

Swindon Borough Council

Scrutiny Committee

Monday, 9 September 2019

Committee Room 6, Civic Offices

At 6.00 p.m.

Conservative Councillors

Emma Faramarzi (Vice-Chair)
Matthew Courtliff
Brian Mattock
Barbara Parry
Roger Smith
Timothy Swinyard
Vera Tomlinson

Labour Councillors

Robert Wright (Chair)
Steve Allsopp
Jim Grant
Jane Milner-Barry
Des Moffatt
Carol Shelley

Committee Officer: Vicki Yull, 07980 752043, CommitteeServices@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 - 12)

To receive the minutes of the meeting held on 12th August 2019

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. Consideration of Cabinet Decisions (Pages 13 - 14)

6. Cabinet Member Question and Answer Session - Cabinet Member for Economy and Place (Pages 15 - 26)

7. Work Programme 2019/2020 (Pages 27 - 40)

8. Status of Requests for Action and / or Information (Pages 41 - 46)

Date of Despatch: 30 August 2019

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. 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 (iii) in the event of reports to the Cabinet exceeding any limits in this Constitution or if the volume of such reports creates difficulty for the management of Cabinet business or jeopardises the efficient running of Council business, at the request of the Cabinet to make decisions about the priority of referrals made.
- To carry out any investigation into the business and functions of the Council and to call in any Cabinet Member or senior officer of the Council so that they can

offer advice, support or answer any question that will assist the Committee in carrying out its functions.

- To carry out an external scrutiny function, particularly in relation to corporate issues and issues falling into the remit of a number of Overview and Scrutiny Committees.

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

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

To have specific responsibility (but not limited to)

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

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SCRUTINY COMMITTEE

MONDAY, 12 AUGUST 2019

PRESENT:- Councillors Robert Wright (Chair), Steve Allsopp, Janine Howarth, Robert Jandy, Nick Martin, Brian Mattock, Des Moffatt, Roger Smith, Basil Solomon, Timothy Swinyard and Caryl Sydney-Smith.

Also in attendance were: Councillor Brian Ford (Cabinet Member for Adults and Health) and Councillor Keith Williams (Cabinet Member for Corporate Services and Operational Excellence).

Apologies for absence were received from: Councillors Emma Famarzi (Vice-Chair), Matthew Courtliff, Jim Grant, Jane Milner-Barry, Barbara Parry, Carol Shelley and Vera Tomlinson.

14. Declarations of Interest

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

- Councillor Timothy Swinyard made a personal, non-prejudicial declaration of interest in respect of agenda item 5 (Cabinet Member for Adults and Health Question and Answer Session) as his father previously owned a GP Surgery in Swindon, and currently works for the Phoenix GP Surgery.
- Councillors Nick Martin, Brian Mattock, Des Moffatt and Basil Solomon made personal, non-prejudicial declarations of interest in respect of agenda item 5 (Cabinet Member for Adults and Health Question and Answer Session) as having Type 2 Diabetes.
- Councillor Bob Wright made a personal, non-prejudicial declaration of interest in respect of agenda item 6 (Cabinet Member for Corporate Services and Operational Excellence Question and Answer Session) as a Trustee of a Community and Libraries Trust in North Swindon which receives support and services from Swindon Borough Council.

15. Minutes

Resolved – That the minutes of the meeting held on 15th July 2019 be confirmed and signed as a correct record.

16. Public Question Time

Mr Roy Worman, a Haydon Wick resident, asked a number of questions relating to the recent Employee Satisfaction Survey, in particular:

- The percentage of staff that had completed the Survey.
- The identifying details that staff were asked to provide when completing the Survey.

Mr Worman asked a further question regarding the benchmark used to measure the levels of absenteeism at Swindon Borough Council.

The Chair, assisted by the Director of Performance, Organisational Improvement and Communications, responded to the questions at the meeting.

17. Cabinet Member Question and Answer Session - Cabinet Member for Adults and Health

Councillor Brian Ford (Cabinet Member for Adults and Health), was in attendance and presented to the Committee a report summarising progress and performance in respect of his portfolio of responsibility.

The Committee noted that the key objectives and role of the Cabinet Member for Adults and Health is to:

- Provide strategic and political leadership for the provision of Adult Social Care.
- To work with other Cabinet Members to Manage Demand within the portfolio.
- Ensure the strategic framework is in place to deliver:
 - a) adults' safeguarding
 - b) services for those with learning difficulties
 - c) joint working with health
 - d) public health services
- Ensure that the Council's agreed priorities within the portfolio are delivered.

The Committee noted that the Cabinet Member for Adults and Health has the following delegated responsibilities:

- Adult Services (older people, people with a learning disability, physical disabilities, and mental health).
- Adult Voluntary Sector Contracts.
- Implementation of Care Act 2014.
- Adult Local Safeguarding Board.
- Public Health – including health promotion and health and wellbeing services.
- Supported Housing.
- Learning Disability Partnership Board.
- Maintaining links between the Council and partner organisations in the Health Services.
- Oversight of Better Care Fund and integration with Adult Social Care (ASC) and Clinical Commissioning Group Funding (CCG).
- Mental Health Champion - The Local Authority Mental Health Challenge.

The Committee noted that, in overseeing these areas, the Cabinet Member for Adults and Health is responsible for Swindon's priority to help people to help themselves while always protecting the most vulnerable children and adults (Priority 4). The pledges committed to include:

- Pledge 12. Work with partners to promote healthy lifestyles for the population of Swindon.
- Pledge 18. Deliver a borough-wide approach to increase the impact of volunteering, enabling more people to be active in supporting vulnerable people.
- Pledge 19. Ensure that more people and their carers are supported to live as independently as possible and reduce the length of time people need to spend in residential care. This will be achieved through work with the Clinical Commissioning Group 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 multi-disciplinary teams.
- Pledge 23. Ensure that Swindon's vulnerable adults are safeguarded and protected.

- Pledge 24. Increase the number of organisations in Swindon working to achieve 'Dementia Friendly' Town Status for Swindon and ensure annual accreditation.
- Pledge 30. Reduce smoking prevalence to less than the England average.

Councillor Ford, assisted by the Corporate Director for Adult Social Services and the Interim Director of Public Health, responded to questions and comments put by Councillors Steve Allsopp, Nick Martin, Brian Mattock, Des Moffatt, Bazil Solomon, Timothy Swinyard and the Chair on the following matters:

- The responsibilities of, and relationships between, Swindon Borough Council, Great Western Hospital (GWH), and the Swindon Clinical Commissioning Group (CCG). The Committee noted that the Council works with GWH and the CCG at a macro level, and assists released patients with personal support, not clinical support. It does this by commissioning external organisations to provide services, and by working closely with the voluntary and community sector.
- The ongoing work of the Sustainability and Transformation Partnership Board to combine the CCGs currently covering Bath and North East Somerset, Wiltshire and Swindon. The Cabinet Member advised that he is a member of this Board, and is working to ensure there remains a focus on Swindon.
- The improvements in delayed transfer of care as a result of the integrated approach adopted by the Council and GWH, and how the amalgamation of the CCGs will not have an impact on this.
- The barriers that working with a larger CCG organisation may create, and the subsequent affect it may have on the ability of officers to build relationships and effect change at a local level.
- The influence the Council has over the primary care offer in Swindon, and its involvement during the recent problems experienced when the IMH Group took on responsibility for the running of a group of GP Surgeries.
- The allocation of resources for Swindon under the amalgamated CCG structure, and how an equitable distribution across the areas will be ensured.
- The processes in place between GWH and the Council to assist in the efficient and timely discharge of patients, including the two Council teams based on site and the daily phone calls amongst senior officers at both organisations.
- The Council's relationship with the Police on the adult safeguarding cases where domestic abuse has been indicated on the referral form.
- The change of management at the Swindon Women's Aid Centre, which is a commissioned service of the Council, and the Council's involvement in the recruitment process.
- Further expected integration with the CCG, including the co-locating and co-financing of services, which will be the subject of a Cabinet report in the near future.
- The involvement of Public Health in planning generally, with the Local Plan Review in particular, and also within the designs for houses being built by the Council's Housing Management Company, to influence the built environment by future proofing and reducing difficulties as part of good design practice.
- The high prevalence of diabetes in Swindon, and the attendance of residents on the diabetes education programme which began in early 2019. The Committee noted that this is the responsibility of the CCG, and its programme of diabetes transformation had been commissioned using analytics on diabetic care and had been modelled on best practise from across the country. Early

indications show that education on diabetes has improved as a result of the programme.

- The relationship between diabetes and other issues, such as mental health, and the help and support offered within Swindon on diabetes prevention and education for those already living with the disease.
- The national problem of recruiting Doctors to primary care positions, and how this is being demonstrated at a local level in Swindon with the recent IMH Group issues.
- The consideration of loneliness as a 'deprivation', and the agenda for reducing this across Swindon.
- The availability of funding to continue work on prevention strategies, whilst maintaining the same level of results, across Public Health and Adult Social Care.
- The numbers of private care home places currently available in Swindon.
- The complex relationship between wealth and health.
- The revision of Public Health plans to make use of available investment, and the potential impact that a lack of staff in this sector could have on the success of those plans.
- The geographical distribution of courses across Swindon which assist people in improving their balance.
- The sustainability of the social care sector should there be a no-deal Brexit, and the impact on non-nationals working in the sector. The Committee noted that guidance has been given to providers to make staff and residents aware of the need to acquire Settled Status. The issue will also be addressed in business continuity plans.
- How residents connect with Public Health and other providers / organisations, and receive feedback on concerns. The Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee will be invited to consider the work of the Health and Wellbeing Board, how issues are raised with the Board, and the process residents can use through Healthwatch, the Patient Advice Liaison Service, and the Integrated Care Alliance Board.
- The safeguarding issues around the dispensing, collection, and disposal of used needles, and how this will be included in the report to be considered by the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee in the 2019/2020 Municipal Year.
- The work being done on the prevention of suicides, including a refresh of the Suicide Prevention Strategy and a needs assessment, which will be incorporated along with equalities issues as part of the report to be considered by the Health and Wellbeing Board in the 2019/2020 Municipal Year.

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

(2) That information requested by members during the course of the Committee's consideration of this item be forwarded to them via the Committee Clerk.

(3) To invite the Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee to add a report to its Work Programme for the 2019/2020 Municipal Year on the involvement of residents with the adult social care sector in Swindon.

18. Cabinet Member Question and Answer Session - Cabinet Member for Corporate Services and Operational Excellence

Councillor Keith Williams (Cabinet Member for Corporate Services and Operational Excellence), was in attendance and presented to the Committee a report summarising progress and performance in respect of his portfolio of responsibility.

The Committee noted that the key objectives and role of the Cabinet Member for Corporate Services and Operational Excellence is to:

- Provide the political leadership for Operational Excellence.
- Provide the strategic direction for the Council's customer access strategy.
- Provide the political leadership for resident engagement.
- Ensure Council owned Assets are used effectively.
- Promote Sustainability.
- Ensure that the Council's agreed priorities within the portfolio are delivered.

The Committee noted that the Cabinet Member for Corporate Services and Operational Excellence has the following delegated responsibilities:

- Corporate, Communications, Legal, and support services.
- Customer Services.
- Member Development.
- Modernisation agenda.
- Digital Inclusion Strategy.
- Human Resources policies.
- Risk Management.
- Operational Buildings and property.
- Community Development and Engagement to include:
 - Libraries.
 - Parishes.
 - Leisure and Sports (including Health Hydro).
 - Register Office, Cemeteries and Crematorium.
 - Culture.
 - Lydiard.

Councillor Williams, assisted by the Director of Performance, Organisational Improvement and Communications and the Head of Customer Services, Registrars and Bereavements, responded to questions put by Councillors Steve Allsopp, Janine Howarth, Brian Mattock, Des Moffatt, Roger Smith, Bazil Solomon, Timothy Swinyard and the Chair on the following matters:

- The trial currently taking place at Lydiard Park, which has been using an electric four wheeled vehicle for grounds maintenance, and the plans for erecting electric vehicle charging points in the car park during 2020, which will be available for public use.
- The anticipated costs of the consultation agreed by Council in April 2019 on changes to the election cycle.
- Proposals for amending how changes to the electoral register are captured, and how efficient the new system is expected to be at ensuring that smaller changes are noted and recorded.
- Changes to the Legal Team, including the appointment of a Chief Legal Officer, and how the levels of engagement and team dynamics have improved since the relocation of staff in to a shared office environment. The Committee noted that there is now more development of junior roles, as well as the increased use of locums in specialist areas.

- How the problems recently experienced at the Highworth Town Council election had not been related to the changes in the Legal Team, and that a recount had taken place in the week prior at the Magistrates Court to rectify the issue. The Committee was advised that additional safeguards have been set in place going forward.
- The proportion of temporary workers in the overall workforce, and the plans for reducing that number by 5% in the current financial year.
- The professional development offer at the Council, and the current recruitment campaign for children's social care as a result of the recent Ofsted result.
- The numbers of residents within Swindon who are not on the Electoral Register. The Committee noted an example of a block of flats on Brunel Crescent where only 55% of the 157 units had a person registered.
- The services provided by the Council's Contact Centre to housing tenants, including the recent introduction of an online portal through which to report problems. The Committee was advised that a steady stream of maintenance issues was now being reported, as opposed to just at the traditional peak times throughout the year. There had been issues with a backlog, but work was being undertaken to address any inefficiencies in the system.
- Proposed changes to services being delivered in satellite libraries by parish councils, and how the inability of the respective organisations to share data is creating a barrier. The Committee noted that the issue of data sharing with external providers for the purposes of contracted services is being explored.
- The target of 80% of calls being answered within 2 minutes, which is the average industry standard, and how the move towards well mapped online services provides better data accuracy and reduces costs. The Committee noted that the abandonment rate currently sits at 14%, and that 50 – 60% of calls are actually answered within 1 minute.
- The technical issues experienced when the Customer Contact Centre swapped to a different support system recently and how the new system is able to provide data on matters such as how many calls are received, how many calls are kept on hold and for how long. The Committee noted that the system does not cut callers off after a certain amount of time.
- The ability of the new system to provide a fast track service for disabled and elderly residents who are not using digital technologies, or for a call back function to be introduced. The Contact Centre is also looking at the efficiencies of online chats.
- The appointment of Absentia to assist the Council with its sickness absence processes. The Committee was advised of the Day One Absence Management Service that will be implemented from January 2020 to support managers to track illnesses. The service will also be personalised to the staff member and their illness. Absence numbers are expected to increase in the short term to reflect current unreported absences, and the lag on receiving absence information is expected to be shortened.
- The rationale behind why some services provide direct dial contact numbers for officers, and others have calls routed through the Contact Centre. The Committee noted that improved service levels at the Contact Centre have created a more effective and efficient customer experience.
- How assisting staff members with levels of debt can help remove stress, improve mental health, and reduce sickness absences as a result.
- That the new health and safety systems introduced at the Council have shown a decrease in the reported instances of near misses. The Committee was advised that officers will be investigating this.

- How the procurement process for the new Finance and HR system will begin again once the current legal process has been finalised.
- The development of a banding system for children's books by Minchinhampton Library, in consultation with the local primary school, to allow parents to identify easily what books they require, and the potential for a similar system to be introduced in Swindon.

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

(2) That information requested by members during the course of the Committee's consideration of this item be forwarded to them via the Committee Clerk.

19. Work Programme 2019/2020

The Committee considered a report of the Chief Legal Officer setting out the topics for inclusion in the 2019/2020 Scrutiny Work Programme, as agreed by the Committee at its meeting on 10th June 2019, and updated during the course of the Municipal Year.

20. Status of Requests for Action and / or Information

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

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

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Consideration of Cabinet Decisions

Scrutiny Committee

Date: 9th September 2019

Author: Chief Legal Officer

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To allow the Scrutiny Committee to consider the decisions arising from the meeting of the Cabinet on the 4th September 2019.
- 1.2 The Scrutiny Committee's Terms of Reference include the review of the Cabinet decision making process and the way in which Cabinet decisions are made. As part of the Scrutiny function the Scrutiny Committee is able:
 - 1.2.1 To refer decisions back to Cabinet for reconsideration. It may do this once for any individual decision, after which, if there is no agreement, the decision will be referred to the full Council for determination.
 - 1.2.2 To refer Cabinet decisions to the relevant Overview and Scrutiny Committee.

2. Recommendations

The Committee is recommended to:

- 2.1 Review the process of Cabinet decision-making and the decisions made.

3. Detail

- 3.1 The Scrutiny Committee is invited to review the decisions of the Cabinet to be held on the 4th September 2019. The minutes of the meeting will be forwarded to Members as soon as they become available.

4. Alternative Options

- 4.1 None.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

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

Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), 07980 752043, VYull@swindon.gov.uk.

Consideration of Cabinet Decisions

Scrutiny Committee

Date: 9th September 2019

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.

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 None.

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 Appendix 1 – Draft minutes of the meeting of Cabinet to be held on 4th September 2019 (to follow).

Cabinet Member Question and Answer Session Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

Author: Cabinet Member for Economy and Place

Wards: All

Parishes Affected: All

1. Purpose and Reasons

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

2. Recommendations

The Committee is recommended to:

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

3. Detail

- 3.1 In May 2019, the Leader of the Council has assigned the following key objectives to the Cabinet Member for Economy and Place, Councillor Oliver Donachie.
 - Set the strategic vision to allow the economy to prosper.
 - Provide the political leadership for business growth in all areas including town centre, investment, R&D and tourism
 - Ensure Swindon has the ability to be part of the next generation of Digital and Smart Cities
 - Ensure that the Council's agreed priorities within the portfolio are delivered.
- 3.2 To deliver these, the Leader of the Council has also allocated Councillor Donachie the following specific responsibilities:
 - 3.2.1 Represent the Council on the Local Enterprise Partnership

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

Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

- 3.2.2 Strategic Asset Management of employment/business land
- 3.2.3 Country Parks (securing sustainable uses) – excluding Lydiard
- 3.2.4 Enforcement and Regulatory Services
- 3.2.5 Envirocrime
- 3.2.6 Renewable energy
- 3.2.7 To lead on the implementation of Public Space Protection Orders (PSPOs), in collaboration with Cabinet colleagues
- 3.2.8 Tourism
- 3.2.9 Client for Public Power solutions
- 3.3 In overseeing these areas, the Cabinet Member for the Economy and Place is responsible for the delivery of the following pledges in pursuance of the Council's Vision.
 - 3.3.1 Pledge 1: Set the ambition for Swindon to compete to at the forefront of digital innovation with a commitment to using technology for positive change
 - 3.3.2 Pledge 2: Enhance Swindon's reputation as a sustainable energy exemplar, by exploring technology that converts energy from waste, facilitating the move to electrified transport, and delivering opportunities to invest in renewable energy to reduce carbon footprint.
 - 3.3.3 Pledge 3: Refresh and implement the Masterplan for Swindon Town Centre, supporting our vision that Swindon is a vibrant, modern place. We will do this through working with ambassadors and partners to promote Swindon effectively to improve the town's reputation, increase income from business rates and compete for the best business growth opportunities, inward investment and talent.
 - 3.3.4 Pledge 4: Support businesses by working in partnership to create conditions in which businesses succeed and grow.
 - 3.3.5 Pledge 16: Deliver a programme of work to ensure that residents, visitors and businesses feel that Swindon is a safe place to live, work, visit and do business.

Enforcement and Regulatory Services

- 3.4 During the budget setting debate at Council earlier this year I was keen to ensure that we earmarked sufficient resources to support the visible enforcement of

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

Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

environmental and regulatory offences, particularly in the town centre. The purpose of this was twofold, firstly to bring about an improvement in our town centre environment so that people can enjoy what Swindon has to offer in safety and with confidence and secondly visibly to drive behavioural change amongst those who flout legislation in our town centre.

- 3.5 I am delighted to provide Committee with the update that a Town Centre Enforcement and Behaviour Change Initiative will go live on 1st October 2019, focussing initially on improving behaviours in the area covered by the Public Spaces Protection Order (PSPO). Effectiveness of this initiative will be monitored and reported over a three month period.
- 3.6 The additional resource secured for this purpose will be in place to supplement the existing activity, which will comprise two Civil Enforcement Officers (focussing on parking enforcement) and two Envirocrime Officers, focussing on behavioural change. Resource will also be reallocated on a weekly rota basis to ensure increased multi-skilled visibility from Envirocrime, licensing, environmental health, parking, and planning enforcement across the PSPO area.
- 3.7 Beyond this period, work is in hand to enable two multi-skilled enforcement posts within the Envirocrime team, which will further improve the visibility of town centre enforcement. As part of this process, we will work with our partners in the Police to ensure that multi-agency enforcement is both visible and effective, and is supporting the key outcomes that all parties expect for the town centre.
- 3.8 Moving further afield, I am pleased to advise that the Lydiard Park PSPO covering the control of dogs on leads at certain times of day during the peak season has proven to be successful in amending behaviour. Since the PSPO has been in place we have only had one incident reported to us of an out of control dog causing a problem in the Park – and this was during the winter when the Order does not apply. Prior to the order being in place we experienced a number of complaints around dogs off leads causing a nuisance to those seeking to enjoy the Park. In recognition of this officers undertook a consultation around extending the order beyond its 3 year life. The feedback provided strong justification for doing so, and the order is now in place for a further 3 year period.

Swindon's Economy

- 3.9 In delivering its Vision for Swindon, the Council aims to create sustainable growth and employment within a robust yet dynamic economy, which produces a high quality of life for all and is resilient enough to withstand the effects of various events which may change the business base or the supply and demand components of the economy. The themes of connectivity, productivity, and quality of life drive this work in partnership with the private, public and

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

Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

community/voluntary sectors, underpinned by the place making which will support a world-class economy.

- 3.10 The Centre for Cities Outlook 2019 Report, which compares Swindon with up to 62 other leading UK town and cities, showed that Swindon continues to be highly successful. Swindon's performance includes the third best ratio of private sector to publicly funded jobs at 4.4 and the eighth highest Gross Value Added (GVA) per worker at £67,700.

Institute of Technology

- 3.11 Officers worked effectively with Swindon College, employers and other stakeholders to progress the bid for an Institute of Technology (IoT) in the town and this bid was declared successful in April 2019. This excellent achievement is tangible demonstration of excellent partnership working with other LEP areas, employers and education providers to produce a cohesive proposal which will greatly benefit Swindon learners and business. This will achieve a step change in the provision of higher level technical education (post A level to Degree level) by delivering high quality employer led training and teaching at new innovative institutions. It will address the gaps in higher level technical education and skills, particularly in STEM (Science, Technology, Engineering and Mathematics) subjects.
- 3.12 The IoT work is part of the Swindon and Wiltshire Local Enterprise Partnership (SWLEP)-wide Higher Education Strategy to meet employer needs and identify progression routes to higher level technical provision and raise aspirations.

Business Retention and Expansion Service (BR&E)

- 3.13 The Business & Economy Team continues to coordinate the Honda recovery programme, which includes liaison with Honda, the supply chain, Government departments (particularly the Department for Business, Energy & Industrial Strategy, which leads the National Taskforce) and numerous local partners. The five Task & Finish Groups are focused on key areas of support:
- 3.13.1 Communications
 - 3.13.2 People, Skills and Employment
 - 3.13.3 Supply Chain
 - 3.13.4 The Sites
 - 3.13.5 Community Wellbeing
- 3.14 Current activity is focussed around supporting Associates (Honda employees) in the first phase of redundancies with their future choices e.g. start-up support,

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

Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

moving to other jobs and / or training; access to 'free-to-use' financial and mental well-being support; and assisting supply chain companies to source new contracts. The team is also looking at economic resilience lessons learned from other areas and practical impact measures to assess SBC interventions.

- 3.15 Although the Honda announcement and TechSwindon project (see paragraph 3.26) have influenced the SBC Business Retention & Expansion service (it has resulted in an increased focus on advanced manufacturing and "tech" business engagement), the team has achieved much improved business engagement levels and is starting to build strong relationships with Swindon companies. The service is aimed at stimulating and reporting business growth or safeguarding issues, so is expecting another busy period around the planned Brexit date.
- 3.16 The team has led research into Swindon and Wiltshire's advanced manufacturing, life sciences and health and digi-tech sectors to determine key capability, Unique Selling Points and growth opportunities. The findings indicated that digi-tech (comprising both companies which rely on tech to operate, and companies which provide tech services and products) are vital to drive Swindon's growth. The team uses the specialist services of TechSPARK (a Bristol-based company which supports digi-tech companies across the West of England) to support Swindon's most promising digi-tech companies, by signposting to national and international specialist support and business opportunities. Using the TechSwindon branding, this specialist team operates from The Workshed (see paragraph 3.20).
- 3.17 Within the BR&E service, a number of pharmaceutical manufacturing companies are considering local growth. The team is working with these companies and national partners to support this growth and will report successes via its Switch On To Swindon channels.
- 3.18 The sector research also highlighted a Research and Development (R&D) gap in the market, which if addressed could support and attract innovative companies; further research (stimulated by the Honda announcement) recommends Electronics and Connected Systems as an R&D focus, to support local and neighbouring advanced manufacturing companies to use the latest technology to improve processes. Further work is underway to investigate this exciting opportunity.
- 3.19 The team continues to support the Swindon & Wiltshire Growth Hub (an online portal for general business engagement and advice) and is working with local partners on some new EU-funded business support programmes.

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

Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

Carriage Works

- 3.20 The first stage of the exciting and innovative Carriage Works project, a scheme which transforms a Swindon heritage asset into accessible and high-grade work space, is now fully operational operating as The Workshed and teams are now progressing further units within the Carriage Works. Workspace units are being developed incrementally and there is a significant level of interest in these units as they are built out. The Council has benefited from £100,000 of funding from the Government's One Public Estate programme which has facilitated this work to create new jobs and allow further development of the whole site
- 3.21 The Business and Economy team manages The Workshed concession contract (operated by Wiltshire Council as part of The Enterprise Network). The Workshed co-working and small incubation office space is ideal for start-ups and micros looking for a digi-tech community in unique heritage surroundings, and as the rest of the estate is developed around it, its popularity will continue to grow.
- 3.22 There is ongoing interest in future units from companies of varying sizes and it is also hoped that current occupants will be able to grow and occupy larger spaces within the complex.

Inward Investment

- 3.23 The long-awaited European Structural and Investment Fund (ESIF) - funded Inward Investment programme to attract new-to-Europe Small and Medium Sized Enterprises (SMEs) to Swindon & Wiltshire is now underway, with sector specialists engaged in life sciences and health and digi-tech. The Business & Economy team manages this programme, which is delivered in partnership with SWLEP and Wiltshire Council. The specialists have already visited the US to attend a pharma event and further visits are being planned. The team is currently working successfully with the Department for International Trade to draft and design sub-sector propositions.
- 3.24 The Business and Economy team continues to respond to inward investment enquiries, including arranging visits to and around the area, and currently has several warm leads on the pipeline. The team is also working with Planning colleagues to support Honda in finding the best use of the site for the local economy and community, as well as the company.

Exit from the European Union

- 3.25 Government has stated that "In the event that the UK leaves the EU without a deal, the UK will leave the EU Budget, meaning UK organisations would no longer receive future funding for projects under EU programmes, such as the European Regional Development Fund and Horizon 2020, without further action.

Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

- 3.26 However, the Chancellor announced in August and October 2016 that the government will guarantee EU projects agreed before we leave the EU, to provide more certainty for UK organisations over the course of Brexit.
- 3.27 In July 2018, the Chief Secretary laid a Written Ministerial Statement (HCWS926) extending this guarantee to provide further stability for UK organisations in a 'no-deal' scenario. The guarantee now covers the following: the full Multiannual Financial Framework allocation for structural and investment funds over the 2014-20 funding period, with payments to beneficiaries made up to the end of 2023"

Place Marketing

- 3.28 The Switch On To Swindon (SOTS) business ambassador network is going from strength to strength. This branded network, set up to address negative local perceptions, has now reached a record 800 Ambassadors, who are working together to broadcast positive Swindon messaging to a much wider audience.
- 3.29 The annual SOTS event was held in June at Nationwide Building Society's impressive HQ, when the TechSwindon campaign was formally launched using some of Swindon's most innovative tech companies, which demonstrated their products to over 400 attendees. TechSwindon is a new year-long campaign, which aims to attract people to live, work and invest in Swindon's digi-tech cluster. The project was seed-funded by SBC and the majority of funding comes from the private sector with Nationwide Building Society named as the first contributor. TechSPARK recently won a contract to develop and lead the project including micro-events, talent-attraction activity and culminating in a summit in 2020, which will showcase international and local innovations.
- 3.30 As part of the TechSwindon launch, the team at local tech company The Carto Group produced a hugely successful 3D film, which allows users to fly through Swindon's streets highlighting the huge growth opportunities including in the town centre, New Eastern Villages and Kimmerfields.
- 3.31 SOTS has also been working with local video production company Ottr to produce a series of social media case study films, featuring some of Swindon's most exciting stories from local companies. These, and the TechSwindon launch PR, have generated over 18,000 online impressions over recent months – so positive Swindon business messages have been seen over 18,000 times. A very real example of the strength of the SOTS media reach followed the online publication of a film featuring Catalent (international pharmaceutical company) which received over 250 unsolicited job applicants the following day.
- 3.32 The Visit Swindon website has recently undergone some improvements, and now features easy-to-read, attractive pages covering events, things to do, hidden

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Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

gems and places to stay. The site is also the local link to the Great West Way, a 125-mile touring route from London to Bristol. This nationally funded tourism project passes through Swindon and acts as a great promoter for the town.

Electric vehicles

- 3.33 Public Power Solutions, the Council's wholly owned power company, was commissioned to install two electric vehicle charging points on the Civic campus to demonstrate Council leadership in deploying new energy vehicle technology; these are now operational and will provide commercially priced recharging facility for staff members and the public.
- 3.34 As part of the Local Plan review, the Council will also revisit its planning policies to consider provision of electrical vehicle charging points.

Digital advertising

- 3.35 In line with the Council's recently adopted Communications Strategy and Action Plan (Cabinet Minute 22, 2018/19 refers) officers have investigated opportunities for digital advertising at a key location or locations within the Borough. The primary objective will be to have a tool at the Council's control to promote our development opportunities, successes, and ongoing campaigns that support the local economy and economic development.
- 3.36 As at the publication of this report, a procurement process is being carried out to identify a suitable supplier.

Strategic Partnerships

- 3.37 On 11th July 2018, Cabinet confirmed the Council's membership of England's Economic Heartland Strategic Transport Forum (draft Cabinet Minute 23, 2018/19 refers). This membership continues to support further physical transport infrastructure that is necessary to enhance Swindon's connections to from the economies of Oxford, Milton Keynes, Cambridge, and beyond.
- 3.38 Swindon continues to work with this body, and the National Infrastructure Commission, to ensure investment in infrastructure that will benefit the western part of Oxfordshire and Swindon, especially improvements to the A420. Being a successful partner here has increased Swindon's presence nationally and supports dialogue with government that will benefit the people of Swindon through successful strategic growth in and around the borough.
- 3.39 Further recognition of Swindon's pivotal location and strategic importance has been shown by the invitation to Swindon to join the Great Western Powerhouse. This strategic grouping of seven key authorities (Swindon, Bristol, Bath & North East Somerset, Gloucester, Newport, Cardiff and Swansea) is working to lobby

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Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

government with one voice, particularly on matters of industrial strategy and inward investment. Swindon is participating in the discussions and will continue to seek the best outcomes for Swindon businesses and residents.

Local Industrial Strategy

- 3.40 The Council's teams are currently working with Swindon and Wiltshire Local Enterprise Partnership (SWLEP) and the government department for Business, Energy and the Industrial Strategy (BEIS) to produce a Local Industrial Strategy (SWLIS) for Swindon and Wiltshire with the objectives of boosting productivity and earning power, while aligning with Swindon's objectives. The document is at the drafting stage but in light of recent events has been prioritised by government, therefore timelines have been accelerated.
- 3.41 Below are the areas of focus for Swindon within the strategy, showing how the Council's teams are working within this LEP-wide piece to deliver outcomes for Swindon.
- 3.42 Further information on the Local Industrial Strategy and the Council's strategic partnerships is contained in a report to Cabinet for 4th September 2019, which, if Cabinet approves the recommendation, will be considered elsewhere on the agenda at this Scrutiny Committee meeting.

Business

- 3.43 The focus is on diversifying the economy to increase resilience by leveraging sectoral and local strengths, including: advanced manufacturing around Swindon and reducing dependence on single large employers. The diversification will embrace new technologies merging manufacturing and digital expertise (commonly called Industry 4.0) and emphasise the growth of medium size enterprises.
- 3.44 Industry 4.0 technologies and digital applications use data and connective processes to create "smart industry" which are increasingly significant to improving productivity through the adoption of automation and other efficiencies. These are key components to improving local manufacturing productivity and growth.
- 3.45 Swindon will be developed as an advanced engineering, digi-tech and R&D centre of excellence and attract new high value activities into the area building on the reputation, skills, expertise and the legacy which Honda leaves behind.
- 3.46 We will support employment in R&D and higher value activities through securing foreign direct investment in high value manufacturing and advanced engineering, life sciences, cyber and digital technologies.

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

Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

- 3.47 Working with SWLEP and partners we will also focus on business start-up and scale up support resulting in employment and productivity growth across a wider range of sectors and communities through the delivery of scale-up support services for SMEs.

Infrastructure and Place Making

- 3.48 We will explore transformational programmes in infrastructure and place making to improve movement and the visitor experience through the whole town making Swindon a more accessible and enjoyable place to be, attracting visitors, new residents and new levels of investment and promote Kimmerfields as the flagship site for development, alongside the new Bus Boulevard.
- 3.49 We will improve our visitor, high street and cultural offer and strengthen resilience to economic fluctuations. The transformational plans for the development of Swindon town centre as an integrated settlement will include its Smart City capabilities, cultural offer and developing its R&D and advanced manufacturing capabilities.
- 3.50 We are working with strategic partners to establish and strengthen the A420 as a key route connecting Swindon with Oxfordshire in terms of supporting business and commuter flows and linking the area with the Cambridge-Milton Keynes-Oxford arc.
- 3.51 Swindon will develop a Cultural Quarter which will comprise a significant area of the town and house Swindon's world class art collection. It will provide a diverse and vibrant cultural offer, creating spaces which showcase the existing offer and provide an environment in which new cultural attractions can be developed.
- 3.52 The Railway Corridor will provide a landmark gateway to Swindon by developing the Rail Station and its environs, opening up the route to the North Star Site, bringing new leisure and retail opportunities and easing movement between the north and south of the railway.
- 3.53 New Eastern Villages, Wichelstowe and Tadpole Garden Village will deliver good growth for Swindon, creating attractive places where people want to settle and continuing the growth for Swindon and looking to build excellent, sustainable communities.

People and Skills

- 3.54 We will work to Increase the number of people taking up apprenticeships; businesses employing an apprentice and increase the number of higher and degree level apprenticeships.

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

Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

3.55 We will raise the aspirations of young people and local workers who have not engaged in higher education and address the status of Swindon as a particular higher education cold spot working alongside our Further Education Colleges and private sector training providers and the new Institute of Technology in Swindon.

3.56 We will address our skills gaps working alongside our business community resulting in resilient and inclusive growth, innovation and productivity improvements as well as to mitigate the impact of EU exit on skills and labour availability.

4. Alternative Options

4.1 The Scrutiny Committee could choose not to hold annual question and answer sessions with Members.

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 the report. Any further implications will be identified when a topic is reviewed by the Scrutiny Committee and in any recommendations made by the Scrutiny Committee.

Diversity Impact Assessment

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

Cabinet Member Question and Answer Session

Cabinet Member for Economy and Place

Scrutiny Committee

Date: 9th September 2019

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.

6. Consultees

- 6.1 The author has consulted, where appropriate, with Corporate Directors, Directors, Heads of Service, other officers, and relevant partners on the purpose, content, and recommendations of the report.

7. Background Papers

- 7.1 None.

8. Appendices

- 8.1 None.

Work Programme 2019/2020

Scrutiny Committee

Date: 9th September 2019

Author: Chief Legal Officer

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 2019/2020, as agreed at the Scrutiny Committee meeting on 10th June 2019 and revised at subsequent meetings throughout the year.
- 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 2019/2020 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 2019.
- 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), 07980 752043, VYull@swindon.gov.uk.

Work Programme 2019/2020

Scrutiny Committee

Date: 9th September 2019

- 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 will be giving his annual presentation to the Committee at this meeting, where he will outline priority areas for the coming twelve months, and highlight 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:
 - 3.10.1 Cabinet Member Question and Answer Sessions. Each Cabinet Member will be expected to appear before the Scrutiny Committee to answer

Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), 07980 752043, VYull@swindon.gov.uk.

Work Programme 2019/2020

Scrutiny Committee

Date: 9th September 2019

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 Leader's 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), 07980 752043, VYull@swindon.gov.uk.

Work Programme 2019/2020

Scrutiny Committee

Date: 9th September 2019

6. Consultees

6.1 None.

7. Background Papers

7.1 None.

8. Appendices

8.1 Appendix 1 – Scrutiny Committee Work Programme 2019/2020.

8.2 Appendix 2 – Current Cabinet Work Programme and Forward Plan for the period 9th August 2019 to 9th August 2020.

8.3 Appendix 3 – Scrutiny Process Flowchart.

Scrutiny Committee **Work Programme 2019-2020**

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.
- 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: 07980 752043

10th June 2019		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Work Programme 2019/20	To discuss and agree a rolling work programme for the 2019/20 Municipal Year and review the Overview Task Groups	n/a

15th July 2019		
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

12th August 2019		
Item	Objectives	Witnesses
Cabinet Member Q&A – Cabinet Member for Adults and Health	To review the portfolio and performance of the Cabinet Member for Adults and Health.	Councillor Brian Ford
Cabinet Member Q&A – Cabinet Member for Corporate Services and Operational Excellence	To review the portfolio and performance of the Cabinet Member for Corporate Services and Operational Excellence.	Councillor Keith Williams

9th September 2019		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Cabinet Member Q&A – Cabinet Member for Economy and Place	To review the portfolio and performance of the Cabinet Member for Economy and Place.	Councillor Oliver Donachie

21st October 2019		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Cabinet Member Q&A – Cabinet Member for Children's Services	To review the portfolio and performance of the Cabinet Member for Children's Services.	Councillor Mary Martin
Cabinet Member Q&A – Cabinet Member for Finance and Education and Skills	To review the portfolio and performance of Education and Adult Learning services.	Councillor Russell Holland

18th November 2019		
Item	Objectives	Witnesses
Review of the 2018/19 Municipal Year	To receive the Scrutiny Committee Annual Report.	Chief Legal Officer
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

18th November 2019		
Moredon Playing Fields Sports Hub	To review a progress report.	Head of Property Assets

9th December 2019		
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
North Star Development – Trigger Points	To review a progress report.	Head of Property Assets
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet

13th January 2020		
Item	Objectives	Witnesses
Budget Scrutiny	To review the Budget proposals for 2020-2021.	Councillor Russell Holland
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

10th February 2020		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Cabinet Member Q&A – Cabinet Member for Transport and the Environment	To review the portfolio and performance of the Cabinet Member for Transport and the Environment.	Councillor Maureen Penny

16th March 2020		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
Cabinet Member Q&A – Cabinet Member for Finance and Education and Skills	To review the portfolio and performance of Finance and Skills.	Councillor Russell Holland

6th April 2020		
Item	Objectives	Witnesses
Review of Cabinet Decisions	To receive the decisions taken and the process taken in making those decisions of Cabinet.	Cabinet
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 Dale Heenan

Other issues for Scrutiny Committee to consider		
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
Anti-social enforcement	To review what is being done to address enforcement against anti-social issues including: <ul style="list-style-type: none"> • Parking • Public Space Protection Orders in the town centre • Anti-social behaviour 	Councillor Maureen Penny Councillor Oliver Donachie Councillor Cathy Martyn
An examination of the relationship between the Borough and Parish / Town Councils	One day review by Scrutiny Committee	Chief Executive
Closure of Honda	To receive a confidential update	Leader of the Council Chief Executive

Other issues to be referred		
Item	Objectives	Witnesses
Food Waste	To review proposals for dealing with food waste in the Borough	To be referred to Communities and Place Overview and Scrutiny Committee
Collection and Disposal of Used Needles	To review proposals for dealing with the collection and disposal of used needles	To be referred to Adults' Health, Adults' Care and Housing Overview and Scrutiny Committee
Leisure Contracts	To review the leisure contracts, in particular those run by GLL	To be referred to Resources and Corporate Overview and Scrutiny Committee
Procurement	To review how SBC uses its procurement budget locally	To be referred to Resources and Corporate Overview and Scrutiny Committee
North Star	To review the ongoing development at North Star	To be referred to Growing the Economy Overview and Scrutiny Committee

CABINET WORK PROGRAMME

Proposed AGENDA ITEMS/DELEGATED DECISIONS

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 officer identified.

Councillor:	Portfolio:
David Renard	Leader of the Council and Chair of Cabinet
Russell Holland	Deputy Leader of the Council and Vice-Chair of Cabinet and Cabinet Member for Finance, Education, and Skills
Oliver Donachie	Cabinet Member for Economy and Place
Brian Ford	Cabinet Member for Adults and Health
Dale Heenan	Cabinet Member for the Town Centre
Mary Martin	Cabinet Member for Children' Services
Cathy Martyn	Cabinet Member for Housing and Public Safety
Maureen Penny	Cabinet Member for Transport and the Environment
Gary Sumner	Cabinet Member for Strategic Planning
Keith Williams	Cabinet Member for Corporate and Organisational Excellence

Senior Committee Clerk: Douglas Campbell, CommitteeServices@Swindon.gov.uk

Cabinet Member Decisions Proposed for August/September 2019

Subject	Portfolio Holder / Cabinet Member	Lead Director
Approval of the North Wessex Downs Area of Outstanding Natural Beauty Management Plan	Cabinet Member for Strategic Planning	Head of Planning, Regulatory Services & Heritage Head of Planning, Regulatory Services & Heritage

Cabinet Meeting Date - 4th September 2019

Subject	Portfolio Holder / Cabinet Member	Lead Director
Budget Management 2019/20	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Director of Finance (s151) Officer Mick Bowden, Director

		of Finance
Capital Monitoring	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Director of Finance (s151) Officer Director of Finance (s151) Officer
Annual Review of Local Ombudsman Complaints	Leader of the Council	Chief Legal Officer (Monitoring Officer) Chief Legal Officer (Monitoring Officer)
Housing Revenue Account Medium Term Financial Plan	Cabinet Member for Housing and Public Safety	Corporate Director Communities and Housing Corporate Director Communities and Housing
Strategic Partnerships - Local Industrial Strategy and Great Western Powerhouse	Leader of the Council and Chair of Cabinet	Head of Economy and Regeneration Head of Economy and Regeneration
Report of the Ofsted Inspection of Children's Social Care Services July 2019	Cabinet Member for Children's Services	Corporate Director of Children's Services Head of Policy and Performance - Children's Services
Land for the Commercial Housing Programme	Cabinet Member for Strategic Planning, Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Adam Gatier Adam Gatier, Commercial Development Project Manager

Cabinet Meeting Date - 16th October 2019

Subject	Portfolio Holder / Cabinet Member	Lead Director
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Budget Management Update	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Director of Finance (s151) Officer Mick Bowden, Director of Finance
Polling Districts and Places Review	Leader of the Council	Chief Executive Director of Performance, Organisational Improvement and Communications
Health & Care Board Swindon	Cabinet Member for Adults and Health	Corporate Director Adult Social Services and Health Corporate Director Adult Social Services and Health
Dedicated Schools Grant - High Needs Budget	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Head of Education Head of Education

Cabinet Meeting Date - 4th December 2019

Subject	Portfolio Holder / Cabinet Member	Lead Director
Budget Management 2019/20	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Director of Finance (s151) Officer Mick Bowden, Director of Finance
Treasury Management Performance 2019/20	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Director of Finance (s151) Officer Mick Bowden, Director of Finance
Capital Monitoring Quarterly Reports	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Director of Finance (s151) Officer Mick Bowden, Director

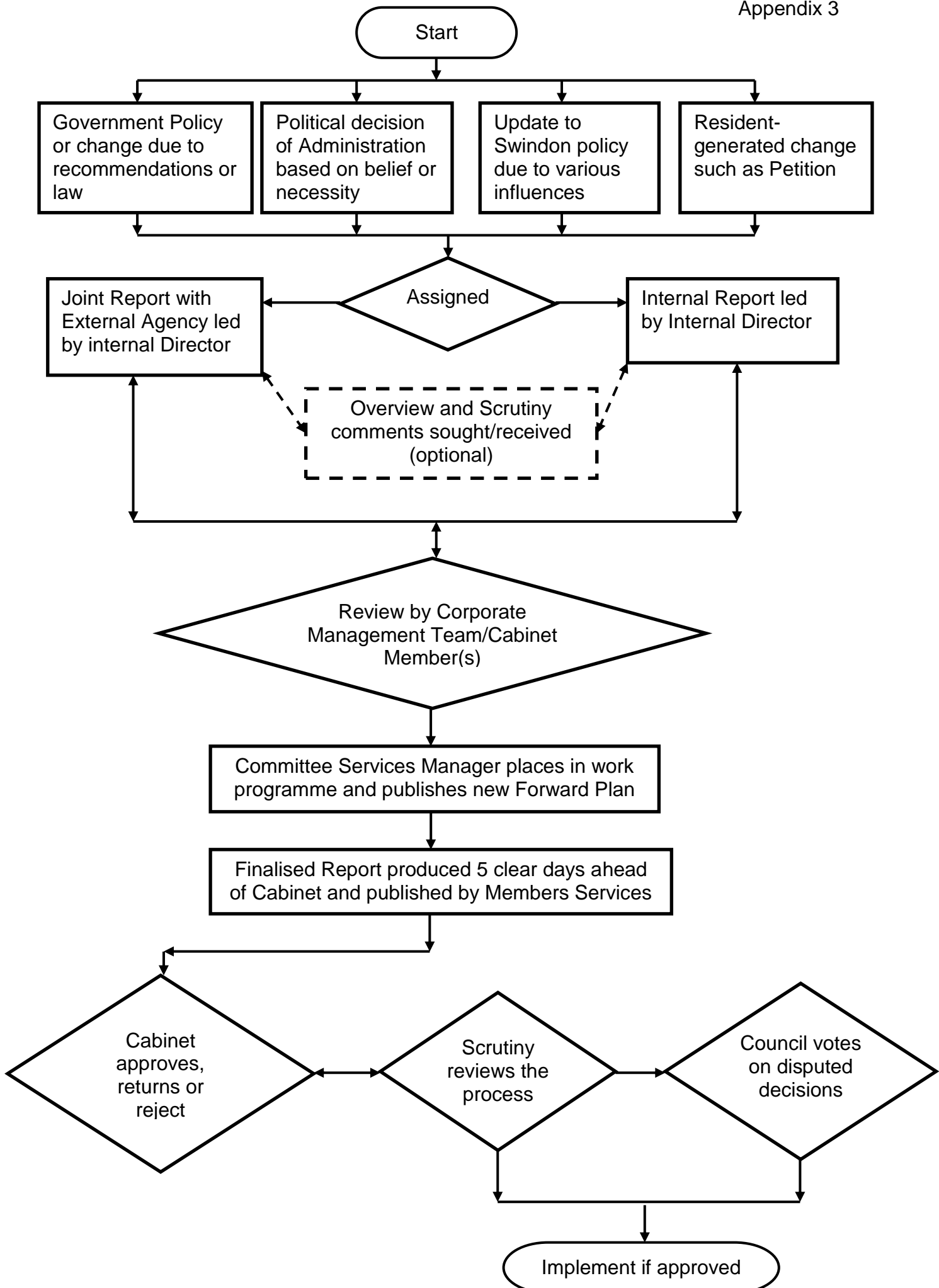
		of Finance
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Cabinet Meeting Date - 5th February 2020

Subject	Portfolio Holder / Cabinet Member	Lead Director
Budget 2020/21 and Beyond	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Director of Finance (s151) Officer Mick Bowden, Director of Finance
Capital Programme 2020/2021		
Treasury Strategy Statement 2020/21		
Housing Revenue Account - Rents and Charges	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Director of Finance (s151) Officer Mick Bowden, Director of Finance
Swindon Pay Policy Statement 2020 / 2021		

Cabinet Meeting Date - March 2020

Subject	Portfolio Holder / Cabinet Member	Lead Director
Capital Programme Monitoring 3rd Quarter 2019/20	Deputy Leader of the Council and Cabinet Member for Finance, Education and Skills	Director of Finance (s151) Officer



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Status of requests for action and / or information

Scrutiny Committee

Date: 9th September 2019

Author: Chief Legal Officer

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.
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Further information on the subject of this report can be obtained from Vicki Yull (Committee Officer), 07980 752043, VYull@swindon.gov.uk.

Status of requests for action and / or information

Scrutiny Committee

Date: 9th September 2019

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 None.

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 15 July 2019		
Minute No. 11	Leader of the Council: Annual Report	Outcome
Councillor Bob Wright requested clarification on the following issues:		
(2) How does the Council's production of the waste pellets as an alternative to solid fuel affect the Council's Climate Change agenda?	<p>Response received from the Head of Streetsmart on 12th August 2019 as follows:</p> <p>When wastes are landfilled they produce methane. If the landfill is not capturing this harmful gas it will go to atmosphere and contribute to greenhouse gases, methane is 21 times more damaging to the environment than carbon dioxide. By producing pellets out of waste these then can be used as an alternative substitute for coal.</p> <p>Pellets composition consists of around 45 to 55% of biogenic content, which result in CO₂ savings when fossil fuels such as coal are replaced. Biogenic contents comes from fractions like paper, cardboard, textiles and wood, levels as high as 1.6 tonnes of co₂ savings for each tonne of fuel replaced can be achieved. This change can affect the wider climate change agenda.</p>	Complete
(3) Is the increase in the number of rats around the Zurich site due to food waste and food wrappers and how as a street cleaning issue will this be addressed?	<p>Response received from the Head of Streetsmart on 12th August 2019 as follows:</p> <p>The discarded food waste in this area doesn't seem to be any different from other parts of the town centre. The operatives are still seeing rats in the planted areas and some of the waste bins.</p> <p>An officer had previously arranged baiting in this location.</p> <p>The responsibility for the raised bed</p>	Complete

	areas sits with the Grounds department and the shrubs are cut back on a yearly basis.	
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SUMMARY OF PUBLIC QUESTIONS REQUIRING A WRITTEN RESPONSE AND MEMBER REQUESTS FOR INFORMATION 12 August 2019		
Minute No. 17	Cabinet Member Question and Answer Session - Cabinet Member for Adults and Health	Outcome
Cllr Bazil Solomon requested a target date of when at least 50% of people with diabetes in Swindon will be expected to have enrolled on the new diabetes education programme.	<p>Response received from the Interim Director of Public Health on 16 August 2019 as follows:</p> <p>A new programme has been commissioned to replace the DESMOND Programme for structured Diabetes Education (type 2). Early observations shows that there is a 42% increase in attendance rate compared to DESMOND. A review is planned in 2020. This will inform a target for the population cover.</p>	Complete
Minute No. 18	Cabinet Member Question and Answer Session - Cabinet Member for Corporate Services and Operational Excellence	Outcome
Cllr Janine Howarth queried how changes to an area will be measured (other than new builds) which will trigger the capture / review of electoral registration information.	<p>Response received from the Head of Elections and Democracy on 21 August 2019 as follows:</p> <p>Reform of the Annual Canvass of Electors is due to commence from the summer of 2020. The Annual Canvass is where the Electoral Registration Officer writes to every household to confirm the names of those occupants who should be registered to vote at the address. Under the current system, forms are sent to every property and a response is legally required, whether by returning the completed form or via electronic means (online or telephone). Non-responding properties are followed up by visits from door-to-door canvassers, whereby the</p>	Complete

	<p>information can be gathered on the doorstep. A final reminder is then issued to the remaining households, and those that have still failed to respond by the deadline are removed from the updated register and informed in writing.</p> <p>From July 2020, the use of national and local data sets will be employed to assist with this exercise. The first step at the start of each canvass will be to provide the entire register to the Individual Electoral Registration Digital Service (IERDS) who will run the data through the Department of Work & Pensions (DWP) to match names and addresses. Each elector will be matched or not matched by the DWP and there will then be the opportunity for the Electoral Registration Officer to conduct local data matching on those electors who did not match (such as council tax, benefits, education records etc.). Once all data matching is completed, the results will be aggregated by household. This will then essentially place each residential property into one of two work streams:</p> <p>Route One – The property is fully matched</p> <p>Route Two – The property is not fully matched.</p> <p>Where the property is fully matched, an e-communication or Household Notification Letter (HNL) will be sent informing the residents of the records the Electoral Registration Officer holds and with details of how to update register if any of this is incorrect.</p> <p>Where the property is not fully matched, the property will be canvassed in a similar way to the current manner, with a combination of e-communication, printed communications, phone calls and</p>	
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	<p>door-to-door visits. Canvass Reform is enabling a wider range of contact methods to better meet the expectations of the electorate.</p> <p>There will also be a third work stream involving those properties with a Single Responsible Officer (SRO), such as landlords of HMO's, care home managers and student accommodation managers. These properties will see the required information gathered directly from the SRO and Invitations to Register (ITRs) sent to the individuals directly.</p> <p>To ensure Swindon Borough Council maintains a complete and accurate register and all eligible electors are invited to register, the Electoral Registration Officer has already undertaken work to identify registered HMO's and care homes within the Borough, and is currently working on obtaining improved data from council tax to enable local data matching to take place with those records. Further work is required to access additional data (e.g. benefits and education records), and it will be vital that electoral registration is kept at the heart of future corporate developments for closer working and data sharing.</p>	
Cllr Steve Allsopp asked what proportion of the overall workforce do temporary workers make up at Swindon Borough Council.	Response requested from the Director of Performance, Organisational Improvement and Communications on 16 August 2019.	Ongoing