

# Swindon Borough Council

## Special Committee

**Friday, 5 November 2004**

Committee Room 2 (Anticipated meeting room)

At 12.15 p.m.

**Conservative Councillors**

*Mike Bawden (Chair)*  
*Ian Dobie (Vice-Chair)*  
*Brian Ford*  
*Garry Perkins*

**Labour Councillors**

*David Nash*  
*Barrie Thompson*

**Liberal Democrat Councillors**

*Chris Shepherd*

*Fionuala Foley (Deputy)*  
*Nick Martin (Deputy)*  
*Jemima Milton (Deputy)*  
*David Renard (Deputy)*  
*Justin Tomlinson (Deputy)*

*Maureen Caton (Deputy)*  
*Mavis Childs (Deputy)*  
*Maureen Dilley (Deputy)*  
*Maurice Fanning (Deputy)*  
*David Glaholm (Deputy)*  
*Andy Harrison (Deputy)*  
*Derique Montaut (Deputy)*

*Wendy Johnson (Deputy)*

(Copies to all other Members of the Council – For Information)

**Committee Clerk:** Ian Willcox (Telephone 01793 463601)  
email: [iwillcox@swindon.gov.uk](mailto:iwillcox@swindon.gov.uk)

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## **AGENDA**

### **PART 1 (PUBLIC ITEMS)**

**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 1 - 20)**

To receive the minutes of the meeting held on 25<sup>th</sup> June 2004.

**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. Revised Cycle of Cabinet Meetings.** (DLGG) (Pages 21 - 26)

**6. Appointments to Committees and Other Bodies.** (DLGG) (Pages 27 - 30)

**Date of Despatch:** 29 October 2004

**Key:**

**Officers:**

- CE - Chief Executive
- DCC - Director of Cultural Change
- DE - Director of Education
- DEP - Director of Environment and Property
- DF - Director of Finance
- DH - Director of Housing
- DLGG - Director of Law and Corporate Governance
- DSS - Director of Social Services
- DSWS - Director of Swindon Services

**Public Question Time** - Swindon Borough Council is committed to increasing its accountability to the public and to promoting active citizenship. Up to 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from members of the public about the work of the Committee (except for confidential matters and specific planning applications). Questions must be relevant, clear and concise. Because of time constraints Public Question Time is not an opportunity to make speeches or statements. Prior notice of a question to the Director of Law and Corporate Governance is desirable - particularly if detailed background information is needed.

**Access Arrangements** - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you would wish to attend the meeting but have any special requirement to enable you to do so please contact the Committee Clerk, whose name appears at the top of this agenda, as soon as possible prior to the date of the meeting.

**Special Committee - Terms of Reference**

The Special Committee shall have delegated to it the power to act for the Council on the advice of the Chief Executive on any policy decision or any particular matter that is urgent and necessary in the best interests of the Council.

The quorum of the Committee shall be three.

Deputy Members may be appointed at the Annual or any meeting of the Council.

Minutes of any proceedings of this Committee shall be submitted to the Council.

If you would like to receive any of the pages contained in this agenda in a larger print size please contact the Committee Officer whose name appears on the first page of this agenda.

**SPECIAL COMMITTEE**

**FRIDAY, 25 JUNE 2004**

PRESENT:- Councillors Mike Bawden, Ian Dobie, Garry Perkins, Brian Ford, David Nash, Barrie Thompson and Chris Shepherd.

Councillor Wendy Johnson attended the meeting in respect of Minutes 6 and 7.

**1. Appointment of Chair for the Municipal Year, 2004/05**

Resolved – That Councillor Mike Bawden be appointed Chair of this Committee for the Municipal Year, 2004/05.

**2. Appointment of Vice-Chair for the Municipal Year, 2004/05**

Resolved - That Councillor Ian Dobie be appointed Vice-Chair of this Committee for the Municipal Year, 2004/05.

**3. Declarations of Interest**

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

**4. Minutes**

Resolved - That the minutes of the meeting held on 3<sup>rd</sup> February, 2004, be confirmed and signed.

**5. Public Question Time**

No questions were asked in accordance with Standing Order 28.

**6. Appointments to Council and Other Bodies**

The Director of Law and Corporate Governance submitted a report dated 25<sup>th</sup> May, 2004, concerning appointments to various Council Bodies, including Outside Bodies, for the Municipal Year 2004/05.

Resolved - (1) That the Committee determines that, having carried out a review under Section 15 of the Local Government and Housing Act 1989, the Council shall continue to apply the political balance provisions under that Act.

(2) That appointments be made to the various statutory and consultative Council Bodies, Task Groups and Working Parties for the Municipal Year 2004/05 as set out in the Appendix to these Minutes.

(3) That appointments be made to the Chairs and Vice-Chairs of Commissions and Committees of the Borough Council for the Municipal Year 2004/05, as set out in the Appendix to these Minutes.

(4) That appointments be made to Outside Bodies for the Municipal Year 2004/05 as set out in the Appendix to these Minutes.

(5) That the Education Consultative Forum be deleted and its responsibilities transferred to the Education and Young People Commission.

(6) That the Comprehensive Performance Assessment Working Party be

deleted and that Group Leaders be consulted on related issues as required.

(7) That the Corporate Governance Task Group be deleted and its functions transferred to the Political Management Arrangements Working Party.

(8) That the Gorse Hill Junction Task Group be deleted and the Director of Environment and Property consult with the relevant Ward Councillors and appropriate Cabinet Lead and Shadow Members, if required, to complete the review.

(9) That the Grant Aid Process Task Group be deleted as it has completed its review and that any remaining role will be assumed by the Grant Aid Working Group.

(10) That the Groundwell Ridge Roman Complex Site Working Party be deleted and any future issues be referred to the Archaeological Advisory Body.

(11) That the Improvement Plan Task Group be deleted and the Group Leaders be consulted on related issues as required.

(12) That the Mechanics Institute Task Force be deleted and consultation on related issues take place with the Cabinet Lead Member and Shadow Spokespersons as required.

(13) That the Neighbourhood Renewal in Swindon Task Group be deleted and progress on the Neighbourhood Renewal Strategy Action Plan be reported via the Cabinet Lead Member and Shadow Spokespersons with any exceptions to the Action Plan or issues of concern in delivery being reported via the appropriate Overview and Scrutiny Commission, together with an annual report to the Cabinet.

(14) That the Residential Care Homes Task Group be deleted and the Health and Social Care Commission be requested to consider whether it would wish to carry out any further Task Group work on this issue.

(15) That the Rural Road Safety Task Group be deleted and the Services to the Community Commission be alerted to this issue and requested to consider whether it wishes to investigate this matter further.

(16) That the Section 106 Agreements Task Group be deleted and the Director of Environment and Property consult with the Chair of the Planning Committee and the relevant Cabinet Lead Member and Shadow Spokespersons to complete any outstanding work.

(17) That the Single Status Task Group be deleted and the Chief Executive and the Head of Human Resources report to the Cabinet on establishing a new Task Group with a revised terms of reference to progress this issue.

(18) That the Swindon Town Centre Working Party be deleted and the Swindon Town Centre Partnership Board carry out its work in future.

(19) That the following Task Groups and Working Parties be deleted as they have now completed their work and are no longer required:-

- (i) Housing Advisory Forum Working Group
- (ii) Housing Needs Task Group
- (iii) Joint Waste Local Plan Working Party
- (iv) Library Review Working Party
- (v) North Wessex Area of Outstanding Natural Beauty Management Plan Task Group
- (vi) Residential Child Care Task Group.

(20) That the Verge and Curtilage Parking Working Group be re-established on the same basis as in 2003/04 and comprise Councillor Michael Dickinson, for the Liberal Democrat Group, Councillors David Glaholm and David Wren for the Labour Group and two Members to be nominated by the Conservative Group, and the

Working Group be advised that it should submit its final report by no later than the end of September, 2004.

(21) That, where it is applicable, all members of a political group on the Council be authorised to serve as deputies for another member of their group on any relevant Council Bodies, including Consultative Bodies, Task Groups and Working Parties as listed in the Appendix to these Minutes and where this is permissible under the relevant body's Constitution or Terms of Reference.

## **7. Smash Youth Project**

The Committee considered (a) a report submitted by the Chief Executive dated 23<sup>rd</sup> June, 2004, concerning the possible funding by the Council of the SMASH Youth Project and setting out details of (i) the work undertaken by the Youth Project in engaging socially excluded young people, (ii) the Youth Project's current financial position and previous funding arrangements, (iii) possible sources of grant aid available to the Project from other external funders and the timescales involved for the submission of bids, and (iv) the Council's grant aid criteria, and (b) the views of Councillor Wendy Johnson on the decisions of the Scrutiny Review Board and on the subsequent further review of the grant aid issues highlighted by the SMASH Youth Project.

Resolved - That the Special Committee endorses the Cabinet's original decision not to fund the SMASH Youth Project on the basis that funding was not made available to organisations whose time limited funding had expired for the Financial Year 2004/05.

(Councillors David Nash, Chris Shepherd and Barrie Thompson requested that their vote against the above decision be recorded.)

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**SPECIAL COMMITTEE  
FRIDAY, 25 JUNE, 2004**

**APPOINTMENTS TO OTHER RELEVANT COUNCIL BODIES 2004/05**

**WILTSHIRE AND SWINDON FIRE AUTHORITY (4 members)**

	Conservative (3)	Labour (1)	Liberal Democrats
	Doreen Dart	David Wren	
	Andy Albinson		
	Charles Lister		

**WILTSHIRE & SWINDON JOINT POLICE COMMITTEE (3 members)**

(+ 7 Wiltshire County Council members)

	Conservative (2)	Labour (1)	Liberal Democrats
	Brian Ford	Des Moffat	
	Doreen Dart		

Deputies      Colin Lovell

**JOINT STRUCTURE PLAN WORKING PARTY (7 members)**

	Conservative (4)	Labour (2)	Liberal Democrats (1)
	Chris Van Roon	Des Moffat	Martin Wiltshire
	Lisa Hawkes	Maurice Fanning	
	Doreen Dart		
	Anthony Peake		

Deputies      Roderick Bluh      Wendy Johnson  
Jemima Milton

**SWINDON SUB-REGIONAL STEERING GROUP (3 members – including Chair of Planning, Lead Member for Forward Planning + 1 other)**

(+ Representatives from Wiltshire County Council, other neighbouring local authorities and appropriate social, environmental and economic partner organisations)

	Conservative (2)	Labour (1)	Liberal Democrats
	Jemima Milton	Barrie Thompson	
	Lisa Hawkes		

Deputies      Chris Van Roon      John Ballman  
Roderick Bluh

EDUCATION RELATED BODIES:

**EDUCATION PARTNERSHIP BOARD** (3 members)

(+ Representatives of School Governors, Trade Unions, Head Teachers, Diocese, Swindon Chamber of Commerce, Learning and Skills Council) (Non-voting members/observers: Director of Education, Tribal Director of Education, Chief Education Officer & DFES representatives)

	Conservative (1)	Labour (1)	Liberal Democrats (1)
	Garry Perkins	David Nash	Mike Eversy

Deputies	Mike Bawden Bernard Baker
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### **SCHOOL ORGANISATION COMMITTEE (7 members)**

(+ Representatives of Church of England, Catholic Church, Schools, Learning Skills Council)

	Conservative (4)	Labour (2)	Liberal Democrats (1)
	Bernard Baker	David Nash	Mike Every
	Garry Perkins	Philip Steele	
	Laura Holiday		
	Andrew Bennett		

Deputies	Philip Sharp	Michael Dickinson
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**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)**  
(5 members)

(+ Representatives of Church of England, Teachers Organisations &amp; Other Faiths groups)

	Conservative (3)	Labour (2)	Liberal Democrats
	Bernard Baker	Fay Howard	
	Andrew Bennett	Maurice Fanning	
	Ray Fisher		

## Deputies

## SWINDON ADMISSIONS FORUM (5 members)

(+ School, Diocese and parent governor representatives)

	Conservative (3)	Labour (2)	Liberal Democrats
	Bernard Baker	Mavis Childs	
	Andrew Bennett	Steve Allsopp	
	Garry Perkins		

Deputies	Philip Sharp
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*The Education Partnership Board will be reviewing the operation of the Forum at its meeting on 1<sup>st</sup> July 2004, and the arrangements may be subject to change.*



**THE CHILDREN'S BOARD (4 members** - To include 2 Lead Members, and 1 spokesperson from each of the other groups)

(+ Relevant Officers, Representatives of Wiltshire Constabulary, Swindon Primary Care Trust, Swindon & Marlborough NHS Trust, Children & Young People's Strategic Partnership, Every Child Matters Task Group and Area Child Protection Committee)

	Conservative (2)	Labour (1)	Liberal Democrats (1)
	Ian Dobie	Fay Howard	Chris Shepherd
	Garry Perkins		

Deputies Anthony Peake,  
Philip Sharp,  
Bernard Baker and  
Melanie Duff

**EMPLOYER / EMPLOYEE CONSULTATIVE BODIES**

**JOINT SAFETY COMMITTEE (4 members)**

(+ Union Representatives)

	Conservative (3)	Labour (1)	Liberal Democrats
	<i>Ian Dobie</i>	<i>Maureen Caton</i>	
	<i>Jemima Milton</i>		
	<i>Justin Tomlinson</i>		

Deputies Wayne Lawley

**COUNCIL JOINT CONSULTATIVE COMMITTEE (12 members)**

(+ Unison, GMB, and Teachers Unions representatives)  
(*Councillors: same as Staff Joint Committee*)

**STAFF JOINT COMMITTEE (12 members)**

(+ Union and GMB representatives)

	Conservative (7)	Labour (4)	Liberal Democrats (1)
	Mike Bawden	Maureen Caton	Chris Shepherd
	Ian Dobie	Barrie Thompson	
	Fionuala Foley	Andy Harrison	
	Jemima Milton	Mavis Childs	
	David Renard		
	Garry Perkins		
	Brian Ford		

Deputies Justin Tomlinson  
and Nick Martin

Wendy Johnson

## TASK GROUPS, WORKING PARTIES & ADVISORY FORUMS

### **ASSET MANAGEMENT TASK GROUP (6 members)**

(+ Senior officer representatives from each department)

	Conservative (4)	Labour (1)	Liberal Democrats (1)
	Jemima Milton	Andy Harrison	Michael Dickinson
	Colin Lovell		
	David Renard		
	Justin Tomlinson		

Deputies      Wayne Lawley  
                    Roderick Bluh

### **BENEFITS MONITORING GROUP (3 members – Lead Member & shadow spokespersons)**

	Conservative (1)	Labour (1)	Liberal Democrats (1)
	Nick Martin	Andy Harrison	Michael Dickinson

Deputies: David Renard, Peter Greenhalgh, Charles Lister, and Roderick Bluh (Conservative Group).

### **BUDGET STRATEGY TASK GROUP (10 members)**

	Conservative (6)	Labour (3)	Liberal Democrats (1)
	Nick Martin	Des Moffat	Michael Dickinson
	Charles Lister	Philip Steele	
	Ray Fisher	Andy Harrison	
	Mary Martin		
	Peter Greenhalgh		
	Roderick Bluh		

Deputies      Glenn Smith

### **COMMUNITY ORGANISATIONS ADVISORY FORUM (5 members)**

(+ 5 representatives of the Federation of Community Organisations.)

	Conservative (3)	Labour (2)	Liberal Democrats
	Doreen Dart	Maureen Caton	
	Fionuala Foley	David Wren	
	Glenn Smith		

Deputies      Debbie Baylies

### **CORPORATE PARENT ADVISORY BOARD (5 members)**

(Formerly known as the Corporate Parenting Forum)

	Conservative (3)	Labour (2)	Liberal Democrats
	Melanie Duff	Fay Howard	
	Anthony Peake	Steve Allsopp	
	Ray Fisher		

Deputies      Ian Dobie

**EQUALITIES ADVISORY FORUM (4 members – including 1 Lead Member)**

(+ Representatives of the equalities coalitions and Unison)

	Conservative (3)	Labour (1)	Liberal Democrats
	Fionuala Foley	David Wren	
	Doreen Dart		
	Glenn Smith		

Deputies      Andrew Bennett

**GRANT AID WORKING GROUP (5 members)**

(Due to complete task shortly - Review role after August 2004)

	Conservative (3) (2 Lead Members)	Labour (2)	Liberal Democrats
	Fionuala Foley	Maureen Caton	
	Garry Perkins	David Wren	
	Glenn Smith		

**HOUSING ADVISORY FORUM (7 members)**

(+ Representatives of Swindon Tenants Voice)

	Conservative (4)	Labour (2)	Liberal Democrats (1)
	David Renard	Mavis Childs	Martin Wiltshire
	Andrew Bennett	John Ballman	
	Colin Lovell		
	Laura Holiday		

Deputies      Chris Shepherd

**LOCAL PLAN REVIEW WORKING PARTY (7 members)**

	Conservative (4)	Labour (2)	Liberal Democrats (1)
	Doreen Dart	David Wren	Martin Wiltshire
	Lisa Hawkes	Des Moffat	
	Anthony Peake		
	Chris Van Roon		

Deputies      Jemima Milton      Wendy Johnson

**LYDIARD PARK PROJECT BOARD (7 members)**

(+ outside representatives)

	Conservative (4)	Labour (2)	Liberal Democrats (1)
	Nick Martin	Derique Montaut	Geraldine Robertson
	Charles Lister	Maureen Caton	
	Peter Greenhalgh		
	Roderick Bluh		

1 x Lead Member for Member Development  
1 x Representative of the Corporate Performance Commission

	Conservative (1)	Labour (1)	Liberal Democrats (1)
	David Renard	David Nash	Mike Evemy
Deputies	Mike Bawden (LM)		

(Formerly the E-Government Task Group)

Deputies	Philip Sharp Colin Lovell
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	Conservative (4)	Labour (1)	Liberal Democrats (1)
	Lisa Hawkes	Kevin Small	Stan Pajak
	Chris Van Roon		
	Fionuala Foley		
	Roderick Bluh		
Deputies	Glenn Smith		Geraldine Robertson

(Review after 12 months)

Deputies	Colin Lovell Bernard Baker
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(+ Relevant community organisations)

## POLITICAL MANAGEMENT ARRANGEMENTS TASK GROUP

3 Political Group Leaders as appointed.

*(Deputy Leaders and Scrutiny Chairs be invited to attend as required)*

**RIDGEWAY NATIONAL TRAIL MEMBER / OFFICER WORKING PARTY**  
**(7 members – including Lead Member for Transportation as Chair)**

	Conservative (4)	Labour (2)	Liberal Democrats (1)
	Jemima Milton	David Glaholm	Chris Shepherd
	Andrew Bennett	Steve Allsopp	
	Roderick Bluh		
	Colin Lovell		

Deputies Bill Morton

**SOUTHERN DEVELOPMENT AREA TASK FORCE** (7 members)

(+ Co-opted reps from external organisations as appropriate)

(Review after 12 months)

	Conservative (4)	Labour (2)	Liberal Democrats (1)
	Fionuala Foley	Barrie Thompson	Stan Pajak
	Lisa Hawkes	David Glaholm	
	Brian Ford		
	Jemima Milton		

Deputies Bill Morton  
Roderick Bluh  
Andrew Bennett

**SPECIAL EXPENSES TASK GROUP** (6 members)

	Conservative (4)	Labour (1)	Liberal Democrats (1)
	Douglas Stewart	Des Moffat	No appointment
	Charles Lister		
	Andy Albinson		
	Bill Morton		

**SWINDON TOWN CENTRE PARTNERSHIP BOARD** (8 members)

(+ Representatives of the New Swindon Company + appropriate senior officers)

	Conservative (5)	Labour (2)	Liberal Democrats (1)
	Jemima Milton	Sinead Darker	Martin Wiltshire
	Lisa Hawkes	Michael Barnes	
	Brian Ford		
	Roderick Bluh		
	Mike Bawden		

Deputies Colin Lovell  
Chris Van Roon  
David Renard

Michael Dickinson

**TENANT FARMERS FORUM (3 members)**

	Conservative (2)	Labour (1)	Liberal Democrats
	Jemima Milton	David Glaholm	
	Melanie Duff		

Deputies      Anthony Peake

**UNIVERSITY OF BATH IN SWINDON PROJECT TASK FORCE (7 members)**

	Conservative (4)	Labour (2)	Liberal Democrats (1)
	Mike Bawden	Barrie Thompson	Chris Shepherd
	Jemima Milton	Maurice Fanning	
	Garry Perkins		
	Colin Lovell		

Deputies      Peter Greenhalgh

**WASTE STRATEGY MANAGEMENT TASK GROUP (Lead member + 5 other members)**

	Conservative (Lead Member +3)	Labour (1)	Liberal Democrats (1)
	Justin Tomlinson	David Glaholm	Geraldine Robertson
	Wayne Lawley		
	Colin Lovell		
	Peter Greenhalgh		

Deputies      Philip Sharp

## APPOINTMENT OF CHAIRS AND VICE-CHAIRS

### **SPECIAL COMMITTEE**

Chair:	Mike Bawden
Vice-Chair:	Ian Dobie

### **STANDARDS COMMITTEE**

Chair:	Keith Carby	Independent
Vice-Chair:	Trevor Davis	Independent

### **PLANNING COMMITTEE**

Chair:	Lisa Hawkes
Vice-Chair:	Chris Van Roon

### **APPEALS COMMITTEE**

Chair:	Peter Greenhalgh
Vice-Chair:	To be appointed at the first meeting of the Committee

### **LICENSING COMMITTEE**

Chair:	Brian Ford
Vice-Chair:	Colin Lovell

### **APPOINTMENTS COMMITTEE**

Chair:	Mike Bawden
Vice-Chair:	Ian Dobie

### **FOOTPATHS & RIGHTS OF WAY COMMITTEE**

Chair:	Roderick Bluh
Vice-Chair:	Philip Sharp

### **JOINT COMMISSIONING COMMITTEE**

Chair:	Ian Dobie
Vice-Chair:	(from the Swindon PCT)

## OVERVIEW AND SCRUTINY COMMISSIONS:

### **CORPORATE PERFORMANCE COMMISSION**

Chair:	Andy Harrison
Vice-Chair:	Glenn Smith

### **EDUCATION AND YOUNG PEOPLE COMMISSION**

Chair:	Kevin Small
Vice-Chair:	Bernard Baker

### **HEALTH AND SOCIAL CARE COMMISSION**

Chair:	Maurice Fanning
Vice-Chair:	Melanie Duff

### **SERVICES TO THE COMMUNITY COMMISSION**

Chair:	Derique Montaut
Vice-Chair:	Wayne Lawley

### **SCRUTINY REVIEW BOARD**

Chair:	Wendy Johnson
Vice-Chair:	Mary Martin

### **OVERVIEW & SCRUTINY MANAGEMENT BOARD**

To be determined by the Management Board.



## APPOINTMENT TO OTHER BODIES 2004/5

### Archaeological Advisory Body Of the Swindon Development Trust (6 members)

	Conservative	Labour	Liberal Democrats
	Douglas Stewart	Maureen Dilley	Martin Wiltshire
	Gunter Gussefeld	Vicky Byrne	
	Roderick Bluh		

### Arts Council England – South West (1 member)

	Conservative	Labour	Liberal Democrats
	Fionuala Foley	No appointment	No appointment

### Association of Public Service Excellence (1 member & 1 deputy)

	Conservative	Labour	Liberal Democrats
	Justin Tomlinson	No appointment	No appointment

Deputies: Dale Heenan

### Braeside Management Committee (1 member)

	Conservative	Labour	Liberal Democrats
	No appointment	Fay Howard	No appointment

### Cotswold Water Park Joint Committee (1 member)

	Conservative	Labour	Liberal Democrats
	Doreen Dart	No appointment	No appointment

### County Investment Sub-Committee (Wiltshire County Council) (2 members)

	Conservative	Labour	Liberal Democrats
	David Renard	Des Moffat	No appointment

Deputies: Andrew Bennett

### Cre8 Studios (2 members)

	Conservative	Labour	Liberal Democrats
	Lisa Hawkes	Lynn Vardy	No appointment

### Cricklade Country Way (1 member)

	Conservative	Labour	Liberal Democrats
	Doreen Dart	No appointment	No appointment

### Dance Advisory Panel (2 members)

	Conservative	Labour	Liberal Democrats
	Lisa Hawkes	Joy Brunt	No appointment

Dorcan Site Management Committee (3 members including 1 ward member)

	Conservative	Labour	Liberal Democrats
	Glenn Smith	David Wren	No appointment

Great Western Enterprise (2 members - normally including 1 officer)

	Conservative	Labour	Liberal Democrats
	Mike Bawden	No appointment	No appointment

Great Western Community Forest (3 members and 3 deputies)

	Conservative	Labour	Liberal Democrats
	Peter Greenhalgh	Maurice Fanning	Geraldine Robertson
Deputies:	Nick Martin	Andy Harrison	Stan Pajak

Health Hydro Management Committee (now known as Best Value Team) (1 member)

	Conservative	Labour	Liberal Democrats
	No appointment	No appointment	Michael Dickinson

Highworth Recreation Centre Management Committee (1 member + 1 deputy)

	Conservative	Labour	Liberal Democrats
	Melanie Duff	No appointment	No appointment

Highworth Youth and Community Centre Support Committee (1 member – last year appointed by Highworth Town Council)

	Conservative	Labour	Liberal Democrats
	Melanie Duff	No appointment	No appointment

HTS Management Centre (Lydiard Park) Limited (1 member)

	Conservative	Labour	Liberal Democrats
	No appointment	Maurice Fanning	No appointment

Human City Institute (1 member)

	Conservative	Labour	Liberal Democrats
	Doreen Dart	No appointment	No appointment

Joint Committee of the National Parking Adjudication Service (1 member [Lead member for service area] + 1 deputy [shadow lead member from the largest minority group])

	Conservative	Labour	Liberal Democrats
	Jemima Milton	David Glaholm (Deputy)	No appointment

Local Government Association (4 members)

	Conservative	Labour	Liberal Democrats
	Mike Bawden	Kevin Small	Chris Shepherd
	Ian Dobie		

Local Government Association Rural Commission (2 members)

	Conservative	Labour	Liberal Democrats
	Jemima Milton	No appointment	No appointment
	Melanie Duff		

Local Government Association (South West Branch) (3 members + 1 member appointed under the proportionality arrangements)

	Conservative	Labour	Liberal Democrats
	Mike Bawden	Kevin Small	Chris Shepherd
Deputies:	Ian Dobie		Michael Dickinson

Local Government Association South West Regional Assembly (1 member + 1 member appointed under the proportionality arrangements)

	Conservative	Labour	Liberal Democrats
	Mike Bawden	Kevin Small	No appointment

Local Government Association Urban Commission (2 members)

	Conservative	Labour	Liberal Democrats
	Mike Bawden	Kevin Small	No appointment
Deputies:	Ian Dobie		

Local Government Information Unit (1 member and 1 deputy)

	Conservative	Labour	Liberal Democrats
	No appointment	Barrie Thompson	No appointment

Oxenwood Management Committee (1 member)

	Conservative	Labour	Liberal Democrats
	No appointment	Kevin Small	No appointment

Plas Pencelli Management Committee (5 members)

	Conservative	Labour	Liberal Democrats
	Ian Dobie	Kevin Small	Wendy Johnson
	David Renard		
	Chris Van Roon		
	(+ Ex officio Garry Perkins)		

South West Chairs and Chief Education Officers Group (1 member)

	Conservative	Labour	Liberal Democrats
	Garry Perkins		

South West Provincial Employers National Joint Council for Local Government Services (2 members)

	Conservative	Labour	Liberal Democrats
	Mike Bawden	No appointment	No appointment
	Fionuala Foley		

South West Regional Committee of "Room", National Council for Housing and Planning (1 member and 1 deputy)

	Conservative	Labour	Liberal Democrats
	David Renard	No appointment	No appointment
Deputies:	Andrew Bennett		

South West Regional Executive Board for Asylum Seekers and Refugees (1 member AND the Chief Executive, or a nominated representative)

	Conservative	Labour	Liberal Democrats
	David Renard	No appointment	No appointment

Stratton Pupil Referral Unit Management Committee (2 members)

	Conservative	Labour	Liberal Democrats
	Bernard Baker	Philip Steele	No appointment

Swindon Adoption Panel (2 members)

	Conservative	Labour	Liberal Democrats
	Melanie Duff	Fay Howard	No appointment

Swindon Arts Community Fund (3 members)

	Conservative	Labour	Liberal Democrats
	Fionuala Foley	Maureen Caton	Geraldine Robertson

Swindon Fostering Panel (2 members)

	Conservative	Labour	Liberal Democrats
	Melanie Duff	Maureen Dilley	No appointment

Swindon Foyer (1 member)

	Conservative	Labour	Liberal Democrats
	Andrew Bennett	No appointment	No appointment

Swindon Lifelong Learning Partnership (1 member)

	Conservative	Labour	Liberal Democrats
	Garry Perkins	No appointment	No appointment

Swindon / Ocotal Link (5 members - including 1 from each minority group)

	Conservative	Labour	Liberal Democrats
	Doreen Dart	Derique Montaut	Stan Pajak
	Chris Van Roon	Andy Harrison	

Swindon Portage (1 member)

	Conservative	Labour	Liberal Democrats
	Garry Perkins	No appointment	No appointment

Swindon Railway Historic Castings Ltd (3 members)

	Conservative	Labour	Liberal Democrats
	Douglas Stewart	Des Moffatt	Mr Neil Butters

Swindon Railway Heritage Centre Trust (2 members – including the Leader of the Council)

	Conservative	Labour	Liberal Democrats
	Mike Bawden	No appointment	Mr Neil Butters

Swindon Strategic Partnership Board (1 member - Leader or Lead Member preferred, + the Chief Executive)

	Conservative	Labour	Liberal Democrats
	Mike Bawden	No appointment	No appointment

Swindon Urban Regeneration Company (The New Swindon Company) (2 members)

	Conservative	Labour	Liberal Democrats
	Mike Bawden	David Nash	No appointment

Town Twinning Network (6 members)

	Conservative	Labour	Liberal Democrats
	Doreen Dart	Philip Steele	Stan Pajak
	Chris Van Roon	Derique Montaut	Michael Dickinson

University of Bath in Swindon, Swindon and Wiltshire Forum (1 member)

	Conservative	Labour	Liberal Democrats
	Mike Bawden	No appointment	No appointment

Upper Thames Area Liaison Forum (5 members)

	Conservative	Labour	Liberal Democrats
	Jemima Milton	David Glaholm	No appointment
	Lisa Hawkes		

Urchfont Manor Management Committee (1 member)

	Conservative	Labour	Liberal Democrats
	Peter Stoddart	No appointment	No appointment

Wessex Reserve Forces and Cadets Association (1 member)

	Conservative	Labour	Liberal Democrats
	No appointment	Barrie Thompson	No appointment

Wiltshire Arts Development Forum (2 members)

	Conservative	Labour	Liberal Democrats
	Fionuala Foley	Maureen Caton	No appointment

Wiltshire and Swindon Economic Partnership Board (1 member and 1 deputy)

	Conservative	Labour	Liberal Democrats
	Lisa Hawkes	No appointment	No appointment

Deputies: Chris Van Roon

Wiltshire and Swindon Lifelong Learning Partnership (1 member)

	Conservative	Labour	Liberal Democrats
	Garry Perkins	No appointment	No appointment

Wiltshire Historic Buildings Trust (1 member + 1 deputy)

	Conservative	Labour	Liberal Democrats
	Douglas Stewart	No appointment	No appointment

Deputies: Roderick Bluh  
Andrew Bennett

Wiltshire and Swindon Record Office Project Board (2 members)

	Conservative	Labour	Liberal Democrats
	Laura Holiday	Barrie Thompson	No appointment

Wiltshire and Swindon Rural Regeneration Partnership (1 member)

	Conservative	Labour	Liberal Democrats
	Jemima Milton	No appointment	No appointment

Wilts and Berks Canal Trust (1 member)

	Conservative	Labour	Liberal Democrats
	Douglas Stewart	No appointment	No appointment

Youth Justice Advisory Groups (1 member)

	Conservative	Labour	Liberal Democrats
	Brian Ford	No appointment	No appointment

Deputies: Colin Lovell

Schools Forum (1 member from largest group + an observer from each of the other two groups)

	Conservative	Labour	Liberal Democrats
1 member	Garry Perkins		
2 observers		Maurice Fanning	Chris Shepherd

To: The Chair and Members of  
Special Committee

Date: 5 November 2004

By: Director of Law and Corporate  
Governance

Parish/Ward: All

### **Revised Cycle of Cabinet Meetings**

#### **1 Purpose**

- 1.1 This report seeks authority to amend the Constitution to provide for the Cabinet to meet on a six-weekly cycle rather than the current three-weekly cycle.

#### **2 Recommendations**

- 2.1 That the Cabinet meet on a six-weekly cycle and that the Director of Law and Corporate Governance be authorised to amend the Constitution accordingly; and
- 2.2 That the time-table of meetings as set out in Appendix 1 be adopted and that the Director of Law and Corporate Governance, in consultation with the three political group leaders, be authorised to vary these dates should this prove necessary for the efficient discharge of Council business.

#### **3 Financial and Procurement Implications**

- 3.1 There are no significant direct financial or procurement implications arising from this report.

#### **4 Social, Environmental, Staffing, Legal/Human Rights, Risk and Other Implications**

- 4.1 There are no specific social, environmental, staffing or legal/human rights implications arising from this report.
- 4.2 *All other Risk Implications* – Risk has been considered and no major or uncontrolled risks have been identified. There would clearly be “Political Risks” should the Council not adopt robust and effective constitutional arrangements. If any urgent matter comes for decision by Cabinet then a special meeting can be arranged if there is no scheduled meeting.
- 4.3 *Links to Corporate Plan* – The delivery by way of the Constitution of effective, accountable and transparent decision-making directly links to that part of the Corporate Plan relating to “A Council for the Future”.

## **5 Detail**

- 5.1 In view of the recent increased delegation to Cabinet Members, it is considered by the Chief Executive, Directors Team, Group Leaders and individual Cabinet Members that the number of Cabinet meetings can be reduced in order to ensure the best use of member and officer time and there is a general wish to move Cabinet to a six-weekly cycle from its current three-weekly cycle.
- 5.2 This could be arranged by dropping every alternate Cabinet meeting starting with the October meeting that has already been cancelled in consultation with the Leader.
- 5.3 A Calendar of Meetings has been prepared and is attached as Appendix 1. In view of the need for Cabinet to agree various stages in the budget making process, Cabinet will have to meet in November, December and January. Although ad-hoc Cabinet meetings could be called if necessary, this should be done only in case of extreme urgency otherwise there is no point in this exercise and Cabinet would be meeting as often but in unscheduled and unplanned meetings that not everyone would be able to attend. Further, the budget-setting meeting of Council will need to take place on 21<sup>st</sup> February 2005 and the scheduled meeting on the 10<sup>th</sup> February 2005 has been deleted because of this.
- 5.4 If the Cabinet cycle is to be altered, then this will reduce the number of programmed Scrutiny Review Boards. As Group meetings tend to be tied to the Cabinet cycle the Groups will also need to consider whether to re-arrange their own cycle of meetings.
- 5.5 As the Constitution will need to be altered to reflect the changes (Executive Procedure Rules – page 98), Special Committee will need to authorise the necessary alterations to the Constitution.

## **6 Appendices**

- 6.1 Appendix 1 – Revised Calendar of Meetings

## **7 Date**

- 7.1 14<sup>th</sup> October 2004

The Chief Executive and Directors Team were consulted on this report as were Group Leaders and the Chair of the Scrutiny Review Board.

**THE FOLLOWING UNPUBLISHED DOCUMENTS HAVE BEEN RELIED ON IN THE PREPARATION OF THIS REPORT: None**



Further information regarding this report can be obtained from Stephen Taylor on Direct Dial No. 463012 or Email [staylor@swindon.gov.uk](mailto:staylor@swindon.gov.uk)

The Lead Member for the service area subject to this report is Councillor Mike Bawden, Leader of the Council, who has been consulted on its contents.

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# Borough Of Swindon – Calendar of Meetings 2004/2005 (Revised)

	Meeting	contact	day	time	jun	jul	aug	sep	oct	nov	dec	jan	feb	mar	apr	may	jun
				pm													
Executive & Regulatory	COUNCIL	SB	Th	7.00	25(ac)	22		16		18		27	21(m)(B)		21	20 (ac)	
	CABINET	IW	W	6.00		7/28	18	8/29		10	15	19	2(B)	2	20		
	Education Partnership Board	HH	Th	5.15		1			14		9		24		14		
	Standards Committee	SL	M	5.00		20(tu)		20		22		31		14			
	Planning Committee	IT	Tu	7.00	29	20	10/31	21	12	2/23	14	11	1/22	15	5/26	24	
	Licensing Sub-Ctees (Reserve Dates)	SB	M	5.30		19	2/23	13	4/ 25	1/15	6/20	10/ 31	14	7/21	11/25	3(tu)/23	
	Budget Strategy Task-Group	AS	W	6.00		6(tu)/14	11		15	13	3/17 /24	8	5/12 /26				
Overview & Scrutiny Commissions	Corporate Performance	CY/SB	M	7.00		12		20		22		24		14			
	Audit Sub-Group	CY/SB	Tu	5.30	8	13	10	14	12	9	14	11	8	8	12	3	
	Health and Social Care	CY/AS	Th	7.00		15		23		16(tu)		20		10			
	Education and Young People	JT/SL	W	7.00		14		9		24		26		16			
	Services to the Community	JT/SJ	Tu	7.00		13		7		30		25		22			
	Scrutiny Review Board	SJ	M	6.00		12	2/23	13	4	15	20	24	7	7	25		
	Overview and Scrutiny Management Board*	JT/CY/SJ	W	6.00		6	12		14		7		16		13		
Advisory Forums	Community Organisations Advisory Forum	AS	W	7.00					6				16				
	Housing Advisory Forum	SB	W	7.00		21			27			18(tu)			13		
	Equalities Advisory Forum	AS	W	12.45		7		8		10		12		9			
	Archaeological Advisory Forum	AS	Tu	5.00	29					2				1			
	The Children's Board	SB	W	4.30	23			1(pr)		3(pr)		13(th)(pr)		3(th)(pr)			
	School Organisation Committee	HH	W	6.00		21		15		17		12		9			
	SACRE (Standing Advisory Council on Religious Education)	SL	Tu	6.00		12(m)		28			7			8			
Other Bodies	Joint Commissioning Committee (Board)	SB	M	1.00		12		20		1		24		14			
	Staff Joint Cttee	IT	Tu	12.00		13				30			8				
	Council Joint Consultative Committee	IT	Th	12.00								27					
	Joint Safety Committee (Health & Safety)	IT	Tu	1.00		6		28			7			8			
	Town Twinning Network	AS	Th	6.00		29		9		25		18(tu)		22(tu)			
	Lydiard Park Project Board	SL	-	6.00		19(m)		30(th)		15(m)		18(tu)		22(tu)		26(th)	
	Labour Group	JS	M	7.00	14/21	5/ 26	16	6/ 27	18	8/29	13	17/31	7/28	21	18	31(tu)	
Group Meetings	Conservative Group	VG	M	6.00		5/ 26	16	6/ 27	18	8/29	13	17/31	7/28	21	18	31(tu)	
	Liberal Democrat Group	MP	M	6.00		5/ 26	16	6/ 27	18	8/29	13	17/31	7/28	21	18	31(tu)	
	Dates booked for Member Training (*aimed at New Members)	SRT	Th	6.00	17*/21	8/15*/29*		2/9/13 /14/30	14	4	2		17	17	7		2
	Elections	-	Th		10												
Dates	Bank Holidays	-	-	-	-		30				27/28	3		25/28		2/30	
	School Holidays	-	-	-	1-4		22-27		21-29			21-4	14-18	28-8		31-3	

Key: (m)=Monday, (tu)=Tuesday, (w)=Wednesday, (th)=Thursday, (f)=Friday, (p)=Provisional, (nm)= new members, (b) budget meeting, (ct/r)=Council tax/rents, \*= ad-hoc meetings will be held, (ac)=annual council (Fri, 2.30 pm). (pr) = Provisional  
 Officer Contacts: Clerks: IW=Ian Wilcox, SJ=Steve Jones, SB=Shaun Banks, SL=Sarah Lawrence, IT=Iain Tucker, HH=Helen Harris, AS=Allison Smith, EF=Emily Fry, Member Services: SRT = Sally Rhind-Tutt. Political Assists: JS = James Sandy, VG = Victoria Guillaume, MP= Matthew Pearce. Scrutiny Officers: CY=Claire Yeates , JT=Jodie Townsend.

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To: The Chair and Members of  
the Special Committee

Date: 5 November 2004

By: Director of Law and Corporate  
Governance

Parish/Ward: All

### **Appointments to Committees and Other Bodies**

#### **1 Purpose**

To consider changes to Committee Membership and to the Council's representation on outside bodies for the remainder of the Municipal Year 2004/05.

#### **2 Recommendations**

The Special Committee is recommended to:-

- 2.1 Approve the appointment of Councillors to serve on the Committees and Outside Bodies as set out in Appendix 1 of the report.

#### **3 Financial Implications**

- 3.1 This report has no significant Financial Implications.
- 3.2 Councillors appointed to serve on Committees and outside bodies are entitled to receive allowances (in relation to travelling, subsistence and dependent care) as set out in the Council's Scheme of Councillors' Allowances. This Scheme forms part of the Council's Constitution.

#### **4 Social, Environmental, Staffing, Legal/Human Rights and Other Risk Implications**

- 4.1 There are no specific social, environmental, staffing or legal/Human Rights implications.
- 4.2 *All Other Risk Implications* – Risk has been considered and no major uncontrolled risks have been identified. There would clearly be "Political Risks" should the Council not adopt robust and effective constitutional arrangements.
- 4.3 *Links to the Corporate Plan* – The delivery by way of the Constitution of effective, accountable and transparent decision-making directly links to that part of the Corporate Plan relating to "A Council for the Future".

#### **5 Detail**

- 5.1 The Conservative Group has requested that in view of changes to Cabinet portfolio responsibilities and to changed personal and work commitments of certain Councillors, it would wish to make a number of changes to the

group's current representation on committees and other bodies. The proposed changes are set out in Appendix 1. These changes have no affect on the Council's Political Balance Arrangements.

## **6 Appendices**

6.1 Appendix 1 – Proposed Changes to Committees and Other Bodies

## **7 Date**

7.1 22<sup>nd</sup> October 2004

The Director of Finance and the Director of Law and Corporate Governance are consulted on all reports. The following officers and agencies were consulted on this report: None

The following Councillors were consulted or informed of the contents of this report:  
None

**THE FOLLOWING UNPUBLISHED DOCUMENTS HAVE BEEN RELIED ON IN THE PREPARATION OF THIS REPORT:** None.

Further information regarding this report can be obtained from Ian Willcox, Committee and Member Services Manager, on Direct Dial No. 463601 or Email [iwillcox@swindon.gov.uk](mailto:iwillcox@swindon.gov.uk)

The Lead Member for the service area subject to this report is Councillor Mike Bawden, Leader of the Council and Chair of Cabinet who has been consulted on its contents.

## Appendix 1

### Appointments to Committees and Other Bodies (Changes in Membership / Appointment for the remainder of 2004/05)

<b>Council Body / Outside Body</b>	<b>Current Membership / Appointment</b>	<b>Proposed Membership / Appointment</b>
<b>Appeals Committee</b>	<b>Councillor Peter Greenhalgh</b>	<b>Councillor Bernard Baker</b>
<b>Appeals Committee - Chair</b>	<b>Councillor Peter Greenhalgh</b>	<b>Councillor Colin Lovell</b>
<b>Appeals Committee - Sub-Committees</b>	<b>Councillor Peter Greenhalgh</b>	<b>Councillor Bernard Baker</b>
<b>Education and Young People Commission</b>	<b>Councillor Bernard Baker</b>	<b>Councillor Peter Greenhalgh</b>
<b>Education and Young People Commission – Vice- Chair</b>	<b>Councillor Bernard Baker</b>	<b>Councillor Peter Greenhalgh</b>
<b>Services to the Community Commission</b>	<b>Councillor Peter Greenhalgh</b>	<b>Councillor Bernard Baker</b>
<b>Education Partnership Board (Deputy)</b>	<b>Councillor Bernard Baker</b>	<b>Councillor Peter Greenhalgh</b>
<b>School Organisation Committee</b>	<b>Councillor Bernard Baker</b>	<b>Councillor Peter Greenhalgh</b>
<b>Standing Advisory Council on Religious Education (SACRE)</b>	<b>Councillor Bernard Baker</b>	<b>Councillor Peter Greenhalgh</b>
<b>Swindon Admissions Forum</b>	<b>Councillor Bernard Baker</b>	<b>Councillor Peter Greenhalgh</b>
<b>Children’s Board (Deputy)</b>	<b>Councillor Bernard Baker</b>	<b>Councillor Peter Greenhalgh</b>
<b>Community Organisations Advisory Forum</b>	<b>Councillor Fionuala Foley</b>	<b>Councillor David Renard</b>
<b>Grant Aid Working Party of Cabinet</b>	<b>Councillor Fionuala Foley</b>	<b>Councillor David Renard</b>
<b>Waste Management Task Group of Cabinet</b>	<b>Councillor Peter Greenhalgh</b>	<b>Councillor Andrew Bennett</b>
<b>New Central Library Task Group of Cabinet</b>	<b>Councillor Fionuala Foley</b>	<b>Councillor Jemima Milton</b>
<b>Pinehurst People’s Centre Steering Group of Cabinet</b>	<b>Councillor Fionuala Foley</b>	<b>Councillor David Renard</b>
<b>Arts Council England – South West</b>	<b>Councillor Fionuala Foley</b>	<b>Councillor Jemima Milton</b>

<b>Council Body / Outside Body</b>	<b>Current Membership / Appointment</b>	<b>Proposed Membership / Appointment</b>
<b>Swindon Arts Community Fund</b>	<b>Councillor Fionuala Foley</b>	<b>Councillor Jemima Milton</b>
<b>Wiltshire Arts Development Forum</b>	<b>Councillor Fionuala Foley</b>	<b>Councillor Jemima Milton</b>