDW approach is the removal of the core District Centre infrastructure from the Joint Venture along with a number of residential parcels required to recoup the costs of these works.
- 3.5 **One Tier Structure** - The legal agreements have also been updated to reflect the change from a two tier to a one tier structure considered in detail and approved by Cabinet in February 2016 (Minute 67 15/16 refers)
- 3.6 **M4 Southern Access** - Funding has also been secured by the Council to bring forward the delivery of the M4 Southern Access. It is anticipated that these works will be fully grant funded and it has therefore been agreed that the works will be delivered by the Council. In the eventuality that the grant funding is not received or the cost of the works exceeds the current estimate, then that is at the Council's risk but provisions have been included within the legal agreements to allow for a contribution to be sought from the Joint Venture and, if agreement cannot be

Further information on the subject of this report can be obtained from Susie Kemp, Direct Dial 07970865464, skemp@swindon.gov.uk.

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reached with the Joint Venture, then the Council has the option to wind-up the Joint Venture on a “no fault” basis.

Governance

- 3.7 The governance arrangements were approved by Cabinet in June 2015 (Minute 5, 2015/16 refers) but due to changes in the Council’s governance structure the recommendations have been updated in this report.
- 3.8 In summary, the Joint Venture will be governed by a Board comprising three Council representatives and three BDW representatives. The JV Board will meet monthly to make decisions, oversee the activities of the Joint Venture, develop the strategy, and develop and recommend business plans. The Board will act in the best interests of the Joint Venture.
- 3.9 The initial Council Board representatives will be agreed and formally appointed prior to completion of the Joint Venture legal agreements. At that time, the Council will also appoint an individual to issue formal approvals or deal with any matters escalated from the Board that are not appropriate to be dealt with by Cabinet itself. The individuals representing the Council will be reviewed from time to time.

5 year Business Plan

- 3.10 A 5 year business plan is being produced which sets out the order and pace of housing delivery during the initial 5 year period. This plan will be updated on an annual basis and will govern the activities of the Development Management Team.
- 3.11 The business plan indicates that construction of the first houses to be delivered by the Joint Venture will commence in November 2018 with the first occupations programmed for April 2019. A total of c.530 houses is projected to be delivered during the first 5 year period of the Joint Venture. This together with Council delivered sites at Wichelstowe will make a significant contribution to the Borough’s housing supply.

Development Progress Update

- 3.12 Good progress is being made within the District Centre area, which has been re-branded as Canalside, with construction of both the Secondary School and the canal underway. A procurement process is well progressed to appoint a contractor to build a key road serving the district centre with all orders placed for the installation and diversion of services in the new road. Work on the road is programmed to commence in November 2017.
- 3.13 A planning application is currently being considered by the Local Planning Authority for the Hall and Woodhouse pub/restaurant. The sales agreements for

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this site have been exchanged and it is anticipated that work will start on site early in 2018 subject to planning.

- 3.14 A planning application is currently being developed by MF Freeman for the delivery of c.175 specialist homes for older people and it is anticipated that this will be submitted early in 2018.
- 3.15 A planning application has also been submitted for the first 85 houses to be constructed to the north of the existing Waitrose store. These houses will be delivered via the Council's Housing Company, with work also starting on site early in 2018.
- 3.16 In relation to the wider site, the introduction of the peak hours bus gate at Redposts Drive has recently been reviewed. There are no plans to implement managed traffic at the Redposts Drive exit.
- 3.17 It is proposed that this position is reviewed once the implementation of the Wichelstowe Southern Access is complete and at a point at which there has been significant build out of the development to inform final traffic volumes. The target date for completion of the Southern Access is 2021 so any changes to the current arrangements are unlikely to occur until after that time.

4. Alternative Options

- 4.1 If a decision is taken not to complete the Joint Venture contract documentation the procurement process would be closed. In that event the Joint Venture would not be established and alternative arrangements would need to be made to fulfil the objectives set for the site.
- 4.2 The Council could seek to deliver the site through a combination of direct delivery, land sales and smaller scale partnerships with housebuilders. This approach would carry increased financial and delivery risk as well as higher resource requirements, although may deliver a greater level of control and return.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 A high level review of the financial model has been undertaken which confirms that the Joint Venture remains viable over the long-term. The model projects that significant income will be generated for the Council over the life of the project, allowing the Council to more than recover its outstanding debt of £43m plus on-going interest charges related to its investment in the site's infrastructure. The Council will also receive additional monies from the delivery of new housing and employment land.
- 5.2 The model contains a large number of key assumptions and therefore shows that the project is viable over the long-term rather than being able to predict both the

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value and timings of specific returns. The financial position will be updated by the Joint Venture regularly over time and refined as each phase is brought forward for development.

- 5.3 In addition to the contribution of its land in exchange for loan notes, the Council is also required to provide a credit facility to fund housebuilding. This credit facility was described in a report to Cabinet in March 2015 (Minute 74, 2014/15 refers) and comprises a commitment for each party to provide up to £15m of funding on a revolving basis. This loan will be provided at state aid compliant rates and unless there is any external bank financing will take first call on the Joint Venture returns once development costs are met. The Council will make a premium on these loans due to its lower cost of funding.
- 5.4 Responsibility for delivering the Southern Access infrastructure sits with the Council. Local Growth Fund (LGF) grant of £22.89m has been secured subject to approval of a final business case. The terms of the grant funding require an element of match funding of £5.3m related to a section of connecting road. Whilst provision for this sum has been included within the Joint Venture financial model, it is currently aligned to delivery of 2,500 homes. As a result, the Council will be required to fund the works in advance and it will be a matter for the Joint Venture to determine at the relevant time how the corresponding provision within the financial model is to be dealt with.
- 5.5 In addition, the Council is also responsible for delivering the M4 Junction 16 improvements. The total estimated cost of this infrastructure is £11.8m of which LGF funding of £5.92m has been secured. The Council is responsible for funding the difference between the actual cost and the LGF funding.
- 5.6 As Barratt Developments is a publicly limited company with the associated corporate reporting requirements the detailed financial position will remain confidential.
- 5.7 Details of the procurement process were set out in the September 2013 (Minute 48, 20 13/14 refers), March 2014 (Minute 98, 13/14 refers), and June 2015 (Minute 5, 2015/16 refers) reports to Cabinet.

Legal and Human Rights Implications

- 5.8 Legal and Human Rights implications have been fully taken into account in the preparation of this report. It is believed its recommendations are compatible with Convention Rights.
- 5.9 The detailed legal documentation to support the Joint Venture procurement has been developed by the Director of Law and Democratic Services and the project's specialist external legal advisors (Pinsent Masons).

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

- 5.10 The Council's aspiration to deliver a sustainable development at Wichelstowe is well established and this is detailed in the reports to the February 2013 (Cabinet Minute 104, 2012/13 refers) and September 2013 (Cabinet Minute 48, 13/14 refers) meetings of Cabinet.
- 5.11 There will be staffing implications associated with the establishment of the Joint Venture Vehicle. Two Council Officers may be seconded to BDW to work within the Development Management Team. The arrangements will be developed in detail as part of the resource plan to be agreed by the Joint Venture Board.

Diversity Impact Assessment

- 5.12 A Diversity Impact Assessment (DIA) has previously been produced to support the Joint Venture procurement. The reduction in the proportion of affordable housing approved as part of the revised outline consent could have a negative impact on the homeless or those with a lower financial economic status. It is however considered that the impact would be even greater if the development was stalled on viability grounds and no housing was delivered. A mechanism to review the viability position and therefore the percentage of affordable properties regularly during the build-out period has been included within the planning conditions. A copy of the DIA is available from the report author on request.

Risk Management

- 5.13 Project risks are reviewed monthly and reported to the Wichelstowe Programme Board and cross party Cabinet Member Advisory Group. The key risks associated with the delivery of the Joint Venture are described below.
- 5.14 Failure to agree on final legal terms – Whilst the drafts have been agreed between the parties there remains a risk that further issues could be raised prior to signature.
- 5.15 Financial downturn – The risk of a slowdown or downturn in the housing market will remain throughout the life of the development. A downturn in the short-term may however impact on viability in the early phases which carry a higher infrastructure burden and delay the commencement of works. The position will need to be monitored and consideration given to amending the housing mix if a significant impact is anticipated.
- 5.16 Quality not delivered – There is a risk that the parties cannot agree on the specification for the housing and the high quality objectives are not met. The delivery of the District Centre by the Council will set a high bar and the Joint Venture Board will maintain an overview of the design and the remit to ensure the quality thresholds are achieved.

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5.17 Housing not delivered – Further delay to the commencement of housing construction on the site will put pressure on development sites elsewhere in the borough and make the delivery of the Council's housing targets more challenging. Further delay also creates a negative perception that the site has stalled making it harder to sell houses once development does progress. There must therefore be a focus on completing the agreement as soon as possible.

5.18 Ongoing liability – In line with the Joint Venture's role as 'master developer', the Joint Venture will be required to procure all necessary industry standard warranties relating to the house building activity, such as NHBC warranties, to protect both the house-owners but also the Joint Venture in respect of defect claims.

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 None

9. Key Decision/Decision in Cabinet Work Programme

9.1 This is a Key Decision and is included in the Cabinet Work Programme for October 2017.

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