

Swindon Borough Council

Cabinet

Wednesday, 16 October 2019

Committee Room 6, Civic Offices

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

Conservative Councillors

David Renard (Chair)

Oliver Donachie

Brian Ford

Dale Heenan

Russell Holland

Mary Martin

Cathy Martyn

Maureen Penny

Gary Sumner

Keith Williams

Committee Officer: Douglas Campbell (Telephone 07779 413886)

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(Telephone 01793 445500)

AGENDA

NOTE:

A Cabinet Open Forum is held at 6:00 p.m. prior to the start of each scheduled Cabinet Meeting. The Open Forum is similar to the 'public question time' that happens at most Council meetings. It provides the chance to meet with Cabinet Members as well as Corporate Directors and Directors to discuss matters relevant to the Cabinet and its responsibilities. It provides an opportunity to raise issues and give views. The Open Forum will normally close at 6.15 pm and the Cabinet will then reconvene for the start of the formal Cabinet meeting. If the Open Forum completes its business earlier than anticipated then the Cabinet Meeting will commence at the Forum's conclusion.

1. Apologies for Absence.

2. Declarations of Interest.

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

3. Minutes. (Pages 5 - 10)

To receive the minutes of the meeting held on 4th September 2019.

4. Public Question Time.

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

5. Exempt Items - Exclusion of Press and Public.

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

<u>Item No.</u>	<u>Paragraph No.</u>
9	3
10	3

6. Budget Management Update (CM: RH) **All Wards** (Pages 11 - 20)

7. Polling Districts and Places Review (Minute for confirmation) ERORO (CM: DR) **All Wards** (Pages 21 - 54)

8. Health & Care Board Swindon CDASS&H (CM: BF) **All Wards** (Pages 55 - 70)

9. Investment Opportunity - Industrial Premises, Stratton St Margaret. HPA (CM: RH) **SM** (Pages 71 - 94)

10. Acquisition of Property in Park South, Swindon DF, HPA (CM: RH) **LE** (Pages 95 - 104)

Date of Despatch: 16 October 2019

Key:

Officers:

CDASSH	-	Corporate Director Adult Social Services and Health
DF	-	Director of Finance (Section 151 Officer)
ERORO		Electoral Registration Officer and Returning Officer
HED		Head of Elections and Democracy
HPA		Head of Property Assets

Wards

LE	Liden, Eldene, and Park South
SM	St Margaret and South Marston

Cabinet Members Responsible for the Service Area concerned:

DR	-	David Renard	Leader of the Council and Chair of Cabinet
RH	-	Russell Holland	Deputy Leader of the Council, Vice-Chair of Cabinet, and Cabinet Member for Commercialisation, Education and Skills
OD		Oliver Donachie	Cabinet Member for Economy and Place
BF	-	Brian Ford	Cabinet Member for Adults and Health
DH	-	Dale Heenan	Cabinet Member for the Town Centre

MM	-	Mary Martin	Cabinet Member for Children's Services
CM		Cathy Martyn	Cabinet Member for Housing and Public Safety
MP	-	Maureen Penny	Cabinet Member for Highways and the Environment
GS		Gary Sumner	Cabinet Member for Strategic Planning
KW		Keith Williams	Cabinet Member for Corporate Services and Operational Excellence

Diversity Impact Assessments

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

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

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

Public Question Time - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Chief Legal Officer, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council

Meetings Protocol and Guidance" available on the Council's Website.

(<http://www5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sched=doc&cat=13338&path=0>) or from the Committee Officer named above.

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CABINET

WEDNESDAY, 4 SEPTEMBER 2019

PRESENT:- Councillors Oliver Donachie, Brian Ford, Dale Heenan, Russell Holland (Chair), Mary Martin, Cathy Martyn, Maureen Penny, Gary Sumner and Keith Williams

Apologies for absence were received from Councillor David Renard.

Councillor Jim Grant attended the meeting in respect of Minute 31.

22. Declarations of Interest.

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

Councillor Donachie declared a personal but non-prejudicial interest in the Cabinet Agenda item: Strategic Partnerships - Local Industrial Strategy and Great Western Powerhouse (Minute 29) in that he is a Director of the Swindon and Wiltshire Local Enterprise Partnership.

23. Minutes.

Resolved – That the minutes of the meeting held on 10th July 2019, be confirmed and signed as a correct record.

24. Public Question Time.

There were no public questions.

25. Exempt Items - Exclusion of Press and Public.

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

Item Nos.	Paragraph No.	Minute Nos.
13	3	33

26. Report of the Ofsted Inspection of Children's Social Care Services July 2019

Councillor Mary Martin, the Cabinet Member for Children's Services and the Corporate Director of Children's Services submitted a joint report setting out a summary of the key findings from the Ofsted Inspection of Local Authority Children's Social Care Services (ILACS) in Swindon, which was completed in July 2019.

Councillor Martin invited Cabinet to welcome the inspection's finding that the service was "good" and she thanked the staff for their hard work for achieving this and colleagues for agreeing the necessary additional funding for the service area. The Deputy Leader of Council and Vice Chair of Cabinet echoed these comments and emphasised the need for the Borough to sustain this performance.

Resolved that:

- 1) Note be taken of the judgements and key findings from the OFSTED report across each of the judgements.
- 2) It be recognised where positive progress and improvement has been made and understand how this has been achieved.
- 3) The areas for continued improvement for future scrutiny and assurance be noted and that improvements continue to be made and are embedded and sustained.
- 4) All staff in Children's Services and across the Council be thanked for their commitment and hard work to achieve a successful inspection outcome.

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

27. Budget Management 2019/20

Councillor Russell Holland, the Deputy Leader of the Council and Vice Chair of Cabinet, and the Director of Finance submitted a joint report providing Cabinet with the 2019/20 revenue budget forecast out-turn.

The Deputy Leader introduced the report by advising Cabinet that without mitigating measures, the Council would face a year-end deficit, hence was vital for all to adhere to their budgets and implement necessary savings measures. The Deputy Leader welcomed the Chancellor of the Exchequer's Spending Review and undertook to bring a report on its implications to the next Cabinet meeting.

Resolved:

- 1) That the 2019/20 revenue budget forecast out-turn for each service area set out in Table 1 and Appendix 1 be noted;
- 2) To note that the Corporate Management Team will develop plans to mitigate the current forecast overspend;
- 3) That the virements set out in Appendix 2.3 be approved.

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

28. Capital Monitoring Quarter 1 2019-20

Councillor Russell Holland, The Deputy Leader of the Council and Vice-Chair of Cabinet, and the Director of Finance submitted a joint report presenting to Cabinet the capital programme position for the first quarter of 2019/20 and some proposed changes to that programme.

Resolved:-

- 1) That the forecast capital expenditure set out in Table 1 & 2 and Appendix 1

- and 2 be noted;
- 2) That the changes detailed at paragraphs 3.2 to 3.3 be noted and the required funding adjustments approved;
 - 3) That the additions to the programme noted at section 3.4 be approved.

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

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29. Strategic Partnerships - Local Industrial Strategy and Great Western Powerhouse

Councillor Oliver Donachie, the Cabinet Member for Economy and Place, on behalf the Leader of the Council and himself, and the Head of Strategic Growth, submitted a joint report setting out key elements of Swindon Borough Council's recent engagement with key strategic partners, Swindon & Wiltshire Local Enterprise Partnership (SWLEP) and the Great Western Powerhouse.

Councillor Donachie introduced the joint report and thanked the Council's staff and the LEP for their prompt response to the Ministry for Business, Energy and Industrial Strategy to accelerate the approval timetable. Councillor Donachie drew Cabinet's attention to the cyber-capital opportunities and the business-led multi-campus federation of higher education provision, and the Council's growth priorities, as set out in the body of the report.

The Deputy Leader of the Council and Vice-Chair of Cabinet added to the discussion by briefing Cabinet on the benefits that could come to the Borough from its participation both in England's Economic Heartland, which will have a statutory role, and the informal Great Western Powerhouse, which had been formed to take advantage of possible future central government funding opportunities.

Councillor Dale Heenan asked a question about how the Local Industrial Strategy would respond to the current economic challenges such as Brexit and the closure of Honda. Councillor Donachie and the Head of Strategic Growth responded at the meeting.

Resolved:

- 1) That the principles and high-level content of the Local Industrial Strategy be endorsed and any further recommendations made to ensure that Swindon's priorities are reflected in the document.
- 2) That the Leader of the Council, as a Director of the Swindon and Wiltshire Local Enterprise Partnership Board, be invited to convey Cabinet's desire that the Local Industrial Strategy be adopted in accordance with recommendation 1.

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

30. Annual Review of Local Ombudsman Complaints

The Deputy Leader of the Council and the Vice Chair of Cabinet, on behalf of the Leader of the Council, and the Chief Legal Officer, introduced joint report on the receipt of the Local Government and Social Care Ombudsman's (LGO) Annual Review for 2017/2018. The report gives the total number of complaints and enquiries received by the LGO with regard to Swindon Borough Council. The report highlighted the annual summary of statistics on the complaints made to the LGO regarding the Authority for the year ended 31st March 2019.

The Deputy Leader of the Council and Vice-Chair of Cabinet advised Members to note the Council's determination to provide redress where necessary and its good record when compared to other authorities.

Councillors Brian Ford and Oliver Donachie spoke in favour of the report, thanking staff for responding to complaints responsibly, while noting that any complaint is a serious matter.

Resolved:

- 1) That the LGO's Annual Review 2018/19, including the summary of National Statistics, and the trends across service areas in Swindon 2010-2019, attached at Appendix 1 be noted.
- 2) That Cabinet record its thanks to all officers for their efforts in dealing with complaints effectively.
- 3) That the Chief Executive, Corporate Directors, Directors and Heads of Service be authorised to take appropriate actions to continue to ensure that, where possible, complaints are resolved internally before such matters are referred to the LGO and that requests for information from the LGO are dealt with promptly.

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

31. Housing Revenue Account Medium Term Financial Plan

Councillor Cathy Martyn, the Cabinet Member for Housing and Public Safety and the Corporate Director for Communities and Housing submitted a joint report setting out the Housing Revenue Account Medium Term Financial Plan "MTFP" over the next 30 years.

Councillor Martyn introduced the joint report setting out the Council's context of managing over 10,000 homes while coping with central government both transferring a debt burden onto the Housing Revenue Account and requiring the Council to reduce rents in four consecutive years. Councillor advised Members to note the key points set out in the body of the report.

Councillor Jim Grant, Leader of the Opposition, asked questions about the Council's proposed use of borrowing powers under the HRA given the lifting of the "cap" and any plans to build more council houses to address homelessness. Councillor Martyn along with the Deputy Leader of the Council and Vice-Chair of Cabinet responded at the meeting.

Resolved:

- 1) That the Medium Term Financial Plan set out at Appendix 1 to the main report be endorsed.
- 2) That it be noted that the plan will be updated annually to take into account Central Government policies that have an impact of the Housing Revenue Account as well as the Council's annual budget setting process.

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

32. Reference from the Health and Wellbeing Board - Swindon Borough Council's Reducing Rough Sleepers Strategy

Councillor Cathy Martyn, the Cabinet for Housing and Public Safety and the Chief Legal Officer submitted a joint report asking Cabinet to adopt the Reducing Rough Sleepers Strategy 2019-2022 that had been approved at the Health and Wellbeing Board on 10th July 2019. In accordance with the Board's terms of reference, the Minute of that meeting has been submitted to Cabinet.

Councillor Martyn introduced the joint report, noting that the strategy was the product of several partner agencies, which if approved, would be followed by a detailed action plan.

Resolved:

- 1) That the recommendation of the Health and Wellbeing Board at its meeting on 10th July 2019: "That Swindon Borough Council's Cabinet be recommended to adopt the Council's Reducing Rough Sleepers Strategy 2019-2022" be agreed.

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

33. Land for the Commercial Housing Programme

The Deputy Leader of the Council and Vice-Chair of Cabinet, along with the Cabinet Member for Strategic Planning and the Corporate Director of Communities and Housing submitted a joint report seeking approval in principle from Cabinet to transfer Council-owned land to its Housing Company.

Councillor Sumner introduced the joint report and set out the expected process should the recommendations be adopted. Councillors Mary Martin and Keith Williams asked questions about specific sites while Councillor Oliver Donachie asked about the Swindon Housing Company. Councillor Sumner responded at the meeting. Councillor Dale Heenan set out a reasoned principle by which he could support six sites but not the seventh; hence, he would abstain on the vote.

Resolved:

- 1) That, in principle the allocation of land referred to in paragraph 3.1 and

shown edged in red on the plans attached at Appendix One, as future housing developments sites to be delivered by the Swindon Housing Company Ltd be approved.

- 2) That the Head of Property Assets, in consultation with the Chief Legal Officer and the Director of Finance, be authorised to:
 - a. Agree the terms for the transfer of the land detailed at paragraph 3.1
 - b. And, subject to the successful completion of process set out in paragraph 3.5, transfer the land to the Swindon Housing Company Ltd.

Councillor Dale Heenan abstained on the above resolution.

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

Budget Management 2019/20

Cabinet

Date: 16th October 2019

Authors: Cabinet Member for Finance, Education and Skills
Director of Finance

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 This report presents the 2019/20 revenue budget forecast out-turn.
- 1.2 The effective management of financial resources through robust financial management processes underpins the Council's ability to achieve its plans and priorities.

2. Recommendations

Cabinet is recommended to:

- 2.1 Note the 2019/20 revenue budget forecast out-turn for each service area set out in Table 1 and Appendix 1;
- 2.2 Note that the Corporate Management Team will continue to implement plans to mitigate the current forecast overspend;
- 2.3 Note the update on the Spending Round 2019;
- 2.4 Approve the virements set out in Appendix 2.

3. Detail

General Fund Forecast Out-turn for 2019/20

- 3.1 The position at the end of August is that the General Fund is forecast to be overspent by £3.5m by the end of the financial year if no mitigating actions are taken. This is an improvement of £0.7m since the last report.
- 3.2 The key changes since the last report are:-
 - 3.2.1 Management action across all services to hold vacant posts and review operational budgets as a result of the work to mitigate the forecast overspend has resulted in net reduction in the forecast overspend of £793k.
 - 3.2.2 A pressure on the benefits subsidy which is largely due to the gap between the benefits paid for homelessness accommodation and the amount that is recoverable through the subsidy (£100k);

Further information on the subject of this report can be obtained from Mick Bowden on Direct Dial No. 07392 109917 or Email mbowden@swindon.gov.uk

Budget Management 2019/20

Cabinet

Date: 16th October 2019

- 3.2.3 An increase in the forecast costs associated with utilities prices (£248k);
- 3.2.4 Increased costs due to cover required for sickness and other absence in Waste and Recycling Teams (£120k);
- 3.2.5 A reduction in the forecast overspend on staff costs in Children Services following the success of the work to convert temporary staff to permanent in the Fostering Service and vacancy savings across the service due to timing of recruitment; (£249k)
- 3.2.6 Improved funding from the Better Care Fund via the CCG to contribute to the previously forecast cost pressure as a result of an increase in demand for Older People Services (£180k).
- 3.3 Management teams are continuing work on the savings delivery and action to mitigate the forecast overspend and the impact of this work will be reflected in future reports to Cabinet.
- 3.4 The budget and projected out-turn by Department is set out in Table 1 below, with a more detailed analysis is set out in Appendix 1.

Table 1 – General Fund Out-turn By Department

Department	Budget 2019/20 £'000	Full-Year Projected Outturn £'000	Projected Variance £'000	Movement since the last report £'000
Adult Services	61,110	61,675	565	(198)
Children Services	42,742	44,308	1,566	(316)
Communities and Housing	25,743	27,186	1,443	81
Economy	1,241	1,208	(33)	(33)
Resources	11,661	11,603	(58)	(288)
Total General Fund	142,497	145,980	3,483	(754)

Housing Revenue Account (HRA)

- 3.5 The position at the end of August is that the HRA is forecast to be underspent by £62k. This is an adverse movement of £123k since the last report.

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- 3.6 This is primarily due to a pressure on vehicle hire and fleet management costs of £128k as a result of the aging fleet of existing vehicles nearing the end of their useful life. The imminent purchase of 39 new vehicles will mitigate against a worsening of this position.

Dedicated Schools Grant (DSG)

- 3.7 The position at the end of August is that the DSG is forecast to be overspent by £1.6m. This is an adverse movement of £0.1m since the last report.
- 3.8 The main changes are:-
- 3.8.1 An improvement following an update to the forecast for a number of Post 16 learners as the cost of their new placement is now known (£24k);
 - 3.8.2 An improvement in relation to school rates costs following a recent academy conversion (£36k);
 - 3.8.3 These underspends partially mitigate a new pressure due to increased demand for High Needs top ups for pupils in special provisions (£138k).
- 3.9 In order to address the DSG overspend a high needs sub-group has been established in partnership with the Schools Forum. This will scrutinise spending and develop options for delivering efficiencies. This will build on the work underway to develop early help and inclusion in mainstream educational settings and planning for sufficiency of specialist provision.

Outlook for 2020/21 Onwards

- 3.10 The government previously stated its intention to hold a new Spending Review in 2019, covering the period 2020/21 to 2022/23. During August, it was announced that a one-year Spending Round (SR19) would be provided, for the financial year 2020/21. It is intended that this will be followed in 2020 by a full Spending Review, reviewing public spending as a whole and setting multi-year budgets.
- 3.11 On 4th September the Chancellor of the Exchequer published the SR19 setting out the spending plans for 2020/21.
- 3.12 The implications of the SR19 for individual authorities will not be clear until the Provisional Settlement for 2020/21 is announced later this year, however the key headlines from this are:-
- 3.12.1 The move to 75% Business Rates Retention and the Fair Funding Review will be deferred until 2021/22;
 - 3.12.2 75% Business Rates Pilots will come to an end in March 2020 and there are no new pilots planned for 2020/21;

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Cabinet

Date: 16th October 2019

- 3.12.3 Baseline funding and RSG will be uprated by CPI;
 - 3.12.4 A proposed core council tax referendum limit increase of 2% (down from the 3% in place for 2019/20):
 - 3.12.5 A proposed Adult Social Care Precept of 2%;
 - 3.12.6 An additional national grant of £1bn for Children's and Adult Social Care;
 - 3.12.7 An increase in funding for children with special education needs and disabilities of £700m.
- 3.13 Further information about the impact of SR19 will be provided in the report to Cabinet in December 2019.
- 3.14 The Council's approach to meeting the financial challenge up to March 2020 has been through the Swindon Programme. Beyond that period it is proposed to build on the success of that programme with a particular focus on continuing to develop the Council as a modern, efficient and effective organisation and addressing demand pressures, through cross-council initiatives to improve early intervention and prevention services.

4. Alternative Options

- 4.1 Cabinet could choose not to approve the virements as set out in Appendix 2.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The current forecast overspend on the General Fund is £3.5m and management teams are working on actions to mitigate this pressure
- 5.2 The forecast overspend on the DSG is £1.6m. This pressure will be managed within the DSG.
- 5.3 The HRA is currently forecasting an underspend of £62k. The HRA is ring-fenced and therefore any variances at year end will be managed within the HRA.

Legal and Human Rights Implications

- 5.4 All legal and human rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention rights.

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

- 5.5 There are no such direct implications.

Diversity Impact Assessment

- 5.6 A Diversity Impact Assessment (DIA) has not been done as this report is reporting performance in the financial year and does not make any recommendations to reprioritise the future funding of services.

Risk Management

- 5.7 None other than those highlighted in the body of the report. Individual schemes will have individual Risk Assessments and DIAs.

6. Consultees

- 6.1 The Director of Finance (Section 151 Officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 – Forecast Out-turn by Department 2019/20
8.2 Appendix 2 – Proposed Budget Virements

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is not a key decision and is included in the Cabinet Work Programme for October 2019.

Further information on the subject of this report can be obtained from Mick Bowden on Direct Dial No. 07392 109917 or Email mbowden@swindon.gov.uk

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Fund	Tier 1 Pillar	Tier 2 Function	Budget 2019/20 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Projected Variance - last report £'000	Movement since last report £'000	Commentary on Reasons for Variance
General Fund	Resources	Finance, Property & Audit	(2,176)	(2,434)	(258)	(258)	0	Changes since the previous month include a pressure on the benefits subsidy which is largely due to the gap between the benefits paid for homelessness accommodation and the amount that is recoverable in accordance with benefit subsidy rules (£100k); Increase in the shortfall from a project to return Hillmead to a commercial rental (£20k); the Mannington battery storage project is not expected to be delivered in 1920 (£15k); a prices pressure on utility costs (£30k). These pressures have been fully mitigated by vacancy savings, additional rental income and savings on other operational costs across the function.
		Human Resources and Organisational Development	2,274	2,155	(119)	(38)	(81)	Vacancy savings
		Digital Services and Corporate Programmes	7,342	7,691	349	530	(181)	Rebate following contract negotiations (£75k) plus vacancy savings across the function (£159k) are mitigating a pressure due to additional resource required in Customer Services (£53k).
		Performance, Communications, Legal and Democratic Services	4,221	4,191	(30)	(4)	(26)	Savings across staffing and operational budgets
	Economy		11,661	11,603	(58)	230	(288)	
		Strategic Growth	616	583	(33)	0	(33)	Vacancy savings
		Town Centre	625	625	0	0	0	
	Children Services		1,241	1,208	(33)	0	(33)	
		Routes to Employment & Libraries	2,025	2,024	(1)	79	(80)	Deferral of a Routes to Employment scheme has resulted in a salary saving. This along with a review of all budgets across the function has mitigated the previously forecast overspend.
		Skills & Attainment	2,089	2,412	323	310	13	Increased staff cost pressure £13k
	Adult Services	Children, Families and Community Health Services	38,628	39,872	1,244	1,493	(249)	An improvement in the forecasts associated with staff costs as a result of success in the work to convert temporary staff to permanent in the Fostering Service and vacancy savings across Children's due to timing of recruitment.
			42,742	44,308	1,566	1,882	(316)	
		Adults	60,785	61,385	600	798	(198)	Improved funding from the Better Care Fund via the CCG has been agreed of £180k which will offset increased demand for Older People services plus continued management of demand has resulted in an improved forecast. The forecast assumes the balance of savings plans through the demand programmes of £1.751m will be delivered and that there will not be an increase in demand during winter above that already funded.
	Communities and Housing	Public Health	325	290	(35)	(35)	0	
			61,110	61,675	565	763	(198)	
		Street-smart and Supported Employment	15,431	16,026	595	442	153	£70k of additional income from green waste subscriptions has been received in 19/20. Additional forecasts of £80k for gas and electricity costs due to above expected increases in utility prices. Updated trading forecasts for Enterprise Works were £30k lower than previously projected. £120k cost pressure forecast in the waste and recycling collection teams to reflect additional sickness and absence costs in 2019/20. This is being managed on a monthly basis.
		Housing Services	(321)	(321)	0	63	(63)	Improved performance in rent collection is mitigating the previously forecast pressure on homelessness costs.
		Highways & Transport	6,969	7,708	739	772	(33)	£90k of additional income forecast for bus lane enforcement; on street parking projections have improved by £55k reflecting increased income and reduced expenditure. Additional forecasts of £138k electricity costs due to above expected increases in utility prices. Management action has been taken to reduce expenditure to mitigate the impact of shortfalls in income forecast.
		Planning, Regulatory and Heritage Services	1,331	1,477	146	102	44	Land charges income has been forecast £55k lower to reflect current market conditions.
		Facilities Management	2,333	2,296	(37)	(17)	(20)	Vacancy saving
		25,743	27,186	1,443	1,362	81		
General Fund Total			142,497	145,980	3,483	4,237	(754)	

Fund	Tier 1 Pillar	Tier 2 Function	Budget 2019/20 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Projected Variance - last report £'000	Movement since last report £'000	Commentary on Reasons for Variance
Health	Health Adults	Health Adults	6,197	6,344	147	147	0	
		Health CCG funding	(6,197)	(6,344)	(147)	(147)	0	
	Health Children's	Children's Health Delivery Services - CCG Funded	0	0	0	0	0	
		Children's Health Commissioning	0	0	0	0	0	
Health Total			0	0	0	0	0	
Dedicated Schools Grant	DSG Commissioning	DSG Skills and Attainment	79,858	78,486	(1,371)	1,557	(2,928)	Forecast adjusted for a primary that has converted to academy status as the funding will now be retained and paid directly to the school by the Education and Skills funding Agency (ESFA) (£3.385m) as below; decrease in costs in Post 16 placements (£24k). Pressure for increased take up for Early Year places +£343k, matched by increase in DSG expected, as per below. Increased demand and increased complexity of needs in High Needs top ups £138k, Funding retained by ESFA for recent academy converter (£3.349m), offset by increase in take up for Early Years spring 19 census +£343k
		DSG Skills and Attainment	(79,858)	(76,911)	2,947	(59)	3,006	
Dedicated Schools Grant Total			0	1,576	1,576	1,498	78	
Housing Revenue Account	Housing Revenue Account	Supervision & Management	(36,235)	(36,321)	(86)	(77)	(9)	A further saving has been identified on Business Rate charges relating to void shops There is a pressure on fleet recharges and vehicle hire charges as a result of the aging vehicle stock and a delay in replacing these vehicles to date. The imminent purchase of new vans will mitigate any further pressures in this area
		Special Services	669	575	(94)	(98)	4	
		Repairs	10,780	10,898	118	(10)	128	
		HRA Capital Financing	24,786	24,786	0	0	0	
Housing Revenue Account Total			0	(62)	(62)	(185)	123	

	Resources £'000	Economy	Children Services £'000	Adult Services £'000	Communities & Housing £'000	Total General Fund £'000
Cabinet 04/09/2019	11,630	1,242	42,836	61,047	25,742	142,497
Realignment of budgets to reflect management changes following the retirement of the Director of Public Health	(63)	(1)		63	1	0
Transfer of training budget to Learning and Development.	94		(94)			0
Cabinet 16/10/2019	11,661	1,241	42,742	61,110	25,743	142,497

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Polling Districts and Places Review

Cabinet

Date: 16th October 2019

Authors:	Leader of the Council, Electoral Registration Officer and Returning Officer
Wards:	All Borough Wards
Parishes Affected:	All Parish Councils within Swindon Borough Council boundary

1. Purpose and Reasons

- 1.1 Cabinet is asked to review the responses to the consultation and to consider the proposed polling districts and locations of polling stations in the Borough, as set in the body of the report and the appendices. Under The Representation of the Peoples Act 1983 local authorities are required to divide their area into polling districts and to designate polling places for each district, and to keep those arrangements under review.
- 1.2 The Electoral Administration Act 2006 introduced a duty for all polling districts and polling places to be reviewed at least once every four years. The Electoral Registration and Administration Act 2013 introduced a change to the timings of compulsory reviews, with this current review to be completed by 31st January 2020. The last full review was completed in 2014.
- 1.3 As part of the review, the Returning Officer is required to make representations to Cabinet regarding the suitability of all polling places and stations within each of the polling districts to establish a scheme of polling places suitable in both location and accessibility for electors to cast their vote at all national and local elections and referenda.

2. Recommendations

Cabinet is recommended to request the Council to:

- 2.1 Endorse the recommendation that no changes be made to those polling stations within the borough as identified in Appendix C.
- 2.2 Endorse the recommendation to changes to polling stations within the Wroughton and Wichelstowe Ward as identified in Appendix E.
- 2.3 Endorse the recommendation to changes to polling stations within the Ridgeway Ward as identified in Appendix F.
- 2.4 Endorse the recommendation to changes to polling stations within the Mannington and Western Ward as identified in Appendix G.
- 2.5 Adopt the recommendation to set all polling places as coterminous with the polling district as identified in Appendix C.

Further information on the subject of this report can be obtained from Matthew Box, Direct Dial 3999, mbox@swindon.gov.uk.

Polling Districts and Places Review

Cabinet

Date: 16th October 2019

- 2.6 Note that any changes arising from this review would be implemented at elections held after 1st December 2019.

3. Details

- 3.1 This review consultation period commenced on Monday 8th July 2019 with the publication of the Notice giving a deadline for comments as Friday 16th August 2019. The Notice was displayed on Swindon Borough Councils website, the Civic Offices (reception area and external noticeboard) and distributed to all Clerks of Parish Councils within the SBC boundary for display on their noticeboard. Electoral Services also consulted with all Ward Members, Members of Parliament and all Parish Councils by sending a copy of the Consultation Document and Table of Places and asking for comments on the current polling place scheme. The disability groups Royal Mencap Society, Swindon MIND, SCOPE and Swindon Blind Association, who have particular expertise in relation to access to premises and facilities for persons who have different forms of disability, were also consulted on the proposals. Appendix B includes the Notice of Review, the Review of Polling District, Polling Places and Polling Stations consultation document and Table of Places.
- 3.2 The borough population is continuing to increase with pockets of high growth and development areas. Additional voting facilities may need to be identified to accommodate all electors and the Council must be mindful of the Electoral Commission guidelines of elector/polling station ratio that no more than 2,500 electors (excluding postal votes) should be allocated to each polling station.
- 3.3 In addition to any suggestions, comments or requests from interested parties made during the review each polling place and polling station was surveyed for accessibility and suitability with the needs of both the elector and polling staff taken into account. The review found that the majority of the polling stations were both accessible and suitable and as such these locations remain in the new polling place scheme identified in Appendix C.

Responses to the consultation and proposed changes

- 3.4 Wroughton and Wichelstowe Ward
- 3.4.1 Ward Councillors Martyn and Ford and Robert Buckland QC MP expressed concerns that those electors living at Alexandra Park (WWF polling district) may be at a disadvantage. If those electors have no transport they may have difficulty in accessing their polling station located at Ellendune Community Centre as there is no pavement along Priors Hill (which is the main route down to the village and polling station) and an irregular bus service. They requested an alternative location for the polling station.

Further information on the subject of this report can be obtained from Matthew Box, Direct Dial 3999, mbox@swindon.gov.uk.

Polling Districts and Places Review

Cabinet

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- 3.4.2 Alexandra House Hotel has been identified as a suitable location for a new polling station. The Elections Team has undertaken a site visit to the hotel which has a number of large meeting rooms with disabled access and providing good car parking facilities. The hotel conference & events coordinator confirmed that they would be happy for the premises to be used as a polling station.
- 3.4.3 The Elections Team has also identified the polling station to accommodate those electors in the WWE polling district as the journey to their current polling station (at Ellendune Community Centre) takes the same route as WWF electors and therefore could potentially cause the same disadvantages and concerns.
- 3.4.4 It is recommended that the polling station for those electors in WWE and WWF be relocated to Alexandra House Hotel. This will be a single polling station for an electorate total of 843. Appendix E shows the proposed polling station location for WWE and WWF.

3.5 Ridgeway Ward

- 3.5.1 Councillor Sumner and Parish Councillor Horley expressed concerns that those electors living in the newest part of the Badbury Park development within the Ridgeway ward (RWB polling district) who do not have their own transport or who have mobility problems could have difficulty accessing their polling station as they have to cross the busy A419 to reach it. The current RWB polling district covers an area within the Ridgeway Ward to both the east and west of the A419 and the electorate vote at Liddington Village Hall. The area to the west includes the Badbury Park streets, there are currently 8 streets, 145 properties and 57 electors appearing on the Electoral Register, however it is the Elections Team understanding that the area is still in construction and numbers will increase.
- 3.5.2 The Elections Team recommend that to alleviate these problems a new polling district RWF be created, consisting of those streets currently in RWB to the west of the A419. The polling station for the RWF polling district would be at the Richard Jefferies Museum, which is the polling station location for the other streets in Badbury Park (CLC polling district), it is in a more convenient and accessible location for the RWF electors and should resolve any previous issues. This will be a single station for an electorate of 1204. See Appendix F for RWF map and street list.

3.6 Mannington and Western Ward

- 3.6.1 Those electors on the MWC register in Mannington and Western Ward currently vote at Hazelwood Academy School, this was due to the closure of Toothill Community Centre where their polling station used to be located. The Elections Team was informed after the May 2019 local

Further information on the subject of this report can be obtained from Matthew Box, Direct Dial 3999, mbox@swindon.gov.uk.

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elections that the community centre had re-opened and undertook a site visit. The premises has a large hall, good accessibility and car parking facilities, the centre trustees are agreeable for it to be used again as a polling station.

- 3.6.2 Although Hazelwood Academy School is happy for the Council to continue to use the premises as a polling station it does need to close on polling day and as an attempt is always made to use locations other than schools, due to the disruption a whole school closure creates; the recommendation is that the polling station should revert back to Toothill Community Centre. This will be a single station for an electorate of 1619. See Appendix G for the proposed polling station location for MWC.

3.7 Coterminous Polling Places

- 3.7.1 It is common practice for many local authorities to set the polling places as coterminous with the polling district. This ensures, if in the situation of a polling station being unavailable at short notice, the Returning Officer is able to quickly identify suitable alternative polling stations within the polling place. It is recommended that all polling places be coterminous with the polling district, the polling place scheme Appendix C identifies the polling places.

4. Alternative Options

- 4.1 A number of options have been considered as part of the review and these are highlighted within the report. No other options have been put forward by interested parties. Appendix D gives the full list of comments and responses made during the consultation period.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The costs for the additional polling station at Alexandra House Hotel will come out of the election budget and is approximately £250.

Legal and Human Rights Implications

- 5.2 Legal and Human Rights implications were taken fully into account in the preparation of this report and it is believed the recommendations are compatible with Convention rights.
- 5.3 The Returning Officer has a statutory duty to provide adequate voting facilities for all electors. Too many electors allocated to a polling station or the use of an unsuitable premises in terms of access or location could compromise the election.

Further information on the subject of this report can be obtained from Matthew Box, Direct Dial 3999, mbox@swindon.gov.uk.

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

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

Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment has been completed in relation to this report and a copy can be obtained from the report author. Good practice has been implemented through good and appropriate consultation in relation to all proposals. Good inclusion practice has also been implemented when considering changes in polling venues to ensure they are accessible for voters. This demonstrates our duty to ensure equality of opportunity.

Risk Management

- 5.6 Risks were considered when looking at the possibility of moving to alternative polling venues. It is believed there are no unmitigated risks. For example new venues were visited and assessed regarding their suitability for use as a polling station only if new proposals were suggested.
- 5.7 Electors will be notified of any changes to polling stations on the SBC website and through clear messages on poll cards.

6. Consultees

- 6.1 The Director of Finance (Section 151 Officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.
- 6.2 Mannington & Western, Ridgeway and Wroughton & Wichelstowe Borough Ward Councillors have been consulted
- 6.3 The Members of Parliament for Swindon North and Swindon South parliamentary constituencies have been consulted
- 6.4 The Corporate Management Team was consulted in respect of this report.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix A- Definition of Terms
- 8.2 Appendix B- Notice of Review, Review of Polling District, Polling Places and Polling Stations consultation document and Table of Places.

Further information on the subject of this report can be obtained from Matthew Box, Direct Dial 3999, mbox@swindon.gov.uk.

Polling Districts and Places Review

Cabinet

Date: 16th October 2019

- 8.3 Appendix C- Polling Place Scheme, Inc. list of wards, polling districts and places and electorate figures.
- 8.4 Appendix D- Suggestions, comments and requests from interested parties.
- 8.5 Appendix E- WWE &WWF map.
- 8.6 Appendix F- RWF map and street list.
- 8.7 Appendix G- MWC map.
- 9. **Key Decision/Decision in Cabinet Work Programme and Forward Plan**
- 9.1 This is not a Key Decision and is included in the Cabinet Work Programme and Forward Plan for October 2019.

Definition of Terms

1. A **polling district** is a geographical area created by the sub-division of an electoral area, e.g. a constituency or a borough ward.
2. A **polling place** is a designated building or area in which polling stations will be located. The polling station itself could be the polling place or it could be part or all of the polling district.
3. A **polling station** is a room or building where the process of voting takes place. Polling stations are chosen by the Returning Officer for specific elections.

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Review of Polling Districts, Polling Places and Polling Stations.

Consultation Document

The consultation period runs from Monday 8th July 2019 to Friday 16th August 2019.

1. Background to the Review

The Electoral Registration and Administration Act 2013 introduced a change to the timings of compulsory reviews, and the council have a duty to carry out the current review by 31st January 2020.

As part of this process the council is consulting elected members (MP's, Borough and Parish councillors), local political parties and electors, as well as persons or organisations that have a particular expertise in relation to access to premises for people with different forms of disability.

2. Definitions

A **polling district** is a geographical area created by the sub-division of an electoral area, e.g. a constituency or a borough ward. Each polling district forms a separate section of the Electoral Register.

A **polling place** is a designated building or area in which polling stations will be located. The polling station itself could be the polling place or it could be part or all of the polling district.

A **polling station** is a room or building where the process of voting takes place. Polling stations are chosen by the Returning Officer for specific elections.

3. The Review Process

- The Council will publish a Notice of Review of Polling Districts, Polling Places and Polling Stations on Monday 8th July 2019
- The Acting Returning Officer for the parliamentary constituencies of Swindon North and Swindon South will be consulted and will make formal comments on the review and its recommendations. These comments will be published within 30 days of receipt.
- Representations will be invited from MP's, Borough Councillors, Parish Councillors, local residents and any person or organisation that have a particular expertise in relation to access to premises for people with different forms of disability on the proposed polling arrangements.
- The authority will consider all representations made and makes recommendations for any new polling districts and polling places, however there is no requirement to change any existing arrangements.

4. What is not being reviewed

The following are not covered by the review:

- Boundaries of parliamentary constituencies
- Boundaries and names of Swindon Borough Council wards, or parish and parish wards within the Swindon Borough Council boundary

This consultation document can be inspected upon request at Electoral Services, Civic Offices, Euclid Street, Swindon SN1 2JH between the hours of 09:30am to 4:00pm Mondays to Thursdays, or from www.swindon.gov.uk/Councillors, Democracy and Elections/ Elections and Voting.

5. Proposed New Polling Arrangements

Changes are proposed to establish coterminous polling places and polling districts arrangements within the parliamentary constituencies of Swindon North and Swindon South. A change is proposed to polling arrangements within the parliamentary constituency of Swindon South. This is in the Mannington and Western Ward only.

6. Representations and Comments

These should be submitted to arrive by 5pm on Friday 16th August 2019 to:

The Returning Officer
Electoral Services (Review PD)
Civic Offices
Euclid St
Swindon
SN1 2JH

Or email (please use subject 'Review PD') to elecereg@swindon.gov.uk

Comments and representations will be made available for inspection with this consultation document at the Electoral Services Office.

7. Completion of the Review

A report will be submitted to the Council meeting on Thursday 7th November 2019 for Councillors to consider the proposals, any representations received and recommendations in order to reach a decision on future polling arrangements. These will be implemented for elections held after 1st December 2019.

Lesley Toogood Electoral Registration Officer
Monday 8th July 2019

Dated:



NOTICE OF REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019

The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006

The above regulations require each local authority to carry out a review of Polling Districts and Polling Places on a five yearly basis. The reason for this review is to ensure that all electors within the Borough of Swindon have such reasonable facilities for voting as are practicable and to ensure that polling stations are accessible to all electors, including those with special needs.

The consultation period will commence on Monday 8th July 2019.

The Acting Returning Officer for the Parliamentary Constituencies of Swindon North and Swindon South will be consulted and will make formal comments on the existing polling places and stations and any newly recommended polling places and stations. These comments will be published within 30 days of receipt.

Representations and comments on the proposals are invited from all residents, elected members (MP's, Borough and Parish councillors) and persons or organisations that have a particular expertise in relation to access to premises for people with different forms of disability. Any representations given should, if possible, give alternative places that may be used as polling places.

More information can be obtained from Electoral Services, Civic Offices, Euclid Street, Swindon SN1 2JH between the hours of 09:30am to 4:00pm Mondays to Thursdays, or from

[www.swindon.gov.uk/councillors,democracy & elections/elections and voting](http://www.swindon.gov.uk/councillors,democracy%20&%20elections/elections%20and%20voting)

Representations should be submitted to arrive no later than Friday 16th August 2019 to:

Electoral Services (Review PD)
Civic Offices
Euclid Street
Swindon
SN1 2JH

Or email (please use subject 'Review PD') to elecereg@swindon.gov.uk

Lesley Toogood, Electoral Services Officer
Dated: Monday 8th July 2019

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TABLE OF POLLING PLACES

Appendix B

Borough Ward	Polling District References	Current Polling Place	Proposed Polling Place (to be coterminous with Polling District)	Electorate Total (including postal votes)	Comments
Blunsdon & Highworth Ward	BHA	Castle Eaton Village Hall	BHA	212	
	BHB	Hannington Village Hall	BHB	198	
	BHC	Blunsdon Village Hall	BHC	1589	
	BHD,BHK	Stanton Fitzwarren Village Hall	BHD&BHK	166	
	BHE, BHI	Westrop Primary School	BHE&BHI	826	
	BHF, BHJ	Highworth Community Room	BHF&BHJ	2051	
	BHG	Westrop Primary School	BHG	2087	
	BHH	Highworth Community Centre	BHH	1519	
Central Ward	CEA	Robert Le Kyng Childrens Centre	CEA	2223	
	CEB	Central Community Centre	CEB	1522	
	CEC	Broadgreen Community Centre	CEC	2320+2190	Double Station
	CED	Monsignor Twomey Training Centre	CED	1239	
Chiseldon &	CLA,CLD	Lawn Community	CLA&CLD	1326+1273	Double Station

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Borough Ward	Polling District References	Current Polling Place	Proposed Polling Place (to be coterminous with Polling District)	Electorate Total (including postal votes)	Comments
Lawn Ward		Centre			
	CLB	Calley Memorial Hall	CLB	1850	
	CLC	Richard Jefferies Museum	CLC	1195	
Covingham & Dorcan Ward	CDA	Coleview Community Centre	CDA	1502	Double station with SMC&G
	CDB	Nythe Community Centre	CDB	1985	
	CDC, CDD	St Pauls Church Centre	CDC&CDD	1805+1368	Double Station
	CDE	Liden Community Centre	CDE	1577	
Eastcott Ward	ETA	Clifton St Social Hall	ETA	1702	
	ETB	Friends Meeting House	ETB	1354	
	ETC	The Moose Hall	ETC	1633	
	ETD	Drove Primary School	ETD	2128	
	ETE	St Saviours Church Hall	ETE	733	
Gorse Hill & Pinehurst Ward	GPA, GPF	Pinetrees Community Centre	GPA&GPF	1383+1541	Double Station

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Borough Ward	Polling District References	Current Polling Place	Proposed Polling Place (to be coterminous with Polling District)	Electorate Total (including postal votes)	Comments
	GPB	St Barnabas Church Hall	GPB	2573	
	GPC, GPE	Upper Stratton Baptist Church Hall	GPC&GPE	1715	
	GPD	Gorse Hill Community Centre	GPD	1635	
Haydon Wick Ward	HWA	Moredon Community Centre	HWA	1666	
	HWB	Haydon Leisure Centre	HWB	1237	
	HWC	Christ The Servant Community Hall	HWC	2677	
	HWD	Haydon Leisure Centre	HWD	1474	
	HWE	Greenmeadow Primary School	HWE	1724	
Liden, Eldene & Park South Ward	LEA	Park South Community Centre	LEA	1934	
	LEB	Park South Community Centre	LEB	1318	
	LEC	Eldene Community Centre	LEC	1445+1393	Double Station
	LED	Liden Community Centre	LED	1878	

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Borough Ward	Polling District References	Current Polling Place	Proposed Polling Place (to be coterminous with Polling District)	Electorate Total (including postal votes)	Comments
Lydiard & Freshbrook Ward	LFA, LFB	Lydiard Park Academy	LFA&LFB	1456+1802	Double Station
	LFC, LFE	Freshbrook Community Centre	LFC&LFE	1520+1633	Double Station
	LFD	Oliver Tomkins School	LFD	1825	
Mannington & Western Ward	MWA	Rodbourne Road Methodist Church	MWA	1680	
	MWB	Delta Tennis Centre	MWB	1466	
	MWC	Hazelwood Academy	MWC	1730	Hazelwood Academy is the current polling station location however Toothill Community Centre has re-opened and available for use.
	MWD	Even Swindon Community Centre	MWD	2304	
Old Town Ward	OTA	Commonweal School	OTA	1469+1264	Double Station
	OTB	The Stoweaway	OTB	1229	
	OTC	Lethbridge Primary School	OTC	1639	
	OTD	Croft Sports Centre	OTD	1962	
Penhill & Upper Stratton Ward	PSA	Lower Penhill Community Centre	PSA	549	

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Borough Ward	Polling District References	Current Polling Place	Proposed Polling Place (to be coterminous with Polling District)	Electorate Total (including postal votes)	Comments
	PSB	St Peters Church Hall	PSB	1415	
	PSC	St Philips Church Hall	PSC	1321	
	PSD, PSE	Stratton Youth Centre	PSD&PSE	1665	
	PSF	Meadowcroft Community Rooms	PSF	2415	
	PSG, PSH	John Moulton Hall	PSG&PSH	1689	
Priory Vale Ward	PVA	Oakhurst Primary School	PVA	2279	
	PVB	The Parliament Room, The Tawny Owl	PVB	2636	
	PVC	North Swindon Library	PVC	1620	
	PVD, PVF	The Snooker Room, The Tawny Owl	PVD&PVF	1145	
	PVE*	Haydon Leisure Centre	PVE	619	
Ridgeway Ward	RWA, RWB	Liddington Village Hall	RWA,RWB&E	448	
	RWC	Wanborough Village Hall	RWC	1635	

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Borough Ward	Polling District References	Current Polling Place	Proposed Polling Place (to be coterminous with Polling District)	Electorate Total (including postal votes)	Comments
	RWD	Bishopstone Village Hall	RWD	552	
Rodbourn Cheney Ward	RCA	Western Community Centre	RCA	2032	
	RCB	Moredon Community Centre	RCB	1705	
	RCC	St Andrews Methodist Church	RCC	1536+1353	Double Station
	RCD	All Saints Church	RCD	2198	
Shaw Ward	SHA	Roughmoor Social Hall	SHA	1438	
	SHB	Holy Trinity Church	SHB	1264	
	SHC	Salt Way Centre	SHC	1599	.
	SHD	Shaw Ridge Primary School	SHD	1843	
	SHE	George and Ann Tweed Rooms	SHE	649	
	SHF	Peatmoor Community Primary School	SHF	1133	
St Andrews Ward	SAA	Tadpole Farm CE Primary Academy	SAA	1740	
	SAB	Bridlewood Primary School	SAB	1847	

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Borough Ward	Polling District References	Current Polling Place	Proposed Polling Place (to be coterminous with Polling District)	Electorate Total (including postal votes)	Comments
	SAC	The Jovial Monk	SAC	2131	
	SAD, SAE	Redhouse Community Centre	SAD&SAE	1759+1792	Double Station
	SAF	Abbey Meads Primary School	SAF	1320	
St Margaret & South Marston Ward	SMA, SME	The Church of Jesus Christ of Latter Day Saints	SMA&SME	1147+1092	Double Station
	SMB	Grange Leisure	SMB	1776+1767	Double Station
	SMC, SMG*	Coleview Community Centre	SMC&SMG	2414	Double station with CDA
	SMD, SMF	South Marston Village Hall	SMD&SMF	649	
Walcot & Park North Ward	WPA	Immanuel Church Hall	WPA	2403	
	WPB, WPC	St Andrews C of E Church	WPB&WPC	1657+1413	Double Station
	WPD	Goddard Park Primary School	WPD	1682+1555	Double Station
Wroughton & Wichelstowe Ward	WWA, WWC	Ellendune Community Centre	WWA&WWC	1410	
	WWB, WWC	Ellendune Community Centre	WWB&WWC	1377	

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Borough Ward	Polling District References	Current Polling Place	Proposed Polling Place (to be coterminous with Polling District)	Electorate Total (including postal votes)	Comments
	WWD	Wroughton Junior School	WWD	2502	
	WWE, WWF	Ellendune Community Centre	WWE&WWF	832	

Polling stations marked with an * are outside of the ward.

Borough Ward	Polling District	Current Polling Place	Proposed Polling Place (to be coterminous with Polling District)	Proposed Polling Station	Electorate	Comments
Blunsdon & Highworth	BHA	Castle Eaton Village Hall	BHA	Castle Eaton Village Hall	212	No change to current polling arrangements
	BHB	Hannington Village Hall	BHB	Hannington Village Hall	198	No change to current polling arrangements
	BHC	Blunsdon Village Hall	BHC	Blunsdon Village Hall	1589	No change to current polling arrangements
	BHD,BHK	Stanton Fitzwarren Village Hall	BHD&BHK	Stanton Fitzwarren Village Hall	166	No change to current polling arrangements
	BHE,BHI	Westrop Primary School	BHE&BHI	Westrop Primary School	826	No change to current polling arrangements
	BHF,BHJ	Highworth Community Room	BHF&BHJ	Highworth Community Room	2051	No change to current polling arrangements
	BHG	Westrop Primary School	BHG	Westrop Primary School	2087	No change to current polling arrangements
	BHH	Highworth Community Centre	BHH	Highworth Community Centre	1519	No change to current polling arrangements
	CEA	Robert Le Kyng Childrens Centre	CEA	Robert Le Kyng Childrens Centre	2223	No change to current polling arrangements
Central	CEB	Central Community Centre	CEB	Central Community Centre	1522	No change to current polling arrangements
	CEC	Broadgreen Community Centre	CEC	Broadgreen Community Centre	2320+2190	Double Station No change to current polling arrangements
	CED	Monsignor Twomey Training Centre	CED	Monsignor Twomey Training Centre	1239	No change to current polling arrangements
	CLA,CLD	Lawn Community Centre	CLA&CLD	Lawn Community Centre	1326+1273	Double Station No change to current polling arrangements
	CLB	Calley Memorial Hall	CLB	Calley Memorial Hall	1850	No change to current polling arrangements
Chiseldon & Lawn	CLC	Richard Jefferies Museum	CLC&RWF	Richard Jefferies Museum	1147	No change to current polling arrangements
	CDA	Coleview Community Centre	CDA,SMC&SMG	Coleview Community Centre	1502	Double Station with SMC&G No change to current polling arrangements
	CDB	Nythe Community Centre	CDB	Nythe Community Centre	1985	No change to current polling arrangements
	CDC, CDD	St Pauls Church Centre	CDC&CDD	St Pauls Church Centre	1805+1368	Double Station No change to current polling arrangements
	CDE	Liden Community Centre	CDE	Liden Community Centre	1577	No change to current polling arrangements
Covingham & Dorcan	ETA	Clifton St Social Hall	ETA	Clifton St Social Hall	1702	No change to current polling arrangements
	ETB	Friends Meeting House	ETB	Friends Meeting House	1354	No change to current polling arrangements
	ETC	The Moose Hall	ETC	The Moose Hall	1633	No change to current polling arrangements
	ETD	Drove Primary	ETD	Drove Primary	2128	No change to

		School		School		current polling arrangements
	ETE	St Saviours Church Hall	ETE	St Saviours Church Hall	733	No change to current polling arrangements
Gorse Hill & Pinehurst	GPA, GPF	Pinetrees Community Centre	GPA&GPF	Pinetrees Community Centre	1383+1541	Double Station No change to current polling arrangements
	GPB	St Barnabas Church Hall	GPB	St Barnabas Church Hall	2573	No change to current polling arrangements
	GPC, GPE	Upper Stratton Baptist Church Hall	GPC&GPE	Upper Stratton Baptist Church Hall	1715	No change to current polling arrangements
	GPD	Gorse Hill Community Centre	GPD	Gorse Hill Community Centre	1635	No change to current polling arrangements
Haydon Wick	HWA	Moredon Community Centre	HWA	Moredon Community Centre	1666	No change to current polling arrangements
	HWB	Haydon Leisure Centre	HWB	Haydon Leisure Centre	1237	No change to current polling arrangements
	HWC	Christ The Servant Community Hall	HWC	Christ The Servant Community Hall	2677	No change to current polling arrangements
	HWD	Haydon Leisure Centre	HWD	Haydon Leisure Centre	1474	No change to current polling arrangements
	HWE	Greenmeadow Primary School	HWE	Greenmeadow Primary School	1724	No change to current polling arrangements
Liden, Eldene & Park South	LEA	Park South Community Centre	LEA	Park South Community Centre	1934	No change to current polling arrangements
	LEB	Park South Community Centre	LEB	Park South Community Centre	1318	No change to current polling arrangements
	LEC	Eldene Community Centre	LEC	Eldene Community Centre	1445+1393	Double Station No change to current polling arrangements
	LED	Liden Community Centre	LED	Liden Community Centre	1878	No change to current polling arrangements
Lydiard & Freshbrook	LFA, LFB	Lydiard Park Academy	LFA&LFB	Lydiard Park Academy	1456+1802	Double Station No change to current polling arrangements
	LFC, LFE	Freshbrook Community Centre	LFC&LFE	Freshbrook Community Centre	1520+1633	Double Station No change to current polling arrangements
	LFD	Oliver Tomkins School	LFD	Oliver Tomkins School	1825	No change to current polling arrangements
Mannington & Western	MWA	Rodbourn Road Methodist Church	MWA	Rodbourn Road Methodist Church	1680	No change to current polling arrangements
	MWB	Delta Tennis Centre	MWB	Delta Tennis Centre	1466	No change to current polling arrangements
	MWC	Hazelwood Academy	MWC	Toothill Community Centre	1730	Hazelwood Academy is the current polling station however Toothill Community Centre has reopened and available for use.
	MWD	Even Swindon Community Centre	MWD	Even Swindon Community Centre	2304	No change to current polling arrangements
Old Town	OTA	Commonweal School	OTA	Commonweal School	1469+1264	Double Station No change to current polling arrangements
	OTB	The Stoweaway	OTB	The Stoweaway	1229	No change to current polling

						arrangements
	OTC	Lethbridge Primary School	OTC	Lethbridge Primary School	1639	No change to current polling arrangements
	OTD	Croft Sports Centre	OTD	Croft Sports Centre	1962	No change to current polling arrangements
Penhill & Upper Stratton	PSA	Lower Penhill Community Centre	PSA	Lower Penhill Community Centre	549	No change to current polling arrangements
	PSB	St Peters Church Hall	PSB	St Peters Church Hall	1415	No change to current polling arrangements
	PSC	St Philips Church Hall	PSC	St Philips Church Hall	1321	No change to current polling arrangements
	PSD, PSE	Stratton Youth Centre	PSD&PSE	Stratton Youth Centre	1665	No change to current polling arrangements
	PSF	Meadowcroft Community Rooms	PSF	Meadowcroft Community Rooms	2415	No change to current polling arrangements
	PSG, PSH	John Moulton Hall	PSG&PSH	John Moulton Hall	1689	No change to current polling arrangements
Prory Vale	PVA	Oakhurst Primary School	PVA	Oakhurst Primary School	2279	No change to current polling arrangements
	PVB	The Parliament Room, The Tawny Owl	PVB	The Parliament Room, The Tawny Owl	2636	No change to current polling arrangements
	PVC	North Swindon Library	PVC	North Swindon Library	1620	No change to current polling arrangements
	PVD, PVF	The Snooker Room, The Tawny Owl	PVD&PVF	The Snooker Room, The Tawny Owl	1145	No change to current polling arrangements
	PVE	Haydon Leisure Centre	PVE	Haydon Leisure Centre	619	No change to current polling arrangements
Ridgeway	RWA, RWB, RWE	Liddington Village Hall	RWA, RWB&RWE	Liddington Village Hall	448	No change to current polling arrangements
	RWC	Wanborough Village Hall	RWC	Wanborough Village Hall	1635	No change to current polling arrangements
	RWD	Bishopstone Village Hall	RWD	Bishopstone Village Hall	552	No change to current polling arrangements
	RWF	Richard Jefferies Museum	CLC&RWF	Richard Jefferies Museum	57	New polling district
Rodbourne Cheney	RCA	Western Community Centre	RCA	Western Community Centre	2032	No change to current polling arrangements
	RCB	Moredon Community Centre	RCB	Moredon Community Centre	1705	No change to current polling arrangements
	RCC	St Andrews Methodist Church	RCC	St Andrews Methodist Church	1536+1353	Double Station No change to current polling arrangements
	RCD	All Saints Church	RCD	All Saints Church	2198	No change to current polling arrangements
Shaw	SHA	Roughmoor Social Hall	SHA	Roughmoor Social Hall	1438	No change to current polling arrangements
	SHB	Holy Trinity Church	SHB	Holy Trinity Church	1264	No change to current polling arrangements
	SHC	Salt Way Centre	SHC	Salt Way Centre	1599	No change to current polling arrangements
	SHD	Shaw Ridge Primary School	SHD	Shaw Ridge Primary School	1843	No change to current polling arrangements
	SHE	George and Ann Tweed Rooms	SHE	George and Ann Tweed Rooms	649	No change to current polling arrangements
	SHF	Peatmoor Community	SHF	Peatmoor Community	1133	No change to current polling

		Primary School		Primary School		arrangements
St Andrews	SAA	Tadpole Farm CE Primary Academy	SAA	Tadpole Farm CE Primary Academy	1740	No change to current polling arrangements
	SAB	Bridlewood Primary School	SAB	Bridlewood Primary School	1847	No change to current polling arrangements
	SAC	The Jovial Monk	SAC	The Jovial Monk	2131	No change to current polling arrangements
	SAD, SAE	Redhouse Community Centre	SAD&SAE	Redhouse Community Centre	1759+1792	Double Station No change to current polling arrangements
	SAF	Abbey Meads Primary School	SAF	Abbey Meads Primary School	1320	No change to current polling arrangements
St Margaret & South Marston	SMA, SME	The Church of Jesus Christ of Latter Day Saints	SMA&SME	The Church of Jesus Christ of Latter Day Saints	1147+1092	Double Station No change to current polling arrangements
	SMB	Grange Leisure	SMB	Grange Leisure	1776+1767	Double Station No change to current polling arrangements
	SMC, SMG	Coleview Community Centre	CDA,SMC&SMG	Coleview Community Centre	2414	Double Station with CDA No change to current polling arrangements
	SMD, SMF	South Marston Village Hall	SMD&SMF	South Marston Village Hall	649	No change to current polling arrangements
Walcot & Park North	WPA	Immanuel Church Hall	WPA	Immanuel Church Hall	2403	No change to current polling arrangements
	WPB, WPC	St Andrews C of E Church	WPB&WPC	St Andrews C of E Church	1657+1413	Double Station No change to current polling arrangements
	WPD	Goddard Park Primary School	WPD	Goddard Park Primary School	1682+1555	Double Station No change to current polling arrangements
Wroughton & Wichelstowe	WWA, WWC	Ellendune Community Centre	WWA&WWC	Ellendune Community Centre	1410	No change to current polling arrangements
	WWB, WWC	Ellendune Community Centre	WWB&WWC	Ellendune Community Centre	1377	No change to current polling arrangements
	WWD	Wroughton Junior School	WWD	Wroughton Junior School	2502	No change to current polling arrangements
	WWE, WWF	Ellendune Community Centre	WWE&WWF	Alexandra House Hotel	832	New Polling Station Location

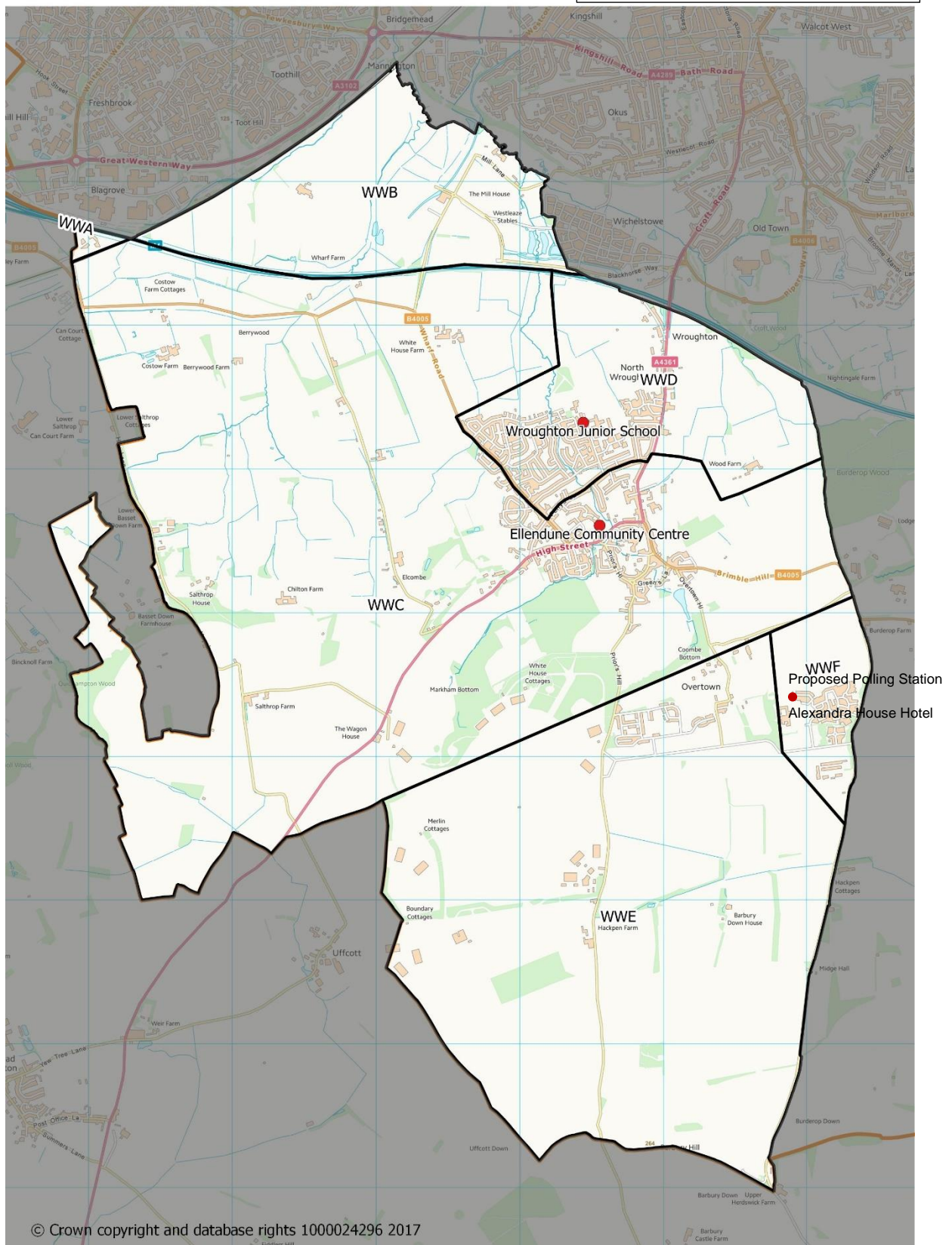
Comments and Responses from Stakeholders During Consultation

Polling District/Polling Station	Comment	Name/s or Organisation	Response by RO
WWF Ellendune Hall	The bus service is not great, Priors Hill has no pavement so electors from Alexandra Park having to go to the Ellendune puts these voters at a disadvantage, particularly if they do not have their own transport. Suggest a polling station at Alexandra house Hotel, at the Shop unit on Whittington Drive or a mobile unit.	Councillor Cathy Martyn Councillor Brian Ford Robert Buckland MP	A mobile unit is not an option as it 1) cannot be positioned safely on the highway and 2) permission must be granted by the landowner to position it on the grassed area but the landowner cannot be established. The shop unit is not an option as the facilities are limited and not suitable for polling station staff. Officers have visited Alexandra House Hotel and discussed the suitability for a polling station. The RO would recommend that a polling station be situated at Alexandra House Hotel.
RWB Liddington Village Hall	In the newest part of the Badbury Park development, some roads are part of the Ridgeway Ward and vote at Liddington Village Hall, two and a half miles away. Residents who don't have cars or have mobility issues, will have difficulty getting to the hall, as the bus service is very limited and lengthy. This has a disenfranchising effect. A possible solution is for these residents to vote at Richard Jefferies museum with the other Badbury Park electors.	William Horley, Councillor for Central Swindon South Parish Council.	Ideally electors should vote in a polling station positioned within their polling district (PD) , however the area in question is a triangle of land to the west of the A419 making it difficult for those electors accessing their polling station, Liddington Village Hall, which is located to the east of the A419. Richard Jefferies Museum is not within the PD however geographically it would be easier for those electors to access. The RO recommends that an additional polling district is created in Ridgeway Ward within the "triangle" west of the A419, with the polling station allocated as the Richard Jefferies Museum.
SAA Tadpole Farm Primary School	Abbey Farm in St Andrews might be better going to the Jovial Monk polling station (SAC), rather than Tadpole Farm School (SAA).	Justin Tomlinson MP	Ideally electors should vote in a polling station positioned within their polling district (PD) unless there are no suitable venues located within that PD. Abbey Farm electors and Tadpole Farm School are within the SAA PD. The Jovial Monk pub is located in the SAC PD and the pub premises is not large enough to accommodate a double station. The RO recommends the polling station remains at Tadpole Farm School however

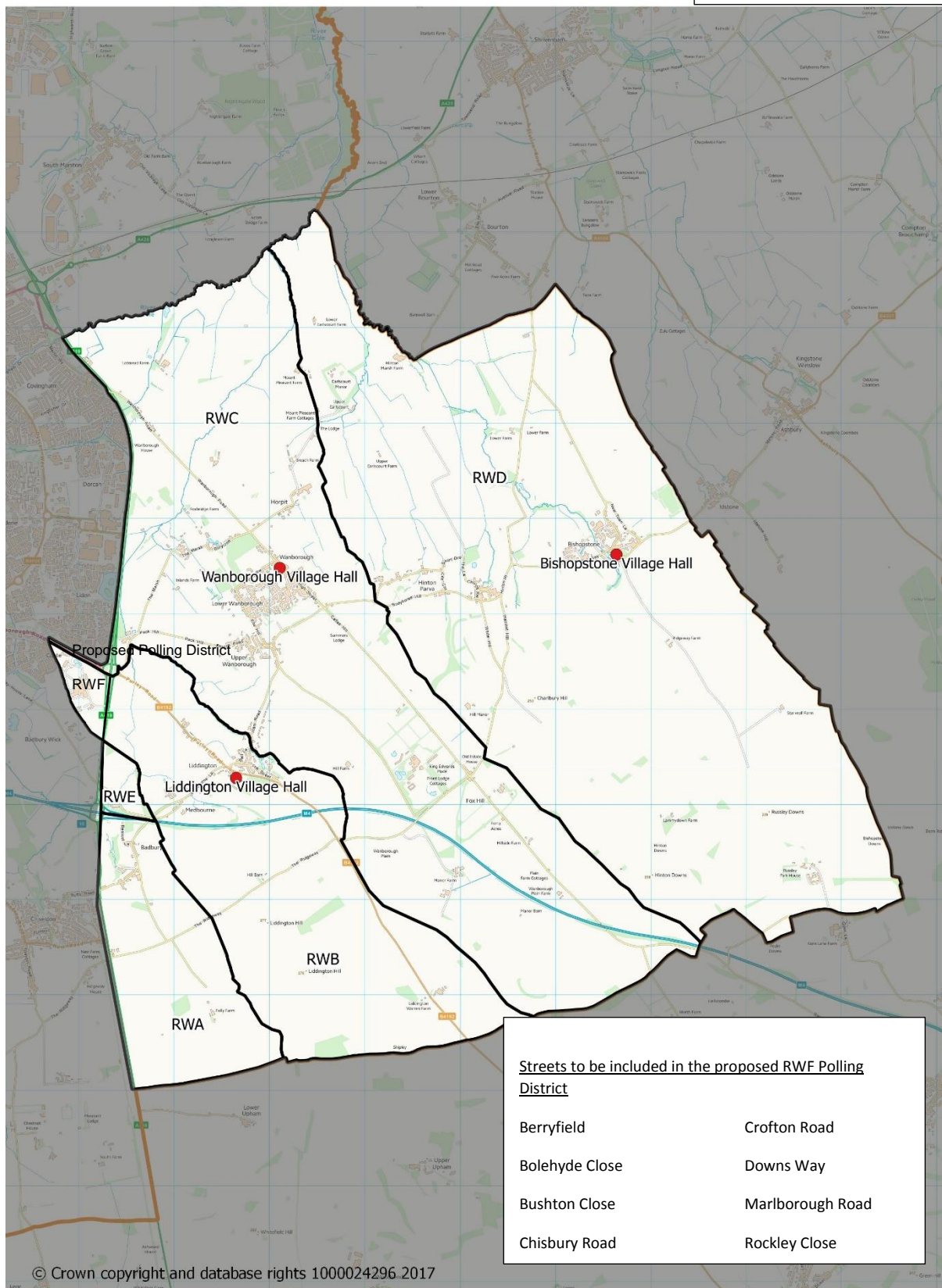
			the RO is also aware that another school is planned to be built on the Abbey Farm site in the future and, once built, officers will investigate its suitability as a potential polling station location.
SHA & SHC	To move Pilton Close from SHC to SHA. To change the names of some parish polling districts to reflect their actual geography.	Councillor Mary Martin Councillor Keith Williams	The RO confirms that Pilton Close is correctly situated in the SHC PD and therefore there are no changes to be made. The RO also comments that the Consultation Document is not reviewing the boundaries (and names) of borough wards, or parish and parish wards and these changes can only be made as a result of a Boundary Review and Community Governance Review.
LFD Oliver Tomkins School	Residents in the White Castle area of Toothill vote at Oliver Tomkins, but this is some walk away and the older residents could find it difficult to get there. May a new polling station be considered for those residents at the top of the hill.	Councillor Timothy Swinyard	Ideally electors should vote in a polling station positioned within their polling district (PD) unless there are no suitable venues located within that PD. The White Castle area and Oliver Tomkins School are within LFD PD. Officers have not been able to identify an alternative location in LFD and have asked Cllr Swinyard for his suggestions. The nearest polling station, Toothill Community Centre, is slightly nearer but is also down the hill and in a different borough ward (MWC). Therefore the RO recommends the polling station remains at Oliver Tomkins School however, if an alternative location is suggested, officers will investigate its suitability.
BHB Hannington Village Hall	Hannington Parish Council has considered the review of Polling Places/Stations, and wishes to advise that the preference throughout the Parish Council and residents is for the Village Hall to remain as the Polling Place/Station future elections.	Alan Gorton Clerk, Hannington Parish Council	The RO notes the parish councils comments
BHA Castle Eaton Village Hall	Castle Eaton Parish Council has considered the review of Polling Places and requests that the Village Hall remains as the appropriate place to be used as such.	Alan Gorton Clerk, Castle Eaton Parish Council	The RO notes the parish councils comments
CLB Calley Memorial Hall RWA Liddington Village Hall	Chiseldon Parish Council have no comments or amendments to make.	Clair Wilkinson Parish Clerk and Responsible Financial Officer	The RO notes the parish councils comments
SMA, SME The Church of Jesus Christ of Latter Day Saints SMB Grange Leisure	The current four polling places in St Margaret and South Marston Ward are well located for local residents and I do not suggest any change.	Councillor Roger Smith	The RO notes the ward councillors comments

SMC, SMG Coleview Community Centre SMD, SMF South Marston Village Hall			
BHA Castle Eaton Village Hall BHB Hannington Village Hall BHC Blunsdon Village Hall BHD, BHK Stanton Fitzwarren Village Hall BHE,BHG, BHI Westrop Primary School BHF, BHJ Highworth Community Room BHH Highworth Community Centre	I am happy with the Blunsdon and Highworth Ward details on it.	Councillor Steve Weisinger	The RO notes the ward councillors comments
RWD Bishopstone Village Hall	Councillors did not request any changes to the current arrangements.	Lesley Drewett – Clerk & RFO Bishopstone Parish Council	The RO notes the ward councillors comments

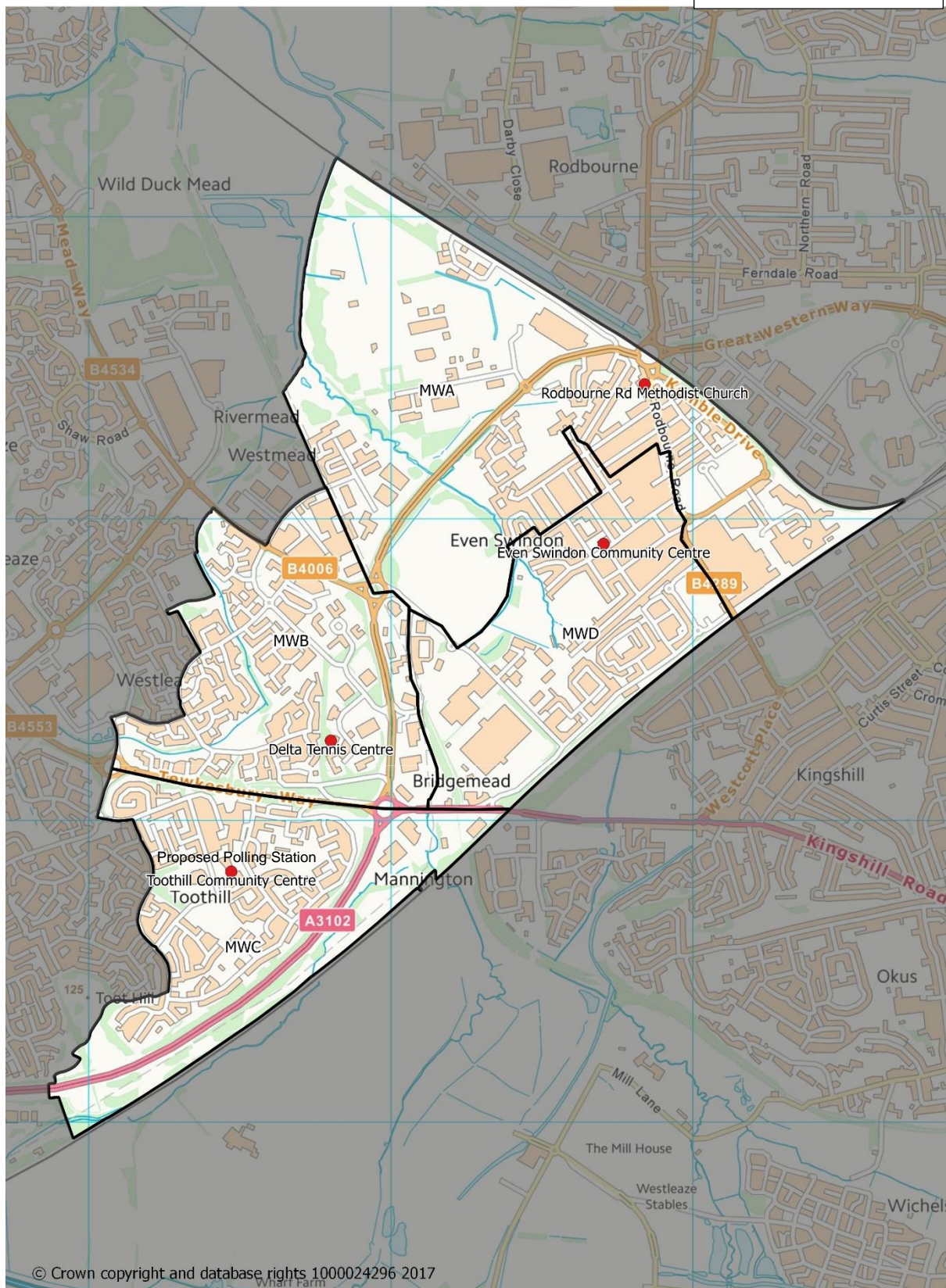
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Health and Care Board

Cabinet

Date: 16th October 2019

Author: Cabinet Member Adults and Health
Corporate Director Adult Social Services and Health

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To consider the establishment of a Cabinet sub-Committee (“the Health and Care sub-Committee”) to form part of the new Health and Care Board for Swindon progressing joint commissioning arrangements between Swindon Borough Council and Swindon Clinical Commissioning Group and its successor.
- 1.2 Swindon Borough Council and the Clinical Commissioning Group have a long history of jointly commissioning services, including use of Section 75 Agreements National Health Services Act 2006). The current Section 75 was agreed in April 2015 for 5 years and expires in March 2020. In light of the developments within the NHS potentially to merge the Clinical Commissioning Groups for Bath and North East Somerset, Swindon and Wiltshire, there is a need for a new governance structure at a Swindon level to oversee and manage our pooled and aligned budgets
- 1.3 This report relates to Corporate Priority Four: help people to help themselves whilst always protecting our most vulnerable children and adults; Pledge 19

2. Recommendations

Cabinet is recommended to:

- 2.1 Agree the establishment of a new Health and Care Sub-Committee, with the Leader of the Council as the Chair of the sub-Committee and with delegated decision-making powers, in accordance with Article 7.01 of the Constitution.
- 2.2 Agree the Terms of Reference for the Sub-Committee as set out in **Appendix 1** and note the Leader’s scheme of delegation to the Cabinet sub-Committee in accordance with Article 7.06 of the Constitution, as set out in **Appendix 2**.
- 2.3 Request that the Cabinet Member for Adults and Health and the Corporate Director Adult Social Services and Health bring a report to Cabinet setting out the principles of a new Section 75 Agreement and any risk share issues to commence on the expiry of the existing agreement in March 2020.
- 2.4 Authorise the Chief Legal Officer, in consultation with the Leader of the Council, the Cabinet Member for Adults and Health, the Director of Finance, and the Corporate Director Adult Social Services and Health to

Further information on the subject of this report can be obtained from *Sue Wald* 01793 465713, swald@swindon.gov.uk.

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- 2.4.1 Review the existing Section 75 Agreement and determine terms for a new s75 agreement
- 2.4.2 Subject to recommendation 2.3 above, enter into a new section 75 at the expiry of the existing Agreement in light of the emerging changes.

3. Detail

Background and Changes to CCGs

- 3.1 Swindon Borough Council and Swindon Clinical Commissioning Group have a Section 75 Agreement (s75 National Health Service Act 2006) across health and social care comprising of £52.7m CCG funding and £78.4m Swindon Borough Council funding for adult services. The agreement also includes £2.4m CCG funding and £39.2m Swindon Borough Council funding for children's services. A pooled budget is in place for the joint commissioning of the voluntary sector contracts of £2.4m. The agreement for adult services includes public health and the Better Care Fund.
- 3.2 The Bath and North East Somerset, Swindon, and Wiltshire Clinical Commissioning Groups (CCGs) have been consulting their membership on a potential merger of the CCGs. The formal application is planned to be submitted to NHS England on 30th September 2019 following agreement of all three CCG Governing Bodies. A joint Executive Management Team for the three CCGs is already in place. Swindon would be one of three localities with a Locality Director to be appointed.
- 3.3 Given these possible changes in the local Clinical Commissioning Groups, and based on the experiences of other local authorities including Bath and North East Somerset and Salford, there is an opportunity for Cabinet to refresh its governance arrangements for Section 75 Agreements through establishing a Health and Care Cabinet sub-Committee to represent the Council on the new local Health and Care Board for Swindon. This would provide decision-making and accountability at a Locality Level for the joint commissioning arrangements across Swindon Borough Council and the Clinical Commissioning Group. The budgets included in the new Section 75 will continue to fund services for health and adult social care as agreed as part of the annual budget setting process.

Scope, roles and responsibilities of the Health & Care Sub Committee

- 3.4 It is proposed that the Health and Care Sub-Committee would meet contemporaneously with the CCG and will be known as the 'Health and Care Board'. The terms of reference of the Sub-Committee will be confirmed in writing by the Leader of the Council to the Monitoring Officer. A draft of the Leader's scheme of delegation is set out in Appendix 2. Council would still determine the overall budget and financial policy framework; Cabinet would then approve the principles and risk sharing of any Section 75 Agreement. Decisions by the Health

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and Care sub-Committee would be subject to call-in and Scrutiny, in accordance with the Council's existing Constitutional provisions. The effect of the Sub-Committee meeting alongside the CCG committee will ensure that there is an improved framework in place locally in which the CCG and the Council can make decisions and ensure improved service delivery locally.

- 3.5 Within any principles agreed by Cabinet, the 'Health and Care Board' would then act as a single joint health, care and wellbeing commissioning body for Swindon to provide strategic direction for the joint commissioning of services and the formal partnership agreements.
- 3.6 The 'Health and Care Board' would commission a single outcome focused plan for Swindon for 2020/21 onwards that delivers the strategic objectives of Swindon Borough Council and the CCG and recommend the plan to Cabinet and the CCG Governing Body for approval.
- 3.7 The 'Health and Care Board' would provide assurance to Swindon Borough Council and the CCG regarding the performance, cost and outcomes achieved of all jointly commissioned services, ensuring statutory obligations are met.
- 3.8 Within the budgets agreed by the Council and the CCG, the 'Health and Care Board' would oversee the performance of pooled budgets and consider arrangements for further alignment or pooling.
- 3.9 The 'Health and Care Board' would also work towards delivering an approach to aligned savings plans for 2020/21 and thereafter. The full roles and responsibilities are set out in **Appendix 1**.

Proposed Membership, frequency of meetings and decision making

- 3.10 The Health and Care Cabinet sub-Committee would comprise four Cabinet Members. The CCG sub-Committee would comprise: - two Clinical Members (CCG), a Lay Member (CCG) and an Executive Director (CCG). The sub-committees would determine matters independently and both must agree to a proposal in order for it to be progressed. The Corporate Director and other Executive Directors may attend as non-voting members.
- 3.11 Meetings of the Health and Care sub-Committee would be held (contemporaneously with the CCG Sub-Committee) at least three times a year in public, and be subject to the Council's Access to Information rules, with minutes presented to Cabinet and Council.
- 3.12 The 'Health and Care Board' would be supported by the Joint Commissioning Group, which would implement the joint commissioning arrangements under the direction of the 'Health and Care Board'. The detailed reporting is set out in **Appendix 1**.

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Health and Care Board

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Date: 16th October 2019

4. Alternative Options

- 4.1 The alternative of not having Swindon BC representation on the 'Health and Care Board' could lead to a lack of local transparency governance and oversight of the NHS Act 2006 section 75 Agreements given the plans for Swindon CCG to merge with two other CCGs.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The current NHS Act 2006 section 75 Agreements are based on aligned budgets. Any future pooling of budgets would be based on both principles and an agreed risk share approved by Cabinet along with the budgetary framework agreed by Council.

Legal and Human Rights Implications

- 5.2 The decision-making process undertaken by the Health and Care Sub-Committee would have to comply with the principles of efficiency, transparency, and accountability that apply to Cabinet decisions.
- 5.3 Other legal and human rights implications have been taken into account in preparing this report. It is considered that the report's recommendations are compatible with Convention Rights.

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

- 5.4 As part of the Health and Care Board the Health and Care sub-Committee would develop a joint commissioning plan to improve the health and wellbeing of the residents in Swindon with a clearly defined and monitored set of outcomes to be achieved.

Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment (DIA) has not been completed for the proposed Health and Care Board as the recommendations in this report would not alter any service provided. Any future plans and strategies proposed by the Board would be subject to a DIA.

Risk Management

- 5.6 The 'Health and Care Board' would ensure that any future pooled budget has been risk assessed before a recommendation is made for future pooling.

6. Consultees

- 6.1 Swindon CCG Governing Body will consider the report on 24th October 2019.

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Date: 16th October 2019

- 6.2 The Director of Finance (Section 151 Officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all Cabinet reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1: 'Health and Care Board' draft Terms of References

- 8.2 Appendix 2: Scheme of Delegation to the Cabinet Committee

9. Key Decision/Decision in Cabinet Work Programme

- 9.1 This is a Key Decision and is included in the Cabinet Work Programme for October 2019 to October 2020.

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**‘HEALTH AND CARE BOARD’
TERMS OF REFERENCE OF THE HEALTH AND CARE SUB-COMMITTEE**

1. INTRODUCTION

- 1.1. Swindon Borough Council ("**Swindon Borough Council**") and Swindon Clinical Commissioning Group or its successor body ("**the CCG**") have a shared ambition to work together seamlessly to plan, commission and deliver better quality services. More joined up services help improve the health and care of the local populations and may make more efficient use of available resources.
- 1.2. A ‘Health and Care Board’ will jointly commission health and social care in Swindon. The establishment of the ‘Health and Care Board’ will encourage collaborative planning and improve outcomes through a unified approach to health and care planning and funding.
- 1.3. The CCG established a committee of the CCG Governing Body ("**the CCG Sub-Committee**") and Swindon Borough Council created a Cabinet Sub-Committee ("**the Health and Care Sub-Committee**"). The CCG Sub-Committee and the Health and Care Sub-Committee have delegated responsibilities to manage the commissioning responsibilities for the areas in the agreed scope. The CCG Sub-Committee and the Health and Care Sub-Committee will meet jointly as the ‘Health and Care Board’.
- 1.4. The ‘Health and Care Board’ has been established to ensure effective collaboration, assurance, oversight and good governance across the integrated commissioning arrangements between Swindon Borough Council and the CCG. The ‘Health and Care Board’ will develop and oversee the programme of work to be delivered by the Joint Commissioning Group, which is a committee of the ‘Health and Care Board’ with the terms of reference set out in Annex A. In addition, it will review and define the integrated commissioning arrangements between Swindon Borough Council and the CCG.
- 1.5. The frequency of meetings (para 9.1 of the terms of reference) has been left flexible to allow the working of the Health and Care Board to evolve, but dates will initially be set at bi-monthly intervals.
- 1.6. Swindon Borough Council and the CCG have established the new Sub-Committees to enable the ‘Health and Care Board’ to function as intended with the intention that the terms of reference of those committees substantially match, taking into account any necessary changes as a result of the different constitutions of Swindon Borough Council and the CCG.
- 1.7. The relationships between the Health and Wellbeing Board, the ‘Health and Care Board’, Swindon Borough Council, and the CCG are detailed in a diagram in Annex B.

2. SCOPE

- 2.1. The ‘Health and Care Board’ will act as a single health and wellbeing commissioning for outcomes body for Swindon.
- 2.2. The Health and Care Board’ may, where appropriate, propose a wider range of services and budgets subject to final approval of Swindon Borough Council and the CCG Governing Body.

3. ROLE AND RESPONSIBILITIES

- 3.1. To support the delivery of the Vision, the role and responsibility of the ‘Health and Care Board’ will include:

- 3.1.1. Oversee the performance of the current pooled budgets, as agreed by Council and Cabinet for Swindon Borough Council elements and the CCG Governing Body for the NHS within the scope of the Section 75 Agreement National Health Service Act 2006.
- 3.1.2. Consider arrangements for further alignment and pooling of budgets proposed by the Joint Commissioning Group.
- 3.1.3. Review the development of joint working of the joint commissioning functions started in April 2019. It is intended to enable the full integration of commissioning functions as well as assessment and review services for people with complex health and social care needs.
- 3.1.4. Work towards delivering an approach to aligned savings plans for 2019/20 and thereafter.
- 3.1.5. Commission a single outcomes based plan for Swindon which delivers the strategic objectives of Swindon Borough Council and the CCG and recommend to Swindon Borough Council and the CCG Governing Body for approval in relation to health and care services.
- 3.1.6. Commission the Joint Commissioning Group to develop an Operational Plan, which acts as a work programme for delivery of the commissioning strategy and recommend to the 'Health and Care Board'.
- 3.1.7. Provide assurance to Swindon Borough Council via Scrutiny and Overview and Scrutiny, and the CCG Board regarding the performance, costs and outcomes achieved of all commissioned services, ensuring statutory obligations are met.
- 3.1.8. Oversee the development of a fully developed governance structure to support integration of the services identified in scope in Annex A.
- 3.1.9. Approve a work plan and a development plan for the 'Health and Care Board' as an entity to facilitate understanding of the responsibilities that Swindon Borough Council and the CCG Board are planning to delegate to the Sub-Committees of the 'Health and Care Board' (through the CCG Sub-Committee Committee and the Health and Care Sub-Committee).

4. MEMBERSHIP

Organisation	Membership	Decision Making	
Swindon Borough Council	The Leader of the Council and three Cabinet Members	yes	
	Three Council officers	no	
Clinical Commissioning Group	2 Clinical Members	Yes	
	1 Lay Member	Yes	
	1 Executive Member	yes	

- 4.1. Members of the Health and Care Sub-Committee with delegated authority for the purposes of deciding proposals for the 'Health and Care Board' may only exercise such authority during meetings, save in cases of urgency where a decision may be taken outside the board meeting, but should be done in consultation with representatives of the other party where possible and appropriate. In the case of an urgent decision taken on behalf of the Council Committee, this must also be compliant with Rule 15 or 16 of the Council's Access to Information Procedure Rules. All such decisions should be reported to the next Board meeting.
- 4.2. The chair for one partnership organisation and the chair for the other partnership organisation can each appoint a substitute to attend in the place of any member of their respective organisation if the member unavailable to attend a meeting gives notice of substitution to them. (In respect of the Health and Care Sub-Committee only Cabinet members can be appointed as substitutes as set out in Annex C) The effect of notice shall be that the member giving notice of the substitution shall cease to be a member of the body for the duration of the meeting (including any adjournment of it to another date). The substitute member shall be a full member of the body for the same period.
- 4.3. The members of the Sub-Committees to the 'Health and Care Board' will act as the overall communication links to their organisation and relevant departments.

- 4.4. The CCG scheme for the appointment of substitute members or nominated deputies is attached at annex C. The 'Health and Care Board' shall be supported by:
 - 4.4.1. Appropriate secretarial support;
 - 4.4.2. Key senior managers from Swindon Borough Council and the CCG as required;
 - 4.4.3. The relevant commissioning lead for each of the pooled budgets under the S75 Better Care Partnership Agreements will attend as appropriate to present the performance report for the S75 Partnership Agreement; and
 - 4.4.4. Managers from the Integrated Commissioning Team and supporting services as appropriate.
- 4.5. Subject to the agreement of Swindon Borough Council and the CCG Governing Body, the 'Health and Care Board' membership may be amended to include any other partner who jointly commissions with the Swindon Borough Council or Swindon Clinical Commissioning Group and other agency representatives may be co-opted as necessary.

5. CHAIR

- 5.1. There will be alternate chairing arrangements, shared between the Leader of Swindon Borough Council and the CCG Chair.

6. DECISION MAKING

- 6.1. The Health and Care Sub-Committee and the CCG Sub-Committee will meet jointly as the 'Health and Care Board'.
- 6.2. Majority decisions on the same resolution by each Sub-Committee are required to effect a proposal for the Health and Care Board. Decisions will be demonstrated by a show of hands by the Health and Care Sub-Committee and CCG Sub-Committee deciding separately. For a Council-led item, the Health and Care Sub-Committee will decide first and vice versa. In circumstances where a majority decision on the same resolution of each Sub-Committee cannot be reached, the matter will be deferred for further consideration by Swindon Borough Council and Swindon CCG and will be reconsidered after discussions between the Chair and respective partner lead.
- 6.3. In no circumstances may an absent member vote by proxy. Absence is defined as being absent at the time of the vote. See arrangements for substitution in para 4.2.
- 6.4. Functions outside the remit of the Health and Care Board, but related to health and social care may be discussed for information only at any meeting of the 'Health and Care Board'. Any decisions regarding such matters shall be made by the relevant partner organisation (Swindon Borough Council or the CCG).
- 6.5. Swindon Borough Council Cabinet decisions are subject to the Council's 'call-in' procedures. Therefore, the decisions of the Health and Care Sub-Committee cannot be implemented until the time for call-in has expired or the matter has been dealt with in accordance with Overview & Scrutiny Procedure Rules or an urgent decision has been taken pursuant to either Rule 15 or 16 of the Council's Access to Information Procedure Rules.
- 6.6. Where practicable, meetings of the 'Health and Care Board' shall be scheduled to allow all Council-related decisions to be called-in automatically to Scrutiny Committee, as is currently the case for Cabinet decisions and decisions by the Cabinet Panel on School Organisation.

7. QUORUM

- No business will be transacted at a meeting of the 'Health and Care Board' unless at least:
 - 7.1.
 - 7.1.1. Four representatives from Swindon Borough Council, and at least three of them are Cabinet Members; and

7.1.2. Three representatives from the CCG, and at least one of them is a Clinical Member and one Executive Member are present at the meeting.

- 7.2. If the Chair or another member of the 'Health and Care Board' has been disqualified from participating in the discussion on any matter by reason of a declaration of a conflict of interest, that individual will no longer count towards the quorum. If a quorum is then not available for the discussion and/or the passing of a resolution on any matter, that matter may not be decided at that meeting. Such a position will be recorded in the minutes of the meeting.

8. GOVERNANCE AND REPORTING

- 8.1. The Health and Care Sub-Committee of the 'Health and Care Board' will be accountable to Swindon Borough Council's Scrutiny Committee and Council meeting and the CCG Sub-Committee will be accountable to the CCG Governing Body.
- 8.2. The 'Health and Care Board' will work in partnership with the Health and Wellbeing Board and direct the work of the Joint Commissioning Group.

9. MEETINGS

- 9.1. The 'Health and Care Board' will meet at least three times a year, with frequency of meetings being determined by the business need. Formal minutes will be taken.
- 9.2. Before each meeting of the 'Health and Care Board', a written notice of the meeting specifying the business proposed to be transacted at it, and signed by the Chair, will be sent to every member (by email) so as to be available at least 5 working days before the meeting. Want of service of the notice to any member will not affect the validity of a meeting.
- 9.3. Agendas will be jointly agreed with support from the Joint Commissioning Group. A member who desires a matter to be included on an agenda, other than items agreed pursuant to paragraph 9.6 (which details arrangements for urgent decisions), should make a request to the Chair at least 28 working days before the meeting.
- 9.4. The meetings of the 'Health and Care Board' will be held in public, but members of the public may be excluded from any part of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for other special reason stated in the minutes, and arising from the nature of the business or of the proceedings. For a Council-led decision, the reasons for exclusion must comply with Schedule 12A of the Local Government Act 1972.
- 9.5. The Minutes of the proceedings of a meeting of the 'Health and Care Board' will be drawn up by Swindon Borough Council and submitted for agreement at the next meeting of the 'Health and Care Board', to be signed by the Chair presiding at it. No discussion will take place upon the minutes except upon their accuracy or where the Chair considers discussion appropriate. Any amendments to the minutes must be agreed and recorded at the next meeting.
- 9.6. In the event an urgent decision of the Sub-Committees of the 'Health and Care Board' is required, the request will be communicated to the Chairs, the Corporate Director (Council) and Chief Officer (CCG). The Chair may share common papers by email to the members of the Sub-Committees of the 'Health and Care Board' and request the agreement of each Sub-Committee in accordance with their urgent business procedure rules within a specified period of time. If agreement within the time period is reached, the Chair will record the decision and the decision will be presented at the next meeting of the 'Health and Care Board'. Where agreement cannot be reached, or time does not permit, the partner organisation with statutory responsibility for the function being exercised will make the decision in accordance with its own urgent business procedure rules. At the discretion of the Chair, items of urgent business can be noted for information but not decision.

Freedom of Information

- 9.7. It is acknowledged the agendas, minutes, decision notices and briefing papers of the meetings of the 'Health and Care Board' are subject to the provisions of the Freedom of Information Act 2000, the Environmental Information Regulations, the and the General Data Protection Regulations (Regulation(EU) 2016/679), and the Data Protection Act 2018.
- 9.8. If either Swindon Borough Council or the CCG receives a request for information under the Freedom of Information Act 2000 regarding the 'Health and Care Board', the relevant organisation shall consult the other before releasing any information; however, the recipient organisation shall be responsible for determining whether specific issues are exempt from publication under the Freedom of Information Act 2000.

10. SCRUTINY

- 10.1. Decisions of Members and Officers with delegated authority for the purpose of the 'Health & Care Board' will be subject to formal scrutiny through the Scrutiny arrangements of Swindon Borough Council

11. CONFLICT OF INTERESTS

- 11.1. The Health and Care Sub-Committee and the CCG Sub-Committee will be bound by the relevant Standing Orders/Standing Financial instructions and Code of Conduct of Swindon Borough Council and Swindon CCG respectively.
- 11.2. Members will be required to make annual declaration of interests and at each meeting of the Health and Care Board in accordance with paragraph 11.1.
- 11.3. Notwithstanding paragraph 11.2, the Chair will ask at the beginning of each meeting whether any member has an interest to declare in any item on the meeting agenda. If a member has a direct or indirect conflict with an issue on the agenda, it should be declared at the meeting and recorded in the minutes. Depending on the topic under discussion and the nature of the conflict of interest, appropriate action will be taken and recorded in the minutes.

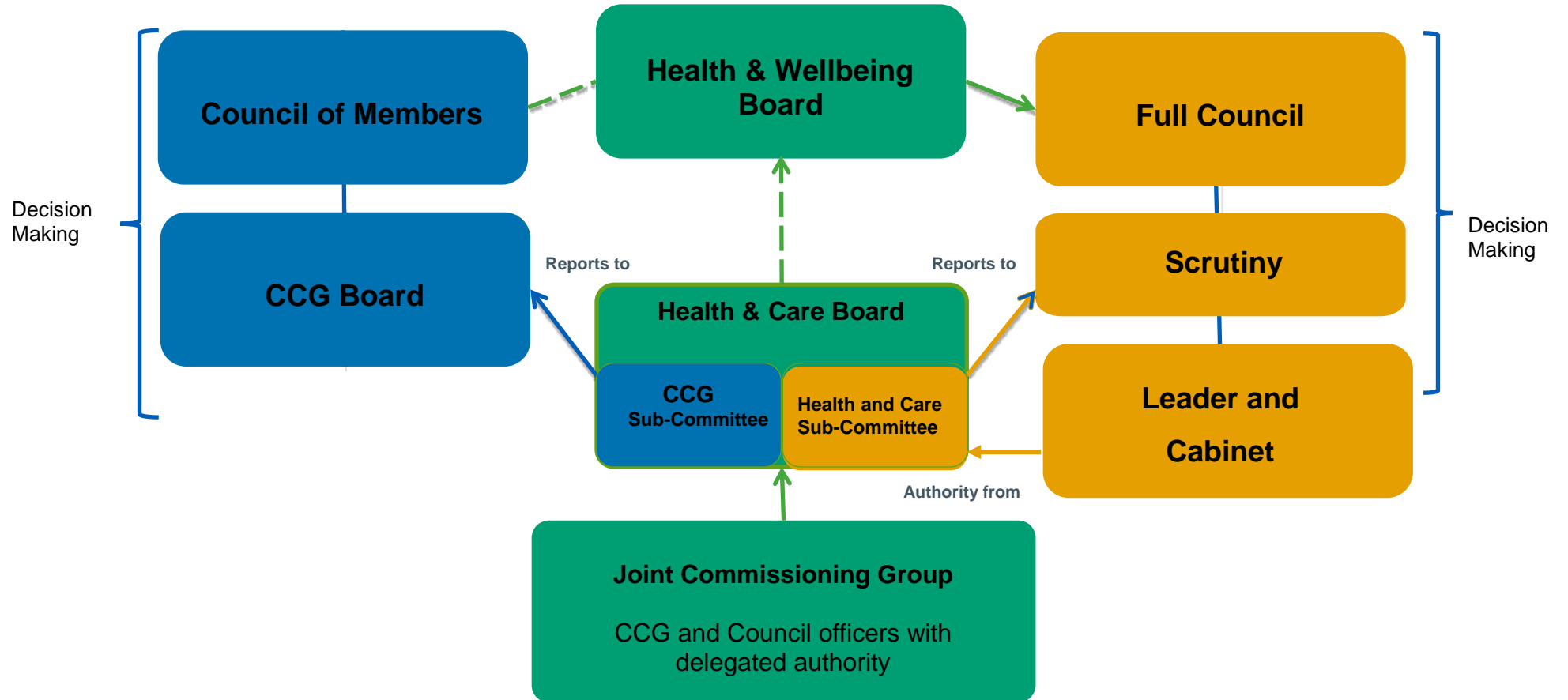
12. REVIEW

- 12.1. Swindon Borough Council and the CCG may agree from time to time to modify, extend or restrict the remit of the Sub-Committees of the 'Health and Care Board'.
- 12.2. The terms of reference of each Sub-Committee will be reviewed at the request of the Chair.
- 12.3. The work of the 'Health and Care Board' is subject to both organisation's internal audit work plan and programme to review its effectiveness.

The JCC shall:

1. Develop the overarching vision and development of further joint working between Swindon Borough Council and Swindon CCG and make recommendations to the 'Health and Care Board'.
2. Review joint service strategies, plans and performance and risk across the partnership.
3. Review savings and delivery plans by both organisations to ensure a shared understanding, to agree areas for an integrated approach and to mitigate against any negative impacts.
4. Develop integrated commissioning e.g. through exploring further options for pooled budgets and sharing of commissioning support functions.
5. Provide a forum for delegated decision-making on specific commissions and/or oversight of decisions being recommended to other decision-making bodies.
6. Recommend to the 'Health and Care Board' the strategic, business and financial plan for Swindon Borough Council and Swindon CCG;
7. Ensure that both partner organisations are aware of and comply with their legal and statutory obligations, and operate in a safe and legally compliant manner, taking appropriate professional advice where necessary;
8. Recommending to the 'Health and Care Board' a financial strategy to include any risk sharing or management arrangements;
9. Initiate and sign off procurement processes and outcomes for services in line with agreed strategy, within agreed financial limits, as set out in the appropriate organisations' delegated financial limits;
10. Make decisions to commission services in line with agreed strategy within agreed financial limits as set out in the appropriate organisations' delegated limits.
11. Manage and co-ordinate the overall communication and consultation process for Swindon Borough Council and Swindon CCG health and social care commissioning activities.
12. Ensure that the 'Health and Care Board' is well supported in its work.
13. Approve key operational policies

Governance Arrangements Annex B



Annex C Substitution Scheme – CCG Members of Health and Care Board

Member of the Committee	Substitution arrangements
The Leader of the Council	a) The Deputy Leader and Cabinet Member for Finance, Education, and Skills b) Any other Member of Cabinet
The Cabinet Member Adults and Health	a) Any other Member of Cabinet
The Cabinet Member Children's Services	a) Any other Member of Cabinet
The Cabinet Member Housing and Public Safety	a) Any other Member of Cabinet
The Executive Director BSW	
The Locality Director Swindon – BSW	
2 Clinical leads	

Appendix 2

Scheme of Delegation to the Health and Care Sub-Committee

In accordance with Article 7.06 of the Constitution and Part 3 of the Constitution: Responsibility for Functions, the Health and Care Sub-Committee, present at any meeting of the Health and Care Board, may make decisions concerning:

- 1) SBC funds that have been previously been allocated to the Section 75 agreement by Council as part of the annual budgetary framework or by Cabinet as a key or strategic decision:
 - a. To enter into any new pooling arrangements with NHS partners on the Board;
 - b. To enter into any new alignments with NHS partners on the Board;
 - c. To return money to the Council as part of the Board's agreed savings plans.
 - d. To recommend to Cabinet, following agreement by the Board, the single outcomes plan.

Any proposal for decision is to be included in Cabinet's Forward Plan/Work Programme with at least 28 days' notice.

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