

Swindon Borough Council

Scrutiny

Monday, 13 August 2018

Committee Room 6, Civic Offices

At 6.00 p.m.

Conservative Councillors

Emma Faramarzi
(Vice-Chair)
Brian Mattock
Barbara Parry
Maureen Penny
Timothy Swinyard
Vera Tomlinson
Steve Weisinger

Labour Councillors

Robert Wright
(Chair)
Emma Bushell
Jane Milner-Barry
Des Moffatt
James Robbins
Chris Watts

Committee Officer: Vicki Yull, 01793 463603, VYull@swindon.gov.uk

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 445500)

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

AGENDA

1. Apologies for Absence

2. Declarations of Interest

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

3. Minutes (Pages 5 - 10)

To receive the minutes of the meeting held on 16th July 2018.

4. Public Question Time

See explanatory note below. Please contact the Committee Officer whose details appear at the top of this agenda if you need further guidance.

5. **Cabinet Member Question and Answer Session - Cabinet Member for Adults** (Pages 11 - 40)
6. **Work Programme 2018/2019** (Pages 41 - 72)
7. **Status of Requests for Action and / or Information** (Pages 73 - 76)

Date of Despatch: 3rd August 2018

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 from the Committee Officer named above or on the Council's Website at:

<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>.

The Scrutiny Committee - Terms of Reference

- To meet at regular intervals to review the policies, process and implications of Cabinet, Cabinet Member and Officer decision making and the way in which Cabinet and Cabinet Member decisions are made;
- To consider requests for "Call-in" as defined in the Council's "Call-in" Procedure;
- To refer decisions back to Cabinet (or the decision maker) for reconsideration. It may do this once for any individual decision, after which if there is no agreement the decision will be referred to the full Council for determination;
- To refer Cabinet and Cabinet Member decisions to the relevant Overview and Scrutiny Committee for investigation without delaying the implementation of the decision concerned;
- To receive a report by the Leader of the Council at its first meeting after each Annual Council Meeting (or at such a meeting as is agreed by the Chair of the Committee and the Leader of the Council) on the service issues for the year ahead, the Leader of the Council's priorities for the coming year and on the Council's performance in the previous year;
- To oversee the arrangements for Overview and Scrutiny within the Council, including determining (i) where matters fall within the remit of more than one Overview and Scrutiny Committee which of those Committees will assume responsibility for any particular issue, (ii) a system to ensure that referrals from Committees to the Cabinet, either by way of report or for reconsideration are managed efficiently and do not exceed any limits set out in the Council's Constitution, and (ii) in the event of reports to the Cabinet exceeding any limits in this Constitution or if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council

business, at the request of the Cabinet to make decisions about the priority of referrals made.

- To carry out any investigation into the business and functions of the Council and to call in any Cabinet Member or senior officer of the Council so that they can offer advice, support or answer any question that will assist the Committee in carrying out its functions.
- To carry out an external scrutiny function, particularly in relation to corporate issues and issues falling into the remit of a number of Overview and Scrutiny Committees.

To fulfil all the functions of an overview and scrutiny committee as they relate to –

- the review, scrutiny and development of policy recommendations;
- the management of performance,
- the monitoring of progress against corporate priorities and
- the formulation of advice for the Cabinet, Council and other partners and stakeholders.

To have specific responsibility (but not limited to)

- Good governance and the operation of Law and Democratic Services
- The Budget Scrutiny function.

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SCRUTINY

MONDAY, 16 JULY 2018

PRESENT:- Councillors Robert Wright (Chair), Emma Faramarzi (Vice-Chair), Steve Allsopp, Emma Bushell, Brian Mattock, Jane Milner-Barry, Barbara Parry, Maureen Penny, James Robbins, Tim Swinyard and Steve Weisinger.

Also in attendance were: Councillor David Renard (Leader of the Council), Councillor Russell Holland (Deputy Leader of the Council and Cabinet Member for Finance), Councillor Oliver Donachie (Cabinet Member for Economy Prosperity), Councillor Fionuala Foley (Cabinet Member for Highways and the Environment), Councillor Brian Ford (Cabinet Member for Adults), Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety), Councillor Garry Perkins (Cabinet Member for Town Centre) and Councillor Gary Sumner (Cabinet Member for Strategic Planning).

Apologies for absence were received from Councillors Des Moffatt, Vera Tomlinson and Chris Watts.

8. Declarations of Interest

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

Councillor Brian Mattock made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Cabinet Member Question and Answer Session – Cabinet Member for the Town Centre) as the Council's representative on the Board of the Swindon Museum and Art Gallery Trust.

9. Public Question Time

There were no public questions.

10. Minutes

Resolved – That the minutes of the meeting held on 18th June 2018 be confirmed and signed as a correct record.

11. Consideration of Cabinet Decisions

The Committee considered a report introducing decisions arising from the Cabinet meeting held on 11th July 2018.

18. Budget Management 2018/2019

Resolved – That Minute 18 of the Cabinet be noted.

19. Housing Revenue Account Medium Term Financial Plan

Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety) responded to questions put by Councillors Emma Bushell, Brian Mattock and the Chair on the following matters:

- The number of social rent houses forecast to be sold under the Right to Buy scheme, and the number of social rent houses that will be lost under the redevelopment plans for Queens Drive.
- The reasons behind the projected under investment on capital (£116m spend compared to the £199m previously identified) and the projects likely to be affected by this under investment.
- The measures in place to ensure that income generated from Right to Buy sales is utilised by the Council rather than being returned to central government.
- The length of time projected to resolve issues with void management in the social rent stock within the 30 year plan.
- The plans for temporary accommodation for the residents of the David Murray John building when works begin.

Resolved – That Minute 19 of the Cabinet be noted.

20. Debt Management

Resolved – That Minute 20 of the Cabinet be noted.

21. Temporary Winter Housing Provision

Councillor Cathy Martyn (Cabinet Member for Housing and Public Safety) and Councillor Brian Ford (Cabinet Member for Adults) responded to questions put by Councillors Emma Bushell, Jane Milner-Barry and the Chair on the following matters:

- Why the Housing First model is not being used as part of the temporary winter housing provision proposals for 2018/19.
- How the development of the Rough Sleeper Strategy is fitting in with the strategy for the Housing First model.
- The budget proposed for the Housing First model, and the anticipated number of people who will receive assistance.
- The use of a triage model to assist rough sleepers within Swindon, rather than the Housing First model.
- The potential venue for the 2018/19 provision, the number of individuals the project will target, and the expected level of needs that those individuals will have.
- The level of support provided by partners to the 2017/18 project, how partner engagement may be improved for the 2018/19 project, and other available options for support such as the Salvation Army.
- The anticipated start date for the project.
- The service that will continue to be provided to the rough sleepers who do not join this project.

Resolved – (1) That Minute 21 of the Cabinet be noted.

(2) That the Cabinet Member for Housing and Public Safety notes the concerns raised by this Committee on how the Housing First model is being used in the plans for the temporary winter housing provision proposals for 2018/19.

22. Council Communications Strategy and 2018-20 Campaign Plan

Councillor David Renard (Leader of the Council) responded to questions put by Councillors Steve Allsopp, Emma Faramarzi, Jane Milner-Barry, Maureen Penny, Jim Robbins and the Chair on the following matters:

- The metrics for measuring delivery of a campaign to determine its success, and the measuring and recording of whether those campaigns are obtaining value for money and achieving the goals of the Swindon Programme.
- How the resident survey indicated that residents are dissatisfied with the way the Council runs services, and how those concerns can be addressed.
- The complaints about the Council's website not being user friendly and the length of time taken for Customer Services to answer telephone calls, and what can be done to address those complaints.
- Those residents with no digital access, and the plans to cater for them.
- The ongoing problems with the telephone lines and staff not being trained / retained, and the need for a timetable for resolution to be within any report going to Cabinet on this issue.
- How the Council's website is primarily transactional rather than a source of information, and the plans to review and update it.
- The issues being experienced by residents trying to organise a bulky waste removal or to sign up for green waste bins, and what is being done to address those problems.

Resolved – That Minute 22 of the Cabinet be noted.

23. Membership of England's Economic Heartland Strategic Transport Forum

Councillor David Renard (Leader of the Council) responded to questions put by Councillor Brian Mattock and the Chair on the following matters:

- The potential for capital / revenue funding to be drawn to Swindon as a result of the Council's membership of this Forum.
- Whether negative air quality and environmental issues are discussed and addressed by the Forum.

Resolved – (1) That Minute 23 of the Cabinet be noted.

24. Kimmerfields Update

Councillor Garry Perkins (Cabinet Member for the Town Centre) responded to questions put by Councillors Steve Allsopp, Maureen Penny, Jim Robbins, Tim Swinyard and the Chair on the following matters:

- The proposals within the Town Centre Movement Strategy to draw more businesses to the town centre and improve footfall.
- Consideration of the potential impact on traffic flow of the Fleming Way bus boulevard proposal.
- The number of bus bays proposed, and whether the number is enough to effectively manage the turnaround of services.
- The cost for producing the Kimmerfields plans, how much public money has been spent on the project so far, and how much private money has been attracted to the project.
- The potential location of parking spaces for out of town buses.
- The blocking of roads by buses, and plans to address this problem within the plans.

- Concerns over access to the rear of the Parade for the larger shops and how buses will be brought back on to Fleet Street.

Resolved – (1) That Minute 24 of the Cabinet be noted.

In response to a query raised by Councillor Jim Robbins, Councillor Fionuala Foley, Cabinet Member for Highways and the Environment, confirmed that consideration of the petition to take action to resolve the traffic issues in the Rodbourne area has now been added to the Cabinet Forward Plan.

12. Cabinet Member Question and Answer Session - Cabinet Member for Town Centre

Councillor Garry Perkins (Cabinet Member for the Town Centre), was in attendance and presented to the Committee a report summarising progress and performance in respect of each of the following service areas within his portfolio of responsibility:

- Provide the political leadership for:
 - the continued economic and cultural development and well-being of the Town Centre; and
 - key partners, e.g. InSwindon, Old Town Business Association.
- Ensure that the Council's agreed priorities within the portfolio are delivered.

In overseeing these areas, the Cabinet Member for the Town Centre is responsible for delivering the following Priorities and Pledges of Swindon's vision for 2016-2020:

- 3. Demolish the obsolete Carlton Street and Wyvern car parks and use the space for regeneration.
- 5. Replace the current Health Centre in the town centre with a new and improved facility.
- 6. Establish effective and appealing pedestrian links from the Town Centre to North Star and enhance Wellington Street as a prime thoroughfare for the town.
- 10. As part of the town's regeneration:
 - Re-develop the former Aspen House site / Granville Street area, to extend on the successful Regent Circus development.
 - Make Havelock Square an attractive, safe open space to complement local shops.
- 11. Replace the current bus station with a new and modern facility.
- 12. Improve the town centre road network to pave the way for the Kimmerfields development.
- 21. Secure a new Museum and Art Gallery that can showcase the high quality art and exhibits that we possess.
- 22. Support the development of the new regional leisure destination at North Star.
- 23. Long term to:
 - Secure a sustainable future for the Mechanics Institute; and
 - Support the redevelopment of the Corn Exchange.

Councillor Perkins responded to the observations and questions put by Councillors Emma Faramarzi, Brian Mattock, Jane Milner-Barry, Maureen Penny, Jim Robbins, Tim Swinyard, Steve Weisinger and the Chair on the following matters:

- The potential use of 'Swindon Works' as a strapline for the Council.

- Whether the returns predicted by Forward Swindon in terms of attracting new custom in to the Carriage Works has been realised.
- The attractiveness of the rents at the Carriage Works compared to Reading or Bristol, and if new clients have been attracted as a result.
- Improving the signage around the Carriage Works area to indicate where to park and where the main entrance is.
- Cranfield University being a potential client for the Carriage Works.
- The plans to improve the tracts of unused land across the Borough to make the sites look more attractive.
- The proposal from a private company to temporarily use the Kimmerfields site which would have generated income for the Council, and the reasons why this proposal was turned down.
- The potential temporary uses of the museum site which could generate income for the Council, which the Cabinet Member agreed to pursue subsequent to the meeting.
- If advertising for Steam will increase with the aim of increasing footfall.
- Why the last private company to have title for the Mechanic Institute now appears to be active again.
- The latest position with regards to the commercial interest in the hotel plot on the Kimmerfields site.
- Potential sites for the new museum building, including the former Wilkinson's building and the House of Fraser building.
- Whether the Health Hydro will fall within the boundaries of the Heritage Action Zone. The Cabinet Member undertook to pursue this further with planning officers subsequent to the meeting.
- The plans for improving the environmental offer for the residents of the proposed 2000 units of residential housing that will be built in the town centre.
- The number of shops expected to be lost from the town centre.
- The expected length of time it will take to seek recompense for the expenditure on the Mechanics Institute that the Council had to spend during the time the company was not operating, and its potential use as the new museum.

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

13. Work Programme 2018/2019

The Committee considered a report of the Director of Law and Democratic Services setting out the topics for inclusion in the 2018/19 Scrutiny Work Programme as agreed by the Committee at its meeting on 18th June 2018.

The Chair referred to the attendance of the relevant Police Inspector at a future meeting of this Committee, and advised that the invitation had been declined. The Committee noted that the Leader of the Council will be following up on this matter.

The Committee noted that the Chair had met with the new Chief Executive to discuss the update report on the outsourcing and delivery of services, and that it is on track to be discussed by this Committee during the current Municipal Year. The Averages Task Group should also be convening again shortly.

Resolved – That the Work Programme for 2018/2019 be noted.

14. Status of Requests for Action and / or Information

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

It was queried and confirmed that UK Broadband has not yet provided a heatmap of its consumers as requested by this Committee at its meeting on 18th June 2018, and that it will be circulated to members of this Committee once available.

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

Cabinet Member Question and Answer Session

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| | |
|--------------------|-------------------------------------------------|
| Author: | Cabinet Member for Adult Health and Social Care |
| Wards: | All |
| Locality Affected: | All |
| Parishes Affected: | All |

1. Purpose and Reasons

- 1.1 The purpose of the report is to provide the Scrutiny Committee with an opportunity to question the Cabinet Member for Adult Health and Social Care on his portfolio responsibilities and performance.
- 1.2 A key purpose of the Scrutiny function is to hold the Cabinet to account and ensure that Council and Health partners' priorities and performance are being delivered. In particular, Members are invited to measure progress towards achieving the Council's Vision, Priorities, and Pledges.
- 1.3 Members of the Committee are reminded that all Members of the Cabinet are required to come before the Scrutiny Committee to take part in a Question and Answer session that will focus on the full remit of their portfolio. Scrutiny Committee is therefore encouraged to focus Question and Answer sessions with Cabinet Members on specific topics and/or services in order to avoid duplication.

2. Recommendations

The Committee is recommended to:

- 2.1 Take note and put relevant questions to the Cabinet Member for Adult Health and Social Care and decide if any further action is required.

3. Detail

Portfolio Details

- 3.1 The Leader of the Council has assigned the following portfolio responsibilities to the Cabinet Member for Adult Health and Social Care:
 - 3.1.1 Adult Services (older people, people with a learning disability, physical disabilities, and mental health);
 - 3.1.2 Adult Voluntary Sector Contracts;
 - 3.1.3 Implementation of Care Act 2014;
 - 3.1.4 Adult Local Safeguarding Board;
 - 3.1.5 Public Health – including health promotion, prevention and health and wellbeing services;

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- 3.1.6 Supported Housing;
- 3.1.7 Learning Disability Partnership Board;
- 3.1.8 Maintaining links between the Council and partner organisations in the Health Services;
- 3.1.9 Oversight of Better Care Fund and integration with Adult Social Care (ASC) and Clinical Commissioning Group Funding (CCG)
- 3.1.10 Mental Health Champion - The Local Authority Mental Health Challenge
- 3.1.11 Swindon Borough Council representative on the Sustainable Transformation Partnership Sponsoring Board and Integrated Care Alliance Board Swindon
- 3.2 The Cabinet Member for Adult Health and Social Care is also responsible for delivering Priority Four and Pledges 26, 27 and 30 of Swindon's vision for 2016-2020. Priority Four focuses on supporting vulnerable adults to live as independently as possible and enjoy safe and fulfilling lives. The three pledges we are committed to delivering against this priority include:
 - 3.2.1 Work with the Clinical Commissioning Group (CCG) and GP surgeries to help people with long term health and social care needs to manage their health effectively with support from community groups and multidisciplinary teams (Pledge 26)
 - 3.2.2 Ensure that more people and their carers are supported to live as independently as possible and reducing the length of time people need to spend in residential care. (Pledge 27)
 - 3.2.3 Reduce smoking prevalence to less than England average (Pledge 30)
- 3.3 Background detail on activity and performance for 2017/18 are provided in the Appendices.
- 3.4 If Members require further information on specific portfolio areas not covered in this report, please see contact below.

Update on Current On-going Activities

Pledge 26: Joint working with CCG to help people with long term health and social care needs

Sustainable Transformation Partnership (STP)

- 3.5 Collaborative work continues between local health and care organisations from Wiltshire, Bath and North East Somerset (BANES) to manage our Sustainability and Transformation Partnership savings. The STP is required by NHS England to respond to the increasing demand placed on local health and care services

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from population growth and people living longer, and often with long term conditions. The plan (available on Swindon's JSNA website) sets out how health and care services across our organisations are working together to improve people's health and wellbeing and support the delivery of quality services which are financially sustainable. The priorities for the BSW STP for 2018/19 are:

- 3.5.1 To develop and start to implement an integrated transformation programme to improve mental health and well-being services
- 3.5.2 To develop and start to implement as integrated transformation programme to improve the health and well-being of older people
- 3.5.3 To implement a programme to improve maternity services
- 3.5.4 To establish an STP three year financial strategy including a Financial Recovery Plan for 2018/19
- 3.5.5 To develop and implement a programme of change that will result in three integrated place-based commissioning and provision systems known as Accountable Care Alliances (across Banes, Swindon and Wiltshire) and an STP- wide commissioning and strategic planning function for the wider STP footprint
- 3.5.6 To implement a digital strategy to improve the sharing of patient data
- 3.5.7 To develop an STP Estates Strategy
- 3.5.8 To establish an STP Workforce Strategy across NHS and social care
- 3.5.9 To develop a learning organisation sharing knowledge and best practice to encourage innovation
- 3.5.10 To continue to ensure delivery of the NHS Five Year Forward View

Better Care Fund (BCF)

- 3.6 We continue to work with health colleagues to implement our Better Care Fund Plan for 2017-19 (available on the Health and Wellbeing Board Website). The Better Care Fund (BCF) is a local single pooled budget between NHS and local government to support joint working. We have made good progress in implementing our BCF schemes and it is pleasing that we have exceeded the challenging targets we set ourselves around reducing Delayed Transfers of Care (see paragraph 3.7) and delivering a more efficient and effective reablement service (see paragraph 3.21). We are working successfully across the partnership to reduce permanent admissions to residential and nursing care (see paragraph 3.25) and continue to focus on developing the market to support good quality provision locally.

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Delayed Transfer of Care from Hospital (DToC)

- 3.7 During the year, DToC performance has vastly improved and is now significantly better than the challenging target we set at the start of the year. The latest published DToC performance as at end of March 2018 is 0.87 bed days lost due to discharge delays attributable to social care against a target of 6 per day. This is significantly better than the averages for the South West (14.42). Our cumulative end of year performance (April 2017 to March 2018) for delayed discharge attributable to social care is 7.8 days which is below the average for the South West (20.7). There have been no joint attributable delays (i.e. attributable to both NHS and social care) since December 2017. The main areas of reduction in delays attributable to social care have been due to more timely completion of social work assessment, speedier transfers to residential and nursing care, and less delays in waiting for a care package at home. Latest local data as at June 2018 indicates performance remains strong with 2.20 bed days lost due to discharge delays attributable to social care. Total delayed bed days for 2017/18 attributable to NHS, Social Care or Both is 22.34 which is better than the average for the South West (47.3).

Sexual health

- 3.8 Reducing late diagnosis of HIV remains a key priority for Swindon. People with HIV are living longer and this has led to an increase in the number of people in Swindon living with HIV, however, the number of new diagnoses remains stable. Swindon's HIV testing rate is increasing with 4,354 (75.7%) tests in 2017 compared to 4,274 (74.4%) testing in 2016. In 2016 (latest data from Public Health England) there were 12 new diagnosis of HIV at a rate of 6.8 per 100,000 people aged 15 and over, this is similar to both regional rate of 5.4 and England rate of 10.3
- 3.9 Managing the growing demand for sexual health services is an ongoing challenge. The Council, in partnership with the Great Western Hospital NHS Foundation Trust will be launching a new innovative digital sexual health service in 2018 for asymptomatic patients to improve access and efficiency. The digital sexual service will be (soft) launched in September 2018. This service for asymptomatic over 18s will consist of an online triage to ascertain the correct level of testing based on risk and following this a home test will be sent for the standard STIs (chlamydia, gonorrhoea, syphilis & HIV). Follow up is only required for positive results.

Dementia

- 3.10 Excellent work continues to promote Swindon as a dementia friendly town. Based on views of people living with dementia, we are promoting a range of activities including weekly walks around the Outlet Centre, gardening and swimming opportunities and vintage films at the Wyvern Theatre. Showings of Summer Holiday and Carry on Camping (both chosen by people with dementia)

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have attracted audiences of around 50 people each. Work is ongoing with Parish Councils, schools, businesses and church groups. Within SBC Public Health are attending over 30 team meetings to promote dementia friends and sessions at the Council are very well attended. Across Swindon there are now around 5000 dementia friends. The 21-25 May was Dementia Action Week with activities promoting dementia going on and interest from the Swindon Advertiser.

Falls Prevention

- 3.11 Everyone is more at risk of a fall as they get older. Falls can cause physical injuries but also make people feel less confident and become more dependent. Work on Falls Prevention is ongoing. An update on progress against the Swindon Falls and Bone Health Strategy is regularly reported to the Health and Wellbeing Board. The total number of emergency admissions for falls for over 65 years in 2016/17 was 629. The Community Health and Wellbeing Team are continuing to rollout an evidence based balance and strength offer with a class started at Grange Leisure Centre, one planned for Haydon in January and 6 further groups over the next year to focus on prevention but there is work across partner agencies to look at reducing people who fall and the consequences of falling in Swindon.

Health and Wellbeing

- 3.12 Health and Wellbeing initiatives are key to managing demand and cost pressures across social care and health. Working with external partners and services across the council, we continue to identify opportunities to improve resilience and prevent long term conditions by promoting health and wellbeing amongst Swindon residents
- 3.13 The Community Navigators Scheme provides community based coaching to help residents who have long-term health conditions to manage their care. The navigators encourage self-care and help increase the resident's confidence in living with their condition. Navigators work with clients for up to 8 sessions. Between April 2017 and March 2018, 367 people have been recruited to the community Navigator scheme through GP referral. 296 of these referrals came from the 10 surgeries we work most closely with. In addition 247 people were referred but either declined the service or weren't ready for change. Since January, the Social Care Navigator has received 28 referrals and is currently working with 19 clients. Work is focussed on supporting individuals to make positive changes to maintain greater self-care and independence for longer.
- 3.14 Swindon Circles aims to support any age person who is identified as lonely and isolated through a volunteer befriending scheme. Referrals come from GPs, Social Workers and families, focused on those who have less than 5 hours of contact per week or those who are in caring responsibilities. The team receive high numbers of referrals (180 between April 17 and March 18) and the biggest challenge is to recruit and retain enough volunteers to meet this demand. Not all

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clients are eligible, able or interested in being matched and the important thing for the team is to ensure they get the match right so it is long lasting and suits both the client and the volunteer. The 2 Circles Link Workers have visited and assessed 200 clients this year. During 2017/18 we have recruited and trained 80 new volunteer Befrienders who are working alongside our 40 existing volunteers. This year we have successfully managed to support an additional 58 isolated and lonely people; making a total of 98 clients. The aim is to support people in becoming more mobile and confidence to enable them to access local community activities expanding their networks and improving their quality of life.

- 3.15 The Live Well Hub is the first point of contact offering advice, information and support through a triage service. The Hub processes on average 30-50 referrals per day. The majority of referrals come from GP's, Physiotherapy Department at GWH, Adult Social Care, Lift and self-referrals. Self-referrals has increased from 2 per day in January to averaging 7 per day in April 2018. Since our launch in 2016, we have received over 5000 referrals and continue to track clients to monitor progress and evaluate the impact of support offered. 93% of all contacts have led to people engaging with one or more services. 150 of these contacts are now volunteering. We continue to work with colleagues across the health and social care sector to make referrals as easy as possible and to provide advice and signpost on for those individuals interested in making a behaviour change.
- 3.16 Swindon continue to rollout out the Making Every Contact Count (MECC) initiative which supports staff to maximise the opportunity they have with the public and colleagues in promoting health and wellbeing in everyday interactions. Within SBC, six staff have now been trained to deliver MECC training, including 2 Super Trainers who are able to deliver the Train the Trainer programme supporting the sustainable growth of MECC. A total of 147 people have been trained in Swindon to date, including 109 within SBC and a further 38 across partners. Evaluation work is ongoing to look at the impact of the training. MECC is also an integral part of the Integrated Care System.
- 3.17 More individuals were invited and more NHS Health Checks were delivered this year than last year. 12,509 individuals were invited in 2017/18 compared to 10,874 in 2016/17, and 5515 checks were delivered compared to 5381 in 2016/17. However, our uptake rate (numbers invited compared to those accepting the offer) went down from 49% in 2016/17 to 44% in 2018/19. This was in part due to gaining permission to invite patients from one particular GP practice during quarter 4 which did not give enough time to deliver the checks by year end.

Mental Health and Wellbeing

- 3.18 In March 2018 the Health and Wellbeing Board agreed to sign up to the Prevention Concordat for Better Mental Health. This is now being taken to the CCG Board. In addition the Health and Wellbeing Board agreed to 2018/19

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being the Year of Mental Health in Swindon which will include involving other agencies and partners in the prevention concordat. During 2017/18 we ran a series of free ASIST Suicide Prevention courses and trained 130 front line workers from a variety of organisations in Swindon. We are about to launch Connect 5 training which will raise awareness and enable all those who work with the public or manage staff to have more confident and effective conversations with people they come into contact with. Work for 2018/19 will focus on children and young people, housing and homelessness, promoting the five ways to wellbeing, workplace mental health and dual diagnosis (Mental Health and Substance Misuse)

Managing demand and financial pressures

- 3.19 The outturn position for 2017/18 across Adults was £69.264m against the budget of £69.876m providing an under-spend of £612k. Adult Services achieved £2.859m savings which was above the 17/18 savings target of £2.617m. The savings target for 2018/19 is £3.146m, of which £1.603m has already been achieved by the end of June 2018.

Prevention and Early Intervention

- 3.20 We aim to maintain and prolong people's own independence through improving our first point of contact /front door (see paragraph 3.47). We continue to develop the 'front door' hub for residents at Sandford and our e-marketplace, My Care My Support. However, the results from our latest annual user survey indicates we still have more work to do to make it easier for people who use our services to find information about services. This year there has been an increase in the number of people reporting they find it easy compared to last year (70% vs 68%). During 2017/18 we received 13860 contacts. Of these, 6398 (approx. 46%) progressed to an assessment compared to 6183 (50%) last year. At year end, 51% of new clients who received an assessment went on to receive a service compared to 48% in 2016/17. During 2017/18, 74.8% (3320) assessments started within 5 days which is below the 85% target. This is an area we will focus on to drive improvement over the coming year.
- 3.21 This year we increased our intermediate care provision, step up crisis support and bridging domiciliary care services to reduce hospital admission and facilitate appropriate hospital discharge. 96.29% of equipment was delivered within 7 working days, this is below the 98% target. Latest data indicates our services are helping older people to remain independent living at home with 83% of older people (65+) still at home 91 days after discharge from hospital into reablement/rehabilitation, although this is slightly below the challenging target we set ourselves at the start of the year of 87%. However, if deaths are taken into account, the figure is 89%. Our reablement services takes predominately hospital discharges, discharges from Intermediate Care and this contributes to the higher than expected number of older people who have passed away. Reablement service is critical in maintaining good performance in hospital discharge.

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Personalisation - choice and control

- 3.22 Our aim is to support independence, and promote choice and control, for people facing difficulties due to disability, mental health issues, effects of age and other circumstances. Through Personalisation, people have the opportunity to manage their own resources and determine how their needs will be met by organising their support and services themselves. The national target is for 100% of clients receiving community based long term support to have a personal budget. At the end of 2017/18, 1281 of long term community service users have been allocated a personal budget equating to 84%. 348 of these clients (22.9%) are receiving their personal budget through a direct payment. The percentage of users with personal budgets has decreased from 88% (1312) in 2016/17. The 2016/17 national average for personal budgets was 89.4%. It is pleasing to see that the number of learning disability clients with a personal budget has risen from 413 to 440 by the end of 2017/2018, with 161 (33.7%) of these clients are accessing their personal budget through a direct payment. Commissioners continue to work closely with our providers to improve the uptake of personal budgets, particularly Avon and Wiltshire Mental Health Partnership NHS Trust (AWP) where current performance is 49.4%.
- 3.23 We recognise carers provide regular and substantial support for service users, and it is encouraging that we have exceeded our annual target of 70% with over 72% of carers (1161) having an assessment or review of their needs in 2017/18. It is particularly pleasing to see improved access for learning disability carers to annual reviews which suggests long term planning and carer needs around ageing well are becoming embedded in support planning with 130 carers of clients with a learning disability receiving a review of their needs. We have not met our annual targets for the proportion of carers with self-directed support and the proportion of carers receiving support through direct payments. 29.3% of carers have personal budgets (159 carers) against the annual target of 36%, and 28.72% (156) have a direct payment against the annual target of 34%. Swindon continues to be an outlier compared to the 16/17 England average for carers receiving direct support (83.1%) and South West average (60.5%). We continue to work with the Swindon Carers Centre to address the shortfall in personal budgets and progress will be monitored and regularly reported to Health and Overview Scrutiny over the coming year.
- 3.24 During the year there have been significant improvements in the Reablement Service. From April 2017 to March 2018, 516 episodes of homecare reablement have been completed. The average number of days to re-able an individual has reduced from 30 to 18 days, with 63.2% gaining independence following the service and not requiring ongoing support. We have also improved the number of people receiving reablement at any one time from an average of 34 people to 56 people per month. This has been achieved through changing staff rostering and working more efficiently. The service received Highly Commended in the Health service Journal value Awards.

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Permanent admissions to Residential Care and Nursing Homes

- 3.25 Admissions to residential and nursing care have been effectively managed and remains below target for older adults (aged 65 and over). However, we were above target for those aged between 18 and 64. During 2017/18, 165 older people have been admitted to permanent care: 64 to a nursing home placement and 101 to residential care. Amongst these first time permanent admission to care, 36 people were admitted with mental health needs, 2 with a learning disability and 127 people with personal care/physical support needs (older people). The target for the year was to admit no more than 223 older people (a rate of 661.07 per 100k population). Current performance is 489.14 per 100k population aged 65 and over which puts us ahead of our year-end target. During 2017/18, 18 younger adults were admitted to permanent care: 6 to nursing care placements and 12 to residential care. This is double the number of admissions for those between 18 and 65 for the previous year, which was 9. Amongst these new admissions in 2017/18 to permanent care, 6 are people with physical care needs, 4 people have mental health needs and 8 people have a learning disability. Our rate for first time permanent admissions for younger adults is 13.36 per 100k against a target of 10.37

Learning Disability Partnership Board

- 3.26 The Learning Disability Partnership Board continues to ensure that the voice of adults with a learning disability (LD) is heard, promoting choice and control within their daily lives. It has been another successful year for the Board supporting adults with LD and their carers to influence developments in Swindon in health, social care and the wider community. There were 148 attendances across the 3 forums, 60 adults with LD, 84 professionals who support adults with LD and 4 carers. For the targeted mini forum there were 24 attendees, 12 adults with LD, 1 carer and 11 professionals across health, social care and the voluntary sector. The forums run by the Board focussed on: What Could My Day Look Like? Talking About Relationships and Thinking About Employment. The Board also ran an additional, targeted mini-forum in partnership with the CCG focussing on health, in particular, primary care and annual health checks. The outcomes of these forums are influencing related strategies and service development including the day services offer, Supported Employment Strategy and annual health check delivery

Voluntary Sector Contracts

- 3.27 Our voluntary sector providers continue to perform well and we have no significant concerns regarding performance. In the last quarter, (Jan - March 2018) the contract for Direct Payment Support (DHI) was awarded to the Enham Trust, the contract for supporting people with a head injury was awarded to Headway Swindon, the contract for Dementia support was awarded to the Alzheimer's Society and the contract for Stroke support was awarded to the

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Stroke Association. The Direct Payments, dementia and stroke support contracts were all re-shaped prior to appointing contractors.

- 3.28 Over the past year, across the adult's voluntary sector commissioned providers, we have delivered 48,915 hours of volunteer time, equating to a value of £352,207.10 when multiplied by the minimum wage. In addition, our funding has enabled commissioned providers to secure a further £841,507.25 from external sources. The total added value secured through the adult voluntary sector equates to just over £1.25M, which is significant on a £2.5M budget.
- 3.29 During 2017/18, Voluntary Action Swindon (VAS) secured an additional £167,917.00 of external funding. The Sports Forum has supported 210 people, 17 sports clubs received funding over the years including one club which is fully disabled friendly. 111 people have received direct Funding and Governance advice and another 500 individuals have received advice through VAS id weekly e-bulletin. VAS have engaged more than 644 people over the year in relation to equality and access as well as provided training to 40 local organisations on charity law, including new fundraising rules, taxation and trade for charities, charity reserves, workplace pensions auto-enrolment, cyber-crime, fraud, and new data protection regulations (GDPR).
- 3.30 Citizen's Advice Swindon (CAS, formerly Citizen's Advice Bureaux) provided advice to over 9,590 people. CAS Prevented 194 families and individuals from becoming homeless, 1869 people were advised on Personal Independence Payment in 2017/18, a further 419 people were advised on Attendance Allowance in 2017/18, and 191 people were advised on Carers Allowance in 2017/18. Citizens Advice Swindon also had a 90% success rates at Welfare Benefit cases in Tribunals for ESA
- 3.31 Swindon Advocacy Movement (SAM) continue to provide Independent advocates to support people to make their own decisions and be involved as fully as possible in making choices, they represent them and speak on their behalf where necessary. They support and represent people who have substantial difficulty in being involved and have no-one appropriate to support them. In total 453 people received a service from SAM over the year. There was a steady increase of people supported with Care Act Advocacy with 95 new referrals, an increase of 34 from last year. The Independent Mental Capacity Advocacy service remains busy with a total of 178 new referrals over the year, however SAM is meeting deadlines and has no waiting list. The Independent Mental Health Advocacy service received 122 new referrals over the year, an increase on last year of 58, almost double. This is in part due to SAMs piloting an 'auto referral' to the service, meaning that people have to 'opt out' of the service
- 3.32 This year Healthwatch has consulted with residents on a number of issues and have expanded the use of social media. A total of 6 Advisory groups have been held. Healthwatch Swindon launched its Quality Checker project, working alongside Swindon Advocacy Movement. Healthwatch carried out 4 Enter and

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View visits at West Swindon Health Centre, Eldene Health Centre, Wroughton Health Centre, and Swindon NHS Health Centre and made recommendations for service improvements following these visits.

- 3.33 In 2017/18 MIND had 762 members registered to use the service, an increase of 152 (25%) clients on last year's figures. Based on the 227 people who had a review during the year, 79% of people have either met their intended outcome/s or are continuing to maintain their outcome/s. Change to people's wellbeing over time is measured via the Warwick Edinburgh Mental Wellbeing Scale which shows 80% maintenance or improvement against all measures across the service. Twigs (Therapeutic Work in Gardening in Swindon) continues to offer therapeutic occupational opportunities for those who have poor mental health. At the end of the year, 89.7% of service users told Twigs through their self-confidence had improved since attending Twigs, with 91.1% reporting improved mental health since using the service.
- 3.34 At the 2011 Census, 19,140 people in Swindon (9.4%) reported they were providing some level of unpaid care. This is a similar percentage to the national average for the population overall (10.4%). The Swindon Carers Centre provides support to carers, including adult carers, young carers, young adult carers and parent carers. As of 31st March 2018, there were 2951 carers registered with Swindon Carers Centre. Amongst the total carers registered, 62.6% are Adult Carers (1849), 11% are Parent Carers (348), 21% are Young Carers (644) and 3.7% are Young Adult Carers (110).
- 3.35 The Royal Voluntary Service (RVS) provide support to lonely and isolated people in Swindon. They are delivering the service that was previously provided by Age UK and Red Cross. RVS focuses on recruiting, supporting and matching befrienders with people who are older and/or experiencing social isolation to give companionship and opportunities to create social networks. The service provides practical and emotional support to service users who have limited or no friend and family support. The target cohorts is older people who are discharged from hospital, older people in receipt of very low levels of social care, people accessing services through the Memory Clinic, older people in sheltered accommodation and registered Carers as well as referrals from Community Navigators. This service started in September 2017, data up to March 2018 reports that 103 people have been supported home from hospital, 66 have been in receipt of a befriending service and 31 people regularly attended a lunch club. We currently support 9 lunch clubs across Swindon, during 2018/19 we will be undertaking a review of these clubs to understand the demographic breakdown and gain an insight into any further needs and requirement and where possible align this work with RVS.
- 3.36 Our smaller contracts continued to perform well. These include: Headway for support for people with a brain injury; the Stroke Association for stroke survivor support; the Alzheimer's Society offering dementia support; Cruse providing bereavement counselling; Harbour supporting asylum seekers and refugees; and

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VAS providing infrastructure support to the wider voluntary and community sector. Open Door continue to work closely with us to re-shape their day support for people with a Learning Disability. Phoenix enterprises continue to support people who face barriers back to employment.

- 3.37 During 2018/19, we will be re-tendering the Voluntary Sector Infrastructure Support. We are working with partners in Public Health, the CCG and AWP to re shape our service offer for mental health support, this will include the Calm Café pilot project.

Supported Housing

- 3.38 Supported Housing is a form of temporary accommodation for people who cannot yet sustain independent living but who, with support, could live independently in the future. Floating Support is a service that provides support to people in their own homes to either sustain independent living or move to more appropriate housing in a sustained way. These services help prevent people approaching statutory services in a crisis. In 2017/18, we provided support to 870 single people or families through Supported Housing or our Floating Support services. Of the 452 people or families leaving the services, 299 (66%) were either supported to remain in their own home or moved into more independent housing. Of those moving on, we were able to support 149 (33%) to remain in, and 45 (10%) people to commence, education, employment or training.
- 3.39 During 2017/18, we re-commissioned the Supported Housing and Floating Support for Young People and Support Housing for Mental Health. We also carried out the reshaping of one Supported Housing services. Together, these changes delivered a financial efficiency of £146,000 (6% of the Supported Housing budget) to the authority.
- 3.40 In 2018/19, we will review and re-commission the Supported Housing and Floating Support for Homeless Adults, where we aim to make similar financial savings. Our main performance focus will be to increase the number of positive outcomes for those using our services and seek to increase the number of service users accessing and sustaining education, employment and training. This will be achieved by working closer with providers to understand and address barriers as well as continuing to embed GOALS, which is training to motivate service users to make positive life change. This first step was to train trainers, which was carried out in 17/18, who will then train everyone else across Supported Housing over a series of two-day workshops.

Supported Living

- 3.41 Swindon Adult Social Care continue to support over 120 adults with needs in various Supported Living services in Swindon. We currently work with 13 social care providers across a variety of single occupancy and shared services in Swindon including our own 'in house' learning disability support service. We also have a small number of adults with needs supported outside Swindon (10) which

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are continually reviewed to look at steps to return people to Swindon. The total annual cost for community based supported living is £7.6m. There is work in progress to manage the cost for supported living for Swindon through benchmarking and financial modelling of a banded model of payment against assessed needs. Historically there has been a range of provider hourly rates where some providers are more competitive than others. It is our intention to agree a banded competitive rate for Swindon for community based supported living which will help manage the budget plus deliver a more equitable offer for providers in the coming years.

- 3.42 Adult Social Care and Housing colleagues have delivered a range of assisted living bungalows over 3 sites. The 2 smaller sites totalling 11 individual 2 bedroomed bungalows have all been allocated to vulnerable adults with mobility needs known to both Housing and Adult Social Care. This has produced a very positive outcome for individuals moving to purpose built accommodation which in some cases has reduced the need for any additional ASC funded support. All assisted living bungalows have benefited from the Department of Health Grant of £340,000 to support aids, adaptations and assistive technology. This has enabled us to fit bespoke hoists and bathrooms where appropriate, plus any specific adaptations required to support individual needs. The grant has also been used for more creative assistive technology such as smart phone app based software to encourage and support people's independent living skills.
- 3.43 The larger site of 24 assisted living bungalows is at the Hawthorns location in Gorse Hill. 22 properties are for single occupancy with 2 larger properties having the ability for 3 people to share. The development is adjacent to our existing short breaks service 'Firethorn Close' which enables us to deliver flexible onsite support to all accommodated adults. All properties have been allocated to adults with needs, primarily for learning disability and autism, with occupation of all properties taking place from June to August 18. Adult Social Care have carefully considered all allocations and have agreed with Housing to develop a 'move on' facility for all. The intention is to undertake targeted work with individuals to build their independent living skills with a planned onward move to more general accommodation with a reducing support need. By using this development creatively, Adult Social Care have plans to bring back 3 high cost cases from out of area with one further high cost Swindon based placement also moving to the new development. This will not only produce a much better outcome for the individuals, but will also result in a unit cost reduction.
- 3.44 There has been extensive work with the provider market for learning disability to transform how services are delivered. In supported living, the drive has been to move to more progressive and outcome focused support for adults with needs. Working together with social care colleagues, there has been focused work on progressive outcomes for individuals and how providers can support this work. In order to reshape how the market delivers supported living, Adult Commissioning have produced a new specification which clearly identifies the expectation set by Swindon and how we want the service delivery to work. This will form part of the

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new framework contract due to be tendered in July There will be ongoing work to monitor quality and performance manager the contract going forward.

Pledge 30: Reducing smoking prevalence to less than England average

- 3.45 Smoking continues to be the biggest preventable cause of ill health and early death as well as the leading cause of health inequality. The smoking prevalence in adults in Swindon for 2017 is 17.3% which means Swindon is statistically similar to the England average of 14.9%. Although this has increased from the 2016 figure of 14.9%, the Swindon trend for smoking prevalence in adults is very encouraging. Between 2011 and 2017 smoking prevalence in Swindon has decreased by 0.93% each year compared to 0.85% in England. There are an estimated 7,000 fewer adult smokers in Swindon in 2017 compared to 2011. Smoking is far more common among unskilled and low income workers than among professional high earners. Smoking rates amongst workers in our routine and manual jobs are higher than our rates for adults overall. Smoking prevalence for this cohort in Swindon in 2017 is reported as 26.2% which is similar to the England average of 25.7%. Our smoking in pregnancy at the time of delivery (SATOD) prevalence rate for 2017/18 was 11.3% which equates to approximately 320 women.
- 3.46 Key achievements in 2017/18 include: 80% of Swindon Schools are now engaged with the Healthy Schools Award which includes understanding best practice re anti-smoking initiatives; 100% of pregnant women in Swindon have their carbon monoxide level recorded by Great Western Hospital Maternity Services; Avon and Wiltshire Mental Health Partnership went Smokefree across all their sites in November 2017; 340 smokers were supported to quit last year; and we continue to see smokers switching to vaping which is 95% less harmful than smoking according to Public Health England.
- 3.47 There are a number of initiatives planned for 2018/19 to encourage more people to quit smoking. For example, we are increasing the number of smokefree places across Swindon – e.g. play parks and newly created District Centres to further normalise a smokefree lifestyle including the Great Western Hospital site on 01 January 2019. Swindon is launching the Health Optimisation programme in July 2018 where patients on the muscular skeletal pathway will be offered and signposted to support to quit smoking or lose weight to improve their health outcomes at every opportunity. We will continue to work with partners and stakeholders to further embed tobacco control interventions into strategies, action plans, performance frameworks and pathways to further develop a whole system approach

Complaints

- 3.48 Although overall satisfaction with services is reasonable high, we recognise we are always going to receive complaints. We endeavour to resolve complaints at

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an early stage and use them positively to change processes or practice where appropriate. Our complaints policy is Care Act compliant.

- 3.49 During 2017/18, the majority of complaints were resolved locally with 52 complaints being escalated for more formal investigation (Stage 1), this is nine fewer than last year. Out of the 52 formal complaints registered, Adult Social Care upheld 15, partially upheld 13 and did not uphold 17 of the complaints received. 3 were withdrawn by the complainants, 2 were resolved informally by the service area and 2 remained open at the time of reporting. Five complaints were received by the Local Government Ombudsman for independent investigation, of which three were upheld with a proposed remedy issued, one not upheld and one remains open pending further enquiries.
- 3.50 The complaints mainly related to financial issues. All complaints are routinely reviewed and the learning is used to improve practice and provision. For example, we have recently reviewed information, paperwork and processes for charging and staff have been trained so they are skilled and knowledgeable in charging policies and practice.

What would you do differently?

- 3.51 In March 2018, Swindon Borough Council's Adult Social Care Strategy was approved by the Health and Wellbeing Board. The strategy describes the Council's approach to adult social care over the next five years. It provides the context for how we will work with partners to care and support people living in Swindon who have additional needs. The focus is on promoting, maintaining and enhancing people's independence in their communities, so that they are healthier, stronger, more resilient and less reliant on formal social care services. Where people require ongoing support to enable them to live fulfilling lives, we will share this responsibility with the individual, their families and their communities.
- 3.52 We will focus on what we can do, what our partners and communities can do, and what individuals can do. We believe that people know best how to meet their own needs, and we will support people to do that. We will be adopting an asset based strength bases approach and begin to challenge the legacy of over protective and paternalistic view of adult social care. Our starting point will be entering into conversations with people who seek support building on strengths, and what people can do, and how communities, families and friends can help. We recognise that for some people, social care services are required for longer to enable them to live fulfilling lives. Where people need ongoing support, we will share this responsibility with the individual, their families and their communities. We will try to meet people's needs in a personalised way which delivers the outcomes that people seek.
- 3.53 To meet our obligations within the Care Act 2014 and to manage our key challenges in rising demand and ongoing budget pressures, we have developed

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a model of care and support with three levels. It is designed to ensure that people can get the right level and type of support, at the right time to help prevent, reduce or delay the need for ongoing support, and to maximise people's independence. The three levels of support are:

3.53.1 Helping you to help yourself - *Accessible, friendly, quick, information, advice and advocacy, universal services for the whole community, prevention*

3.53.2 Helping you when you need it - *Immediate help, minimal delays, no presumption about long-term support, goal focussed*

3.53.1 Helping you to live your life by providing ongoing support for those who need it - *Self-directed, personal budgets, choice and control, highly personalised*

What are the challenges facing the portfolio?

Learning disability Services

- 3.54 Work is ongoing to reduce spend on Learning Disability services as spend per service user in Swindon remains high compared to other authorities. At year end the service exceeded the savings target set for 2017/18 of £1.1m and achieved a saving of £1.124m. The service has a savings target of £500k for 2018/19 which has already been achieved and work is ongoing to continue to identify and secure further savings during 2018/19. The service re-design programme is making good progress in enabling individuals to progress and become more independent.
- 3.55 Supporting people with a disability into paid employment is a national policy priority as well as a local pledge. At the end of the year there are 36 adults in receipt of support who are in employment equating to 5.76% (against a target of 5%) which is an improvement on last year's performance of 4.6%. An additional 40 adults have an unpaid voluntary job. There are also eight learning disability support clients who are no longer receiving long term support services who are in meaningful employment of 16 hours or more per week. We are currently consulting on our strategy for supporting more people with health and care needs, particularly people with a learning disability, to gain and retain paid employment in the open market or another meaningful employment related activity.
- 3.56 We continue to strive to undertake timely reviews within learning disability services but performance has been impacted by capacity, a focus on delivering savings, and the timely processing of data which has led to under reporting. This will be a key priority for improvement over the coming year.

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Adult Local Safeguarding Board

- 3.57 We continue to maintain and develop the profile of safeguarding adults. There has been a 3% decrease in the number of referral received by the safeguarding team in 2017/18 compared to the previous year. In 2017/18, there were 1150 reports, of which 583 cases required an enquiry. 290 of the cases investigated identified risks and appropriate action was taken. This year there has been a slight drop in the number of self neglect referrals (124 in 17/18 compared to 134 in 16/17), 29 of the self- neglect referrals required a safeguarding enquiry. 304 safeguarding concerns were raised for neglect (compared to 257 in the previous year) and 269 concerns were raised for physical abuse (compared to 306 in the previous year). These categories of concern align with the national trends reported through the Safeguarding Adult Collect (Health and Social Care institute) Further benchmarking will be undertaken following the publication of the Local Adult Safeguarding Annual Report in October 2018.
- 3.58 During the year, there was a Safeguarding Adult Review and an audit of the safeguarding service. These identified key areas for improvement which are being addressed through a robust action plan. The focus is on ensuring: adult services have a better understanding of Domestic Abuse and the impact of coercive and controlling behaviour (especially on older people); Mental Capacity is being applied to people who are subject to safeguarding concerns; improvements in supervision and Quality Assurance; personalisation is applied when addressing safeguarding concerns. The action plan is being tracked and impact monitored to ensure improvements are fully embedded across the service.
- 3.59 The Risk Enablement Panel continues to support adults who are considered high risk but are believed to have Mental Capacity. During 2017/18, thirty cases were considered by the Panel. Seventeen cases demonstrated a level of complexity and risk for a robust multi agency group to oversee and manage the case. Outcomes from the Risk Enablement Panel during the year have resulted in accessing additional services; legal action to secure injunctions; providing alternative accommodation; and animal welfare.

Quality of Care homes

- 3.60 There is one private residential care home that has recently been judged as inadequate by CQC in Swindon and an action plan is in place to support improvement. There is work underway to proactively risk assess all providers to reduce the likelihood of poor judgements going forward. Swindon has one care home rated as outstanding.
- 3.61 The Commissioning Team undertakes annual quality assurance visits and supports providers make improvements. The Care Home Forum meets throughout the year. Commissioners also meet with CQC bi-monthly to triangulate information regarding particular providers who may be of concern.

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The Care Home framework tendering process has been delayed to allow for more robust market engagement and to review baseline quality and outcome expectations for residential and nursing home providers

Mental Health Capacity Deprivation of Liberty (MCA DoLS)

- 3.62 The funding of The Mental Capacity Act Deprivation of Liberty Safeguards (MCA DoLS) remains a key issue for local authorities following the Cheshire West judgment where protection was extended to many more vulnerable adults. MCA DoLS relates to people who are placed in care homes or hospitals for their care or treatment and who lack mental capacity. The safeguards protect their rights and make sure that any care that restricts a person's liberty is both appropriate and in their best interests.
- 3.63 The government has initiated the reform of DoLS legislation with the introduction of the Mental Capacity Act (Amendment) Bill in the House of Lords on 3rd July 2018: it is anticipated that current proposals will reduce the financial burden on local authorities. They will remain responsible for the authorisation of deprivation of liberty where people live in care homes and will expand to include referrals for people living in the community but NHS Trusts and CCG will take on the management of all health funded referrals
- 3.64 Compared with the previous year's referrals of 1047, there has been a drop in MCA DoLS referrals in 2017/18 to 906, 427 from hospitals and 479 from care homes. At 31st March 2018, we had approximately 400 unassessed cases in care homes. We have been re-shaping our delivery model over the last year and have had a small permanent team in place since February 2017 to increase capacity to meet demand and we are able to authorise in the same month that assessments are completed. The team checks all referrals and prioritises those where the person (and sometimes their family) is objecting to where they live or the care they receive. This last year has seen a marked increase in Court of Protection cases where service users and their representatives challenge the circumstances of SBC DoLS Authorisations and therefore we are required to ask the Court to make a decision; which is a pattern seen nationally as well. We trained an additional three social workers and 1 OT as Best Interests Assessors (BIAs) last year and 4 more will train this coming year: the proposed reform is unlikely to be fully implemented until 2020 and the role of the BIA, to be known as Approved Mental Capacity Professional, will remain part of local authority required practice

Approved Mental Health Professionals (AMHPs)

- 3.65 The AMHPs co-ordinate assessments under the Mental Health Act 1983/2007 (MHA). They provide an independent judgement for people who are experiencing serious mental health difficulties, people who may need admission to hospital for assessment and treatment or may benefit instead from support in their own homes. The AMHP looks at alternatives to the use of compulsion

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wherever possible by working in partnership with other professionals. During 2017/18, Swindon 24 hour AMHP cover carried out a total of 517 assessments with Emergency Duty Service undertaking 44, and the daytime AMHPs assessing 473 referrals.

- 3.66 There remains a shortfall of qualified AMHPs in Swindon to meet demand which mirrors the national picture and we currently continue rely on agency staff to ensure we meet our legal duties and powers. This has not impacted on quality and is being reviewed continually to secure permanent staff. Swindon's 'Place of Safety' where police bring a potentially vulnerable adult under S136 MHA for assessment under MHA by an AMHP and two doctors, has been temporarily closed and relocated to a purpose built unit in Devizes. Current Swindon referral rates are relatively low due to use of specialist mental health triage. Of the average 1-2 referrals each week, most are assessed by our daytime duty AMHP who will travel to Devizes in order to ensure people from Swindon have the benefits of a local practitioner. There has been no detrimental impact of the temporary closure on Swindon Services

Swindon Appointeeships & Deputyships Team

- 3.67 Swindon Borough Council Appointeeships and Deputyships Team performs an essential role for vulnerable adults who lack capacity to manage either their DWP benefits (Appointeeship) or their property and affairs (Deputyship from Court of Protection under the Mental Capacity Act) where there is no one else willing and suitable to do this on their behalf. With the aging population and more complex cases, the demand for this service continues to increase. On 31st March 2018 we were supporting 287 individuals and have now extended the service to 16-17 year olds. We have been actively incorporating service user feed-back in how we deliver our service though we have also had challenges through workers leaving and needing to rely on locum staff. We identified the need for a social worker in our team to further develop "money management" care plans which promote more involvement and choice for service users and this will happen in 2018/19 We also began to plan how we can provide accessible information for service users and their families about our service offer in relation to Appointeeships & Deputyships

Achieving a Healthy Weight and an Active Lifestyle to Prevent Ill Health

- 3.68 Excess weight (overweight and obesity) is a major public health problem which can cause long term illnesses, reduces quality of life and increases costs to health and social care as well as having a negative impact on the local economy. Excess weight affects children and adults; in Swindon two in ten 4-5 year olds, three in ten 10-11 year olds and six in ten adults are overweight or obese. Tackling excess weight is not solely a public health function; it requires a societal, whole systems approach. Swindon Borough Council, working with a range of partners, has a Healthy Weight strategy (2017-2022) which promotes a whole system approach.

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- 3.69 The most recent statistics for adult excess weight show that in 2016/17 Swindon's prevalence (64%) is not significantly different to England (61%). The prevalence of child excess weight in reception year has stayed steady over the last year (2017/18), at 23.2% (data not yet validated). The trend in excess weight in Swindon is slightly downward in Reception year (an average of 0.13% each year), almost double the rate compared to England. In Year 6, there has been a reduction in excess weight of one percentage point to 34%. However the long term trend in excess weight, over the previous 10 years, in Swindon year 6 is a 0.2% increase on average each year, the same as for England
- 3.70 There are a range of initiatives underway in Swindon to tackle obesity and promote physical activity. These include Football Fans in Training, Health Walks, Park runs, weight management programmes for adults and families and falls prevention. Swindon has received funding from Sport England to implement the Beat the Street programme. Beat the Street is a fun, free walking and cycling game. It aims to be a gamified population approach to increasing physical activity in order to improve health and wellbeing in Swindon.
- 3.71 Planning and public health work together to support the development of an active environment, with health impact assessments taking place on major developments. We have recently created signage at our local Outdoor Gym areas across Swindon to help encourage residents to make use of the outdoor spaces. Locally our transport policies support active travel (e.g. cycling and walking) in any new and updated developments. Swindon Borough Council, British Cycling and other stakeholders, including Wiltshire and Swindon Sports Partnership have a Swindon Cycling agreement which provides supported cycling rides, particularly for those new to or returning to cycling. We are also implementing a number of behaviour change programmes including early intervention programmes (e.g. in pregnancy, breastfeeding, early years) to support a healthy lifestyle. We provide a range of physical activity programmes with trained and qualified instructors to support people who are unable to access mainstream programmes (e.g. through disabilities or medical conditions). The aim is to provide individuals with exciting experiences and support them in gaining confidence to access mainstream provision.

Health Inequalities

- 3.72 Although Swindon has low rates of poverty and deprivation and generally our Swindon residents enjoy good health, there is a real gap between the affluent and less affluent areas, which are we working to address. Health Inequalities across Swindon continue to be a concern with higher rates of smoking, physical inactivity and obesity amongst our more vulnerable and deprived communities. Lifestyle and unhealthy behaviours can increase the risk of dementia, cancer, cardiovascular disease, diabetes and it is estimated that around 40% of cancers can be prevented by making changes to habits around smoking, alcohol, diet and obesity. The gap in male life expectancy between the most and least deprived areas of Swindon has remained stable in the years 2010-12 to 2014-16 at around

Cabinet Member Question and Answer Session

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7.5 years. For women, the gap has fallen from 4.8 years in 2010-12 to 4.0 years in 2014-16. In the most deprived areas of Swindon, men live on average 14 years less in good health and women 12 years less than those in the least deprived areas.

Priorities for 2018/19

- 3.73 We are committed to ensuring that everyone lives a healthy, safe, fulfilling, and independent life and is supported by thriving communities. Increasingly, our role is to support communities and volunteers so that local problems can be solved by local people to meet local needs. We continue to build on the existing strong tradition of voluntary work in Swindon to ensure that Council volunteering continues to make an impact. From the busy work programme for 2018/19, the Cabinet Member, in consultation with officers, has identified the following key areas to highlight to Scrutiny how people are being supported to help themselves while also protecting the most vulnerable adults in the year ahead:

3.73.1 Ongoing delivery of the Adult Change Transformation programme to improve independence and quality of life for the people we support

3.73.2 Maximise the opportunities for people to Age Well through prevention and early intervention

3.73.3 Continue to improve the quality of life for people with a learning disability by providing seamless transition for young people moving to adulthood, local housing with the right support, and access to paid employment.

3.73.4 To further embed person-centred and outcomes-focused commissioning

3.73.5 Continue to work with partners to reduce delayed discharges from hospital

3.73.6 Reduce levels of obesity and diabetes as part of the sustainable Transformation Partnership (STP) and Accountable Care

3.73.7 Year of Mental Health – raising awareness and challenging stigma around mental wellbeing

3.73.8 Joint Strategic Needs Assessments (JSNA) – continue to provide timely information and intelligence on the health and social care needs of Swindon residents to inform commissioning intentions.

4. Alternative Options

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

Cabinet Member Question and Answer Session

Scrutiny Committee

Date: 13th August 2018

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

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

Legal and Human Rights Implications

- 5.2 Section 21 of the Local Government Act 2000 (as amended) requires every Local Authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor and improve performance.

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

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

Diversity Impact Assessment

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

Risk Management

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

6. Consultees

- 6.1 The Council's Report Writing standard requires authors to consult appropriate Corporate Directors, Directors or Heads of Service, other officers and relevant partners on the purpose, content, and recommendations of the report before it is presented for decision.

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 Appendix 1: Adult Social Care Performance Data.

Cabinet Member Question and Answer Session

Scrutiny Committee

Date: 13th August 2018

8.2 Appendix 2: Background Activity and Performance Data 2017/18.

8.3 Appendix 3: Glossary.

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Adult Social Care Performance Dashboard

Summary of Provisional Results 31st March 2018

| Indicator | NA 2016/17 | PYA 16/17 | Annual Target | Mar 18 Actual | Good is.. |
|------------------------------------------------------------------------------------------------------------------|---------------|--------------|------------------|------------------|-----------|
| Enhancing Quality of Life | | | | | |
| Proportion of people who use services who report they have control over their daily life (Survey Outcome) (A) | 77.7 | 76.2 | NA | 78 | high |
| % of services users who reported they have as much social contact as they would like (Survey Outcome) (A) | 35.5 | 45.9 | NA | 41 | high |
| % of Service Users who receive self directed support (M) | 89.4 | 88.1 | 100 | 84.4 | high |
| % of Services Users who receive a direct payment (M) | 28.3 | 24.3 | 30 | 22.9 | high |
| % of Carers who receive self directed support (M) | 83.1 | 32.1 | 36 | 29.3 | high |
| % of Carers who receive a direct payment (M) | 74.3 | 30.9 | 34 | 28.7 | high |
| % of Mental Health adults in paid employment (M) | 7 | 16 | 11 | 14.2 | high |
| % of Mental Health adults living independantly with or without support (M) | 54 | 85 | 84 | 72.9 | high |
| % of learning Disability adults living independantly in their own home or with their family (Q) | 76.2 | 74.7 | 72 | 73.9 | high |
| Delaying and Reducing the Need for Care | | | | | |
| Permanent admissions to residential & nursing care for Younger Adults aged 18-64 per 100K population (M) | 12.8 | 6.7 | 10.37 | 13.37 | low |
| Delayed bed days attributable to NHS Social Care or Both per 100k population - All days (M) New Measure March 18 | NA | NA | NA | 13.26 | low |
| % of Older people who were still at home 91 days after discharge from hospital with reablement services (A) | 82.5 | 89.9 | 87 | 83 | high |
| Outcomes of short term services not leading to further services | 77.8 | 82.6 | NA | 94 | high |
| Ensuring People have a Positive Experience of Care and Support | | | | | |
| % of Waiting times of Clients Assessments completing within 28 days (M) Local Measure | NA | 86.2 | 85 | 85.2 | high |
| % Waiting times of Client Assessments starting within 5 days of contact (M) Local Measure | NA | 88.8 | 85 | 74.8 | high |
| % Waiting times of end of assessment to provision of services within 28 days (M) Local Measure | NA | 82.5 | 89 | 83.2 | high |
| Overall satisfaction of people who use services with their care and support | 64.7 | 64.2 | NA | 65 | high |
| Safeguarding adults whose Circumstances make them Vulnerable | | | | | |
| % of people who use services who feel safe (Survey Outcome) (A) | 70.1 | 70 | NA | 76 | high |
| % of people who use services who say that those services have made them feel safe (Survey Outcome) (A) | 86.4 | 91.7 | NA | 90 | high |
| 100% of safeguarding decisions made within 2 days of date of referral (Q) Local Measure | NA | 94 | 97 | 91 | high |

KEY

NA: National Average

Reporting Frequency (M) Monthly

Reporting Frequency (Q) Quarterly

PYA: Previous Year Actual

Reporting Frequency (A) Annually

| Indicator | NA 2016/17 | PYA 16/17 | Annual Target | Mar 18 Actual | Good is.. |
|---------------------------------------------------------------------------------------------|---------------|--------------|------------------|------------------|-----------|
| Better Care Fund | | | | | |
| Delayed bed days attributable to Social Care- All days (M). Snap shot end of month figure | NA | 7.8 | 6 | 0.87 | low |
| Permanent admissions to residential & nursing care for Older Adults per 100K population (M) | 610.7 | 569.2 | 661.07 | 489.13 | low |
| Service User Quality of Life (A) | 19.1 | 19.3 | NA | 19.2 | high |
| Learning Disability Service Users who have received a review (M) Local Measure | NA | 53.4 | 75 | 44.4 | high |

Corporate Pledges

| | | | | | |
|---------------------------------------------------------------------------------------------------------------------|------|------|----|------|------|
| Increase % of clients receiving a service, who have receive an annual review (M) Local Measure | NA | 70.5 | 75 | 56.3 | high |
| Increase % of Carers Assessed or Reviewed (M) | NA | 82.4 | 70 | 72 | high |
| Delayed bed days attributable to social care- All days (M) changed measure. Year to date figure | 6.3 | 7.8 | 6 | 7.8 | low |
| % of adults with Learning Disabilities in paid employment | 5.7 | 5.4 | 5 | 5.76 | high |
| Increase % of older adults who are still at home 91 days after discharge from hospital into reablement services (A) | 82.5 | 89.9 | 87 | 83 | high |

KEY

NA: National Average

Reporting Frequency (M) Monthly

Reporting Frequency (Q) Quarterly

PYA: Previous Year Actual

Reporting Frequency (A) Annually

socserv/wginfo/PI2017/18/Scrutiny Reports

Number of service users receiving Permanent Nursing & Residential care in Swindon between April 17 to March 2018

| Primary Support Reason | 18-64 Year Olds | | | | 65+ Year Olds | | | |
|-------------------------------------------------|-----------------|----------------|------------------|----------------|----------------|----------------|------------------|----------------|
| | Nursing Care | | Residential Care | | Nursing Care | | Residential Care | |
| | April-March 17 | April-March 18 | April-March 17 | April-March 18 | April-March 17 | April-March 18 | April-March 17 | April-March 18 |
| Physical Support: Access and Mobility Only | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Physical Support: Personal Care Support | 4 | 10 | 13 | 9 | 255 | 236 | 274 | 269 |
| Sensory Support: Support for Visual Impairment | 0 | 0 | 0 | 0 | 1 | 1 | 4 | 3 |
| Sensory Support: Support for Hearing Impairment | 0 | 0 | 0 | 0 | 1 | 2 | 1 | 0 |
| Sensory Support: Support for Dual Impairment | 0 | 0 | 0 | 0 | 1 | 1 | 2 | 0 |
| Support with Memory and Cognition | 2 | 1 | 2 | 2 | 45 | 55 | 83 | 84 |
| Learning Disability Support | 3 | 3 | 159 | 160 | 7 | 3 | 40 | 41 |
| Mental Health Support | 3 | 3 | 32 | 33 | 17 | 11 | 45 | 31 |
| Totals | 12 | 17 | 206 | 204 | 328 | 309 | 451 | 430 |

Number of service users receiving Community Services in Swindon between April 17 to March 18

| Primary Support Reason | Services to help users maintain mobility & independence; Adaptations, 88Equipment, & Telecare (e.g. home alarms & sensors) | | Preventative services to support users during crisis & help remain independent; Crisis support, hospital discharge services & reablement | | Community Services to help users remain independent & living in the community; Homecare services, day care support, direct payments, short term breaks | |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| | April-March 18 | April-March 18 | April-March 18 | April-March 18 | April-March 18 | April-March 18 |
| Learning Disability Support | 69 | 76 | 12 | 9 | 514 | 531 |
| Mental Health Support | 5 | 4 | 3 | 4 | 209 | 175 |
| Physical Support - Access & Mobility only | 475 | 506 | 5 | 4 | 14 | 8 |
| Physical Support - Personal Care Support | 199 | 190 | 92 | 127 | 293 | 313 |
| Sensory Support - Support for Dual Impairment | 1 | 3 | 0 | 0 | 3 | 3 |
| Sensory Support - Support for Hearing Impairment | 7 | 6 | 0 | 0 | 0 | 1 |
| Sensory Support - Support for Visual Impairment | 11 | 10 | 2 | 1 | 11 | 10 |
| Support with Memory & Cognition | 1 | 1 | 0 | 1 | 12 | 9 |
| 18 -64 Year Old Total | 768 | 796 | 114 | 146 | 1056 | 1050 |
| | April-March 18 | April-March 18 | April-March 18 | April-March 18 | April-March 18 | April-March 18 |
| Learning Disability Support | 13 | 20 | 2 | 2 | 46 | 50 |
| Mental Health Support | 15 | 24 | 4 | 17 | 66 | 71 |
| Physical Support - Access & Mobilty only | 1065 | 969 | 25 | 31 | 24 | 20 |
| Physical Support - Personal Care Support | 724 | 779 | 1051 | 1052 | 1027 | 988 |
| Sensory Support - Support for Dual Impairment | 10 | 8 | 4 | 1 | 12 | 12 |
| Sensory Support - Support for Hearing Impairment | 23 | 21 | 9 | 16 | 7 | 8 |
| Sensory Support - Support for Visual Impairment | 35 | 31 | 14 | 18 | 18 | 20 |
| Support with Memory and Cognition | 21 | 29 | 13 | 9 | 78 | 70 |
| 65+ Year Old Total | 1906 | 1881 | 1122 | 1146 | 1278 | 1239 |

Glossary

| | |
|-------|-------------------------------------------------------------|
| AMHP | Approved Mental Health Professionals |
| ASC | Adult Social Care |
| ASCOF | Adult Social Care Outcomes Framework |
| AWP | Avon and Wiltshire Mental Health Partnership NHS Trust |
| BANES | Bath and North East Somerset |
| BCF | Better Care Fund |
| BIA | Best Interest Assessors |
| BSW | BANES, Swindon and Wiltshire |
| CAS | Citizen's Advice Swindon |
| CoP | Court of Protection |
| CCG | Clinical Commissioning Group |
| CQC | Care Quality Commission |
| DART | Discharge, Assessment and Referral Team |
| DoLS | Deprivation of Liberty Service |
| DTOC | Delayed Transfers of Care |
| DWP | Department, Work & Pensions |
| GDPR | New data protection regulations |
| GOALS | Gaining Opportunities and Living Skills |
| GWH | Great Western Hospital |
| JSNA | Joint Strategic Needs Analysis |
| LD | Learning Disability |
| LSAB | Local Safeguarding Adults Board |
| MECC | Making Every Contact Count |
| MHA | Mental Health Assessment |
| MIND | Mental Health Charity |
| MCA | Mental Capacity Act |
| NHS | National Health Service |
| RVS | Royal Voluntary Service |
| SAM | Swindon Advocacy Movement |
| SATOD | Smoking in Pregnancy at time of Delivery |
| STIs | Sexually Transmitted Infections |
| STP | Sustainability Transformation Partnership (previously Plan) |
| TWIGS | Therapeutic Work in Gardening in Swindon |
| VAS | Voluntary Action Swindon |

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Work Programme 2018/2019

Scrutiny Committee

Date: 13th August 2018

Author: Director of Law and Democratic Services

Wards: All Wards

Parishes Affected: All Parish Areas

1. Purpose and Reasons

- 1.1 This report sets out details of the topics for the Scrutiny Committee Work Programme for 2018/2019, as agreed at the Scrutiny Committee meeting on 18th June 2018.
- 1.2 Each Overview and Scrutiny Committee is required to have a Work Programme that details the activities that it will be undertaking during the Municipal Year.
- 1.3 The Work Programme details the various topics and issues that each Committee intends to look into during the coming year with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies / bodies to consider.

2. Recommendations

The Committee is recommended to:

- 2.1 Note the approved Work Programme for the Scrutiny Committee for the 2018/2019 Municipal Year.

3. Detail

The Work Programme

- 3.1 Each Overview and Scrutiny Committee is required to have a Work Programme that details the activities that it will be undertaking during the Municipal Year.
- 3.2 Under the Council's Constitution, Overview and Scrutiny Committees are required to agree a Work Programme at the start of the Municipal Year outlining their priorities and likely outcomes of considering these issues. This task was completed by all Overview and Scrutiny Committees at their first meetings during June and July 2018.
- 3.3 The Work Programme is developed taking into account:
 - 3.3.1 Corporate priorities and objectives, including the Cabinet Forward Plan.
 - 3.3.2 Partnership strategic priorities and objectives.
 - 3.3.3 The interests and concerns of Members, Council officers, members of the public, and other stakeholders such as community and voluntary groups and local businesses.

Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), Telephone Number 01793 463603, VYull@swindon.gov.uk.

Work Programme 2018/2019

Scrutiny Committee

Date: 13th August 2018

- 3.4 Committees are encouraged to review the Work Programme on a regular basis to ensure it remains relevant and to prioritise the workload of the Committee.
- 3.5 Members are reminded that the Work Programme must also take into account:
 - 3.5.1 The workload of the Committee and of individual members.
 - 3.5.2 The capacity of officers to support a review.
 - 3.5.3 The resource implications of carrying out a review.
 - 3.5.4 The timescales for a review.
 - 3.5.5 The most appropriate method of carrying out a review e.g. Committee meeting, Task Group, Member Champion review.

Developing the Work Programme – The Executive

- 3.6 It is important that Overview and Scrutiny adds value to the work of the Council and its partner agencies, and produces tangible outcomes for local people that result in real service improvements. Selecting the right topics is crucial to ensure that scrutiny will be effective.
- 3.7 In order to help the Scrutiny Committee select the right topics for the Work Programme, the Leader of the Council gave his annual presentation to the Committee at its first meeting of the new Municipal Year. The Leader outlined priority areas for the coming twelve months, and highlighted problem areas or policies that require development and / or renewal. These issues should be considered by the Scrutiny Committee for possible inclusion in the Work Programme. In addition, the Leader may make suggestions for the Scrutiny Committee to include in its Work Programme.
- 3.8 Members of the Scrutiny Committee are encouraged to work with Cabinet in the best interests of the Borough and to take into account the priorities and suggestions of Cabinet as detailed in the Cabinet Work Programme and Forward plan, attached at Appendix 2, when considering the contents for the Work Programme.
- 3.9 In addition, Members attention is drawn to the Scrutiny Process Flowchart, attached at Appendix 3, which is aimed at assisting Members in identifying how they could influence policy development.

Standard Work Programme items

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

Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), Telephone Number 01793 463603, VYull@swindon.gov.uk.

Work Programme 2018/2019

Scrutiny Committee

Date: 13th August 2018

3.10.1 Lead Member Question and Answer Sessions. Each Cabinet Member will be expected to appear before the Scrutiny Committee to answer questions relating to their portfolio responsibilities, performance and future plans.

3.10.2 Review of Cabinet Decisions. The Scrutiny Committee will be required to review the decisions taken by Cabinet.

3.10.3 Leaders Report. The Scrutiny Committee will receive an annual presentation and a six monthly update from the Leader of the Council on the administrations priorities for the year and performance.

4. Alternative Options

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

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

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

Legal and Human Rights Implications

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

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

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

Diversity Impact Assessment

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

Risk Management

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

Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), Telephone Number 01793 463603, VYull@swindon.gov.uk.

Work Programme 2018/2019

Scrutiny Committee

Date: 13th August 2018

6. Consultees

- 6.1 The Council's Report Writing standard requires authors to consult appropriate Corporate Directors, Directors or Heads of Service, other officers and relevant partners on the purpose, content, and recommendations of the report before it is presented for decision.

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 Appendix 1 – Scrutiny Committee Work Programme 2018/2019.
- 8.2 Appendix 2 – Current Cabinet Work Programme and Forward Plan for the period 12th July 2018 to 12th July 2019.
- 8.3 Appendix 3 – Scrutiny Process Flowchart.

Scrutiny Committee

Work Programme 2018-2019

Terms of Reference of the Committee

- To meet at regular intervals to review the policies, process and implications of Cabinet, Cabinet Member and Officer decision making, and the way in which Cabinet and Cabinet Member decisions are made;
- To consider requests for “Call-in” as defined in the Council’s “Call-in” Procedure;
- To refer decisions back to Cabinet (or the decision maker) for reconsideration. It may do this once for any individual decision, after which if there is no agreement the decision will be referred to the full Council for determination;
- To refer Cabinet and Cabinet Member decisions to the relevant Overview and Scrutiny Committee for investigation without delaying the implementation of the decision concerned;
- To receive a report by the Leader of the Council at its first meeting after each Annual Council Meeting (or at such a meeting as is agreed by the Chair of the Committee and the Leader of the Council) on the service issues for the year ahead, the Leader of the Council’s priorities for the coming year, and on the Council’s performance in the previous year;
- To oversee the arrangements for Overview and Scrutiny within the Council, including determining (i) where matters fall within the remit of more than one Overview and Scrutiny Committee which of those Committees will assume responsibility for any particular issue, (ii) a system to ensure that referrals from Committees to the Cabinet, either by way of report or for reconsideration, are managed efficiently and do not exceed any limits set out in the Council’s Constitution, and (iii) in the event of reports to the Cabinet exceeding any limits in the Constitution, or if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business, at the request of the Cabinet to make decisions about the priority of referrals made;
- To carry out any investigation into the business and functions of the Council and to call in any Cabinet Member or senior officer of the Council so that they can offer advice, support or answer any question that will assist the Committee in carrying out its functions; and
- To carry out an external scrutiny function, particularly in relation to corporate issues and issues falling into the remit of a number of Overview and Scrutiny Committees.

To fulfil all the functions of an overview and scrutiny committee as they relate to –

- The review, scrutiny and development of policy recommendations,
- The management of performance,
- The monitoring of progress towards delivering corporate priorities,
- The formulation of advice for the Cabinet, Council and other partners and stakeholders, and
- Strategies to reduce or prevent Crime and Disorder.

To have specific responsibility (but not limited to)

- Good governance and the operation of Law and Democratic Services and
- The Budget Scrutiny function.

Review of the Work Programme

The work programme will be reviewed at every meeting of the Scrutiny Committee to ensure that it remains relevant, to ensure that Members and Officers have sufficient capacity to deliver the work programme and to include any additional items on the work programme, if appropriate.

To assist members in developing the Committee’s work programme, a copy of the current Cabinet Work Programme and Forward Plan is attached at Appendix 2 to the covering report.

Contact details

Committee Officer: Vicki Yull
 Email: vyull@swindon.gov.uk
 Tel: 01793 463603

| 18th June 2018 | | |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Item | Objectives | Witnesses |
| Leader of the Council update | To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation. | Councillor David Renard |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |
| Work Programme 2018/19 | To discuss and agree a rolling work programme for the 2018/19 Municipal Year. | n/a |

| 16th July 2018 | | |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------|
| Item | Objectives | Witnesses |
| Cabinet Member Q&A – Cabinet Member for the Town Centre | To review the portfolio and performance of the Cabinet Member for the Town Centre. | Councillor Garry Perkins |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |

| 13th August 2018 | | |
|------------------------------------------------|---------------------------------------------------------------------------|-----------------------|
| Item | Objectives | Witnesses |
| Cabinet Member Q&A – Cabinet Member for Adults | To review the portfolio and performance of the Cabinet Member for Adults. | Councillor Brian Ford |

| 10th September 2018 | | |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------|
| Item | Objectives | Witnesses |
| Cabinet Member Q&A – Cabinet Member for Economic Prosperity | To review the portfolio and performance of the Cabinet Member for Economic Prosperity. | Councillor Oliver Donachie |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |

| 22nd October 2018 | | |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------|
| Item | Objectives | Witnesses |
| Cabinet Member Q&A – Cabinet Member for Children's Services and School Attainment | To review the portfolio and performance of the Cabinet Member for Communities and Place. | Councillor Mary Martin |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |

| 19th November 2018 | | |
|------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------|
| Item | Objectives | Witnesses |
| Cabinet Member Q&A – Cabinet Member for Strategic Planning | To review the portfolio and performance of the Cabinet Member for Strategic Planning. | Councillor Gary Sumner |
| Review of the 2017/18 Municipal Year | To receive the Scrutiny Committee Annual Report. | Director of Law and Democratic Services |

| 10th December 2018 | | |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Item | Objectives | Witnesses |
| Leader of the Council update | To receive a half yearly update from the Leader of the Council on the performance of the Council, to receive details of any major issues or problem areas and to review progress against priorities set out in annual presentation. | Councillor David Renard |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |

| 14th January 2019 | | |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Item | Objectives | Witnesses |
| Budget Scrutiny | To review the Budget proposals for 2019-20. | Councillor Russell Holland |
| Cabinet Member Q&A – Cabinet Member for Corporate and Customer Services | To review the portfolio and performance of the Cabinet Member for Cabinet Member for Corporate and Customer Services. | Councillor Keith Williams |
| Outsourcing of Services | Update report on the outsourcing and delivery of services | Director of Law and Democratic Services |

| 11th February 2019 | | |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------|
| Item | Objectives | Witnesses |
| Cabinet Member Q&A – Cabinet Member for Housing and Public Safety | To review the portfolio and performance of the Cabinet Member for Housing and Public Safety. | Councillor Cathy Martyn |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |

| 18th March 2019 | | |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------|
| Item | Objectives | Witnesses |
| Cabinet Member Q&A – Cabinet Member for Highways and Environment | To review the portfolio and performance of the Cabinet Member for Highways and Environment. | Councillor Fionuala Foley |
| Cabinet Member Q&A – Cabinet Member for Finance | To review the portfolio and performance of the Cabinet Member for Finance. | Councillor Russell Holland |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |

| 15th April 2019 | | |
|-----------------------------------|--------------------------------------------------------------------------------------------|------------------|
| Item | Objectives | Witnesses |
| Review of Cabinet Decisions | To receive the decisions taken and the process taken in making those decisions of Cabinet. | Cabinet |

| Dates to be agreed | | |
|---------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------|
| Item | Objectives | Witnesses |
| Averies Task Group Final Report | To receive the final report of the Task Group and make appropriate recommendations to the Cabinet and Council. | Task Group Members |
| Policing in Swindon | Update report. | Police Inspector |

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Swindon Borough Council**CABINET WORK PROGRAMME AND FORWARD PLAN**

12 July 2018 - 12 July 2019 – Proposed AGENDA ITEMS and KEY DECISIONS (as at 01/08/18)

Key Decisions are defined as:

decisions that are likely to be significant in terms of spending or savings having had regard to the Council's budget for that particular service or function, and decisions that are likely to have a significant impact on two or more Council wards.

If you wish to make your views known on any matter set out in this work-plan, please contact the relevant Cabinet Member or the contact officer identified.

| Councillor: | Portfolio: |
|-----------------|-------------------------------------------------------------------------------------|
| David Renard | Leader of the Council and Chair of Cabinet |
| Russell Holland | Deputy Leader of the Council, Vice Chair of Cabinet, and Cabinet Member for Finance |
| Oliver Donachie | Cabinet Member for Economic Prosperity |
| | Cabinet Member for Strategic Planning and Sustainability |
| Fionuala Foley | Cabinet Member for Highways and the Environment |
| Brian Ford | Cabinet Member for Adults |
| Mary Martin | Cabinet Member for Children and School Attainment |
| Cathy Martyn | Cabinet Member for Housing and Public Safety |
| Garry Perkins | Cabinet Member for the Town Centre |
| Gary Sumner | Cabinet Member for Strategic Planning |
| Keith Williams | Cabinet Member for Corporate and Customer Services |

Cabinet Member Decisions Proposed for July 2018

| Subject | Key Decision Yes/No | Portfolio Holder / Cabinet Member | Decision Maker | Consultation Responses/Date of Notice | Contact Officer | Available Background Papers |
|-------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Sale of Public Open Space adjacent 16 Medway Road, Greenmeadow, Swindon | No | Cabinet Member for Economy Prosperity | Cabinet Member for Economy Prosperity | Councillor David Renard is fully supportive of the proposal. Councillors Garry Perkins and Oliver Donachie agree that the sale should proceed. Councillor Stan Pajak has no objections. Councillor Des Moffatt has not commented. 11th July 2018 | Chief Executive Rob Richards rrichards@swindon.gov.uk | Sale of Public Open Space adjacent 16 Medway Road, Greenmeadow, Swindon |
| County Recreation Ground Improvements and Asset Transfer | No | Cabinet Member for Corporate and Customer Services, Deputy Leader of the Council and Cabinet Member for Finance | Cabinet Member for Corporate and Customer Services, Deputy Leader of the Council and Cabinet Member for Finance | Councillor Jane Milner-Barry comments that: "I have no objection to the granting of the 25 year leases as such. My objection is to the enclosure of part of this recreation ground so that it is no longer available to the public. I believe the Council's health and well-being agenda would be better | Chief Executive Rob Richards rrichards@swindon.gov.uk | County Recreation Ground Improvements and Asset Transfer CMDN County Recreation Ground - Appendix 1 |

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|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| | | | <p>served by leaving the area open to everybody for informal recreation and improving the drainage to make it usable for sport for more of the year”.</p> <p>Councillor Bob Wright comments that: “This potential decision removes the last playing field of five in the area. It reduces the type of free play possible for non-football users. It directly affects the amenity of the area and will disturb lives of those surrounding the area. It goes against the covenant which prohibits business activity on the land. Only a descendant of the original covenant has the power to change the use. A cabinet member nor the Council has the power. I believe the Council’s interpretation is to support the administrations will rather than honouring</p> | | |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

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|-------------------------------------------------------|----|-------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| | | | | <p>the covenant.</p> <p>Councillors Julie Wright and Junab Ali – no comments received.</p> <p>11th July 2018</p> | | |
| Investment Property in Swindon - Acquisition | No | Deputy Leader of the Council and Cabinet Member for Finance | Deputy Leader of the Council and Cabinet Member for Finance | <p>The recommendations were considered at a meeting of the Commercial Investment Strategy CMAG on 17th July 2018 and approved. Councillor Kevin Small was in attendance.</p> <p>Councillor Stan Pajak (Liberal Democrat spokesperson) was unable to attend the meeting but was invited to comment on the recommendations. No comments were received.</p> <p>Date of Notice; 18th July 2018</p> | Susie Kemp Rob Richards rrichards@swindon.gov.uk | Investment Property in Swindon - Acquisition Investment Property in Swindon - Acquisition Appendix |
| Authorise legal assistant to undertake court advocacy | No | Leader of the Council | Leader of the Council | Councillors Jim Grant and Stan Pajak have both indicated that they support the recommendation. | Chief Executive Director of Law & Democratic Services (Monitoring Officer) | Authorise Legal Assistant to Undertake Court |

| | | | | Date of Notice: 20th July 2018 | | Advocacy |
|-----------------------------------------------------------------------------------|----|--|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------|
| Capital funding agreement regarding the White Horse Federation & St Luke's School | No | | Cabinet Member for Children and School Attainment, Cabinet Member for Economy Prosperity | <p>Councillor Carol Shelley raised a number of questions relating to the amount of funding required by the White Horse Federation. Councillor Shelley also suggested that partnerships could be developed with the UTC and Swindon College. Councillor Shelley also asked whether other funding streams had been explored which academy schools may have access to and how the White Horse Federation would be accountable.</p> <p>Councillor Claire Crilly raised a question concerning the predicted costs identified by the White Horse Federation in the appendices. Councillor Crilly also asked if the council could carry out the</p> | Corporate Director of Children's Services Head of Education | Capital funding agreement regarding the WHF & St Lukes School |

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|----------------------------------------------------|----|------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------|
| | | | | <p>proposed works itself prior to handing over the school.</p> <p>Councillor Mark Dempsey does not feel that the report clearly explains why the investment has to be made by the council and not by the White Horse Federation or from the government. Councillor Dempsey also asked why such a level of investment is needed and how has the building fallen into such a level of disrepair. Councillor Dempsey also raised concerns about the management of the school.</p> <p>Date of Notice: 26 July 2018</p> | | |
| Swindon Museum and Art Gallery - Options Appraisal | No | Cabinet Member for the Town Centre | Cabinet Member for the Town Centre | <p>Councillor Jane Milner-Barry and Councillor Stan Pajak both support the recommendations.</p> <p>Date of Notice: 26 July 2018</p> | Corporate Director Communities and Housing Head of Planning, Regulatory Services & Heritage | Swindon Museum and Art Gallery - Options Appraisal |

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Cabinet Meeting Date - 5th September 2018

| Subject | Key Decision Yes/No | Portfolio Holder / Cabinet Member | Decision Maker | Consultation Responses/Date of Notice | Contact Officer | Available Background Papers |
|---------------------------------------------|---------------------|-------------------------------------------------------------|----------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Budget Update | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A 11th September 2017 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |
| Annual Review of Local Ombudsman Complaints | No | Leader of the Council | Cabinet | N/A Date of Notice: 30th September 2017 | Corporate Director of Resources and Growth Director of Law & Democratic Services (Monitoring Officer) | N/A |
| Customer Access Strategy | No | Cabinet Member for Corporate and Customer Services | Cabinet | N/A Date of Notice: 20th February 2018 | Corporate Director of Resources and Growth Samantha Mowbray, Director of Performance, Organisational Improvement and Communications SMowbray@swindon.gov.uk | N/A |
| Vision, Priorities | No | Councillor David | Cabinet | N/A | Chief Executive | N/A |

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|------------------------------------------|----|--------------------------------------------------|---------|--------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------|
| and Pledges | | Renard | | Date of Notice: 16th March 2018 | Susie Kemp, Chief Executive SKemp@swindon.gov.uk | |
| Rodbourn Traffic Issues | No | Cabinet Members for Highways and the Environment | Cabinet | N/A 10th July 2018 | Corporate Director Communities and Housing Jason Humm, Head of Highways & Transport JHumm@swindon.gov.uk | Cabinet Minute 100 2017/18 refers |
| Proposed land disposal to Wichelstowe JV | No | Cabinet Member for Strategic Planning | Cabinet | N/A Date of Notice: 3rd July 2018 | Corporate Director Communities and Housing Rob Richards rrichards@swindon.gov.uk | Disposal Tracker |

Cabinet Meeting Date - 17th October 2018

| Subject | Key Decision Yes/No | Portfolio Holder / Cabinet Member | Decision Maker | Consultation Responses/Date of Notice | Contact Officer | Available Background Papers |
|-----------------------------------------------|---------------------|-------------------------------------------------------------|----------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Budget Update | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 21 st October 2016 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |
| Update of the Council's Consultation Policy | No | Leader of the Council | Cabinet | N/A Date of Notice: 14th November 2017 | Chief Executive Samantha Mowbray, Director of Performance, Organisational Improvement and Communications SMowbray@swindon.gov.uk | N/A |
| Local Cycling and Walking Infrastructure Plan | No | Cabinet Member for Communities and Place | Cabinet | N/A Date of Notice: 4th March 2018 | Corporate Director Communities and Housing Jason Humm, Head of Highways & Transport JHumm@swindon.gov.uk | Cycling network tracker |
| Polling District and Places | No | Leader of the Council | Cabinet | N/A Date of Notice; 28 th June | Director of Law & Democratic Services | Cabinet Work |

| | | | | | | |
|--------|--|--|--|------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Review | | | | 2018 Date of Notice: 28th June2018 | (Monitoring Officer) Stephen Taylor, Director, Law and Democratic Services STaylor@swindon.gov.uk | Programme Report Tracker - Polling |
|--------|--|--|--|------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------|

Cabinet Meeting Date - 5th December 2018

| Subject | Key Decision Yes/No | Portfolio Holder / Cabinet Member | Decision Maker | Consultation Responses/Date of Notice | Contact Officer | Available Background Papers |
|-----------------------------------------------------------------------|---------------------|-------------------------------------------------------------|----------------|------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------|
| Budget Update | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 24 th October 2017 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | |
| Capital Programme Monitoring - Second Quarter | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Notice of Decision: 9 December 2017 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |
| Treasury Management Performance 2018/19. | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 9 th October 2017 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |
| Swindon Borough Council New Eastern Villages (NEV) Transport Strategy | Yes | Cabinet Members for Highways and the Environment | Cabinet | N/A Date of Notice: 31st May 2018 | Corporate Director Communities and Housing Sam Howell showell@swindon.gov.uk | Cabinet Work Programme Report Tracker (NEV |

| | | | | | | |
|---------------------------------|-----|--------------------------------------------------|---------|---------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| | | | | | | Transport Strategy) |
| Waste Strategy | Yes | Cabinet Members for Highways and the Environment | Cabinet | N/A Date of Notice: 31st July 2018 | Corporate Director Communities and Housing Ian James, Interim Head of Streetsmart IJames@swindon.gov.uk | Waste Strategy - Cabinet Work Programme Report Tracker |
| Site in Cricklade Road, Swindon | No | Cabinet Member for Economy Prosperity | Cabinet | N/A Date of Notice: 6th March 2018 | Corporate Director of Resources and Growth Rob Richards rrichards@swindon.gov.uk | Cricklade Road Tracker (008) |

Cabinet Meeting Date - 6th February 2019

| Subject | Key Decision Yes/No | Portfolio Holder / Cabinet Member | Decision Maker | Consultation Responses/Date of Notice | Contact Officer | Available Background Papers |
|-----------------------------------------------------|---------------------|-------------------------------------------------------------|----------------|------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------|
| Budget 2019/20 and Beyond | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 20 th January 2017 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |
| Capital Programme 2019/2020 | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 20 th January 2017 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |
| Treasury Strategy Statement 2019/20 | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 20 th January 2017 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |
| Housing Revenue Account - Rents and Charges 2019/20 | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 20 th January 2017 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |

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|-----------------------------------|----|-----------------------|---------|------------------------------------------------------|--------------------------------------------|-----|
| Swindon Pay Policy Statement 2019 | No | Leader of the Council | Cabinet | N/A Date of Notice: 20 th January 2017 | Corporate Director of Resources and Growth | N/A |
|-----------------------------------|----|-----------------------|---------|------------------------------------------------------|--------------------------------------------|-----|

Cabinet Meeting Date - 13th March 2019

| Subject | Key Decision Yes/No | Portfolio Holder / Cabinet Member | Decision Maker | Consultation Responses/Date of Notice | Contact Officer | Available Background Papers |
|------------------------------------------------------------|---------------------|-------------------------------------------------------------|----------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------|
| Budget Management Update | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 16th March 2018 | Corporate Director of Resources and Growth Mick Bowden, Director of Finance mbowden@swindon.gov.uk | N/A |
| Capital Programme Monitoring 3rd Quarter 2017/18 | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 16th March 2018 | Corporate Director of Resources and Growth Mick Bowden, Director of Finance mbowden@swindon.gov.uk | N/A |
| Swindon Local Transport Plan - Implementation Plan 2018/19 | Yes | Cabinet Member for Communities and Place | Cabinet | N/A Date of Notice: 16th March 2018 | Corporate Director Communities and Housing Jason Humm, Head of Highways & Transport JHumm@swindon.gov.uk | N/A |
| School Admissions Arrangements | Yes | Cabinet Member for Children and School Attainment | Cabinet | N/A Date of Notice: 16th March 2018 | Corporate Director of Children's Services Peter Nathan, Head of | N/A |

| | | | | | | |
|-----------------------------------------|-----|---------------------------------------|---------|----------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------|
| 2020/21 and Education Transport Policy | | | | | Education PNathan@swindon.gov.uk | |
| Amendments to Residents Parking Schemes | Yes | Cabinet Member for Economy Prosperity | Cabinet | N/A Date of Notice: 16th March 2018 | Corporate Director Communities and Housing Jason Humm, Head of Highways & Transport JHumm@swindon.gov.uk | Cabinet Minute 80 2017/18 refers |

Cabinet Meeting Date - 10th April 2019

| Subject | Key Decision Yes/No | Portfolio Holder / Cabinet Member | Decision Maker | Consultation Responses/Date of Notice | Contact Officer | Available Background Papers |
|---------------|------------------------|----------------------------------------------------------------------|-------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Budget Update | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 3rd April 2018 | Corporate Director of Resources and Growth Mick Bowden, Director of Finance mbowden@swindon.gov. uk | N/A |

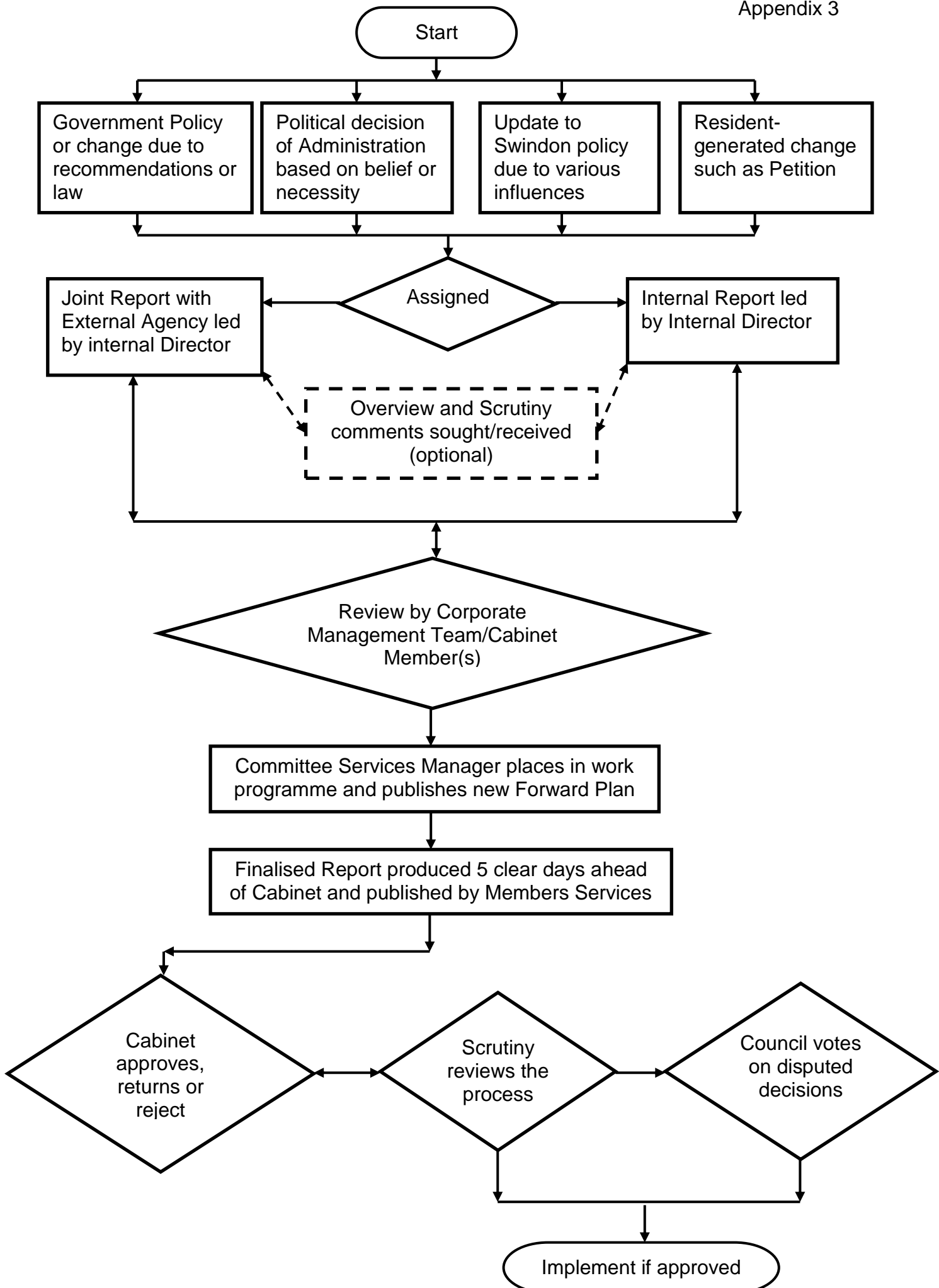
Cabinet Meeting Date - June 2019

| Subject | Key Decision Yes/No | Portfolio Holder / Cabinet Member | Decision Maker | Consultation Responses/Date of Notice | Contact Officer | Available Background Papers |
|-----------------------------------------------|---------------------|-------------------------------------------------------------|----------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------|
| Budget Update | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 28 th June 2019 Date of Notice:28th June 2018 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |
| Capital Programme Monitoring Out-Turn 2018/19 | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 28th June 2018 Date of Notice:28th June 2018 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |
| Treasury Performance Management 2018/19 | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 28th June 2018 Date of Notice:28th June 2018 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | N/A |

Cabinet Meeting Date - 10th July 2019

| Subject | Key Decision Yes/No | Portfolio Holder / Cabinet Member | Decision Maker | Consultation Responses/Date of Notice | Contact Officer | Available Background Papers |
|------------------------------------------------------|---------------------|-------------------------------------------------------------|----------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------|
| Budget Update | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 12th July 2018 | Corporate Director of Resources and Growth Director of Finance (s151) Officer | |
| Housing Revenue Account - Medium Term Financial Plan | No | Cabinet Member for Housing and Public Safety | Cabinet | N/A Date of Notice: 20th June 2017 Date of Notice: 12th July 2018 | Corporate Director Communities and Housing Karl Read ksread@swindon.gov.uk | N/A |
| Debt Management | No | Deputy Leader of the Council and Cabinet Member for Finance | Cabinet | N/A Date of Notice: 12th July 2018 | Corporate Director of Resources and Growth Head of Revenues and Benefits | |

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Status of requests for action and / or information

Scrutiny Committee

Date: 13th August 2018

Author: Director of Law and Democratic Services

Wards: All

Parishes Affected: All

1. Purpose and Reasons

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

2. Recommendations

The Committee is recommended to:

- 2.1 Note the contents of the report.
- 2.2 Consider the responses provided by officers, and actions taken in relation to each issue, and determine if any further action is required.
- 2.3 Agree that, subject to the Committee's requests for further action to be taken, issues shown as being completed be removed from the status report.

3. Detail

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

4. Alternative Options

- 4.1 None.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 This report has no financial or procurement implications.

Legal and Human Rights Implications

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

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

- 5.3 None.
-

Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), 01793 463603, VYull@swindon.gov.uk.

Status of requests for action and / or information

Scrutiny Committee

Date: 13th August 2018

Diversity Impact Assessment

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

Risk Management

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

6. Consultees

- 6.1 The Council's Report Writing standard requires authors to consult appropriate Corporate Directors, Directors or Heads of Service, other officers and relevant partners on the purpose, content, and recommendations of the report before it is presented for decision.

7. Background Papers

- 7.1 The Minutes of previous meetings of the Committee.

8. Appendices

- 8.1 Appendix 1 – Schedule of the status of requests for action to be taken or information to be provided.

**SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE
AND MEMBER REQUESTS FOR INFORMATION
18th June 2018**

| Minute No. 4 | Consideration of Cabinet Decisions | Outcome |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------|
| Cllr Des Moffatt requested that a heatmap of UK Broadband consumers be circulated to members of Scrutiny. | Response requested from the Director of Digital Services and Corporate Programmes on 20 June 2018. | Ongoing |

**SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE
AND MEMBER REQUESTS FOR INFORMATION
16th July 2018**

| Minute No. 11 | Consideration of Cabinet Decisions | Outcome |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p>Cllr Jim Robbins requested the following information:</p> <ol style="list-style-type: none"> 1) How much did it cost to produce the plans for Kimmerfields? 2) How much public money has been spent on the Kimmerfields project so far? 3) How much private money has been attracted to the project? | Response requested from the Cabinet Member for the Town Centre and the Corporate Director of Resources and Growth on 23 July 2018. | Ongoing |

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